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DATE: 16 March 2018

To: Members of the  
**EXECUTIVE**

Councillor Colin Smith (Chairman)

Councillors Graham Arthur, Peter Fortune, William Huntington-Thresher, Kate Lymer,  
Peter Morgan and Diane Smith

A meeting of the Executive will be held at Bromley Civic Centre on **WEDNESDAY 28  
MARCH 2018 AT 7.00 PM**

MARK BOWEN  
Director of Corporate Services

*Copies of the documents referred to below can be obtained from*  
<http://cds.bromley.gov.uk/>

## A G E N D A

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST**

**3 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Thursday 22<sup>nd</sup> March 2018.

**4 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 7TH FEBRUARY 2018  
AND 7TH MARCH 2018**

(Pages 5 - 38)

**5 PROGRESS IN IMPLEMENTING CHILDREN'S SERVICES IMPROVEMENTS -  
ORAL UPDATE**

**6 BUDGET MONITORING 2017/18**

(Pages 39 - 94)

- 7 HOMELESSNESS STRATEGY**  
(Pages 95 - 178)
  
- 8 BROMLEY DRAFT LOCAL PLAN EXAMINATION - APPROVAL FOR MAIN MODIFICATIONS CONSULTATION**  
(Pages 179 - 206)
  
- 9 NATIONAL INCREASE IN PLANNING APPLICATION FEES**  
(Pages 207 - 210)
  
- 10 WEST WICKHAM LEISURE CENTRE AND LIBRARY REDEVELOPMENT**  
(Pages 211 - 238)  
West Wickham Ward
  
- 11 NORMAN PARK ATHLETICS TRACK - UPDATE REPORT**  
(Pages 239 - 244)  
Hayes and Coney Hall ward
  
- 12 ASSET RECOVERY INCENTIVISATION SCHEME (ARIS)**  
(Pages 245 - 250)
  
- 13 LOWER SYDENHAM TO BROMLEY QUIETWAY PUBLIC CONSULTATION REPORT AND FINAL PROPOSALS**  
(Pages 251 - 268)  
Copers Cope and Bromley Town wards
  
- 14 GREENWICH TO KENT HOUSE QUIETWAY (BROMLEY SECTION) PUBLIC CONSULTATION REPORT AND FINAL PROPOSALS**  
(Pages 269 - 290)  
Penge and Cator ward
  
- 15 POT HOLE ACTION FUND**  
(Pages 291 - 294)
  
- 16 SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES REFORMS GRANT - DRAWDOWN AND CARRY FORWARD OF CONTINGENCY GOVERNMENT (NEW BURDENS) GRANT FUNDING**  
(Pages 295 - 300)
  
- 17 OPERATIONAL BUILDING MAINTENANCE BUDGETS AND PLANNED PROGRAMME 2018/19**  
(Pages 301 - 314)

**18 COUNCILLOR IT PROVISION**  
(Pages 315 - 318)

**19 NURSING CARE BEDS - CONTRACT AWARD - PART 1**  
(Pages 319 - 322)

**20 CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

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

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

**Items of Business**

**Schedule 12A Description**

**22 EXEMPT MINUTES OF THE MEETINGS HELD ON 7TH FEBRUARY AND 7TH MARCH 2018**  
(Pages 323 - 326)

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

**23 NURSING CARE BEDS - CONTRACT AWARD - PART 2** (Pages 327 - 332)

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

**24 GATEWAY 0: COMMISSIONING OPTIONS FOR TRANSPORT PROVISION IN CHILDREN'S AND ADULT'S SERVICES**  
(Pages 333 - 354)

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

**25 AWARD OF CONTRACT FOR WORKS AT BISHOP JUSTUS SCHOOL**  
(Pages 355 - 362)

Bromley Common & Keston Ward

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

**26 INVESTMENT OF ENDOWMENT FUND**  
(Pages 363 - 376)

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

**27 OPERATIONAL BUILDING MAINTENANCE  
BUDGETS AND PLANNED PROGRAMME  
2018/19 - PART 2**  
(Pages 377 - 380)

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

**28 OPPORTUNITY SITE G - DEVELOPMENT  
AGREEMENT**  
(To follow)

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

Bromley Town Ward

## EXECUTIVE

Minutes of the meeting held on 7 February 2018 starting at 7.00 pm

### Present:

Councillor Colin Smith (Chairman)  
Councillors Graham Arthur, Peter Fortune, Kate Lymer  
and Peter Morgan

### Also Present:

Councillor Simon Fawthrop and Councillor Angela Wilkins  
Councillor Nicholas Bennett J.P also attended briefly on  
the item relating to Scadbury Park Moated Manor

### 396 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors William Huntington-Thresher and Diane Smith.

### 397 DECLARATIONS OF INTEREST

Councillor Peter Morgan declared that his daughter was a director of Kier, who had a contract with the Council.

### 398 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

Twenty-one questions had been received for oral reply and five questions for written reply. Copies of the questions and replies are attached as Appendix A and Appendix B to these minutes.

### 399 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2018

Report CSD18016

**RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> January 2018 be confirmed.

### 400 PROGRESS IN IMPLEMENTING CHILDREN'S SERVICES IMPROVEMENTS

The Executive Director of Education, Care and Health Services updated the Executive on progress with implementing improvements to Children's Services. The Executive Director reported on the Caseload Promise (which was being met in all but one team, where the caseload was 17, rather than 12-15 as in the others) and recruitment, and reminded Members that the next Ofsted Monitoring visit was due in March. The statistical returns to Ofsted and

*Executive*  
*7 February 2018*

the Department for Education due at the end of March were positive, and other performance monitoring arrangements were in place for frontline staff and managers.

Responding to questions, the Executive Director reported that 360 children were subject to Child Protection Plans and that there were 293 children in care, of whom about 75% were with foster parents, the remainder being in specialist placements, in children's homes or with families and friends. The Council no longer owned any children's homes - there was a pan-London agreement whereby all authorities used the same pool of homes, all of which were subject to Ofsted inspection. However, the aim was for children to be in a family environment wherever possible. There were specialist foster carers available where children needed specialist support. In the current financial year, 19 foster carers had been recruited, and it was expected that this figure would reach 24. A Member suggested more targeted advertising for foster carers.

The Portfolio Holder for Education, Children and Families offered his public congratulations to the Fostering and Adoption Team for the remarkable improvements implemented in their service. He also reminded Members that they were welcome to attend the Celebration of Achievement on 15<sup>th</sup> February.

**401            2018/19 COUNCIL TAX**  
**Report FSD18016**

The Executive considered a report identifying the final issues affecting the 2018/19 revenue budget and made recommendations to Council on the level of the Bromley element of the 2018/19 Council Tax and Adult Social Care precept. Confirmation of the final GLA precept would be reported to the Council meeting on 26<sup>th</sup> February. The report also sought approval of the schools budget. The approach reflected in the report was for the Council to not only achieve a legal and financially balanced budget in 2018/19 but to have measures in place to deal with the medium term financial position (2019/20 to 2021/22.)

The Director of Finance drew the Executive's attention to the comments of all PDS Committees on the draft budget, which had been circulated, and to a supplementary paper setting out revised recommendations based on the final Local Government settlement announced the day before, including the required technical recommendations.

**RESOLVED that**

**(1) Council be recommended to**

- (a) Approve the schools budget of £76.771 million which matches the estimated level of Dedicated Schools Grant (DSG) after academy recoupment (an increase of £75k);**

- (b) Approves the draft revenue budgets (as in Appendix 2 to the report) for 2018/19 to include the following updated change:
- (i) as part of the final settlement, additional one-off funding of £744k was announced through a new Adult Social Care Support Grant. This sum will be held in the Central Contingency pending the receipt of awaited grant conditions. The utilisation of this funding will be subject to a further report to Executive.
- (c) Agree that Chief Officers identify alternative savings within their departmental budgets where it is not possible to realise any savings reported to the previous meeting of the Executive held on 10<sup>th</sup> January 2018;
- (d) Approve the following provisions for levies for inclusion in the budget for 2018/19:

	£'000
London Pensions Fund Authority *	484
London Boroughs Grant Committee	248
Environment Agency (flood defence etc.)	245
Lee Valley Regional Park *	355
Total	1,332

*\*provisional estimate - awaiting final allocations*

- (e) Approve a revised Central Contingency sum of £14,899k to reflect the changes in (b) and (d);
- (f) Note that the 2018/19 Central Contingency sum includes significant costs not yet allocated and there will therefore be further changes to reflect allocations to individual Portfolio budgets prior to publication of the Financial Control Budget;
- (g) Approve the revised draft 2018/19 revenue budgets to reflect the changes detailed above;
- (h) Set a 3.99% increase in Bromley's council tax for 2018/19 compared with 2017/18 (1.99% general increase plus 2% Adult Social Care Precept) and notes that, based upon their consultation exercise, the GLA are currently assuming a 5.1% increase in the GLA precept;
- (i) Note the latest position on the GLA precept, as above, which will be finalised in the overall Council Tax figure to be reported to full Council (see section 11 of the report);
- (j) Approve the approach to reserves outlined by the Director of Finance (see Appendix 4 to the report);

- (k) Executive agrees that the Director of Finance be authorised to report any further changes directly to Council on 26<sup>th</sup> February 2018.

- (2) Council Tax 2018/19 – Statutory Calculations and Resolutions (as amended by the Localism Act 2011).

Subject to 1 (a) to (k) above, if the formal Council Tax Resolution as detailed below is approved, the total Band D Council Tax will be as follows:

	2017/18 £	2018/19 £	Increase £	Increase % (note #)
Bromley (general)	1,072.00	1,094.18	22.18	1.99
Bromley (ASC precept)	42.02	64.30	22.28	2.00
Bromley (total)	1,114.02	1,158.48	44.46	3.99
GLA *	280.02	294.23	14.21	5.07
<b>Total</b>	<b>1,394.04</b>	<b>1,452.71</b>	<b>58.67</b>	<b>4.21</b>

\* The GLA Precept may need to be amended once the actual GLA budget is set.

- (#) in line with the 2018/19 Council Tax Referendum Principles, the % increase applied is based on an authority's "relevant basic amount of Council Tax" (£1,114.02 for Bromley) – see paragraph 6 below. Any further changes arising from these Principles will be reported directly to Council on 26<sup>th</sup> February 2018.

- (3) Council be recommended to formally resolve as follows:

1. It be noted that the Council Tax Base for 2018/19 is 130,004 'Band D' equivalent properties.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2018/19 is £150,607k.
3. That the following amounts be calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended (the Act):
  - (a) £529,211k being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
  - (b) £378,604k being the aggregate of the amounts which the Council estimates or the items set out in Section 31A(3) of the Act.

- (c) £150,607k being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year.
- (d) £1,158.48 being the amount at 3(c) above, divided by (1) above, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
4. To note that the Greater London Authority (GLA) has issued a precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below (NB. the GLA precept figure may need to be amended once the actual GLA budget is set).
5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2018/19 for each part of its area and for each of the categories of dwellings.

Valuation Bands	London Borough of Bromley £	Greater London Authority £	Aggregate of Council Tax Requirements £
A	772.32	196.15	968.47
B	901.04	228.85	1,129.89
C	1,029.76	261.54	1,291.30
D	1,158.48	294.23	1,452.71
E	1,415.92	359.61	1,775.53
F	1,673.36	425.00	2,098.36
G	1,930.80	490.38	2,421.18
H	2,316.96	588.46	2,905.42

6. That the Council hereby determines that its relevant basic amount of council tax for the financial year 2018/19, which reflects a 3.99% increase (including Adult Social Care Precept of 2%), is not excessive. The Referendums Relating to Council Tax Increases (Principles) (England) Report 2018/19 sets out the principles which the Secretary of State has determined will apply to local authorities in England in 2018/19. Any further changes arising from these Principles will be reported directly to Council on 26<sup>th</sup> February 2018. The Council is required to determine whether its relevant basic amount of Council Tax is excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.

**402 CAPITAL PROGRAMME MONITORING Q3 2017/18 & CAPITAL STRATEGY 2018 TO 2022**  
Report FSD18014

The Executive received a summary of the current position on capital expenditure and receipts following the third quarter of 2017/18. The main focus of the annual bidding process had been on the continuation of existing essential programmes and on externally funded schemes. The Executive was asked to approve a revised capital programme. The Leader acknowledged the cross-party concern at the reduction in funding from TfL for road safety.

The report had been scrutinised by the Executive and Resources PDS Committee on 1<sup>st</sup> February 2018 and the Committee had supported the proposals.

**RESOLVED that**

**(1) The report be noted, including a total re-phasing of £22.8m from 2017/18 into future years, and a revised Capital Programme be agreed.**

**(2) The following amendments to the Capital Programme be approved:**

**(i) Reduction of £5,424k to Transport for London (TfL) funded Traffic and Highways schemes as detailed in paragraph 3.3.1 of the report;**

**(ii) Deletion of the £45k residual balance on the Depot – standby generators scheme which has reached completion as detailed in paragraph 3.3.2;**

**(iii) The increase of £4.1m to the Property investment Fund scheme to reflect the funding from a recent disposal of property detailed in paragraph 3.3.3;**

**(iv) A total reduction of £222k to reflect the revised grant funding for the Formula Devolved Capital Grant relating to the Council's remaining maintained schools as detailed in paragraph 3.3.4;**

**(v) A total reduction of £87k to reflect the lower associated cost on completed property purchases as detailed in paragraph 3.3.5;**

**(vi) Section 106 receipts from developers – increase of £15k in 2018/19 to reflect the funding received as detailed in paragraph 3.3.6;**

**(vii) It is noted that the Market Reorganisation report elsewhere on the agenda will result in a decrease of £116k as detailed in paragraph 3.3.7**

(viii) It is noted that the Scadbury Park report elsewhere on the agenda requests the addition of £155k to the Capital Programme as detailed in paragraph 3.3.8; and

(ix) It is noted that potential capital bids totalling around £9.8m may be separately submitted during 2018/19 as detailed in paragraph 3.5.7.

**(3) Council be recommended to:**

**(i) Approve the inclusion of the new scheme proposals listed in Appendix C in the Capital Programme (see section 3.5 in the report); and**

**(ii) Approve the increase of £4.1m to the Property Investment Fund scheme to reflect the funding from a recent disposal of property as detailed in paragraph 3.3.3.**

**403            LOCALLY    ADMINISTERED    BUSINESS    RATES    RELIEF  
                  SCHEME  
                  Report FSD18015**

The report advised of the potential government grant not yet utilised and requested that an enhancement be made to the scheme. It was proposed that the Director of Finance be provided with delegated authority to authorise further changes to ensure that the government funding was fully utilised to support local businesses.

The report had been scrutinised by the Executive and Resources PDS Committee on 1<sup>st</sup> February 2018; the Committee had supported the proposals and suggested that delegation to the Director of finance be extended to future years.

**RESOLVED that**

**(1) The previously adopted scheme for 2017/18 be enhanced to provide eligible businesses with 50% of their net business rates increase.**

**(2) The scheme in respect of future years to be enhanced to ensure full utilisation of Government funding. Decision on the level of support to be made once accurate levels of projected expenditure can be determined.**

**(3) Further to (1) and (2), that the Director of Finance be granted delegated authority in consultation with the Director of Corporate Services and Resources Portfolio holder, to vary the scheme further in order to maximise the use of Government funding for the current and future years on the basis of “mirroring” the criteria used by the DHCLG when allocating the overall funding.**

**404 BROMLEY MARKET REORGANISATION UPDATE**  
Report DRR18006

On 22 March 2017 the Executive had approved the designs and costings for the next phase of the Bromley Town Centre improvement and plans to re-organise, rebrand and relocate the existing market as part of those improvement works. On 7 November 2017 the Executive had agreed funding for capital costs in regard to the original kiosk and pop-up stall design.

The Renewal & Recreation PDS Committee on 1 November 2017 agreed that the Bromley Market Consultative Panel should be further engaged to feed into the market re-design. The report provided an update on progress following feedback from the markets traders, considered alternative costed options and made a recommendation on the revised number of stalls and semi-permanent kiosks.

The Portfolio Holder for Renewal and Recreation confirmed that the plans would improve the look, location and content of the market, and that care would be taken to avoid hot food stalls being near to the entrances to clothes retailers. He confirmed that the gazebos would be purpose designed for market stalls and long-lasting with anchor points.

The report had been scrutinised by the Renewal and Recreation PDS Committee on 24<sup>th</sup> January 2018 and the Committee had supported the proposals, including in particular Option C.

**RESOLVED that**

- (1) The consultation input from the Market Traders and Bromley Market Consultative Panel be noted.**
- (2) The recommendation for the Option Model C design as outlined in paragraph 3.33 of the report be agreed.**
- (3) The £116k reduction in the allocation from the Growth Fund to meet the lower capital cost for Option C be agreed.**
- (4) It is noted that there will be an overall decrease of £116k for the Bromley High Street Improvement Scheme within the Capital Programme, resulting in a total scheme cost of £3.46m.**

**405 SCADBURY PARK MOATED MANOR**  
Report ES18008

The Executive's approval was sought for the use of cash match-funding in order to secure a Heritage at Risk Grant from Historic England to help secure some of the most urgent repairs and stabilisation of brickwork at the medieval Moated Manor within Scadbury Park Local Nature Reserve.

Councillor Nicholas Bennett attended the meeting as the Council's Heritage and Design Champion to support the proposals.

The report had been scrutinised by the Environment PDS Committee on 30<sup>th</sup> January 2018 and the Committee had supported the proposals.

**RESOLVED that**

**(1) The submission of a Heritage at Risk Grant application for £95k to Historic England for the project management and delivery of urgent works be approved.**

**(2) The acceptance and delivery of this grant, if successful, with its associated terms and conditions, subject to the costs identified within the maintenance plan being funded within existing budgets and or any additional external funding secured, be approved.**

**(3) The tendering of capital works identified by the Condition Survey as 1A Urgent works estimated to be £120k be approved.**

**(4) The appointment of a Conservation Accredited Professional to develop, and project manage the scheme, at an estimated cost of £35k be approved.**

**(5) The scheme be added to the Capital Programme, at a total cost of £155k, funded from a £60k contribution from revenue and an Historic England grant of £95k, if successful.**

**406 MAYORAL COMMUNITY INFRASTRUCTURE LEVY (MCIL2)  
DRAFT CHARGING SCHEDULE CONSULTATION**  
Report DRR18/006

The Mayoral Community Infrastructure Levy (MCIL2) Draft Charging Schedule (DSC) public consultation towards Crossrail ran from 18<sup>th</sup> December 2017 to 4<sup>th</sup> February 2018. The report alerted Members to the publication of the document whilst containing background detail, with points and concerns from the Bromley perspective enabling a formal response suggested at Appendix 1.

It was suggested that the Council objected to the proposed Charging Schedule due to:

- The adverse impact on provision of local infrastructure such as education and health;
- The limited benefit to Bromley residents of Crossrail 2,
- The impact on other transport projects.

The report had been considered by Development Control Committee on 25<sup>th</sup> January 2018 and the Committee had supported the proposed response.

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Members strongly supported the objections to the Draft Charging Schedule, noting that, unlike boroughs such as Sutton and Bexley, Bromley would not be benefitting directly from Crossrail or Crossrail 2. It was confirmed that the Council would have no power to vary the flat rate for the Mayoral CIL imposed on the borough. Councillor Simon Fawthrop urged the Executive to make reference to Bromley's successful challenge to the GLC's "Fares Fair" policy in 1981.

Councillor Peter Morgan referred to the comment in the draft response about the banding of LB Greenwich being partly based on evidence of lower house prices and commented that as prices had not fallen there this sentence should be amended.

**RESOLVED that the proposed response at Appendix A to the report be used as the basis of the Council's response, with the final wording to be drawn up by the Chief Planner with the agreement with the Portfolio Holder for Renewal and Recreation and in consultation with the Chairman of the Development Control Committee.**

**407 BROMLEY'S RESPONSE TO THE DRAFT LONDON PLAN CONSULTATION**  
Report DRR18/002

The Mayor of London had published the New Draft London Plan for public consultation at the beginning of December 2017. When adopted, the new Plan would replace the current London Plan (2016) and, as part of Bromley's Development Plan, would be used in decision making on planning applications along with the UDP/ Local Plan and Bromley Town Centre Area Action Plan. Appendix 1 to this report summarised key aspects of the Consultation Draft and included officers' comments - additional amendments to this and an amended recommendation were circulated before the meeting.

The report had been considered by Development Control Committee on 25<sup>th</sup> January 2018; the Committee had supported the proposed response and made additional comments to be taken into account in the final version.

Key aspects of the Plan that were not acceptable were the increase in housing targets, based on the principle of intensification, from 641 to 1,424 units per annum (one of the highest percentage increases in London), the removal of the presumption against development on garden land, less flexibility on parking standards and affordable housing thresholds rising to 50% in some cases. Members at Development Control Committee had also objected to statements in Policy SD7 about the scope for further residential development in West Wickham and Petts Wood. The extension of the Docklands Light Railway to Bromley North was not mentioned in the Draft Plan, and the question of extending the Bakerloo Line beyond Lewisham was left open.

Members commented that a number of the policies in the Plan appeared to be very detrimental to Bromley in particular and the Leader commented that it might be necessary to set aside funds for a legal challenge.

**RESOLVED that the Chief Planner, in consultation with the Leader, be authorised to prepare and submit the Council's response to the London Plan consultation to the Mayor of London by 2<sup>nd</sup> March 2018.**

**408            CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM  
THE EXECUTIVE AND RESOURCES POLICY DEVELOPMENT  
AND SCRUTINY COMMITTEE**

There were no additional items to report from Executive and Resources PDS Committee.

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

**RESOLVED that the Press and public be excluded during consideration of the items of business referred to 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.**

**The following summaries  
refer to matters  
involving exempt information**

**410            UPDATE ON COMMUNITY CONTRACT AWARD**

The Executive received an update on the CCG's Community Contract and agreed actions to protect staff and services.

**411            CAPITAL PROGRAMME MONITORING Q3 2017/18 AND  
ANNUAL CAPITAL STRATEGY 2018 TO 2022 - APPENDIX F:  
CAPITAL RECEIPTS**

The Executive noted Appendix F to the Capital Programme report on Capital Receipts.

The Meeting ended at 8.16 pm

Chairman

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**EXECUTIVE**

**7<sup>th</sup> February 2018**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

**(A) Questions for oral reply**

- 1. From Colin Kavanagh to the Renewal and Recreation Portfolio Holder**  
(As Mr Kavanagh was not present a written reply was sent.)

With regard to the Council's Housing Strategy, can you please confirm that the Council is satisfied with the current level of affordable housing provision made available by way of Section 106 agreements. Can you also confirm what considerations the Council give when accepting discretionary payments in lieu of affordable housing being provided and confirm how the Council have used/intend to use such payments to tackle the housing crisis in Bromley?

**Reply:**

The Council applies national guidance and development plan policy when it considers planning applications that should provide Affordable Housing. We usually commission, for each residential application, an independent assessment of the applicants Affordable Housing proposal so that we have adequate information for deciding on the application in a satisfactory way. Payments in lieu of onsite provision are an exception and the Council has used those contributions to provide additional accommodation for local people via Housing Associations.

- 2. From Eugene Nixon to the Care Services Portfolio Holder**  
(As Mr Nixon was not present a written reply was sent.)

Please explain what is meant by the term "social housing rent" and the current, average rent levels of social rent in LB Bromley. Please list by each ward in the borough the number of newly built homes let by social housing providers, at social rent, since 2014.

**Reply:**

Broadly the term 'social housing rent' refers to the rent levels able to be charged for housing association and local authority rented accommodation (excluding any private market rent properties they may manage). There are 2 main rent setting regimes:

Social Housing Rent: In general this would relate to a proportion of older existing stock and not new build accommodation. Rents are determined through a national rent setting regime which involves a formula to determine a 'target rent'. The calculation takes account of property values, local earnings relative to national earnings and property size.

Affordable Housing Rent is subject to rent controls that require a rent of no more than 80 per cent of the local market rent (including service charges, where applicable). In Bromley, in the event that 80% of market rent is above the local housing allowance payable by housing benefit the rent level will be capped at local housing allowance rate to ensure that it is still affordable to those on low incomes. In Bromley most of our housing associations set rents at between 65% and 80% of market rents.

Housing associations are required to develop new rented accommodation at the affordable rents level in line with the contracts they have signed with the HCA – as such rent levels will either be at local housing allowance level or lower.

In terms of average social housing rent levels in Bromley, these will vary depending upon location, property type and size. I am afraid we would not hold this information as the Council would not be party to rent setting - housing associations set the rental levels directly across their stock in line with the above regimes. All housing association accommodation let through Bromley Homeseekers will have rent levels in line with the national regimes above and these will be published on the Bromley Homeseekers website as properties become available for letting.

**3. From Jane Ward to the Renewal and Recreation Portfolio Holder**

(A written reply was sent.)

Please list on a ward by ward basis the number of housing association properties built at social rent levels in the borough in the last four years.

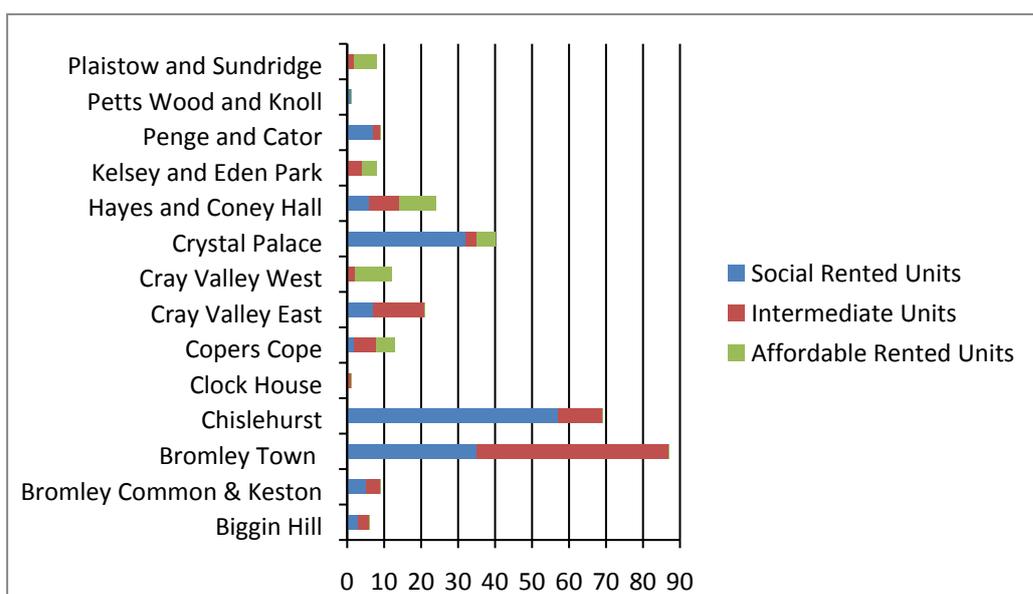
**Reply:**

Between April 2013 and December 2017 a total of 155 social-rented units were completed in the Borough. These have been broken down on a ward by ward basis in Table 1 which has been circulated, along with intermediate and affordable rented unit completions.

Table 1: Affordable housing units completed by ward (2013-2017)

Ward	Social Rented Units	Intermediate Units	Affordable Rented Units
Biggin Hill	3	3	
Bromley Common & Keston	5	4	
Bromley Town	35	52	
Chislehurst	57	12	
Clock House		1	
Copers Cope	2	6	5
Cray Valley East	7	14	
Cray Valley West		2	10
Crystal Palace	32	3	5
Hayes and Coney Hall	6	8	10
Kelsey and Eden Park		4	4
Penge and Cator	7	2	
Petts Wood and Knoll	1		
Plaistow and Sundridge		2	6
<b>Total</b>	<b>155</b>	<b>133</b>	<b>40</b>

Figure 1: Affordable housing units completed by ward (2013-2017)



#### **4. From Dermot Mckibbin to the Leader of the Council**

Will the Leader of the Council take advice from relevant Council staff to review the assertion by the government in the draft Tenant Fees bill and accompanying guidance on page 6 at paragraph 29 that there is no legislation about “holding deposits “ in the light of the guidance on unfair terms in tenancy agreements published by the Office of Fair Trading at paragraphs 3.14 to 3.24 on pages 22 to 23 and the new Competitions and Markets Authority publication “ Consumer Protection law guidance for lettings professionals” as published on 13 June 2014 at page 61?

#### **Reply:**

I can confirm that page 6 at paragraph 29 of the draft Tenant Fees Bill states that there is no legislation about “holding deposits.” This Bill and the related Consumer Protection guidance quoted will, of course, be reviewed in due course as part of the Trading Standards two year Plan.

#### **Supplementary Question:**

Mr Mckibbin asked whether, in view of the Government’s priority to fix the broken housing market, there was a need for simple, transparent legislation and whether the Council would make representations to Government in support of this?

#### **Reply:**

The Consumer Protection guidance quoted has also been reviewed but it does not provide any stipulations for Legislation controlling the definition of holding deposits, which appears to be the confirmation sought. I would suggest that debating the legislative nuances of a Bill travelling through Parliament might be avoided in open Committee at this stage; any interpretations expressed could be subject to potential challenge.

It does provide guidance for prospective tenants with clear information about why they are likely to have to pay a pre-tenancy payment or holding deposit, the sum that is required and the circumstances in which it will or will not be refunded. This last point is key. For the purpose of this guidance, a distinction is drawn between pre-tenancy holding deposits, which are taken before the agreement is signed in order to reserve the property, and security deposits, which may be taken when the tenancy agreement is signed.

Lettings professionals should therefore take care when taking a holding or pre-tenancy deposit, to check whether it has to be treated as a security deposit.

Where a security deposit is taken, unlike a holding deposit, it is required by law to be protected with a Tenancy Deposit Scheme. If it is any comfort, I can confirm that this authority will be in the vanguard of authorities protecting tenants who are taken advantage of by unscrupulous landlords.

## **5. From Andrew Ruck to the Leader of the Council**

Re Bullers Wood Boys planning Application. Why did Councillor Dean not manage and direct the DCC Meeting on 25th January in accordance with the Chief Executive's brief to ratify the decision from October and follow the guidance of the Planning Officer that the decision could be ratified?

### **Reply:**

A Chairman's job is not to direct Councillors to endorse officer recommendations; rather to consider the facts and either agree with them or find differently.

The Chief Executive himself actually stated "you can ratify the decision you made on 4 October, that's the recommendation, obviously other decisions are open to Members in the normal manner of your decision-making" which underlines that simple fact.

Similarly, you will I know be aware that the Officers' recommendation for the application on the evening of the DCC meeting on 4<sup>th</sup> October was for refusal of the scheme.

With all due respect, and I know how sensitive this matter is, you would have quite rightly been furious if the Chairman had directed the Committee to arrive at that decision.

### **Supplementary question:**

Mr Ruck asked why members had been allowed to bring up matters that were not material matters.

### **Reply:**

The Leader suggested that Mr Ruck needed to contact the Chairman of the Development Control Committee on this matter.

## **6. From Paul Rudling to the Leader of the Council**

Re Bullers Wood Boys planning Application: Why did the Planning Department/Legal Team advise the Council to take a flawed Planning Inspector's report to the Development Control Committee on 25th January 2018?

### **Reply:**

Planners took the view that the comments of the Government's Independent Planning Inspectorate when refusing the applicant's appeal against the first application, held material planning implications for the second, given the similarity of both schemes.

The Council's internal Legal team endorsed that view, as did a senior QC when approached for independent legal opinion in recognition of the importance and sensitivity of the application.

As a result of that advice the Chief Executive made the decision that further Member oversight was necessary to weigh and consider ratification of that decision made on 4<sup>th</sup> October.

**Supplementary question:**

Mr Rudling asked whether it would have been better for the Planners to advise the Inspector of the abnormal road conditions on the day of his visit? He added that this was a matter of the facts of the situation.

**Reply:**

The Leader responded that the Council was not in a position to direct or dictate to Planning Inspectors.

**7. From Julie Ireland to the Environment Portfolio Holder (answered by the Leader of the Council)**

Please explain the change in policy in Churchfields Waste and Recycling Centre with regard to cardboard. There is no longer a separate bin for cardboard, instead residents have been told to place any cardboard in the household waste bin. Why has this change been made?

**Reply:**

I am sure that Ms Ireland would wish to congratulate Bromley on having the second highest recycling rate in London.

Due to the requirements to ensure that cardboard is clean of additional packing materials and remains dry until it is processed, we no longer operate an 'open air' bay for residents to deposit unsorted cardboard. However, cardboard that is sorted can be placed in the enclosed 'paper & cardboard' recycling container that is located on the site – maybe this was not spotted on your visit. We are currently reviewing the capacity of the container and further options to improve cardboard recycling so it can be recycled effectively.

**Supplementary question:**

Ms Ireland asked whether cardboard from roadside collection was put into general waste?

**Reply:**

The Leader confirmed that this was still recycled.

## **8. From Rhian Kanat to the Leader of the Council**

Is the Council planning to review its Code of Conduct for Councillors in light of the significant reputational damage caused by Cllr Rideout's participation in the Planning Committee for Bullers Wood School given Cllr Rideout also has a declared long-standing and deep relationship with the Sundridge Residents Association a main proponent against the school development?

### **Reply:**

Councillor Rideout does not have a pecuniary interest and is perfectly entitled to sit on the panel under the provisions of the Localism Act 2011.

Bromley goes beyond what is required in legislation and requires its Members to also record non-pecuniary as well as pecuniary interests and in recent years, both Central Government and the Courts have taken the view that Councillors should be able to take part in such meetings too.

In summary, being a member of a Residents Association does not preclude any elected member from holding a view, speaking on an item or voting on an planning application in either their own, or any other ward and I do not agree with your assertion that any reputational issues have been caused to either the Council or the process based on these facts.

### **Supplementary question:**

Ms Kanat asked whether the Leader considered the Code of Conduct to be adequate?

### **Reply:**

The Leader responded that he did, but if Mr Bowen as the Council's Legal Advisor and Monitoring Officer considered that a review was necessary a report could be presented to a Standards Committee meeting, which would include independent persons.

## **9. From Maeve Beaven to the Education, Children and Families Portfolio Holder**

What exact measures is the Council taking to meet the shortage of secondary school places both for the cohort of 180 boys expecting to go to Bullers Wood School for Boys in September 2018 and in subsequent years?

### **Reply:**

There is no shortage this year. Everyone applying to Bullers Wood will have had six choices of school. Everyone will get a place.

### **Supplementary question:**

Ms Beaven asked the Portfolio Holder to spell out the contingency arrangements.

**Reply:**

The Portfolio Holder repeated that there was no shortage of places for this year. There was a shortage of between 13-19 forms of entry by 2022, but there were plans in the pipeline and he was talking to some schools about bulge classes.

(As the period for taking public questions expired at this point, the remainder of the questions were dealt with by written answers.)

**10. From Wendy Plummer to the Leader of the Council**

Re Bullers Wood Boys planning Application. On 29 January, Doug Patterson wrote "we are satisfied that in terms of the constitution, there were no legal breaches" with regard to the DCC Meeting on 25th January. Were there any legal breaches in any other terms?

**Reply:**

Not that I have been made aware of.

**11. From Eugene Nixon to the Resources Portfolio Holder**

What are Discretionary Housing Payments and what are they used for? How much money has Bromley Council been given by central government to meet costs of Discretionary Housing Payments awarded in the current financial year (2017-18)?

**Reply:**

Discretionary Housing Payments (often referred to as DHP's) are administered by the Council and provide financial assistance to help tenants meet their housing costs.

The objectives of the Bromley's DHP policy as entered on the Authority's website include:

- Sustaining tenancies and preventing homelessness
- Keeping families together
- Supporting the vulnerable and elderly in the local community
- Helping people who are trying to help themselves
- Encouraging and sustaining people in employment

Central Government's DHP contribution to Bromley for 2017/18 was £726,861.

**12. From Dermot Mckibbin to the Leader of the Council**

Does the Council Leader support the Government's draft Tenant Fees bill, what are the implication costs of the proposed bill for Bromley Council, does the Council accept the Government's view that the financial implications of the bill are fiscally neutral (see page 15 paragraphs 112-114 of the draft bill)?

**Reply:**

The assertion that the legislation will be fiscally neutral will be reviewed by Officers in due course, once the wording in the Bill is confirmed and the Bill passes into mainstream legislation. The consequences for Bromley Council with regard to the financial implications for this legislation will also be assessed at that time.

**13. From Jane Ward to the Leader of the Council**

Noting that the Leader of the Council has recently met with developers to discuss the possibility of future building projects in relation to housing development in the borough, has he or any other Councillors actively sought to meet with leading Housing Associations and housing providers in the South East to discuss working collaboratively to seek to create opportunities to provide more affordable/social housing in the Borough, either through construction, or purchase and renovation of properties already located here?

**Reply:**

Regular Officer meetings take place with partner housing associations to explore all potential opportunities in the execution of Councillors' policies concerning the development, purchase and refurbishment of existing properties to provide a range of affordable housing.

Recent examples of the successes we have enjoyed locally include the More Homes Bromley property purchase scheme, refurbishment of 3 former vacant residential homes, the provision of payment in lieu funding to create in excess of 128 new homes across the borough in partnership with Clarion Housing Association, a bold modular housing initiative, Benedict House in Beckenham and Bromley's London leading Mears initiative.

**14. From Andrew Ruck to the Leader of the Council**

Re Bullers Wood Boys planning Application. Councillors Lymer and Rideout offered the Widmore Centre to Bullers Wood School for Boys during the DCC meeting on 25th January. That offer was accepted on 25 January 2017 in correspondence with Councillor Lymer. What have LBB done subsequently to follow up on this kind offer?

**Reply:**

Cllr Lymer didn't 'offer' the Widmore Centre during the DCC meeting on 25<sup>th</sup> January, she advised, and I quote verbatim (my brackets):

"We (Bickley Ward Councillors) acknowledged the undisputed need for school places in the Borough as well as the strong desire from parents for this school to exist and we haven't just sat back shouting from the sidelines 'no' at it. Since the very beginning we had suggested a viable alternative in our Ward.

The Widmore Centre used to be a secondary school. It could have been turned into Bullers Wood Boys months ago. Pupils could be going there now and it is not too late for this to happen.

We have reiterated this option to the Secretary of State for Education, our MP, the ESFA and Bullers Wood until we are blue in the face but we have been continually ignored”

Cllr Mrs Rideout never mentioned the Widmore Centre in her address.

**Supplementary Question:**

If this was not a genuine or realistic offer how will LBB address its material bearing on the vote at the Development Control Committee on 25th January? IE. at least two Development Control Committee Members may have not ratified the October Committee decision because they believed an alternate (and more suitable in their view) site was on the table.

**Reply:**

As I mentioned in my earlier response to you, Cllr Lymer stated :  
*“We (Bickley Ward Councillors) acknowledged the undisputed need for school places in the Borough as well as the strong desire from parents for this school to exist and we haven’t just sat back shouting from the sidelines ‘no’ at it. Since the very beginning we had suggested a viable alternative in our Ward.*

*The Widmore Centre used to be a secondary school. It could have been turned into Bullers Wood Boys months ago. Pupils could be going there now and it is not too late for this to happen.*

*We have reiterated this option to the Secretary of State for Education, our MP, the ESFA and Bullers Wood until we are blue in the face but we have been continually ignored.”*

It is not in the gift of the Council or individual Councillors to “offer” what is/was ultimately the ESFA’s property, and neither did she.

Bickley Councillors have however long since held and expressed the consistent view to the highest levels of Government that if a secondary school had to go somewhere locally, the Widmore Centre, itself a former secondary school, would self-evidently be the preferred location, especially given the unhelpful additional traffic impact the ESFA’s decision to cluster 3 primary schools so closely together will inevitably cause.

We still believe that makes sound common sense, despite the fact that the impending arrival of La Fontaine now significantly complicates that eventuality.

## **15. From Paul Rudling to the Leader of the Council**

Re Bullers Wood Boys planning Application: Why was Councillor Rideout allowed to sit on the Development Control Committee on 25th January 2018 given her predetermination and strident anti-campaign through her Sundridge Residents Association?

### **Reply:**

Councillor Rideout does not have a pecuniary interest and is perfectly entitled to sit on the panel under the provisions of the Localism Act 2011.

Bromley goes beyond what is required in legislation and requires its Members to also record non-pecuniary as well as pecuniary interests and in recent years, both Central Government and the Courts have taken the view that Councillors should be able to take part in such meetings too.

In summary, being a member of a Residents Association does not preclude any elected member from holding a view, speaking to an item or voting on an planning application in either their own, or any other ward.

## **16. From Julie Ireland to the Environment Portfolio Holder (answered by the Leader of the Council)**

Recent media reports have suggested that much of the collected recyclables end up being incinerated. How much of Bromley boroughs recycling is incinerated?

### **Reply:**

The amount of contaminates that are extracted from recyclable materials is reported each month by the contractor and reviewed by the Council's management team. The current contamination rate of recyclates is 9% of material collected and year to date we have processed 800 tonnes of waste that was presented for collection as recyclate. This waste is currently being landfilled and is not sent to the Energy from Waste (EfW) plant due to the proximity of where the reprocessing centres are and available local disposal facilities.

In summary, for the last available period, 91% of waste put out for recycling is recyclable, 100% of this is recycled and this represents 49.6% of total residential waste .

## **17. From Rhian Kanat to the Renewal and Recreation Portfolio Holder**

What training is given to Councillors on planning law and due process before they serve as members of planning committees and does the Executive consider this to be adequate in light of the Development Control Committee meeting proceedings on 25 January 2018?

**Reply:**

Training is provided as a part of the Induction process for new Councillors when they join the Council. Other training in planning matters is provided on a refresher basis and on matters of importance as they arise. Planning and legal officers are also available to advise Members both at committee and at any other time. The majority of Members sitting on the Development Control Committee have 5 or more years of planning committee experience.

**18. From Maeve Beaven to the Education, Children and Families Portfolio Holder**

Is the Council investigating temporary accommodation for Buller's Wood School for Boys whilst it resolves the access & egress arrangements?

**Reply:**

Bromley is working with colleagues to examine the potential of any alternative temporary sites. Ultimately it is for the applicant to apply for planning but the Local Authority stands ready to assist where it appropriately can.

**19. From Wendy Plummer to the Leader of the Council**

Re Buller's Wood proposal: It is understood the Section 106 agreement was completed and ready for signature on 9th December 2017. Why was this not progressed between LBB and ESFA?

**Reply:**

I am advised that the Council's Planning team was ready to complete the agreement and had made other parties aware of the fact before the Planning Inspector's decision was published.

**20. From Jane Ward to the Care Services Portfolio Holder**

How much money has Homes England or its predecessor made available to local Housing Associations in the borough to provide accommodation at social housing rent level, and what contact has Bromley Council had with Homes England in the last four years in regard to providing more Housing Association accommodation at social housing rent level?

**Reply:**

Under the current affordable homes programme 2016 – 2021 approved providers and developers submit bids directly for grant funding. As such, whilst the Council is consulted to determine whether it supports a scheme it is not directly party to any funding arrangements.

**21. From Dermot Mckibbin to the Leader of the Council**

What confidence should members of the public have that the provisions in the draft Tenant Fees bill will be enforced if only 7% all councils including Bromley Council have failed to enforce previous legislation to require the legal rules about the necessity for letting agencies to be fully transparent (see page 3 of the House of Commons Briefing paper on banning letting agent fees in England (Number 7995, 26 July 2017))?

**Reply:**

They should have every confidence as it will be implemented in Bromley.

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**EXECUTIVE**

**7<sup>th</sup> February 2018**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

**(B) Questions for Written Reply**

**(1) From Katherine Brown to the Care Services Portfolio Holder**

Would the number of homeless households who are rehoused by the Council be reduced if the Government introduced legislation to give private tenants greater security of tenure and if annual rent increases were limited to the rate of inflation and if so, by how much? What savings would there be to the Council's homelessness budget if the Government introduced this change in policy and will the council make representation to the Government to change this policy and thereby save money for local council tax payers, as well as introduce greater stability for private tenants?

**Reply:**

Not necessarily.

Legislating for additional security of tenure and any capping of rent increases could result in an unhelpful hike upwards in rent levels ahead of such proposals becoming law. Similarly, it could potentially result in the number of available rental units falling, due to their owners placing them on the open market for sale.

Regular reports have detailed the current range and complexity of pressures being experienced in terms of homelessness.

The Council continues to work closely with private sector households to facilitate access to private rented accommodation for many households. In general terms the length of tenure has not posed a barrier to accessing or maintaining tenancies in the private rented sector. Rental levels have risen steeply and local housing allowance has not kept pace in some areas.

We continue to monitor the position and feed such information back to central government.

A review of local housing allowance levels is currently underway to assess where this may be presenting a particular pressure and what measures may be taken by central government to alleviate such pressures

**(2) From Chloe-Jane Ross to the Environment Portfolio Holder**

The borough's Air Quality Action plan is nearly to 8 years old and based on now out of date data. When can residents expect Bromley's plan to be updated?

**Reply:**

Whilst it is acknowledged the Air Quality Action Plan was drafted some time ago, it remains in force providing a suite of initiatives and actions to tackle air quality issues within the Borough. The Council continues to keep under review the validity of the

plan, with an Annual Status Report (ASR) to the GLA, which takes account up to date air quality monitoring data and reviews. We are currently in the process of reviewing the Action Plan and the subsequent Report will be produced later this year.

### **(3) From Chloe-Jane Ross to the Care Services Portfolio Holder**

How many residential properties in Bromley have been empty for six months or more? Of these, how many have been empty for two years or more, have been empty for five years or more, and how have been empty for 10 years or more? How many Empty Dwelling Management Orders (EDMO) to take over properties that have been empty for at least two years have Bromley Council used in each of the last four years?

#### **Reply:**

Empty residential properties -

over 6 months and less than 2 years	649
Over 2 years and less than 5 years	129
Over 5 years and less than 10 years	44
10 years or more	21

The Council have sought and obtained 6 interim Empty Dwelling Management Orders in total, 4 of which have had to be taken to final order stage. 2 completed renovation work to the property and sold. 1 Final Order was confirmed by Tribunal in, 2014 and 1 in 2015.

### **(4) From Rich Wilsher to the Environment Portfolio Holder**

How much funding has been allocated to Road Safety Improvement Schemes in each of the last four years?

#### **Reply:**

Excluding public realm improvement schemes, the various schemes that have contributed to road safety improvements were made allocations as follows:-

2014/15: £2,587k

2015/16: £2,814k

2016/17: £3,340k

2017/18: £3,002k

### **(5) From Rich Wilsher to the Care Services Portfolio Holder**

How much funding has been provided to directly support women's refuges in the borough in each of the last four years?

#### **Reply:**

2017/18 - £106,000 (Forecast for the year)

2016/17 - £106,000

2015/16 - £185,206

2014/15 - £212,000

2013/14 - £291,500

## **EXECUTIVE**

Minutes of the special meeting held on 7 March 2018 starting at 9.45 am

### **Present:**

Councillor Colin Smith (Chairman)  
Councillors Peter Fortune, William Huntington-Thresher,  
Kate Lymer, Peter Morgan and Diane Smith

#### **412 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Graham Arthur.

#### **413 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

**RESOLVED** that the Press and public be excluded during consideration of the item of business referred to 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.

**The following summary  
refers to matters  
involving exempt information**

#### **415 BTA PUPIL REFERRAL UNITS: EXTENSION AND VARIATION TO CONTRACT**

The Executive approved an extension and variation to the contract with Bromley Trust Academy for Pupil Referral Units.

The Meeting ended at 10.04 am

Chairman

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**Decision Maker:** EXECUTIVE

**Date:** 28<sup>th</sup> March 2018

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

**Title:** MATTERS ARISING FROM PREVIOUS MEETINGS

**Contact Officer:** Graham Walton, Democratic Services Manager  
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** N/A

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1. Reason for report

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

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2. **RECOMMENDATION**

2.1 **The Executive is invited to consider progress on matters arising from previous meetings.**

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children/Policy/Financial/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	Minutes of previous Executive meetings

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Not applicable
- 

### Corporate Policy

1. Policy Status: Existing Policy: The Executive receives an update on matters arising from previous meetings at each meeting.
  2. BBB Priority: Excellent Council:
- 

### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £343,810
  5. Source of funding: 2017/18 Revenue Budget
- 

### Personnel

1. Number of staff (current and additional): 8 posts (6.87fte)
  2. If from existing staff resources, number of staff hours: Monitoring the Executive's matters arising takes at most a few hours per meeting.
- 

### Legal

1. Legal Requirement: None:
  2. Call-in: Not Applicable:
- 

### Procurement

1. Summary of Procurement Implications: Not Applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of Executive Members
- 

### Ward Councillor Views

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

**Appendix A**

<u>Minute Number/Title</u>	<u>Executive Decision/Request</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
<b>22<sup>nd</sup> March 2017</b>				
201 <b>Operational Building Maintenance Budgets and Planned Programme 2017/18</b>	Members requested a report on the position with regard to the sale of former public toilet buildings.	This issue will be included in a report on Asset Management.	Head of Strategic Property	May 2018
<b>13<sup>th</sup> September 2017</b>				
317 <b>Housing Supply</b>	Members requested more detailed information, including comparative data with neighbouring boroughs, in the next report.	Improved information will be incorporated into the next report.	Director of Housing	May 2018
<b>7<sup>th</sup> November 2017</b>				
344/1 <b>Phase 2 works at Beacon Academy, Orpington</b>	Members requested further investigation and clarification regarding the provision of sprinklers.	After further detailed consideration the project will proceed without provision of sprinklers.	Head of Strategic Place Planning	March 2018
<b>6<sup>th</sup> December 2017</b>				
362 <b>Bromley Youth Employment Scheme Project Extension</b>	A further report was requested for the 2 <sup>nd</sup> or 3 <sup>rd</sup> quarter of 2018 defining outcomes more clearly so that funding can be considered in the 2019/20 budget.	A further report will be prepared in due course	Head of Youth Offending and Youth Services	September 2018
<b>10<sup>th</sup> January 2018</b>				
389 <b>Update on Service Proposals and Procurement Strategy for Modular Homes</b>	All Members to be invited to a site visit to see modular homes in a neighbouring borough.	Visits are being arranged – further details will be available shortly.	Director of Housing	March 2018

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Report No.  
FSD18029

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Executive

**Date:** 28<sup>th</sup> March 2018

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

**Title:** BUDGET MONITORING 2017/18

**Contact Officer:** Tracey Pearson, Chief Accountant  
Tel: 020 8313 4323 E-mail: tracey.pearson@bromley.gov.uk

**Chief Officer:** Director of Finance

**Ward:** Borough Wide

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1. Reason for report

1.1 This report provides the third budget monitoring position for 2017/18 based on expenditure and activity levels up to the end of December 2017. The report also highlights any significant variations which will impact on future years as well as any early warnings that could impact on the final year end position.

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2. **RECOMMENDATION(S)**

2.1 **Executive are requested to:**

- (a) consider the latest financial position;
- (b) note that a projected net underspend on services of £1,058k is forecast based on information as at December 2017;
- (c) consider the comments from the Deputy Chief Executive and Executive Director of Education, Care and Health Services, the Executive Director of Environment and Community Services and the Director of Corporate Services as detailed in Appendix 2;
- (d) note a projected variation of £769k credit from investment income as detailed in sections 3.7 and 3.8;
- (e) note a projected increase to the General Fund balance of £1,980k as detailed in section 3.5;
- (f) agree the release of £333k (net) from the 2017/18 Central Contingency as detailed in para. 3.2.4;

- (g) note that reports elsewhere on the agenda request the drawdown of £1,280k from the Central Contingency as set out in para. 3.2.5;**
- (h) note the return to the Central Contingency of £92k as detailed in para. 3.2.2;**
- (i) note funding of £228k from the GLA for the period 2017/18 to 2019/20 as detailed in para. 3.2.3;**
- (j) agree in principle the requests for carry forwards totalling £1,271k (net) as detailed in para. 3.4 subject to formal approval by Executive on 23rd May 2018;**
- (k) note the full year costs pressures of £4.2m as detailed in section 3.6;**
- (l) note the timing of the Provisional Final Accounts report as detailed in para. 3.12.3;**
- (m) identify any issues that should be referred to individual Portfolio Holders for further action.**

### Corporate Policy

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

### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: Recurring cost.
  3. Budget head/performance centre: Council wide
  4. Total current budget for this head: £206.0m
  5. Source of funding: See Appendix 1 for overall funding of Council's budget
- 

### Staff

1. Number of staff (current and additional): 2,327 (per 2017/18 Budget), which includes 701 for delegated budgets to schools.
  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 2015; 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 2017/18 budget reflects the financial impact of the Council's strategies, service plans etc. which impact on all of the Council's customers (including council tax payers) and users of the services.
- 

### Ward Councillor Views

3. Have Ward Councillors been asked for comments? N/A.
4. Summary of Ward Councillors comments: Council wide

### 3. COMMENTARY

#### 3.1 Summary of Projected Variations

3.1.1 The Resources Portfolio Plan included the target that each service department will spend within its own budget. Current projections show an overall net underspend of £1,058k on portfolio budgets and a £1,482k credit variation on central items.

3.1.2 A summary of the 2017/18 budget and the projected outturn is shown in the table below:

	2017/18	2017/18	2017/18	2017/18
	Original	Latest	Projected	
	Budget	Budget	Outturn	Variation
Portfolio	£'000	£'000	£'000	£'000
Care Services	68,272	71,323	71,226	Cr 97
Education, Children & Families (incl. Schools Budget)	37,359	37,181	38,055	874
Environment	29,179	29,546	28,980	Cr 566
Public Protection & Safety	1,963	2,091	2,050	Cr 41
Renewal & Recreation	7,693	9,465	9,222	Cr 243
Resources	45,265	46,682	45,697	Cr 985
<b>Total Controllable Budgets</b>	<b>189,731</b>	<b>196,288</b>	<b>195,230</b>	<b>Cr 1,058</b>
Capital, Insurance & Pension Costs	11,244	11,244	11,244	0
Non General Fund Recharges	Cr 730	Cr 730	Cr 730	0
<b>Total Portfolio Budgets</b>	<b>200,245</b>	<b>206,802</b>	<b>205,744</b>	<b>Cr 1,058</b>
Adj. for Carry Forwards from 2017/18 to 2018/19	0	0	1,271	1,271
Capital, Insurance & Pension Accounting Requirements	Cr 9,901	Cr 9,901	Cr 9,901	0
<b>Total Portfolio Budgets (adj. for Carry Forwards &amp; Accounting Requirements)</b>	<b>190,344</b>	<b>196,901</b>	<b>197,114</b>	<b>213</b>
Contingency Provision	14,957	4,796	4,136	Cr 660
Interest on General Fund Balances	Cr 2,891	Cr 2,891	Cr 3,491	Cr 600
Income from Investment Properties	Cr 9,854	Cr 9,854	Cr 10,023	Cr 169
Other Central Items	12,530	17,023	17,023	0
General Government Grants & Retained Business Rates	Cr 55,508	Cr 55,837	Cr 55,890	Cr 53
Collection Fund Surplus	Cr 6,401	Cr 6,401	Cr 6,401	0
<b>Total Central Items</b>	<b>Cr 47,167</b>	<b>Cr 53,164</b>	<b>Cr 54,646</b>	<b>Cr 1,482</b>
<b>Total Variation on Services &amp; Central Items</b>	<b>143,177</b>	<b>143,737</b>	<b>142,468</b>	<b>Cr 1,269</b>
Carry Forwards from 2017/18 to 2018/19	0	0	Cr 1,271	Cr 1,271
<b>Net Variation (after allowing for carry forwards)</b>	<b>143,177</b>	<b>143,737</b>	<b>141,197</b>	<b>Cr 2,540</b>

3.1.3 A detailed breakdown of the latest approved budgets and projected outturn for each Portfolio, together with an analysis of variations, is shown in Appendix 3.

3.1.4 Comments from the Deputy Chief Executive and Executive Director of Education, Care and Health, the Executive Director of Environment and Community Services and the Director of Corporate Services are included in Appendix 2.

#### 3.2 Central Contingency Sum

3.2.1 Details of the allocations from and variations in the 2017/18 Central Contingency are included in Appendix 4.

- 3.2.2 On 9th August 2017 Executive agreed additional resources of £238k for Environment and Community Services in 2017/18 to ensure key front line services have an appropriate and sustainable level of staff to fulfil the corporate requirements for contract monitoring, business support and to deliver the expected standards of service in key areas. However, given the delays in recruiting to the permanent posts, £92k of the additional funding allocated in 2017/18 will not be required and is being returned to the Central Contingency.
- 3.2.3 Members are requested to note that on 7<sup>th</sup> March 2018 the GLA confirmed funding of up to £228k over the period 2017/18 to 2019/20 for the Property Inspectors Project. This follows an application made by the Council in respect of a project to fund additional property inspection work and related activities in order to maximise council tax and business rate income. The maximum allocation for 2017/18 is £50k and this has been allocated to the Resources Portfolio.
- 3.2.4 Executive are requested to agree to the release of £333k (net) from the Central Contingency into Portfolio budgets set out below:

	£'000	Note
<b>Care Services Portfolio</b>		
Deprivation of Liberty (DOLS)	118	(i)
	<b>118</b>	
<b>Education, Children &amp; Families Portfolio</b>		
Impact of Conversion of Schools to Academies	15	(ii)
UASC Expenditure	141	(iii)
UASC Grant Income	Cr 141	
	<b>15</b>	
<b>Resources Portfolio</b>		
Staff Merit Awards	200	(iv)
Individual Electoral Registration (IER)	127	(v)
Cabinet Office Funding	Cr 127	
	<b>200</b>	
<b>Total</b>	<b>333</b>	

- (i) DOLS have seen large increases in the number of assessments having to be conducted. This is a legal requirement and has to be provided. The Law Commission report to Parliament gave a number of recommendations as to how this work can be carried forward and absorbed by local authorities which is hoped will eventually reduce the need for specific Best Interests Assessments (BIA). The decision is likely to be made some time in 2020. In the meantime Bromley is training social workers to become BIA assessors and this should be completed by 2019.
- (ii) The Education Services Grant ended in July 2017 at the end of the 2016/17 academic year. During the period from the start of the financial year to the end of the grant one school converted. This caused a shortfall in the grant we received of £15k. The effect of the reduction in the grant is included within the Central Contingency and it is requested that this amount be drawn down and allocated to the Education and Children Services Portfolio.
- (iii) In January 2018 the government announced additional funding of £141k to support unaccompanied asylum seeking children (UASC). It is requested that this funding be allocated to offset some of the unfunded costs of looking after these children that are not currently funded by the Asylum Seeker grant and are a cost to the Council.

- (iv) As part of the introduction of Localised Pay, Members agreed a merited reward for exceptional performers and a provision of £200k was included in the Central Contingency. A request is made to drawdown the £200k to fund expenditure for the rewards in 2017/18. There is a projected underspend of £50k which will be requested to be carried forward into 2018/19 as set out in para. 3.4.
- (v) Notification has been received that the Cabinet Office has allocated funding of £127k for the additional costs and burdens of the transition to Individual Electoral Registration (IER). Executive are requested to agree the drawdown of this funding to be used for the additional costs of printing, postage and despatch of the numerous forms and letters that are required to be sent.

3.2.5 There are reports elsewhere on the agenda requesting the drawdown of the following items from the Central Contingency:

- (i) Asset Recovery Incentivisation Scheme (ARIS) - £144k
- (ii) Pot Hole Action Fund - £113k
- (iii) National Increase in Planning Application Fees - £30k
- (iv) West Wickham Leisure Centre and Library Redevelopment - £993k

The figures contained in this report assume that these requests will be agreed.

3.2.6 A prudent approach was adopted in considering the 2017/18 Central Contingency sum to reflect any inherent risks, the potential impact of any new burdens, population increases or actions taken by other public bodies which could affect the Council. If the monies are not required then the general policy has been to use these for growth, investment and economic development to generate additional income and provide a more sustainable financial position.

3.2.7 Based on the latest financial position, there is a forecast net variation of £660k following a review of the remaining contingency provisions and an estimate of likely further drawdown requirements for the remainder of the year. The position will continue to be closely monitored and the utilisation of any further variations in the Central Contingency will be considered as part of the provisional final accounts report.

### **3.3 Carry Forwards from 2016/17 to 2017/18**

3.3.1 On 20<sup>th</sup> June 2017 Executive approved the carry forward of 2016/17 underspends totalling £447k (net) subject to the funding being allocated to the Central Contingency to be drawn down on the approval of the relevant Portfolio Holder. In addition, £113k relating to the Council's repairs and maintenance budgets was carried forward as agreed by Executive on 22<sup>nd</sup> March 2017 bringing the total carried forward to £560k.

### **3.4 Carry Forwards from 2017/18 to 2018/19**

3.4.1 As part of the 2017/18 provisional final accounts report, Executive will be requested to formally approve requests for carry forwards, subject to the funding being allocated to the Central Contingency to be drawn down on the approval of the relevant Portfolio Holder. Due to the earlier statutory deadline for production of the Annual Statement of Accounts (as set out in section 3.12) Members are requested to agree in principle the carry forwards totalling £1,271k net, as set out in Appendix 7. This is based on the latest information available and will need to be updated at year end. The final carry forward requests, including changes to the estimated amounts and any further requests, will be included in the Provisional Final Accounts 2017/18 report to Executive on 23<sup>rd</sup> May 2018.

### 3.5 General Fund Balances

3.5.1 The level of general reserves is currently projected to increase by £1,980k to £21,980k at 31<sup>st</sup> March 2018 as detailed below:

		2017/18 Projected Outturn £'000
<b>General Fund Balance as at 1st April 2017</b>	<b>Cr</b>	<b>20,000</b>
Net Variations on Services & Central Items (para 3.1)	Cr	2,540
Adjustments to Balances:		
Carry Forwards (funded from underspends in 2016/17)		560
<b>General Fund Balance as at 31st March 2018</b>	<b>Cr</b>	<b>21,980</b>

### 3.6 Impact on Future Years

3.6.1 The report identifies expenditure pressures which could have an impact on future years. The main areas to be considered at this stage are summarised in the following table:

	2017/18 Budget £'000	2018/19 Impact £'000
<b>Care Services Portfolio</b>		
Assessment & Care Management - Care Placements	20,997	1,369
offset by use of IBCF		Cr 629
		740
Learning Disabilities - Care Placements, Transport & Care Management	31,166	1,818
Mental Health - Care Placements	5,964	169
Supporting People	1,072	Cr 65
Housing Needs - Temporary Accommodation	7,452	540
		<b>3,202</b>
<b>Education, Children &amp; Families Portfolio</b>		
Children's Social Care	32,715	891
		<b>891</b>
<b>Resources Portfolio</b>		
Legal Services - Legal / Counsel Fees and Court Costs	385	140
		<b>140</b>
<b>TOTAL</b>		<b>4,233</b>

3.6.2 Given the significant financial savings that the Council will need to make over the next four years, it is important that all future cost pressures are contained and that savings are identified early to mitigate these pressures.

3.6.3 Further details, including action to be taken to contain future cost pressures as well as any specific provisions made in the 2018/19 budget, are included in Appendix 5.

## Investment Income

### 3.7 Interest on Balances

- 3.7.1 As a result of the anticipated reduction in balances available for investment due to further utilisation of the Investment and Growth Funds and the Highways Investment capital scheme, combined with the anticipated lower rates that will be available on new investments, a reduction of £600k was included in the 2017/18 budget.
- 3.7.2 Although the Council has seen a significant reduction in the rates offered for new fixed-term deposits as well as overnight money market funds, a surplus of £600k is currently projected for the year, mainly due to the continued high level of balances available for investment, as well as the further investment in pooled funds, and high level of interest earned on the pooled funds, housing association deposits and Project Beckenham loan.
- 3.7.3 The Council's performance on treasury management is in the top 10% among local authorities. Details of the Treasury Management Annual Investment Strategy for 2017/18 were reported to Council on 1<sup>st</sup> March 2017, and the performance for the third quarter of 2017/18 and the Annual Investment Strategy for 2018/19 were reported to Executive and Resources PDS Committee on 1<sup>st</sup> February 2018.

### 3.8 Income from Investment Properties

- 3.8.1 A surplus of £169k is projected for investment income which takes into consideration the following issues:
- 3.8.2 A net surplus of income on Investment Fund properties of £165k is projected against an income budget of £5.475m. In December 2017, Members approved two property acquisitions (Peterborough and Medway). The Peterborough acquisition was completed on 21st December 2017 generating additional rental income of £79k in 2017/18.
- 3.8.3 A surplus of £80k is projected for the rent share from The Glades Shopping Centre, based on the recent accounts supplied by Alaska UK. It should be noted that it is difficult to provide a precise forecast as LBB income is determined by the rental income from the shops and the level of contribution to any minor works. For information the budget for the Glades is £1.97m and the minimum rent share is £1.88m.
- 3.8.4 A net shortfall of £76k is projected for income from Investment and other properties. This is mainly due to the surrender of the lease by Oxleas for Yeoman House (£55k) which is partly offset by £27k additional income from Biggin Hill Airport. A net shortfall of income of £48k is expected due to vacant properties and early surrender of leases.

Summary of Variations	£'000
Surplus Income from Investment Fund Properties	Cr 165
Surplus Income from the Glades Shopping Centre	Cr 80
Shortfall of income from Yeoman House	55
Extra income from Biggin Hill Airport	Cr 27
Net Shortfall of Income from other investment properties	48
<b>Total variations within investment income</b>	<b>Cr 169</b>

- 3.8.5 The Medway acquisition has not yet been completed. If the purchase completes before April, the forecast on rental income from Investment fund properties will increase.

### **3.9 Section 106**

- 3.9.1 An update on Section 106 balances as at 31<sup>st</sup> January 2018 is included in Appendix 6. Further details on the arrangements for utilising Section 106 monies were provided in the “Capital Programme Monitoring Q3 & Capital Strategy 2018 to 2022” report to Executive on 7<sup>th</sup> February 2018 and “Section 106 Agreements: Update” report to Executive and Resources PDS Committee on 1<sup>st</sup> February 2018.

### **3.10 The Schools Budget**

- 3.10.1 Expenditure on Schools is funded through the Dedicated Schools Grant (DSG) provided for by the Department for Education (DfE). DSG is ring fenced and can only be applied to meet expenditure properly included in the schools budget. Any overspend or underspend must be carried forward to the following years Schools Budget.
- 3.10.2 There is a total projected underspend of £210k on DSG funded services, which will be added to the £1.623m carried forward from 2016/17. Details of the 2017/18 monitoring of the School’s Budget will be reported to the Education, Children & Families Portfolio Holder.

### **3.11 Investment Fund and Growth Fund**

- 3.11.1 Full details of the current position on the Investment Fund and the Growth Fund were included in the Capital Programme Monitoring Q3 & Capital Strategy 2018 to 2022 report to the Executive on 7<sup>th</sup> February 2018. The uncommitted balances currently stand at £8.1m on the Investment Fund and £8.3m on the Growth Fund.

### **3.12 Statutory Statement of Accounts**

- 3.12.1 Changes to the timetable for the production, audit and public inspection of the Council’s Statutory Statement of Accounts were implemented under the Accounts and Audit Regulations 2015. With effect from 2017/18 pre-audited accounts must be signed, certified and published by 31<sup>st</sup> May (previously 30<sup>th</sup> June) and audited accounts published by 31<sup>st</sup> July (previously 30<sup>th</sup> September). This includes both the revenue and capital accounts and also the Pension Fund. This will present a significant challenge to both the Council and our external auditors and we have been reviewing our year end procedures to implement this change.
- 3.12.2 One potential risk that could impact on our ability to meet the statutory deadline is the need to avoid late changes or amendments to the draft accounts where possible. As the Provisional Final Accounts will be reported to Executive on 23<sup>rd</sup> May, there is only a short timescale between this meeting and the statutory publication date of 31<sup>st</sup> May and the draft Statement of Accounts will be almost complete. With a view to obtaining Members views early, this report requests agreement ‘in principle’ for the carry forwards detailed in para. 3.4. Executive will be requested to formally approve the carry forwards, updated for any changes, on 23<sup>rd</sup> May 2018.
- 3.12.3 Members are also requested to note that the Provisional Final Accounts report is unlikely to be published with the agenda due to the extremely challenging timescale to meet the agenda deadline whilst at the same time producing the statutory accounts. The resultant impact will be a “to follow” report given the Committee dates.

#### **4. FINANCIAL CONTEXT**

- 4.1 The 2018/19 Council Tax report to Executive on 7<sup>th</sup> February 2018 identified the latest financial projections and a future year budget gap of £38.7m per annum by 2021/22. This is mainly due to the impact of inflation, service and cost pressures and ongoing significant reductions in government funding.
- 4.2 As reported as part of the Council's financial strategy, a prudent approach has been adopted in considering the central contingency sum to reflect any inherent risks, the potential impact of new burdens, population increases or actions taken by other public bodies which could affect the Council. The approach has also been one of "front loading" savings to ensure difficult decisions are taken early in the budgetary cycle, to provide some investment in specific priorities, to fund transformation and to support invest to save opportunities which provide a more sustainable financial position in the longer term.
- 4.3 Additional funding of £5.2m was included in the 2017/18 budget for Children's Social Care and £2.2m for Education SEN and Adult Social Care to mainly reflect the impact of in-year overspends and additional staffing (Children's Social Care). The financial forecast and budget will continue to be affected by inflation, changes in government funding and new burdens and realistically any future year overspends will need to be funded from alternative savings. It is therefore important to ensure that action is taken, where possible, to contain costs within budget which also mitigates against the risk of the Council's budget gap increasing further which would increase the savings required in future years.

#### **5. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

- 5.1 The 2017/18 budget reflects the financial impact of the Council's strategies and service plans which impact on all of the Council's customers and users of our services.

#### **6. POLICY IMPLICATIONS**

- 6.1 The "Building a Better Bromley" objective of being an Excellent Council refers to the Council's intention to provide efficient services and to have a financial strategy that focuses on stewardship and sustainability. Delivering Value for Money is one of the Corporate Operating Principles supporting Building a Better Bromley.
- 6.2 The "2017/18 Council Tax" report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2017/18 to minimise the risk of compounding financial pressures in future years.

#### **7. FINANCIAL IMPLICATIONS**

- 7.1 These are contained within the body of the report with additional information provided in the appendices.

<b>Non-Applicable Sections:</b>	Legal, Personnel, Procurement
Background Documents: (Access via Contact Officer)	Provisional final Accounts - Executive 20 <sup>th</sup> June 2017; 2017/18 Council Tax – Executive 8 <sup>th</sup> February 2017; 2018/19 Council Tax – Executive 7 <sup>th</sup> February 2018; Draft 2017/18 Budget and Update on Council’s Financial strategy - Executive 11 <sup>th</sup> January 2017; Capital Programme Monitoring Report – Executive 7 <sup>th</sup> February 2018; Treasury Management Annual Report 2016/17 – Council 26 <sup>th</sup> June 2017; Treasury Management Annual Investment Strategy 2017/18 – Council 1 <sup>st</sup> March 2017; Financial Management Budget Monitoring files across all Portfolios.

## GENERAL FUND - PROJECTED OUTTURN FOR 2017/18

Portfolio	2017/18	Budget	2017/18	2017/18	Variation		Variation
	Original Budget	Variations allocated in year #	Latest Approved Budget	Projected Outturn	2017/18	2017/18	previously reported to Exec 06/12/17
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Care Services	68,272	3,051	71,323	71,226	Cr 97		61
Education, Children & Families (incl. Schools' Budget)	37,359	Cr 178	37,181	38,055		874	648
Environment	29,179	367	29,546	28,980	Cr 566	Cr	531
Public Protection & Safety	1,963	128	2,091	2,050	Cr 41		30
Renewal & Recreation	7,693	1,772	9,465	9,222	Cr 243		0
Resources	45,265	1,417	46,682	45,697	Cr 985		13
<b>Total Controllable Budgets</b>	<b>189,731</b>	<b>6,557</b>	<b>196,288</b>	<b>195,230</b>	<b>Cr 1,058</b>		<b>221</b>
Capital, Insurance & Pensions Costs (see note 2)	11,244	0	11,244	11,244		0	0
Non General Fund Recharges	Cr 730	0	Cr 730	Cr 730		0	0
<b>Total Portfolios (see note 1)</b>	<b>200,245</b>	<b>6,557</b>	<b>206,802</b>	<b>205,744</b>	<b>Cr 1,058</b>		<b>221</b>
Adj for Carry Forwards from 2017/18 to 2018/19	0	0	0	1,271		1,271	0
Capital, Insurance & Pension Accounting Requirements	Cr 9,901	0	Cr 9,901	Cr 9,901		0	0
	<b>190,344</b>	<b>6,557</b>	<b>196,901</b>	<b>197,114</b>		<b>213</b>	<b>221</b>
<b>Central Items:</b>							
Income from Investment Properties	Cr 9,854	0	Cr 9,854	Cr 10,023	Cr 169		41
Interest on General Fund Balances	Cr 2,891	0	Cr 2,891	Cr 3,491	Cr 600	Cr	500
<b>Total Investment Income</b>	<b>Cr 12,745</b>	<b>0</b>	<b>Cr 12,745</b>	<b>Cr 13,514</b>	<b>Cr 769</b>	<b>Cr</b>	<b>459</b>
<b>Contingency Provision (see Appendix 4)</b>	<b>14,957</b>	<b>Cr 10,161</b>	<b>4,796</b>	<b>4,136</b>	<b>Cr 660</b>	<b>Cr</b>	<b>51</b>
<b>Other central items</b>							
Contribution to Transition and Other Funds	2,552	0	2,552	2,552		0	0
Contribution to Investment Fund	0	3,500	3,500	3,500		0	0
West Wickham Leisure Centre & Library Redevelopment		993	993	993		0	0
Utilisation of Prior Year Collection Fund Surplus	6,401	0	6,401	6,401		0	0
New Homes Bonus Support for Revenue	2,256	0	2,256	2,256		0	0
Levies	1,321	0	1,321	1,321		0	0
<b>Total other central items</b>	<b>12,530</b>	<b>4,493</b>	<b>17,023</b>	<b>17,023</b>		<b>0</b>	<b>0</b>
Carry Forwards from 2017/18 to 2018/19	0	0	0	Cr 1,271	Cr 1,271		0
<b>Total all central items</b>	<b>14,742</b>	<b>Cr 5,668</b>	<b>9,074</b>	<b>6,374</b>	<b>Cr 2,700</b>	<b>Cr</b>	<b>510</b>
<b>Bromley's Requirement before balances</b>	<b>205,086</b>	<b>889</b>	<b>205,975</b>	<b>203,488</b>	<b>Cr 2,487</b>	<b>Cr</b>	<b>289</b>
Carry Forwards from 2016/17 (see note 3)	0	Cr 447	Cr 447	0		447	447
Carry Forward from 2016/17 (R&M)	0	Cr 113	Cr 113	0		113	113
<b>Adjustment to Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,980</b>	<b>1,980</b>	<b>Cr</b>	<b>271</b>
Revenue Support Grant	Cr 10,855	329	Cr 10,855	Cr 10,855		53	0
Business Rates Retention Scheme (Retained Income, Top-up and S31 Grants)	Cr 36,505	0	Cr 36,505	Cr 36,743	Cr 238		0
New Homes Bonus	Cr 6,096	0	Cr 6,096	Cr 6,096		0	0
New Homes Bonus Topslice	0	Cr 329	Cr 329	Cr 144		185	0
Transition Grant	Cr 2,052	0	Cr 2,052	Cr 2,052		0	0
Collection Fund Surplus	Cr 6,401	0	Cr 6,401	Cr 6,401		0	0
<b>Bromley's Requirement</b>	<b>143,177</b>	<b>0</b>	<b>143,177</b>	<b>143,177</b>		<b>0</b>	<b>0</b>
GLA Precept	35,989	0	35,989	35,989		0	0
<b>Council Tax Requirement</b>	<b>179,166</b>	<b>0</b>	<b>179,166</b>	<b>179,166</b>		<b>0</b>	<b>0</b>

# Budget Variations allocated to portfolios in year consists of:

	£'000	
1) Carry forwards from 2016/17	560	(see note 3)
2) Allocations from the central contingency provision	5,997	(see Appendix 4)
	<u>6,557</u>	

1) **NOTES**

Portfolio Latest Approved Budgets analysed over Departments as follows:

	2017/18 Original Budget £'000	Budget Variations allocated in year # £'000	2017/18 Latest Approved Budget £'000	2017/18 Projected Outturn £'000		Variation £'000		Variation previously reported to Executive £'000
Education Care & Health Services	120,534	2,370	122,904	123,752		848		712
Environment & Community Services	54,785	3,009	57,794	56,568	Cr	1,226	Cr	639
Chief Executive's Department	24,926	1,178	26,104	25,424	Cr	680		148
	200,245	6,557	206,802	205,744	Cr	1,058		221

2) Capital, Insurance and Pension Accounting Requirements

This is to reflect the technical accounting requirements contained in CIPFA's Code of Practice for Local Authority Accounting and has no impact on the Council's General Fund.

3) Carry Forwards from 2016/17

Carry forwards from 2016/17 into 2017/18 totalling £560k were approved by the Executive and under the delegated authority of the Director of Finance. Full details were reported to the June meeting of the Executive in the "Provisional Final Accounts 2016/17" report.

## 1 Comments from the Deputy Chief Executive and Executive Director of Education, Care and Health Services Department

### Care Services Portfolio

- 1.1 There continues to be pressures in Adult Social Care mainly due to placements, domiciliary care and direct payments. Management action is addressing savings targets although these are a challenge in most areas where demand for services is increasing. We continue to scrutinise and review all applications for care and support, and have plans in place to review all care packages to ensure our vulnerable residents are appropriately cared for with the best use of resources.
- 1.2 We continue to see much more complexity in users' needs as they come through to us later in their journeys. We have much more work to do in reviewing high cost placements, ceiling rates and assessments whilst working to manage parental expectations within Learning Disabilities. The department will be working to look at other efficiency plans that may require policy change, and have in place member agreement to use the IBCF to develop workforce and provider market initiatives for us to better understand the needs of our population and the impact on care and support.
- 1.3 Housing continues to experience acute pressures in relation to homelessness and temporary accommodation provision. Close monitoring continues in relation to the range of schemes in place designed to slow down the rate of temporary accommodation placements. This includes the Mears property purchase schemes, early intervention team and recent approval to progress with a modular home site (subject to successful planning permission). This has successfully slowed the increase in placements during the current financial year. Additional pressures are anticipated as the new duties arising from the homelessness Reduction Act come into force in April. The impact will continue to be monitored closely.
- 1.4 On one of the travellers sites a full options appraisal is currently underway to consider how the site can be improved to reduce ongoing annual maintenance costs and move to individualised billing for pitch. The report is expected by April. Once received, the recommendations will be reported to Members for consideration and approval.
- 1.5 Analysis of Risks
- The risks in the Care Services Portfolio are:-
- i) Impact of the National Living Wage across Care Services and the impact on contracts
  - ii) Increased complexity of clients coming through the system
  - iii) Increasing number of clients coming through the system
  - (iv) Increased homelessness and the associated costs
  - (v) Introduction of the Homeless Reduction Act
  - (vi) Increased rent arrears arising from the rollout of Universal Credit in 2018/19

### Education & Children's Services

- 1.6 In Children's Social care we are continuing to interview permanent staff in a bid to reduce our agency staffing. In December/January we have appointed another 9 permanent staff – 3 of which have converted from locum to permanent. We currently have 11 appointments in the 'pipeline' 5 of which are locum staff converting to permanent. We have planned another agency recruitment event on the 22<sup>nd</sup> March to continue to conversion success. Further advert is being produced to specifically target specific teams rather than the generic advert produced earlier in the year when we needed to fill a large number of posts. We are now around 75% but our target is to recruit a further 20 permanent workers and the ambition is to be in a position where there is only a 10% reliance on agency staff.

Our adoption and fostering service is now fully staffed with all permanent workers.

We continue to interview with great flexibility to ensure that we do not miss an opportunity to interview good quality staff. The pool of highly skilled and experienced staff is becoming smaller but our efforts to attract continue.

- 1.7 The plan to ensure that locum staff take 4 weeks leave every year to reduce agency cost continues and this will continue through to the end of March which will produce savings; we are starting to see some of these savings filter through. We have been exercising the plan of when staff leave and recruitment there is a two week gap to support the budget savings – we will only do this on a case by case basis to ensure that we are not placing children or the service at risk.
- 1.8 Within the Leaving Care Service the 18+ panel continues to scrutinise placement costs and we continue to see a reduction in costs but also value for money in terms of the support being given to young people.

Our financial target of savings for this area was £100k and to date we have made savings of £111k. Leaving Care has also ensured that housing benefit is claimed at the earliest opportunity in order not to repeat the issues that have accrued over the last few years. To this end we have been working closely our housing colleagues and Liberate to reclaim some of this money and to date there is a reclaim/of benefit of around £100k. We have now introduced systems to ensure that this practice is not repeated.

- 1.9 We have made great strides in terms of recruitment of in house foster carers in a relatively short space of time since July – we have now recruited 25 foster carers to date (our target to the end of year was 20) and with the dedicated recruitment team we feel positive of securing further carers for our children. We are also developing our carers through training to become specialist carers to mother and baby placements to decrease the reliance on residential assessments which are often outside the borough.
- 1.10 We continue to monitor placements through the weekly Placement Panel. The number of complex and challenging young people continues to require specialist placements. Our colleagues from both education and health continue to attend this and joint and tripartite funding continues to become more embedded.
- An ongoing programme of reviewing high cost placements continues but as in previous reports the complexity and lack of secure beds continues to be a challenge for us in relation to the cost of staffing and ensuring safeguarding and protection measures are in place for young people.
- 1.11 We have reviewed all our S20 children and continue to scrutinise the use of S20 and any child where there is a request to accommodate comes to the Director of Children Services to ensure that this is the only intervention suitable
- 1.12 There has been a dedicated piece of work looking at the fostering, SGO payments and reviewing those in line with policy and procedure and to date this work has identified savings of around £22k.
- 1.13 There is a requirement for all existing statement of special educational needs (SEN) plans to be transferred to the new ECHP plan by 31 March 2018. Additional budget of £115,000 was required to enable the SEN Team bring in additional staff to complete these assessments in order to meet our statutory obligations and duties. The Deputy Chief Executive received a formal letter from the Department of Education seeking assurances that we will meet the key target date of 31 March 2018. A formal letter was also received by the Bromley Parents Forum seeking assurances that these plans will be transferred by the stipulated deadline.

#### 1.14 Analysis of Risks

The risk in the Education and Children's Services Portfolio are:

- i) Loss of permanent staff/inability to recruit permanent staff/recruitment & retention of social workers
- ii) Limited supply and increasing costs of residential placements
- iii) Increased complexity of children
- iv) Impact of Social Work Act 2017
- v) Income from partners reducing
- vi) School place issues
- vii) Introduction of the National Funding Formula and the impact on schools/local authority

## 2 **Comments from the Director of Corporate Services (Resources Portfolio)**

- 2.1 Although Corporate Services is showing an overall projected underspend of £321k, £465k relates to the GDPR additional resources that need to be carried forward, and £20k relates to a carry forward request from the underspend on Democratic Services leaving a net overspend of £164k. This includes an overspend of £218k for legal services (excluding £49k carry forward request on GDPR).

- 2.2 Caseloads in children`s services continue at a higher level than has previously been the case. Normal caseloads have historically been c 48 new cases per annum. In 2016/17, 98 sets of proceedings were issued and for 2017/18 it is projected that 80 sets of proceedings will be issued. Cases issued already this year stand at 64 for the first three quarters of the year (April- December) and one case was particularly complex, involving a family with 6 children which has to date incurred costs of £26k. A court fee of £2,025 is payable on each case which means that if an additional 32 cases are issued there will be a cost of £64,800. In addition there are fees for instructions of experts (£150 per application) and for placement orders where the care plan is adoption (£455 per family). There has also been a growth of cases where translation services are required (currently representing c20% of cases) and costs are being incurred for translation of documents and additional hearings.
- 2.3 As part of the Phase 3 additional funding for the implementation of the Children`s Service improvements, £60k was agreed by the Executive on 10th January 2017 for an additional Legal post. Childcare cases typically take between 3-9 months to conclude and therefore there is an ongoing cost pressure from cases which were issued in 2016/17 which were not concluded in that year, and this has been exacerbated by the continuing high level of new instructions. As was reported previously, vacancies in the team have been filled with 3 new lawyers with advocacy experience. They are now in place and are focusing on new instructions as it is often a more efficient use of resources to use Counsel to conclude cases they are already working on. Reverting to the use of in-house staff for advocacy will gradually reduce spend on Counsel costs, however work required to issue the additional proceedings does impact on capacity in this area. There is not presently scope to make savings elsewhere in the service. The reality is that given the significant and ongoing increase in case load it is unrealistic to expect the service to be delivered within budget in the short term.

It should be noted that £108k has also been released from the central contingency for legal costs associated with homelessness.

### **3 Comments from the Executive Director of Environment and Community Services (Environment Portfolio)**

- 3.1 The Environment Portfolio has a net underspend of £566k for 2017/18. This is mainly from two areas - Waste (£367k) and Parking (£288k). Other net variances across the Portfolio total £89k.
- 3.2 The variances in waste are for defaults, waste disposal costs, green garden waste service and recycling material income. Waste tonnages are unpredictable and therefore the variances may not continue in future years.
- 3.3 The net variances in parking are mainly due to a net increase in enforcement contraventions and on street parking offset by a shortfall of income from off street parking. It is expected that the level of compliance will increase and the current level is unlikely to be maintained in future years.

#### **3.4 Analysis of Risks**

##### **3.4.1 Environment Portfolio**

The main financial risk will be the likely increase in prices for the environment contracts, particularly on the Waste service, which will take effect from 1 April 2019. Another potential risk area is recycling paper income. Wet weather could affect the quality of the paper and therefore could lead to an issue with the processing of it as `paper` and a loss of income.

There is always a risk in Parking from the fluctuations in both Enforcement income and income from On and Off Street Parking, but this is difficult to quantify. Income on streetworks defaults is currently at a reduced level due to a higher level of compliance and so needs to be monitored going forward.

Although no variation is currently projected for the Tree budget, due to the usual risk around storm damage which impacts on the Trees budget, this is a potential risk area. The actual impact is dependent on the weather and the number of trees affected.

### 3.4.2 Renewal & Recreation Portfolio

A substantial part of Planning Services' work attracts a fee income for the Council, for example the planning application fees. The fee income and volume of work reflects the wider economic circumstances affecting development pressures in the Borough. There is a risk of income variation beyond the Council's immediate control, however trends are regularly monitored in order that appropriate action can be taken.

Action has been taken to avoid the risk of Government Designation for Special Measures due to performance and quality of decision making, in spite of high volumes of work. This has reduced the risk of Designation and will be monitored.

A recent Audit of Community Infrastructure Levy processes showed a risk in the full collection of CIL contributions. Agreed remedial action is either completed or underway.

There is a risk of substantial planning appeal costs being awarded against the Council by the Planning Inspectorate if the Council is found to have acted unreasonably.

### 3.4.3 Public Protection & Safety Portfolio

Any high profile inquests or significant increase in volume of cases could further increase the cost of the Coroners service.

## Care Services Portfolio Budget Monitoring Summary

2016/17 Actuals £'000	Division Service Areas	2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
<b>EDUCATION CARE &amp; HEALTH SERVICES DEPARTMENT</b>								
<b>Adult Social Care</b>								
22,012	Assessment and Care Management	21,477	22,738	23,872	1,134	1	1,142	1,709
	DOLS funding held in contingency			0	0		Cr 118	0
	Management action			0	0		Cr 170	Cr 340
1,119	Direct Services	1,073	422	425	3		3	0
1,258	Commissioning & Service Delivery	548	0	0	0		0	0
31,032	Learning Disabilities	30,875	31,166	32,113	947	2	833	2,433
	Planned LD savings from management action	0	0	Cr 107	Cr 107		Cr 145	Cr 615
5,588	Mental Health	6,063	5,964	6,092	128	3	203	348
	Planned MH savings from management action	0	0	Cr 23	Cr 23		Cr 50	Cr 179
Cr 472	Better Care Funding - Protection of Social Care	0	0	Cr 808	Cr 808	4	Cr 527	0
0	Better Care Fund / Improved Better Care Fund	0	0	Cr 935	Cr 935	5	Cr 935	Cr 629
<b>60,537</b>		<b>60,036</b>	<b>60,290</b>	<b>60,629</b>	<b>339</b>		<b>236</b>	<b>2,727</b>
<b>Operational Housing</b>								
0	Enabling Activities	Cr 1	Cr 1	Cr 1	0		0	0
Cr 2,018	Housing Benefits	Cr 1,945	Cr 1,945	Cr 1,945	0		0	0
7,128	Housing Needs	6,299	7,452	7,553	101	6	170	540
1,107	Supporting People	1,072	1,072	986	Cr 86	7	Cr 86	Cr 65
<b>6,217</b>		<b>5,425</b>	<b>6,578</b>	<b>6,593</b>	<b>15</b>		<b>84</b>	<b>475</b>
<b>Programmes</b>								
206	Programmes Team	343	1,881	1,699	Cr 182	8	Cr 83	0
2,064	Information & Early Intervention	2,960	3,709	3,181	Cr 528		Cr 377	0
Cr 2,064	- Net Expenditure	Cr 2,960	Cr 3,755	Cr 3,227	528		377	0
	Better Care Fund							
20,010	- Expenditure	20,428	20,585	20,585	0	8	0	0
Cr 20,154	- Income	Cr 20,589	Cr 20,746	Cr 20,746	0		0	0
	Improved Better Care Fund							
0	- Expenditure	0	4,184	4,184	0	8	0	0
0	- Income	0	Cr 4,184	Cr 4,184	0		0	0
	NHS Support for Social Care							
320	- Expenditure	0	1,528	1,528	0	8	0	0
Cr 320	- Income	0	Cr 1,528	Cr 1,528	0		0	0
<b>62</b>		<b>182</b>	<b>1,674</b>	<b>1,492</b>	<b>Cr 182</b>		<b>Cr 83</b>	<b>0</b>
<b>Strategic &amp; Business Support Services</b>								
261	Learning & Development	267	299	299	0	9	0	0
2,000	Strategic & Business Support	2,156	2,276	2,000	Cr 276		Cr 176	0
<b>2,261</b>		<b>2,423</b>	<b>2,575</b>	<b>2,299</b>	<b>Cr 276</b>		<b>Cr 176</b>	<b>0</b>
<b>Public Health</b>								
15,159	Public Health	15,103	15,103	14,982	Cr 121	9	Cr 44	0
Cr 15,478	Public Health - Grant Income	Cr 15,096	Cr 15,096	Cr 14,975	121		44	0
<b>Cr 319</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>68,758</b>	<b>TOTAL CONTROLLABLE ECHS DEPT</b>	<b>68,073</b>	<b>71,124</b>	<b>71,020</b>	<b>Cr 104</b>		<b>61</b>	<b>3,202</b>
Cr 581	<b>TOTAL NON CONTROLLABLE</b>	360	366	445	79		7	0
6,283	<b>TOTAL EXCLUDED RECHARGES</b>	6,285	5,528	5,528	0		0	0
<b>74,460</b>	<b>TOTAL ECHS DEPARTMENT</b>	<b>74,718</b>	<b>77,018</b>	<b>76,993</b>	<b>Cr 25</b>		<b>68</b>	<b>3,202</b>
<b>Environmental Services Dept - Housing</b>								
213	Housing Improvement	199	199	206	7	10	0	0
<b>213</b>	<b>TOTAL CONTROLLABLE FOR ENV SVCES DEPT</b>	<b>199</b>	<b>199</b>	<b>206</b>	<b>7</b>		<b>0</b>	<b>0</b>
Cr 1,149	<b>TOTAL NON CONTROLLABLE</b>	Cr 828	Cr 828	Cr 828	0		0	0
290	<b>TOTAL EXCLUDED RECHARGES</b>	360	360	360	0		0	0
<b>Cr 646</b>	<b>TOTAL FOR ENVIRONMENTAL SVCES DEPT</b>	<b>Cr 269</b>	<b>Cr 269</b>	<b>Cr 262</b>	<b>7</b>		<b>0</b>	<b>0</b>
<b>73,814</b>	<b>TOTAL CARE SERVICES PORTFOLIO</b>	<b>74,449</b>	<b>76,749</b>	<b>76,731</b>	<b>Cr 18</b>		<b>68</b>	<b>3,202</b>

<b>Reconciliation of Latest Approved Budget</b>	<b>£'000</b>
<b>2017/18 Original Budget</b>	<b>74,449</b>
<b>Carry Forwards:</b>	
Social Care Funding via the CCG under s75 agreements	
Integration Funding - Better Care Fund	
- expenditure	28
- income	Cr 28
Better Care Fund - GoodGym	
- expenditure	25
- income	Cr 25
Better Care Fund	
- expenditure	132
- income	Cr 132
Fire Safety Grant	
- expenditure	57
- income	Cr 57
DCLG Preventing Homelessness Grant	
- expenditure	153
- income	Cr 153
Community Housing Fund Grant	
- expenditure	62
- income	Cr 62
Implementing Welfare Reform Changes	
- expenditure	56
- income	Cr 56
Helping People Home Grant	
- expenditure	40
- income	Cr 40
<b>Other:</b>	
National Living Wage	912
Homelessness Early Intervention and Visiting	310
Water treatment works	5
Contract monitoring resources transferred to Resources Portfolio	Cr 31
Improved Better Care Fund	
- expenditure	4,184
- income	Cr 4,184
Transfer of Central Placements Team	79
Transfer of funding for posts to / from other Portfolios (net)	56
Funding of additional costs re Liberata contract	Cr 4
Homelessness Temporary Accommodation Drawdown	844
Public Health	
- funding transferred to Chidrens Social Care	Cr 490
- recharge to public health	490
Provision for inflation - Extra Care Housing	11
Flexible Homelessness Support Grant	
- Grant related expenditure	2,107
- Grant related income	Cr 2,107
Homelessness Reduction Grant	
- Grant related expenditure	255
- Grant related income	Cr 255
Homelessness Reduction ACT IT upgrade for new reporting requirements	
- Grant related expenditure	9
- Grant related income	Cr 9
<b>Items Requested this Cycle:</b>	
Deprivation of Liberty	118
<b>Latest Approved Budget for 2017/18</b>	<b><u><u>76,749</u></u></b>

**REASONS FOR VARIATIONS****1. Assessment and Care Management - Dr £1,134k**

The overspend in Assessment and Care Management can be analysed as follows:

	<u>Current</u> <u>Variation</u> £'000
<u>Physical Support / Sensory Support / Memory &amp; Cognition</u>	
<b>Services for 65 +</b>	
- Placements	374
- Savings included in 17/18 budget	500
- management action to achieve 17/18 savings	0
- Domiciliary Care / Direct Payments	310
	<u>1,184</u>
<b>Services for 18 - 64</b>	
- Placements	108
- Domiciliary Care / Direct Payments	140
	<u>248</u>
<b>Other Services</b>	
- Adult Transport	Cr 31
- Day Care	Cr 147
- Other budgets	Cr 120
	<u>Cr 298</u>
	<u>1,134</u>

The budget for 2017/18 included total savings of £782k in relation to Assessment & Care Management. Overall the service is currently projecting an overspend of £1,134k. Savings of £170k assumed at the last budget monitoring are now not expected to be realised for the remainder of this year due to an increase in costs and have been removed. Costs in this service are extremely volatile, and include significant budgets relating to client contributions which can change significantly during the year.

**Services for 65+ - Dr £1,184k**

Services for the age 65 and over age group has the biggest budget pressure with both residential and community placements currently projecting an overspend. Numbers in both residential and nursing care are currently 29 above the budget number of 389, a slight reduction of 2 placements since the numbers reported in September. There is currently a projected overspend of £374k on these budgets, a reduction of £8k. The budget had been profiled to take account of the £500k saving required this year, with a reduction in budgeted placement numbers during the year of 50 from 389 in April to 339 in March required to achieve the saving. As actual numbers are still above the budget level, none of this saving has yet been achieved. The remaining management action of £170k has now been removed as it is not expected this will be achieved by the end of the financial year.

Budgets for domiciliary care continue to see a pressure, with an increase in the overspend position of £55k reported this month and an overspend of £364k is now being projected. Although hours delivered appear to have reduced since the last report, income has also dropped at a much higher rate. Actual net expenditure is currently running at approximately £8k above the budget provision of £81k per week. Direct payments continue to underspend, with an increase of £28k in the underspend to £54k this period.

**Services for 18 - 64 year olds - Dr £248k**

Placements for the 18 - 64 age group are projected to be overspent by £108k, a reduction of £19k since September. There has been a slight reduction in overall client numbers of 1, with numbers currently 6 above the budget number of 42.

Domiciliary care and direct payments are currently projecting an overspend of £140k, which is an increase of £110k since September. The main increase is in domiciliary care, which has increased by £89k. Direct payments have increased by £21k.

**Other - Cr £298k**

There are projected underspends in adult transport services of £31k and day care of £147k. Other minor projected underspends across various services in the division total of £120k.

There are budget pressures relating to Deprivation of Liberty Safeguards and a projected overspend of £118k is currently anticipated. This is based on the current level of activity continuing and does not allow for any increase in demand or responsibilities. The £118k that is set aside in the central contingency for DoLS is therefore being requested as a drawdown this month to offset this pressure.

## **2. Learning Disabilities - Dr £840k Net of Planned Management Action**

The full year effect of the 2016/17 overspend was funded in the 2017/18 budget however the 2017/18 LD budget was reduced by £636k (net) for the full year effect of 2016/17 budget savings.

There are significant LD budget pressures this year, including those arising from 2017/18 transition clients and increased, complex client needs. In addition, an 'invest to save' team of staff is employed to work on delivering savings but the cost of this team also adds to the cost pressures.

This set of projections is based on both actual information on current care packages and assumptions regarding clients expected to be placed in the remainder of this financial year, attrition etc. The assumptions include packages that have already been agreed at Panel but where the placement has not yet taken place (where the uncertainty is mainly around start dates) and those clients expected to require new placements or have increased needs this year but for whom both costs and start dates are uncertain.

To avoid overstating the assumptions, a 'probability factor' has been applied to reflect experience in previous years which has shown that there tends to be either slippage on planned start dates or clients aren't placed as originally expected. However there is a risk attached to this in that the majority of placements may go ahead as and when planned or there may be clients placed who aren't included in the forecast. Given the relatively late stage in the financial year this is a less relevant factor than in previous monitoring cycles.

Prior to factoring in planned savings, a projected overspend of £947k is currently anticipated. It has been assumed that savings of £107k can be achieved from management action in the remainder of 2017/18 (£615k in a full year) and this reduces the projected overspend to £840k. Progress on achieving savings will continue to be monitored closely.

## **3. Mental Health - Dr £105k Net of Planned Management Action**

Based on current information, a projected overspend of £105k on Mental Health placements is now anticipated. This figure assumes that £23k of savings can be achieved from management action in the remainder of 2017/18, without which the overspend would be higher.

A degree of mis-classification of new clients' Primary Support Reasons (PSRs) continues from last financial year and this distorts the projections. Current indications are that this is likely to be overstating MH projected spend. Although this may shift the position for Mental Health and other PSRs individually, it won't affect the overall Care Services position as, if the clients are not MH, they will move to another PSR budget but still within Care Services.

## **4. Better Care Fund - Protection of Social Care - Cr £808k**

A number of local authority adult social care services are funded by the element of the Better Care Fund set aside to protect social care services. This includes funding previously received under the former Department of Health Social Care Grant.

These services are currently projected to underspend by £808k in 2017/18 and this will be used to offset other budget pressures within social care in line with the intentions of the funding.

## **5. Better Care Fund / Improved Better Care Fund - Cr £935k**

On the 13th September 2017 the Executive agreed to allocate £495k from the Better Care Fund to alleviate cost pressures that LBB have incurred as a result of reduced preventative services as the contract with Bromley Third Sector Enterprises did not start until the 1st October 2017.

On the 10th October 2017 the Executive agreed to set aside £515k of IBCF funding, in the main as a result additional care packages being identified through the work of the Integrated Care Network. Some of this funding will be used for staffing. The remainder (£440k) will be used to offset costs incurred.

## **6. Housing Needs - Dr £101k**

The Travellers budget is overspending by £79k and this is due to one of the sites experiencing high use of utilities (overspend of £63k) due to the site not having meters and loss of income (£26k) due to particular residents rent arrears. This has been partially offset by an underspend on the staffing costs of these sites.

The remaining £22k overspend is due an overspend on the temporary accommodation budget (£90k) that is being offset by the underspend on staffing costs (£68k).

## **7. Supporting People - Cr £86k**

There is currently expected to be an underspend of £86k. This was expected following the renegotiations of the contracts over the last few years to achieve the savings made on the budget.

**8. Programmes Division - Cr £182k (net)**

The total projected underspend for the Division is £710k. Of this, £528k relates to social care services protected by Better Care Funding and included at ref 4 above. This will be used to offset other budget pressures within adult social care in line with the intentions of the funding, leaving an underspend of Cr £182k relating to the Programmes Division. This largely relates to part-year vacancies and is non-recurrent.

Other than variations on the protection of social care element, it is assumed that any underspends on other Better Care Fund budgets will be carried forward for spending in future years under the pooled budget arrangement with Bromley CCG.

Following approval at the Executive on 10th October 2017, IBCF funding has been released from the central contingency and allocated to the ECHS budget.

The grant for 2017/18 is £4.184m. There are likely to be underspends in 2017/18, partly because allocations were agreed relatively late in the financial year. In line with the report to the Executive, underspends can be carried forward to support expenditure in future years, so a net nil variance is reported.

**9. Strategy Division - Cr £276k**

The underspend is, in the main, due to a combination of a one off freeze on non-essential running expenses across the Division and staff vacancies.

**10. Environmental Services Department - Housing Improvement - Dr £7k**

There is a projected shortfall within renovation grant agency fee income of £15k, due to a delay in OT assessments and referrals for work to be carried out which has a corresponding effect on the fees earned by the Housing Improvement team. This is partly offset by £8k underspend on staffing.

**Waiver of Financial Regulations:**

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempt 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 there were 11 waivers agreed for care placements in adults social care over £50k but less than £100k and 9 waivers agreed for over £100k. The waivers quoted relate to the annual cost of the placements, although it should be noted that some of these are short term placements where the final cost can be below these amounts, and would also include placements where there is a third party contributor such as Health.

There were no contract waivers agreed during the period.

**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" are included in financial monitoring reports to the appropriate Executive meeting.

Since the last report there have been the following virements: £66k transfer of resources for Programmes and Strategy staffing from other Portfolios.

Education, Children & Families Portfolio Budget Monitoring Summary

2016/17 Actuals	Service Areas	2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
<b>EDUCATION CARE &amp; HEALTH SERVICES DEPARTMENT</b>								
<b>Education Division</b>								
Cr 141	Adult Education Centres	Cr 506	Cr 501	Cr 412	89	1	6	0
6	Alternative Education and Welfare Service	0	0	0	0		0	0
432	Schools and Early Years Commissioning & QA	372	372	482	110	2	125	0
5,481	SEN and Inclusion	5,864	5,869	5,812	Cr 57	3	Cr 54	0
38	Strategic Place Planning	0	93	93	0		0	0
26	Workforce Development & Governor Services	4	4	2	Cr 2		3	0
Cr 1,274	Education Services Grant	Cr 181	Cr 166	Cr 166	0	4	15	0
0	Contingency Drawdown for ESG	0	0	0	0	4	Cr 15	0
425	Access & Inclusion	139	171	150	Cr 21	5	2	0
Cr 1,134	Schools Budgets	Cr 1,282	Cr 1,282	Cr 1,282	0	6	0	0
245	Other Strategic Functions	127	Cr 94	69	163	7	163	0
<b>4,104</b>		<b>4,537</b>	<b>4,466</b>	<b>4,748</b>	<b>282</b>		<b>245</b>	<b>0</b>
<b>Children's Social Care</b>								
1,516	Bromley Youth Support Programme	1,454	1,408	1,303	Cr 105	8	54	0
1,147	Early Intervention and Family Support	1,042	1,044	957	Cr 87	9	Cr 87	0
4,041	CLA and Care Leavers	4,227	4,327	4,940	613	10	545	424
0	Management action	0	0	0	0		0	0
	Additional funding for UASC	0	0	Cr 141	Cr 141		0	Cr 100
12,974	Fostering, Adoption and Resources	12,818	12,780	13,973	1,193	11	866	1,113
0	Additional contribution from the CCG	0	0	Cr 500	Cr 500		300	0
0	Management action	0	0	0	0		Cr 365	Cr 546
0	Contribution from Public Health	0	0	Cr 140	Cr 140		0	0
3,757	Referral and Assessment Service	2,981	2,910	2,934	24	12	157	0
3,056	Safeguarding and Care Planning East	2,405	2,416	2,193	Cr 223	13	Cr 229	0
4,020	Safeguarding and Care Planning West	3,645	3,720	3,703	Cr 17	14	69	0
2,825	Safeguarding and Quality Improvement	4,250	4,110	4,435	325	15	Cr 207	0
0	Contribution from Public Health	0	0	Cr 350	Cr 350		0	0
<b>33,336</b>		<b>32,822</b>	<b>32,715</b>	<b>33,307</b>	<b>592</b>		<b>403</b>	<b>891</b>
<b>37,440</b>	<b>TOTAL CONTROLLABLE FOR EDUCATION &amp; CHILDREN'S SERVICES</b>	<b>37,359</b>	<b>37,181</b>	<b>38,055</b>	<b>874</b>		<b>648</b>	<b>891</b>
Cr 8,263	<b>Total Non-Controllable</b>	2,029	2,043	2,042	Cr 1		Cr 4	0
6,911	<b>Total Excluded Recharges</b>	6,428	6,662	6,662	0		0	0
<b>36,088</b>	<b>TOTAL EDUCATION &amp; CHILDREN'S SERVICES PORTFOLIO</b>	<b>45,816</b>	<b>45,886</b>	<b>46,759</b>	<b>873</b>		<b>644</b>	<b>891</b>
<b>Memorandum Item</b>								
<b>Sold Services</b>								
Cr 134	Education Psychology Service (RSG Funded)	Cr 19	Cr 19	39	58		42	0
Cr 16	Education Welfare Service (RSG Funded)	Cr 35	Cr 35	8	43		41	0
11	Workforce Development (DSG/RSG Funded)	Cr 5	Cr 5	3	8		3	0
3	Governor Services (DSG/RSG Funded)	0	0	0	0		0	0
16	Community Vision Nursery (RSG Funded)	Cr 14	Cr 14	58	72		78	0
82	Blenheim Nursery (RSG Funded)	14	14	94	80		95	0
<b>Cr 38</b>	<b>Total Sold Services</b>	<b>Cr 59</b>	<b>Cr 59</b>	<b>202</b>	<b>261</b>		<b>259</b>	<b>0</b>

Reconciliation of Latest Approved Budget

	£'000
<b>Original Budget 2017/18</b>	<b>45,816</b>
SEN Implementation Grant 2017/18	
- expenditure	225
- income	Cr 225
SEN Pathfinder Grant 2017/18	
- expenditure	28
- income	Cr 28
Step Up To Social Work Grant	
- expenditure	915
- income	Cr 915
SEN Implementation Grant 2016/17	
- expenditure	21
- income	Cr 21
SEN Pathfinder Grant 2016/17	
- expenditure	14
- income	Cr 14
Early Years Grant	
- expenditure	15
- income	Cr 15
LA Conversion Academies Sponsor Support	
- expenditure	28
- income	Cr 28
High Needs Strategic Planning Fund	
- expenditure	140
- income	Cr 140
Tackling Troubled Families Grant	
- expenditure	796
- income	Cr 796
Support of completing ECHP Plans	115
Transfer of Central Placements Team from CE to ECHS	60

R&M Water Treatment		14
Business Rates revaluation		12
Commissioning Support Officer Post	Cr	7
Head of Policy, Projects & programmes Post from CSC to Strategy	Cr	40
PA to deputy Chief Exec post from CSC to Strategy	Cr	19
Transfer of central Placements Team from CSC to Programmes	Cr	79
SEND staffing funding transfer to Education		10
Public Health		
- funding transferred from Public Health		490
- recharge to Public Health	Cr	490
Part funding from Chief Executives Division towards post in CSC		40
Residual share of South London Connexions Consortium balance	Cr	51
<b>Items Requested this Cycle:</b>		
ESG Contingency		15
UASC Grant		
- expenditure		141
- income	Cr	141
<b>Latest Approved Budget for 2017/18</b>		<b>45,886</b>

## **REASONS FOR VARIATIONS**

### **1. Adult Education - Dr £89k**

The overspend in Adult Education is mainly due to the increased spend on sessional tutors and a decrease in the expected income. The overspend on sessional tutors (£68k) is due to an increase in the volume of non-fee paying courses targeted at disadvantaged adults and local communities. The main purpose of the community learning element of the ESFA grant is to provide provision to support vulnerable communities and any reduction in this priority area risks a reduction in the future allocation of the grant. Proportion of fee income generating provision reduced (by £31k) as part of the service restructure. Loss of specialist facilities has reduced the range of courses offered.

These overspends are being partly offset by an underspend of £10k on the running costs of the service

### **2. Schools and Early Years Commissioning & QA - Dr £110k**

There is a pressure of £152k at the two in-house nurseries. This is due to the loss of the recharge from Children Social Care (CSC) following the change in the methodology used to calculate the CSC charge. There is currently a review being undertaken to look at how the nurseries can be put onto a more stable financial footing and become more self sufficient.

Early Years Support has an underspend of £20k that is due to the collection of income being higher than anticipated.

There is also an underspend in the School Standard area of £22k that is due to the underspend in staffing costs.

### **3. SEN and Inclusion - Cr £57k**

SEN Transport is currently forecast to underspend by £72k. This is due to underspends in staffing costs (£33k) and the over collection of income (£94k). These underspends are offset by the overspends in transport costs (£34k) and the other running costs (£21k).

The Education Psychologists are currently having issues recruiting to the vacant posts in their team. This is causing the statutory service they are required to provide to be underspent by £67k and the Trading Service they offer to the Schools to be overspent by £58k - due to the use of expensive agency staff to provide the service. This is a net underspend of £9k.

The Special Education Needs area is currently forecasting an overspend of £34k. This is due to some posts that had grant funding attached to them to fund some of the post being removed for this financial year.

There are other small variances that total an underspend of £10k. This small variance include an underspend on the cost of the Head of Service that has been reduced due to a change in the management of the service.

### **4. Education Services Grant - Dr £0k**

Final payments of the Education Services Grant (ESG) were £15k lower than the original allocation of £181k. The ESG allocation is recalculated at the end of the grant to take into account any schools converting to academies during the year. It is currently assumed that the shortfall will be drawn-down from contingency to cover this, so no variation is being reported.

### **5. Access & Inclusion - Cr £21k**

The underspend in this area is due to a change of process in the non SEN school transport service. The service used to provide taxi's to get the children to school and now other forms of transport are provided where possible such as travelcards.

### **6. Schools Budgets (no impact on General Fund)**

Expenditure on Schools is funded through the Dedicated Schools Grant (DSG) provided by the Department for Education (DfE). DSG is ring fenced and can only be applied to meet expenditure properly included in the Schools Budget. Any overspend or underspend must be carried forward to the following years Schools Budget.

There is a current projected underspend in DSG of £210k. This will be added to the £1,623k carried forward from 2016/17. The carry forward figure has been adjusted by the Early Year adjustment which has reduced the amount we received in 2016/17 by £475k. This gives an estimated DSG balance of £1,358k at the end of the financial year.

Additional to the projected underspend of £210k there is a potential underspend of £700k relating to the recoupment of the DSG relating to new free schools in the Borough. As a prudent measure it has been assumed that DfE will claw this back in due course. If this does not occur then this will be added to the carry forward position.

The in-year underspend is broken down as follows:-

Free Early Years Education is forecast to overspend by £40k this year. The budget for the 2 year old children is expected to overspend by £181k and this is being offset by an underspend for 3 & 4 years old children (both normal 15 and the new additional 15 hours) of £121k. Additionally there is a £20k underspend in the staffing needed to support this service. There is potential for the DSG to be clawed back by DfE, depending on the take up of early years services in the financial year. Any adjustment will be made retrospectively.

The Primary Support Team are currently projecting a £47k underspend due to the service having vacant posts while the service is re-designed.

There is a pressure of £58k on the DSG due to the increase the maintained schools having an increase in the rate bills that they have received. This was not factored into their original funding.

The Home and Hospital service has a pressure of £126k due to the splitting out of the Nightingale school from the service. The Home and Hospital service is in the process of being reviewed.

There is an underspend of £16k in the Pupil Support Services area. This is due to the under use of agency and consultancy costs to provide the service.

The Education Welfare service is currently forecasting an underspend of £8k due to higher than expected income collection.

The Access & Admissions service is currently forecasting an overspend of £33k due to higher than expected staffing costs.

SEN placements are projected to overspend by a total of £422k. The overspends are being caused by the Maintained Day, Independent Day and Alternative Programmes. These overspends are then offset with underspends on Independent Boarding Schools, Maintained Boarding Schools, Behaviour Services and the costs of Matrix Funding.

SEN Support for clients in Further Education Colleges is expected to underspend by £701k this year. The reason for this is due to the underspend in the cost of placing clients at Independent providers. This is being offset by the cost of placements in colleges.

The DSG funded element of SEN Transport is projected to overspend by £121k due to the new routes that were established last year. The level of spend in this area has been lower in previous years. Due to the current funding regulations LBB are not permitted to increase this budget from the previous year.

The High Needs Pre-School Service is currently holding a number of vacant posts resulting in a £169k underspend. There are not currently any plans to recruit to these posts as it is expected that the service will be changing during the year with one of the classes currently being offered by this service being moved to the Riverside School. These posts will provide the funding needed to support the new service.

The Sensory Support Service is underspent by £48k. This is due to staffing costs expected to be lower than budget in year.

A number of areas (SIPS, the Complex Needs Team, Early Years Programme and Outreach & Inclusion Services) all are currently projected to underspend. Darrick Wood Hearing Unit is predicted to overspend. Most of the underspend relates to lower than expected staffing costs, but there is also a small amount that relates to running costs that are not expected to be incurred during the year. Darrick Wood is overspending due to high use of casual classroom assistants. The total of all of these over and underspends is a £21k credit.

There are other minor variations consisting of a £4k underspend in the SEN heading offset by a £4k overspend from the non-SEN headings.

	Variations	£'000
Free Early Education - 2 year olds		181
Free Early Education - 3 & 4 year olds (inc extra 15 hours)	Cr	121
Early Year Support	Cr	20
Primary Support Team	Cr	47
Schools Rates		58
Home & Hospital		126
Pupil Support Services	Cr	16
Education Welfare Officers	Cr	8
Access & Admissions		33
Other Small Balances		4
SEN:		
- Placements		422
- Support in FE colleges	Cr	701
- Transport		121
- High Needs Pre-school Service	Cr	169
- Sensory Support	Cr	48
- SIPS	Cr	37
- Darrick Wood Hearing Unit		80
- Complex Needs Team	Cr	10
- Outreach & Inclusion Service	Cr	44
- Early Support Programme	Cr	10
- Other Small SEN Balances	Cr	4
	<u>Cr</u>	<u>210</u>

#### **7. Other Strategic Functions - Dr £163k**

£35k of the overspend relates to the additional cost of the 2017/18 Business Rates for the Widmore Centre prior to the EFA taking over the site. The takeover took longer than anticipated.

There is a pressure of £128k due to a saving allocated to Education at the start of the year that has not been identified.

#### **Children's Social Care - Dr £592k**

The main areas of under / overspending are shown below. Staffing expenditure remains an issue going forward with considerable overspends on staffing across the division (highlighted in each service area below). There is an ongoing drive to recruit permanent staff which has driven agency numbers down, but levels of agency staff are still significant as numbers have not fallen as fast as expected. This has contributed significantly to the divisions overspend due to the high costs of employing agency staff compared to permanent staff.

#### **8. Bromley Youth Support Programme - Cr £105k**

There is a projected underspend of £190k on staffing across the programme areas, mainly as a result of vacant posts not covered by agency staff. Offsetting this is an overspend of £85k, mainly due to reduced income from schools.

**9. Early Intervention and Family Support - Cr £87k**

There are projected staffing underspends in the Family Support and Contact centres and the Bromley Children's project.

**10. CLA and Care Leavers - Dr £472k**

The cost in relation to clients leaving care continues to overspend for both the 16-17 age group and the 18+ age group for whom housing benefit contributes towards the costs.

The budget in relation to clients aged 16 or 17 is projected to overspend by £122k. Costs have increased over the past year as children are having to be placed in accommodation with higher levels of support than they previously had.

For the 18 plus client group there continues to be differences between the amount being paid in rent and the amount reclaimable as housing benefit, mainly due to lack of supply of suitable accommodation and the rental price of properties, resulting in a projected overspend of £87k. Some additional one off funding has been identified that has offset some of the increased costs in this area.

In addition expenditure relating to the 'Staying Put' grant, where care leavers can remain with their foster carers after the age of 18, is currently projecting an overspend of £208k against a grant provision of £113k. This is a reduction of £12k from the September reported figure.

In January 2018 the government announced additional funding to support unaccompanied asylum seeking children. Bromleys share of this funding is £141k, and this has been allocated to the budget to offset some of the unfunded costs of uasc's.

**Staffing - Dr £196k**

Staffing costs continue to put pressure on the budgets due to the use of costly agency staff which accounts for 35% of staffing costs across the division. Although there is currently an ongoing campaign to recruit permanent social workers, which has been successful, the results of this will take some time to work through resulting in continued high costs for at least part of the year. Further recruitment efforts need to be successful in order to reduce agency levels and therefore bring spend down to a more manageable level. The current projected overspend for this service is £196k net of any management action.

**11. Fostering, Adoption and Resources - Dr 553k**

The budget for children's placements is projected to overspend by £424k by year end. This amount includes assumptions for children coming through the system however as these budgets are very volatile and are subject to large fluctuations this figure may change before the end of the financial year. An analysis of the current projected variations by placement type is shown below.

- Community Home's / Community Home's with Education - Dr £331k
- Boarding Schools - Dr £7k
- Secure Accommodation & Youth on Remand - Dr £240k
- Transport & Outreach services - Dr £97k
- Fostering services (IFA's) - Dr £716k
- Fostering services (In-house, including SGO's and Kinship) - Dr £166k
- Adoption placements - Dr £7k

In addition to the variations above, Bromley CCG had allocated a one off payment of £300k and an additional payment of £500k as a contribution towards the continuing care costs of placements at the last budget monitoring. A further £200k contribution has been agreed this period by the CCG. Additionally, funding of £140k has been secured this year from the Public Health budget which will offset the overall costs.

Additional funding was included in the 2017/18 budget as part of a package of growth within ECHS overall, however placement numbers have increased since the amount required was calculated, resulting in increased expenditure.

Management action of £365k which had been assumed in the last monitoring has also only been marginally successful, adding to the budget pressure.

**Staffing - Dr £129k**

Staffing costs continue to put pressure on the budgets due to the use of costly agency staff which accounts for 35% of staffing costs across the division. Although there is currently an ongoing campaign to recruit permanent social workers, which has been successful, the results of this will take some time to work through resulting in continued high costs for at least part of the year. Further recruitment efforts need to be successful in order to reduce agency levels and therefore spend down to a more manageable level. The current projected overspend for this service is £129k.

**12. Referral and Assessment - Dr £24k****No Recourse to Public Funds - Cr £114k**

The current projected cost to Bromley for people with no recourse to public funding is an underspend of £114k. Additional budget was moved into this area in 2015/16 to deal with a previous overspend on the budget, however there continued to be a cost pressure in this area. Officers have worked to reduce the numbers being funded and currently there are approximately 19 families being supported, compared with 23 in September.

**Staffing - Dr £138k**

Staffing costs continue to put pressure on the budgets due to the use of costly agency staff which accounts for 35% of staffing costs across the division. Although there is currently an ongoing campaign to recruit permanent social workers, which has been successful, the results of this will take some time to work through resulting in continued high costs for at least part of the year. Further recruitment efforts need to be successful in order to reduce agency levels and therefore spend down to a more manageable level. The current projected overspend for this service is £138k net of any management action.

**13. Safeguarding and Care Planning East - Cr £223k****Public Law Outline - Court Ordered Care Proceedings - Cr £332k**

Costs in relation to care proceedings are currently expected to be £332k under the budget provision of £798k. The budget for this was increased significantly in 2017/18 as a result of significant costs identified during 2016/17, which outturned with a spend of around £900k. Current year projections identify reduced costs, which are reflected in the latest projection.

**Staffing - Dr £109k**

Staffing costs continue to put pressure on the budgets due to the use of costly agency staff which accounts for 35% of staffing costs across the division. Although there is currently an ongoing campaign to recruit permanent social workers, which has been successful, the results of this will take some time to work through resulting in continued high costs for at least part of the year. Further recruitment efforts need to be successful in order to reduce agency levels and therefore spend down to a more manageable level. The current projected overspend for this service is £109k net of any management action.

**14. Safeguarding and Care Planning West - Cr £17k****Staffing - Dr £222k**

Staffing costs continue to put pressure on the budgets due to the use of costly agency staff which accounts for 35% of staffing costs across the division. Although there is currently an ongoing campaign to recruit permanent social workers, which has been successful, the results of this will take some time to work through resulting in continued high costs for at least part of the year. Further recruitment efforts need to be successful in order to reduce agency levels and therefore spend down to a more manageable level. The current projected overspend for this service is £222k net of any management action.

**Additional funding - Cr £125k**

The Safeguarding West division includes areas such as children with disability and CAHMS. Additional funding has been identified from BCF for the CAHMS service for this year of £125k to cover costs incurred by the service.

**Various Expenditure Budgets - Cr £114k**

In November 2016, a freeze was initiated on running expense budgets that were underspending at that time. Due to the continued overspend in the division it has been decided that this will be replicated for 2017/18, with a sum of £114k being identified this year.

**15. Safeguarding and Quality Improvement - Cr £25k****Staffing - Dr £561k**

Staffing costs continue to put pressure on the budgets due to the use of costly agency staff which accounts for 35% of staffing costs across the division. Although there is currently an ongoing campaign to recruit permanent social workers, which has been successful, the results of this will take some time to work through resulting in continued high costs for at least part of the year. Further recruitment efforts need to be successful in order to reduce agency levels and therefore spend down to a more manageable level. The current projected overspend for this service is £561k net of any management action. This budget holds the bulk of the Post Inspection additional funding, the majority of these posts are filled by agency staff.

Additionally, funding of £350k has been secured this year from the Public Health budget which will offset the overall costs.

**Various Expenditure Budgets - Cr £236k**

In November 2016, a freeze was initiated on running expense budgets that were underspending at that time. Due to the continued overspend in the division it has been decided that this will be replicated for 2017/18, with a sum of £236k being identified this year.

**16. Sold Services (net budgets)**

Services sold to schools are separately identified in this report to provide clarity in terms of what is being provided. These accounts are shown as memorandum items as the figures are included in the appropriate Service Area in the main report.

**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 £100k) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually.

Since the last report to the Executive there were 6 waivers agreed for care placements in children's social care over £50k but less than £100k and 8 waivers agreed for over £100k. The waivers quoted relate to the annual cost of the placements, although it should be noted that some of these are short term placements where the final cost can be below these amounts, and would also include placements where there is a third party contributor such as Health.

Additionally since the last report to the Executive, there have been 2 waivers in the Education area and they each have an annual value of less than £20k.

**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, one virement has been actioned for a £6k recharge to Children Services.

## Environment Portfolio Budget Monitoring Summary

2016/17 Actuals £'000	Service Areas	2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>ENVIRONMENT PORTFOLIO</b>							
	<b>Street Scene &amp; Green Spaces</b>							
5,177	Parks and Green Spaces	5,194	5,172	5,169	Cr 3	1	Cr 9	0
290	Street Regulation and Enforcement incl markets	372	348	295	Cr 53	2	Cr 46	0
17,009	Waste Services	17,661	17,780	17,413	Cr 367	3	Cr 272	0
4,206	Street Environment	4,261	4,272	4,252	Cr 20	4	Cr 30	0
804	Management and Contract Support	871	938	1,002	64	5	62	0
632	Transport Operations and Depot Management	680	688	684	Cr 4	6	Cr 17	0
877	Trees	736	766	766	0		0	0
<b>28,995</b>		<b>29,775</b>	<b>29,964</b>	<b>29,581</b>	<b>Cr 383</b>		<b>Cr 312</b>	
	<b>Parking Services</b>							
Cr 7,425	Parking	Cr 7,468	Cr 7,313	Cr 7,601	Cr 288	7-12	Cr 171	0
<b>Cr 7,425</b>		<b>Cr 7,468</b>	<b>Cr 7,313</b>	<b>Cr 7,601</b>	<b>Cr 288</b>		<b>Cr 171</b>	<b>0</b>
	<b>Transport &amp; Highways</b>							
245	Traffic & Road Safety	318	318	343	25	13	46	0
8,971	Highways (including London Permit Scheme)	6,554	6,577	6,657	80	14	Cr 94	0
<b>9,216</b>		<b>6,872</b>	<b>6,895</b>	<b>7,000</b>	<b>105</b>		<b>Cr 48</b>	<b>0</b>
<b>30,786</b>	<b>TOTAL CONTROLLABLE</b>	<b>29,179</b>	<b>29,546</b>	<b>28,980</b>	<b>Cr 566</b>		<b>Cr 531</b>	<b>0</b>
8,165	<b>TOTAL NON-CONTROLLABLE</b>	5,468	5,633	5,402	Cr 231	15	Cr 44	0
2,394	<b>TOTAL EXCLUDED RECHARGES</b>	2,244	2,244	2,244	0		0	0
<b>41,345</b>	<b>PORTFOLIO TOTAL</b>	<b>36,891</b>	<b>37,423</b>	<b>36,626</b>	<b>Cr 797</b>		<b>Cr 575</b>	<b>0</b>

## Reconciliation of Latest Approved Budget

£'000

## Original Budget 2017/18

36,891

Green Garden Waste Direct Debits

120

Non- Controllable R&amp;M - Central Depot

113

Additional resources for staffing (Exec 9.8.17)

- Approved by Exec 9.8.17

79

- Delay in recruitment

Cr 61

Non - Controllable R&amp;M - Water Treatment

52

Business Rates revaluation

182

Waste 4 Fuel DRF (Exec 19.07.17)

47

Pothole Action Fund Expenditure

113

Pothole Action Fund Income

Cr 113

Latest Approved Budget for 2017/18

37,423

**REASONS FOR VARIATIONS****1. Parks and Green Spaces Cr £3k**

Overall a net variation of Cr £3k is projected for Parks and Green Spaces. An underspend of £27k on staffing as a result of part year vacancies is partly offset by additional costs of £24k for park strategy development and infrastructure works.

**2. Street Regulation and Enforcement incl markets Cr £53k**

Additional income of £40k is expected from the sale of promotional space within Bromley Town Centre. Other underspends total £13k mainly from part year vacancies.

**Summary of variations within Street Regulation and Enforcement:**

	<b>£'000</b>
Additional advertising income	Cr 40
Underspend on Staffing	Cr 11
Other net income	Cr 2
<b>Total variation for Street Regulation and Enforcement</b>	<b>Cr 53</b>

**3. Waste Services Cr £367k**

Overall tonnage is expected to be 1,400 tonnes below last year and the current budget, mainly for recycling tonnage. As a result, contract disposal costs will be £68k below budget.

Additional income of £32k is expected from the sale of recycling materials due to an increase in the market price of textiles.

Across the garden waste collection services, there is a projected underspend of £191k. This is made up of an underspend of £38k related to a lower use of the sixth vehicle during the year. Other net underspends total £9k mainly due to fewer containers being purchased than originally budgeted for. Sales of green garden waste stickers have not dropped off as much as in previous years and additional income of £23k is expected and there is a net increase in the number of wheelie bin customers in 2017/18 resulting in extra income of £121k being forecast.

The Coney Hill contract is expected to overspend by £15k as the gas extraction system has to be upgraded.

The waste collection contract is likely to underspend by £48k as there has been a reduction in large scale fly tipping incidents over 3m<sup>2</sup> and a reduction in the emptying of recycling banks.

There is a projected overspend of £44k for the disposal cost of incineration ash, mainly due to an invoice received for a previous year.

Additional legal advice has been procured in relation to the Environmental Services Tender totalling £21k.

Following the settlement with Veolia, an extra £50k will be received above the net accrual of £120k made in 2016/17.

It is estimated that approximately 11,800 tonnes will be diverted by landfill and disposed of using Mechanical Biological Treatment. This will provide an additional credit of £39k.

£30k will be used to upgrade the IT systems at the Central Depot client offices, ensuring both current reliability and development potential as future contract systems are implemented.

Costs of £15k have been incurred for a depot review carried out by C & W.

Additional commissioning project support was needed to ensure the tight deadlines for publishing the Environment contract were met Dr £20k .

Other minor variances across the service total £36k.

A request is being made to the Executive to carry forward the £120k set aside for developing a direct debit system for the GGW service during next year. The debt management system has recently gone live and therefore the work required to enable direct debit payments to be taken for the GGW service will not start until April 2018.

**Summary of overall variations within Waste Services**

	<b>£'000</b>
Waste disposal costs	Cr 68
Recycling Income	Cr 32
Green Garden Waste Service	Cr 191
Waste collection contract	Cr 48
Settlement with Veolia	Cr 50
Additional MBT (Mechanical Biological Treatment) income	Cr 39
Overspend on disposal of incineration ash	44
Coney Hill	15
Depot review by C & W	15
Legal advice for the Environment contract	21
IT systems upgrade at Central Depot offices	30
Additional commissioning project support for the Environment contract.	20
Other variances across the service	36
Carry forward of underspend re green garden waste direct debits	Cr 120
<b>Total variation for Waste Services</b>	<b>Cr 367</b>

**4. Street Environment Cr £20k**

The Street Environment budget is expected to underspend by £20k due to part year vacancies.

**5. Management and Contract Support Dr £64k**

It is expected that £20k will be used to upgrade the 'Fix My Street' system and £80k to procure additional support and evaluation expertise for the waste contracts. It should be noted that part of the £80k may need to be carried forward to 2018/19 when the majority of the contract evaluation will take place.

This is partly offset by a projected net underspend of £41k on salaries due to part year vacancies. Other minor variations total to Dr £5k.

<b>Summary of variations within Management &amp; Contract Support:</b>		<b>£'000</b>
Upgrade of 'Fix My Street'		20
Evaluation expertise for the waste contract		80
Underspend on Staffing	Cr	41
Other net variations		5
<b>Total variation for Management &amp; Contract Support</b>		<b>64</b>

**6. Transport Operations and Depot Management Cr £4k**

Part year vacancies have resulted in an underspend of £13k. This is partly offset by £9k expenditure for a feasibility study on resurfacing works.

**7. Income from Bus Lane Contraventions Cr £400k**

There is a net projected surplus of £400k on the redeployable automated cameras in bus lanes for 2017/18. This is based on numbers of contraventions to December 2017. It is unlikely that this level of activities will continue in 2018/19 as it is anticipated that the numbers of contraventions in bus lanes will reduce in the future due to increase compliance.

**8. Off/On Street Car Parking Dr £166k**

Overall there is a net variation of Dr £166k for Off and On Street parking.

A deficit of £238k is forecast for Off Street Parking income. This is mainly due to downward trend in Off Street parking usage and initial problems with the new Parking contract which started in April. These included issues around car park cleaning, cash collection and counting, which resulted in defaults relating to Off/On Street Car Parking income being issued totalling £23k. These issues now seem to have been resolved.

A shortfall of £53k in income is projected due to the delay with the roll out of additional On Street Parking bays.

Based on activity to December 2017, additional income of £62k is expected to be received from cashless parking fees, as the use of this service continues to grow.

£40k additional income is projected from the suspension of existing parking restrictions.

This overall projected overspend for Off and On Street Car parking within the Parking budget is detailed below: -

<b>Summary of variations within Off/On Street Car Parking</b>	<b>OFF ST £'000</b>	<b>ON ST £'000</b>	<b>Total £'000</b>
Off/On Street Car Parking income	238	0	238
Delay in roll out of additional On Street parking bays	0	53	53
Level of Defaults applied to contract Apr to Dec 17	Cr 22	Cr 1	23
Less additional Ring Go fees	Cr 23	Cr 39	62
Additional income from suspensions	0 Cr	40 Cr	40
<b>Total variations within Off/On Street Parking</b>	<b>193 Cr</b>	<b>27</b>	<b>166</b>

**9. Car Parking Enforcement Dr £39k**

From the activity levels up to December 2017, there is a projected net deficit of around Dr £190k from PCNs issued by APCOA in the current year due to a reduction in contraventions. During the initial mobilisation period of the contract APCOA experienced problems in recruitment and training Civil Enforcement Officers (CEOs). This position continued although from September this seems to have stabilised and staff have been recruited with the necessary skills and abilities to carry out the contract. There are defaults on the Enforcement contract costs of around Cr £136k for April to December 2017.

A projected underspend of £15k is projected for costs relating to appeal cases heard by the Traffic Committee for London due to a slight reduction in numbers.

<b>Summary of variations within Car Parking Enforcement</b>		<b>£'000</b>
PCNs issued by wardens		190
APCOA Enforcement defaults	Cr	136
Traffic Committee for London	Cr	15
<b>Total variations within Car Parking Enforcement</b>		<b>39</b>

**10. Parking Shared Service Cr 55k**

A net variation of Cr £55k for the Parking Shared Service mainly due to vacant posts.

**11. Permits Cr 35k**

There is a projected surplus of £35k for permit parking income based on activity levels up to December 2017.

**12. Disabled Parking Cr 3k**

The variation of Cr £3k is made up of an underspend of £11k on issuing / renewal of Blue Badges partly offset by additional costs of £8k for Blue Badge prosecutions for misuse.

<b>Summary of overall variations within Parking:</b>		<b>£'000</b>
Bus Routes Enforcement	Cr	400
Off Street Car Parking		193
On Street Car Parking	Cr	27
Car Parking Enforcement		39
Parking Shared Services	Cr	55
Permit Parking	Cr	35
Disabled Parking	Cr	3
<b>Total variation for Parking</b>	<b>Cr</b>	<b>288</b>

**13. Traffic & Road Safety Dr £25k**

There is a projected shortfall of £50k for advertising income due to delays with obtaining planning permission for the digital display units and a net £10k overspend on supplies and services. This is partly offset by £35k additional income received from road closure charges.

**14. Highways- Including London Permit Scheme Dr £80k**

Within NRSWA income, there is a projected £60k surplus of income. Additional income for Coring and Section 74 Notices has partly offset a shortfall of income from Inspection charges, Fixed Penalty Notices, and Defect Notices, as a result of improving performance by utility companies.

There is a projected overspend of £120k on the Winter service budget due to the snowfall during February, and this figure could increase further should there be more adverse weather in the remaining few weeks of the year.

Based on activity levels at December 17, it is anticipated the unrecovered impact damage budget will underspend by £60k.

This has been partly offset by additional expected costs of £80k to undertake the project management and specialist support for Lots 6 and 7 of the environment contract.

<b>Summary of Variations within Highways</b>		<b>£'000</b>
Projected variations on NRSWA Income		
Inspection Charges		10
Defects and Permits		13
Coring (net)	Cr	55
Section 74 Notices	Cr	32
Fixed Penalty Notices		4
<b>Subtotal</b>	<b>Cr</b>	<b>60</b>
Overspend on Winter service budget		120
Underspend on Unrecovered impact damage	Cr	60
Lot 5-7 project management and specialist support costs		80
<b>Total Projected variations for Highways</b>		<b>80</b>

**EARLY WARNING**

Officers have received notification from the Department for Transport in February 2018 that a total of £226k additional funding has been allocated to Bromley for Pothole Action for 2017/18 and 2018/19. As this notification has been received so late in the year, a request to carry forward the £113k 2017/18 allocation as a receipt in advance will be submitted in order to carry out works on repairing potholes during 2018/19. A separate report is included elsewhere in the agenda.

**15. Non-controllable Cr £231k**

There is a projected surplus income of £68k within the property rental income budget, and £163k underspend on R&M works on Central Depot wall. Property division are accountable for these variations.

**Waiver of Financial Regulations:**

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

- 1) £44k for a specialist consultant (CW Infrastructure) to prepare the contract documents and to assist in letting of the Highways Services Contracts (Lot 6 & 7).
- 2) £69k for a 2 year contract for system maintenance of CCTV automated cameras with Openview; cumulative value £318k

**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, one virement has been actioned.

- 1) Virement of £30k from Street Cleansing to Tree Maintenance to undertake works as a result of recent stormy weather.

## Public Protection &amp; Safety Budget Monitoring Summary

2016/17 Actuals £'000	Service Areas	2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>Public Protection</b>							
108	Community Safety	142	142	140	Cr 2	1	0	0
77	Emergency Planning	83	102	102	0		0	0
508	Mortuary & Coroners Service	403	403	463	60	2	46	0
1,187	Public Protection	1,335	1,444	1,345	Cr 99	3	Cr 16	0
<b>1,880</b>	<b>TOTAL CONTROLLABLE</b>	<b>1,963</b>	<b>2,091</b>	<b>2,050</b>	<b>Cr 41</b>		<b>30</b>	<b>0</b>
270	<b>TOTAL NON CONTROLLABLE</b>	3	3	3	0		0	0
262	<b>TOTAL EXCLUDED RECHARGES</b>	374	374	374	0		0	0
<b>2,412</b>	<b>PORTFOLIO TOTAL</b>	<b>2,340</b>	<b>2,468</b>	<b>2,427</b>	<b>Cr 41</b>		<b>30</b>	<b>0</b>

<b>Reconciliation of Latest Approved Budget</b>	<b>£'000</b>
<b>Original Budget 2017/18</b>	<b>2,340</b>
Additional resources for staffing (Exec 9.8.17)	
- Approved by Exec 9.8.17	159
- Delay in recruitment	Cr 31
Proceeds of Crime Act Prosecution grant expenditure	60
Proceeds of Crime Act Prosecution grant income	Cr 60
<b>Latest Approved Budget for 2017/18</b>	<b><u>2,468</u></b>

**REASONS FOR VARIATIONS****1. Community Safety Cr £2k**

There are minor underspends across supplies and services of £2k.

**2. Mortuary and Coroners Service Dr £60k**

The Coroner's consortium costs escalated in 2016/17. A total provision of £466k was provided for in 2016/17, which included the estimated costs of £128k for the refurbishment of the new offices for the Coroner's service in Davis House. The final cost for 2016/17 was £426k, which included Bromley's share of the Davis House refurbishment costs of £114k. As a result, £40k of the provision is no longer required.

Based on the latest information from Croydon, the cost for Bromley for 2017/18 is £340k, an overspend of £70k against a budget of £270k. This includes additional costs for the Lewis case and the Hanley case. It is likely that there will be a further one-off cost of £65k resulting from other large inquests being undertaken during 2017/18.

The Mortuary contract is anticipated to be at a similar level as 2016/17, and is likely to underspend by £35k. This will help to offset the increase in costs of the coroners service.

<b>Summary of variations within Mortuary and Coroners:</b>	<b>£'000</b>
Release of provision no longer required	Cr 40
Overspend on Coroners service - increased costs	70
Estimated cost of large inquests	65
Potential underspend on Mortuary	Cr 35
<b>Total variations within Mortuary and Coroners</b>	<b><u>60</u></b>

**3. Public Protection Cr £99k**

A net underspend of £99k is projected for Public Protection. This includes £80k underspend on staffing of which £13k is due to part year vacancies and £67k is the result of delays in the recruitment of the Interim PPS Strategic Commissioner and 3 additional temporary Food Safety Officers (as approved by Members in July 2017) to deal with the existing backlog. A request will be submitted to the Executive to carry this amount forward to 2019/20 and 2020/21, in order to complete the outstanding inspections.

It is anticipated that there will be £20k additional licence fee income from Houses in Multiple Occupation. This is offset by a net £1k minor overspend on Supplies and Services.

<b>Summary of variations within Public Protection:</b>	<b>£'000</b>
Underspend on staffing	Cr 80
Additional income from House in Multiple Occupation license	Cr 20
Minor overspend on Supplies and Services	1
<b>Total variations within Public Protection</b>	<b><u>Cr 99</u></b>

**EARLY WARNING**

Officers have recently received notification from the Home Office that a further £118k additional funding has been allocated to Bromley from the Proceeds of Crime Act prosecution, giving a total sum of £144.4k. £59.8k of this funding has been allocated to the Trading Standard Service. As this notification has been received so late in the year, only £11.6k will be spent in 2017-18, a request to carry forward both the expenditure and income budgets of £48.2k will be submitted in order to carry out works on asset recovery, crime reduction projects and community projects in the next financial year. A separate report is included elsewhere on the agenda.

**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.

## Renewal &amp; Recreation Budget Monitoring Summary

2016/17 Actuals £'000	Division Service Areas	2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>R&amp;R PORTFOLIO</b>							
	<b>Planning</b>							
Cr 3	Building Control	76	76	15	Cr 61	1	Cr 61	0
Cr 144	Land Charges	Cr 129	Cr 129	Cr 147	Cr 18	2	Cr 18	0
812	Planning	703	703	744	41	3	93	0
1,564	Renewal	785	1,075	908	Cr 167	4	0	0
<b>2,229</b>		<b>1,435</b>	<b>1,725</b>	<b>1,520</b>	<b>Cr 205</b>		<b>14</b>	<b>0</b>
	<b>Recreation</b>							
1,732	Culture	1,675	1,695	1,698	3	5	0	0
4,737	Libraries	4,403	5,784	5,793	9	6	0	0
263	Town Centre Management & Business Support	180	261	211	Cr 50	7	Cr 14	0
<b>6,732</b>		<b>6,258</b>	<b>7,740</b>	<b>7,702</b>	<b>Cr 38</b>		<b>Cr 14</b>	<b>0</b>
<b>8,961</b>	<b>Total Controllable R&amp;R Portfolio</b>	<b>7,693</b>	<b>9,465</b>	<b>9,222</b>	<b>Cr 243</b>		<b>0</b>	<b>0</b>
5,855	<b>TOTAL NON CONTROLLABLE</b>	4,195	4,157	4,128	Cr 29	8	Cr 41	0
2,088	<b>TOTAL EXCLUDED RECHARGES</b>	2,086	2,086	2,086	0		0	0
<b>16,904</b>	<b>PORTFOLIO TOTAL</b>	<b>13,974</b>	<b>15,708</b>	<b>15,436</b>	<b>Cr 272</b>		<b>Cr 41</b>	<b>0</b>

## Reconciliation of Latest Approved Budget

£'000

## Original budget 2017/18

13,974

New Homes Bonus TCM

23

New Homes Bonus Regeneration

306

Custom Build &amp; New Burdens grant - Expenditure

30

Custom Build &amp; New Burdens grant - Income

Cr 30

Local Plan Implementation

37

Inflation adjustment

47

Business Rates revaluation

60

Non - Controllable R&amp;M - Water Treatment

4

Libraries - saving adjustment

284

Libraries - Decommissioning of I.T service

973

National Increase in Planning Fees - Expenditure

30

National Increase in Planning Fees - Income

Cr 30

Proceeds of Crime Act Prosecution grant expenditure

84

Proceeds of Crime Act Prosecution grant income

Cr 84

## Latest Approved Budget for 2017/18

15,708

## **REASONS FOR VARIATIONS**

### **1. Building Control Cr £61k**

For the chargeable service, an income deficit of £100k is anticipated based on information to date. This is offset by a projected underspend within salaries of £82k arising from reduced hours being worked and part year vacancies, and £18k on running expenses. In accordance with Building Account Regulations, the existing surplus on the charging account of £182k will be carried forward to 2018/19.

Within the non-chargeable service, as a result of vacant posts and reduced hours, a net underspend of £61k is projected.

### **2. Land Charges Cr £18k**

A deficit of £30k is expected for income within the Charging Account. This is partly offset by underspends on staffing and running expenses of £13k. The net deficit of £17k will be carried forward as the cumulative balance in the Charging Account. If the income continues to drop, officers will have to consider increasing the charges.

There is a projected underspend of £18k on the Non-Chargeable budget due to part year vacancies.

### **3. Planning Dr £41k**

Income from non-major planning applications is above budget for the first nine months of the year, and a surplus of £150k is projected for 2017/18. For information, actual income received from April to December is at a similar level compared to income received for the same period last year. It should be noted that £30k of this surplus is due to the statutory price increase which was effective from 18 January 2018.

For major applications, £225k has been received as at December 17, which is £33k higher than for the same period in 2016/17. Planning officers within the majors team have provided a schedule of additional income expected in the coming months, however the income for 2017/18 is expected to be below budget by £40k.

Currently there is projected surplus income of £38k from pre-application meetings due to higher than budgeted activity levels. For information, £131k has been received for the first nine months of the year, which is similar to the same period in 2016/17.

Additional income of £23k is forecast from other income within Planning, mostly from the street naming and numbering service.

Specialist consultancy costs of around £60k are expected to be incurred relating to three planning enquiries to be held in early 2018.

Costs of £170k are projected relating to costs awarded against the Council for planning appeals that have been lost, including Sundridge Park.

Other net variations total Cr £18k across the planning service.

#### **Summary of variations within Planning:**

	<b>£'000</b>
Surplus of income from non-major applications	Cr 150
Potential deficit of income from major planning applications	40
Surplus pre-application income	Cr 38
Surplus from miscellaneous income	Cr 23
Specialist consultancy costs	60
Planning appeals claims	170
Other net variations	Cr 18
<b>Total variation for Planning</b>	<b><u>41</u></b>

### **EARLY WARNING**

Officers have recently received notification from the Home Office that a further £118k additional funding has been allocated to Bromley from the Proceeds of Crime Act prosecution, giving a total sum of £144.4k. £84.6k of this sum has been allocated to the Planning Service. As this notification has been received so late in the year, a request to carry forward both the expenditure and income budgets of £84.6k will be submitted in order to carry out works on asset recovery, crime reduction projects and community projects in the next financial year. A separate report is included elsewhere in the agenda.

### **4. Renewal Cr £167k**

Part year vacancies have resulted in £17k underspend on staffing.

It is likely that £150k will be underspent on the Town Centre Development Works funded by the New Homes Bonus and therefore a carry forward request is being made to the Executive, to enable the outstanding works to be completed in 2018/19. Formal GLA approval will also need to be obtained to agree the new profile of spend.

#### **Summary of variations within Renewal**

	<b>£'000</b>
Staff vacancies	Cr 17
Underspend on projects funded by NHB (carry forward request)	Cr 150
<b>Total variation for Renewal</b>	<b><u>Cr 167</u></b>

**5.Culture Dr £3k**

There is a net minor overspend of £3k on Culture service, mainly due to maternity cover.

**6.Libraries Dr £9k**

A net overspend of £9k is forecast for the Libraries service. This includes additional costs on supplies and services of £16k and an income shortfall of £32k mainly relating to book fines and DVD hire. This is partly offset by £39k underspend from savings on the back office for the first 7 months of the year.

**7.Town Centre Management & Business Support Cr £50k**

An overall £50k underspend is projected for Town Centre Management & Business Support. This includes £7k from staff vacancies and £8k additional income generated from pop-up shop rental and promotional space.

The Penge Pop up shop project is expected to underspend by £28k. Following the change of focus of the regeneration plan and the change in contractor to Cushman and Wakefield, there will also be an underspend of £7k on the Orpington town centre scheme. Both of these projects are funded from the New Home Bonus. A request is being submitted to the Executive to carry this amount forward, in order to complete the specific projects, subject to the GLA agreeing the re-profile of spend.

**Summary of variations within TCM:**

	<b>£'000</b>
Staff vacancies	Cr 7
Additional rental income	Cr 8
Underspend on Penge Pop Up TC scheme (carry forward request)	Cr 28
Underspend on Orpington TC scheme (carry forward request)	Cr 7
<b>Total variation for TCM</b>	<b><u>Cr 50</u></b>

**8. Non-controllable Cr £29k**

There is a projected surplus income of £29k within the property rental income budget. Property division are accountable for these variations.

**Waiver of Financial Regulations:**

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

## Resources Portfolio Budget Monitoring Summary

2016/17 Actuals £'000		2017/18 Original Budget £'000	2017/18 Latest Approved £'000	2017/18 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>CHIEF EXECUTIVE'S DEPARTMENT</b>							
	<b>FINANCIAL SERVICES DIVISION</b>							
456	Director of Finance & Other	212	212	212	0		0	0
6,641	Exchequer - Revenue & Benefits	6,645	6,957	6,804	Cr 153	1	54	0
1,545	Exchequer - Payments & Income	1,600	1,586	1,573	Cr 13	2	0	0
606	Financial Accounting	620	620	633	13	3	0	0
1,423	Management Accounting	1,521	1,522	1,490	Cr 32	4	Cr 45	0
632	Audit	679	719	729	10	5	10	0
<b>11,303</b>	<b>Total Financial Services Division</b>	<b>11,277</b>	<b>11,616</b>	<b>11,441</b>	<b>Cr 175</b>		<b>19</b>	<b>0</b>
	<b>CORPORATE SERVICES DIVISION</b>							
4,375	<b>Information Systems &amp; Telephony</b>	4,482	4,975	4,554	Cr 421	6	0	0
1,078	<b>Customer Services (inc. Bromley Knowledge)</b>	1,101	998	983	Cr 15	7	0	0
	<b>Legal Services &amp; Democracy</b>							
320	Electoral	345	345	345	0	8	0	0
1,369	Democratic Services	1,412	1,412	1,374	Cr 38	9	0	0
Cr 123	Registration of Births, Deaths & Marriages	Cr 94	Cr 94	Cr 68	26	10	0	0
1,776	Legal Services	1,642	1,761	1,930	169	11	150	140
169	<b>Management and Other (Corporate Services)</b>	175	175	133	Cr 42	12	0	0
<b>8,964</b>	<b>Total Corporate Services Division</b>	<b>9,063</b>	<b>9,572</b>	<b>9,251</b>	<b>Cr 321</b>		<b>150</b>	<b>140</b>
	<b>HR DIVISION</b>							
1,523	Human Resources	1,929	2,219	2,128	Cr 91	13	0	0
<b>1,523</b>	<b>Total HR Division</b>	<b>1,929</b>	<b>2,219</b>	<b>2,128</b>	<b>Cr 91</b>		<b>0</b>	<b>0</b>
	<b>COMMISSIONING AND PROCUREMENT DIVISION</b>							
939	Procurement and Data Management	666	716	664	Cr 52	14	0	0
1,245	Commissioning	1,428	877	814	Cr 63	15	Cr 21	0
0	Debt Management System	0	25	85	60	16	0	0
<b>2,184</b>	<b>Total Commissioning and Procurement Division</b>	<b>2,094</b>	<b>1,618</b>	<b>1,563</b>	<b>Cr 55</b>		<b>Cr 21</b>	<b>0</b>
	<b>CHIEF EXECUTIVE'S DIVISION</b>							
125	Comms	125	125	124	Cr 1	17	0	0
652	Management and Other (C. Exec)	712	707	672	Cr 35	18	0	0
168	Mayoral	149	149	147	Cr 2	19	0	0
<b>945</b>	<b>Total Chief Executive's Division</b>	<b>986</b>	<b>981</b>	<b>943</b>	<b>Cr 38</b>		<b>0</b>	<b>0</b>
	<b>CENTRAL ITEMS</b>							
7,500	<b>CDC &amp; Non Distributed Costs (Past Deficit etc.)</b>	3,831	3,831	3,831	0		0	0
11,600	<b>Concessionary Fares</b>	11,210	11,210	11,210	0		0	0
<b>44,019</b>	<b>TOTAL CONTROLLABLE CE DEPT</b>	<b>40,390</b>	<b>41,047</b>	<b>40,367</b>	<b>Cr 680</b>		<b>148</b>	<b>140</b>
Cr 8,194	<b>TOTAL NON CONTROLLABLE</b>	337	335	335	0		0	0
Cr 16,351	<b>TOTAL EXCLUDED RECHARGES</b>	Cr 15,801	Cr 15,278	Cr 15,278	0		0	0
<b>19,474</b>	<b>TOTAL CE DEPARTMENT</b>	<b>24,926</b>	<b>26,104</b>	<b>25,424</b>	<b>Cr 680</b>		<b>148</b>	<b>140</b>
	<b>ENVIRONMENT &amp; COMMUNITY SERVICES DEPARTMENT</b>							
	<b>Total Facilities Management</b>							
1,938	Admin Buildings & Facilities Support	2,217	2,635	2,641	6	20	3	0
195	Investment & Non-Operational Property	187	232	122	Cr 110	21	Cr 56	0
1,115	Strategic & Operational Property Services	979	1,079	1,074	Cr 5	22	0	0
163	TFM Client Monitoring Team	311	311	297	Cr 14	23	0	0
Cr 866	Other Rental Income - Other Portfolios	Cr 763	Cr 763	Cr 782	Cr 19	24	Cr 82	0
2,117	Repairs & Maintenance (All LBB)	1,944	2,141	1,978	Cr 163	25	0	0
<b>4,662</b>	<b>TOTAL CONTROLLABLE ECS DEPT</b>	<b>4,875</b>	<b>5,635</b>	<b>5,330</b>	<b>Cr 305</b>		<b>Cr 135</b>	<b>0</b>
1,778	<b>TOTAL NON CONTROLLABLE</b>	402	402	402	0		0	0
Cr 2,666	<b>TOTAL EXCLUDED RECHARGES</b>	Cr 2,706	Cr 2,706	Cr 2,706	0		0	0
Cr 1,411	<b>Less: R&amp;M allocated across other Portfolios</b>	Cr 1,485	Cr 1,630	Cr 1,467	163	25	0	0
866	<b>Less: Rent allocated across other Portfolios</b>	763	763	782	19	24	82	0
<b>3,229</b>	<b>TOTAL ECS DEPARTMENT</b>	<b>1,849</b>	<b>2,464</b>	<b>2,341</b>	<b>Cr 123</b>		<b>Cr 53</b>	<b>0</b>
<b>22,703</b>	<b>TOTAL RESOURCES PORTFOLIO</b>	<b>26,775</b>	<b>28,568</b>	<b>27,765</b>	<b>Cr 803</b>		<b>95</b>	<b>140</b>

<b>Reconciliation of Latest Approved Budget</b>		<b>£'000</b>
<b>Original budget 2017/18</b>		<b>26,775</b>
Audit - Additional investigation works		40
Electoral IER - grant related expenditure		47
Electoral IER - grant related income	Cr	47
Debt Management System - grant related expenditure		99
Debt Management System - grant related income	Cr	99
Debt Management System - Aspien Corporate Debt System		25
Contract Register / Summaries Database		50
Legal Counsel Cost		50
Biggin Hill Airport Noise Action Plan		44
Inflation Adjustment		355
Business Rates revaluation		305
TFM - Pension Liabilities		100
R&M - Operational Building Maintenance (Water treatment)		51
Staff Merit Awards		81
Contract monitoring resources transferred to Resources Portfolio		31
IT Mobilisation Fund		62
Additional funding re Liberata work on Assessments		4
Transfer of Central Placement Team to Care Services Portfolio 1.6.17	Cr	60
Drawdown Merit Awards 2017/18		200
Drawdown 'one off' GDPR costs 17/18 per Executive 6.12.17.		495
Virement to ECHS re Children's Social Care Post Inspection Work	Cr	40
Electoral IER 2017/18 - Grant Related Expenditure		127
Electoral IER 2017/18 - Grant Related Income	Cr	127
<b>Latest Approved Budget for 2017/18</b>		<b><u>28,568</u></b>

**REASONS FOR VARIATIONS****FINANCIAL SERVICES DIVISION****1. Exchequer - Revenues and Benefits Cr £153k**

An underspend of £67k is projected on staffing costs due to vacant posts. One of these posts is in the process of being recruited to. The budget for Council Tax Support, Discretionary Hardship Fund is estimated to be underspent by £62k for 2017/18. These underspends are offset by net £33k projected overspend on Council Tax Collection costs. There are further minor variations Cr £7k.

From the bids submitted before Christmas for funding for borough council tax and business rates property inspectors, Bromley is awaiting final confirmation from the GLA of its funding, however the indication is that £50k will be awarded for 2017/18, £75k for 2018/19 and £75k 2019/20. Since no additional inspectors have been recruited by Liberata yet there are not likely to be any costs against the 2017/18 funding and therefore an underspend of £50k is projected.

The Chief Officer is requesting a carry forward of £91k of the projected underspend on Exchequer, Revenue and Benefits to meet the costs of the retendering of the Liberata contract.

<b>Summary of variations within Exchequer (Revenue &amp; Benefits)</b>	<b>£000</b>
Staff vacancies	Cr 67
Discretionary Hardship Fund	Cr 62
Council Tax Collection costs	33
Business rate inspectors	Cr 50
Other minor variations	Cr 7
<b>Total Variations within Exchequer (Revenue &amp; Benefits)</b>	<b>Cr 153</b>

**2. Exchequer - Payments & Income Cr £13k**

Employee costs are projected to be underspent by £25k due to a staff vacancy, which is in the process of being recruited to. There is likely to be an overspend on contract costs of around £17k, mostly relating to additional assessments that have been undertaken. Other net underspends total £5k.

**3. Financial Accounting Dr £13k**

As a result of the Government's change in legislation in January 2018, banning credit card payment surcharges, there is a projected shortfall of income of £10k. Other net overspends across the service total Dr £3k.

**4. Management Accounting Cr £32k**

Staffing costs are expected to be £32k below budget due to part year vacancies, which have now been filled.

**5. Audit Dr £10k**

Audit costs are projected to be overspent by around £10k as a result of an increase in contract related audits and audit fees relating to objections to the accounts.

**CORPORATE SERVICES DIVISION****6. Information Systems & Telephony Cr £421k**

Although there is a projected underspend of £43k on staffing costs, mostly due to the vacant Head of IT post, this is being used to fund various 'in flight' projects and so there is only a minor variation of Cr £5k projected at this stage.

The Executive on 6th December 2017 approved funding for GDPR compliance including 'one-off' costs of £495k which require draw down from Central Contingency. Of these one-off costs £426k relate to IT Systems, staffing and training. It is expected that only around £10k will be spent in 2017/18 and therefore the Chief Officer will be submitting a request to carry forward £416k of these GDPR costs relating to IT to 2018/19.

**7. Customer Services (Incl Bromley Knowledge) Cr £15k**

Overall there is a projected underspend of £15k, mainly related to savings on software contract payments.

**8. Electoral Cr £0k**

A grant of £127k has been received from the Cabinet Office to support the changes required for the introduction of Individual Electoral Registration.

**9. Democratic Services Cr £38k**

The Members' Allowances budget will be underspent by £38k in 2017/18. A request is being made to carry forward around £20k into 2018/19 to fund IT equipment for any new Council Members, following the May elections.

**10.Registration of Births, Deaths and Marriages Dr £26k**

There is a projected overspend of £26k mainly due to an underachievement of income.

**11. Legal Services Dr £169k**

An overspend of £169k is projected mainly relating to counsel fees and court costs (Dr £152k) due to the high volume of child care cases. Cases issued already this financial year stand at 64 for the 1st three quarters (April to December) and it is still anticipated that the total number of child care cases received in 2017/18 will be in the region of 80 cases. One case was particularly expensive as it involved six children. Although the number of cases are expected to be lower than last year (99 cases), it far exceeds the average annual number of around 47 cases in the past. Counsel fees and costs are likely to fall when the current cases have been completed and more cases can be dealt with in- house.

Process serving and transcription costs are likely to be overspent by around £14k as a result of the higher number of cases outlined above.

There is a projected shortfall of income totalling £31k, £11k of which relates to Section 106 income. The council does not have control over this as it depends on the number and types of planning applications submitted to the council. The balance of £20k relates to underachievement of income on fees from sales and purchases of investment properties, and other recoveries.

Included in the projected overspend is Dr £21k staffing costs for temporary legal staff to cover additional workloads including periods of maternity leave.

Of the funding for GDPR compliance approved by the Executive on 6th December 2017 including 'one- off' costs of £495k which requires draw down from Central Contingency, 'one off' costs of £69k relates to Legal staffing. It is expected that only around £20k will be spent on this in 2017/18 and therefore the Chief Officer will be submitting a request to carry forward £49k of these costs relating to Legal staffing to 2018/19.

<b>Summary of variations within Legal Services</b>	<b>£000</b>
Counsel fees & court costs for child care	152
Process serving & transcription costs	14
Income relating to fees for drawing up S106	11
Fee income from sales & purchases of investment properties	20
Temporary legal staff	21
GDPR funding (carry forward request)	Cr 49
<b>Total Variations within Legal Services</b>	<b>169</b>

**12. Management and Other (Corporate Services) Cr £42k**

Due to the reduction in hours of the Director of Corporate Services, an underspend of £42k is projected for this budget.

**HR DIVISION****13. Human Resources Cr £91k**

The Occupational Health contract is expected to be approximately £20k lower than budget in 2017/18 as the variable charges are lower than expected under the new contract. This is expected to pick up in future years.

A £22k underspend is projected on staffing due to part year vacancies which is partly offset by additional training costs of £20k.

There are a significant number of academies putting job advert requests onto the Bromley Website resulting in net additional income of £31k. This is partly offset by £12k cost for an HR hearing for the ECHS department.

The £200k for the 2017/18 Merit Awards are being drawn down from the Central Contingency this cycle, along with the carry forward sum of £81k from 2016/17. £50k of this total will be requested to be carried forward to 2018/19. £30k has been allocated for initiatives to benefit staff, as put forward by the Departmental Representatives and the remaining £20k includes an initiative for a staff survey, to be carried out in 2018/19.

<b>Summary of variations within Human Resources</b>	<b>£000</b>
Occupational Health contract	Cr 20
Staff vacancies	Cr 22
Training costs	20
Income from Academies for job requests	Cr 31
HR hearing costs	12
Merit Awards	Cr 50
<b>Total Variations within Human Resources</b>	<b>Cr 91</b>

**COMMISSIONING AND PROCUREMENT DIVISION****14. Procurement and Data Management Cr 52k**

There is an underspend of £50k on the Contracts Database in 2017/18. Other net variations total Cr £2k.

**15. Commissioning Cr £63k**

There is a net underspend on Commissioning staffing costs of £69k due to vacancies. Recruitment is underway for remaining vacant posts. This is partly offset by other net variations of £6k.

**16. Debt Management System Dr £60k**

Due to the delay in going live on the first stage of the Debt Management System, there are additional costs in 2017/18 of around £60k for staff time, system developers and one-off contract costs.

<b>Summary of variations within Commissioning &amp; Procurement</b>		<b>£000</b>
Underspend on the Contracts Database (carry forward request)	Cr	50
Staff vacancies	Cr	69
Debt Management system - overspend due to delays		60
Other minor variations		4
<b>Total Variations within Commissioning &amp; Procurement</b>	<b>Cr</b>	<b>55</b>

Within the Commissioning and Procurement Division there is a net underspend of £55k for 2017/18, as shown in the table above. The Chief Officer will be requesting a carry forward of £50k to enable the remaining work on the Contracts Database to be completed in 2018/19.

**CHIEF EXECUTIVE'S DIVISION****17. Comms Cr £1k**

There are minor variations totalling Cr £1k.

**18. Management and Other (C. Exec) Cr £35k**

Overall there is a projected £35k underspend within Management and Other. This is made up of the following variations: -

A £25k underspend is projected in relation to the Biggin Hill Airport Project. The Chief Officer has advised that a carry forward request will be made for this balance as there is a potential new application which will require funding in 2018/19.

Other minor underspends include £3k from staff vacancies, £4k on the annual subscriptions to the London Councils Joint Committee and £3k across all other budgets.

<b>Summary of variations within Management &amp; Other</b>		<b>£000</b>
Biggin Hill Airport project	Cr	25
London Councils subscription charges	Cr	4
Staff vacancies	Cr	3
Other minor variations	Cr	3
<b>Total Variations within Management &amp; Other</b>	<b>Cr</b>	<b>35</b>

**19. Mayoral and Civic Hospitality Cr £2k**

Minor underspends in temporary staffing of £4k and town twinning of £2k as there are less journeys made to Neuwied in Germany and Car sharing was in place. This is partly offset against minor overspends totalling £4k in Robes and Regalia for Mayors'/Councillors' Badges and Jewellery.

**ENVIRONMENT AND COMMUNITY SERVICES DEPARTMENT****20. Admin Buildings & Facilities Support Dr £6k**

A £10k shortfall of income is expected from staff car parking and there is an overspend of £13k for running expenses for 'one off' items including notice boards across the Council (£5k). This is partly offset by an accrual provision of £17k for the cleaning contract that is no longer required.

**21. Investment & Non-Operational Property (expenditure) Cr £110k**

Overall there is a net underspend of £110k projected for these services. This is made up of an underspend of £126k on Business rates, of which £119k is related to Bromley Town Hall (Exchequer House) and additional security costs of £9k have been incurred for the Widmore centre.

There is a total overspend of £13k on utilities and premises related expenses. This mainly relates to surplus properties, Bromley Town Hall and Properties held for investment. Other minor variations on supplies and service total Cr £6k.

<b>Summary of variations within Investment &amp; Non-Operational Property</b>	<b>£'000</b>
Business Rates for Exchequer House	Cr 119
Other Business Rates	Cr 7
Security cost on Widmore centre	9
Net Overspend on Utilities cost and premises related expenses	13
Other minor underspend (supplies and services)	Cr 6
<b>Total Variations within Investment &amp; Non-Operational Property</b>	<b>Cr 110</b>

**22.Strategic & Operational Property Services Cr £5k**

A feasibility study has been undertaken on the Churchill Theatre at a cost of £8k. This is more than offset by additional income of £13k from fees & charges.

**23. TFM Client Monitoring Team Cr £14k**

Minor net underspends of £14k within staffing and I.T. licences.

**24. Other Rental Income - Other Portfolios - Cr £19k**

Overall there is a net surplus of £19k for rental income from various properties in other Portfolios. This is mainly due to £30k additional income from the Depots and £24k from a rent review of Langley Park Golf Club. This is offset by £35k shortfall of income from vacant properties and rent free periods (mainly Day Centres).

**25. Repairs & Maintenance (All LBB) - Cr £163k**

There is a potential underspend of £163k on the planned maintenance due to the delay on the works relating to the central depot wall. Although the survey has been completed, it is likely that most of the works will be carried out in 2018/19 and therefore the Executive will be requested to carry forward this balance.

**Waiver of Financial Regulations:**

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

1) Extension of contract for Insurance Brokerage with Jardine Lloyd Thompson for 3 years. Value of extension £35k (max) / cumulative contract value £100k (max).

**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 the following virements have been actioned: -

1) £9,210 virement from the underspend within Chief Executive's Secretariat & Admin to HR, to undertake the electronic conversion of occupational health files.

2) £40k Virement from Chief Executive's Management & Other budgets to ECHS Children's Social Care, to undertake Post Inspection review work.

## Allocation of Contingency Provision for 2017/18

Item	Original Contingency Provision	Allocations				Total Allocations/Projected for Year	Variation to Original Contingency Provision	Provisional Request to Carry Forward
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Items Projected for Year			
	£	£	£	£	£		£	£
<b>Renewal and Recreation</b>								
Planning Appeals - change in legislation	60,000			0	0		Cr 60,000	
<b>General</b>								
Provision for unallocated inflation	2,274,000	412,800		0	412,800		Cr 1,861,200	
Staff Merit Awards			200,000	0	200,000		200,000	
Impact of Chancellor's Summer Budget 2015 on future costs	2,260,000	912,000		348,000	1,260,000	(4)&(2)	Cr 1,000,000	
Increase in Cost of Homelessness/Impact of Welfare Reforms	2,740,000	1,154,000		1,086,000	2,240,000	(3)&(12)	Cr 500,000	
General provision for risk/uncertainty	2,219,000			325,174	325,174		Cr 1,893,826	
Operational Building Maintenance Programme		125,240		0	125,240	(2)	125,240	
SEN assessments - transfer to ECHP plans		115,000		0	115,000	(6)	115,000	
Library Services - one off funding & budget variations		1,257,000		0	1,257,000	(6)	1,257,000	
Total Facilities Management Contract		100,000		0	100,000	(1)	100,000	
Additional Resources for Environment & Community Services		238,000	Cr 92,000	0	146,000	(7)	146,000	
IT Mobilisation		62,200		0	62,200	(7)	62,200	
Waste4Fuel DRF		47,000		0	47,000	(6)	47,000	
Provision for risk/uncertainty relating to volume and cost pressures	2,182,000			187,000	187,000		Cr 1,995,000	
General Data Protection Regulations 2016		495,000		0	495,000	(10)	495,000	
Impact of conversion of schools to academies	117,000		15,000	102,000	117,000		0	
Retained Welfare Fund	450,000			450,000	450,000		0	
Deprivation of Liberty	118,000		118,000	0	118,000		0	
Growth for Waste Services	424,000			0	0		Cr 424,000	
Grants to Voluntary Organisations - pump priming funding	275,000			275,000	275,000		0	
Other Provisions	513,000			363,000	363,000		Cr 150,000	
Adult Social Care	700,000			700,000	700,000		0	
Provision for impact of NNDR Revaluation	350,000	559,400		0	559,400	(10)	209,400	
Education SEN	300,000			300,000	300,000		0	
HR/Finance impact of academy conversions	Cr 25,000			0	0		25,000	
National Increase in Planning Fees								
- Expenditure			30,000		30,000		30,000	
- Income			Cr 30,000		Cr 30,000		Cr 30,000	
Residual share of South London Connexions Consortium balance		Cr 50,910		0	Cr 50,910		Cr 50,910	
Short Term Assistance for Day Centres (Council 26/02/18)					0		0	140,250
Contribution to Investment Fund		3,500,000		0	3,500,000	(11)	3,500,000	
West Wickham Leisure Centre & Library Redevelopment			993,186		993,186		993,186	
	<b>14,957,000</b>	<b>8,926,730</b>	<b>1,234,186</b>	<b>4,136,174</b>	<b>14,297,090</b>		<b>Cr 659,910</b>	<b>140,250</b>
<b>Grants included within Central Contingency Sum</b>								
SEND Implementation Grant (New Burdens)								
Grant related expenditure	201,000	225,000		0	225,000	(3)	24,000	
Grant related income	Cr 201,000	Cr 225,000		0	Cr 225,000		Cr 24,000	
Tackling Troubled Families Grant								
Grant related expenditure	781,000	200,600		0	200,600	(9)	Cr 580,400	461,000
Grant related income	Cr 781,000	Cr 200,600		0	Cr 200,600		580,400	Cr 461,000
Adult Social Care (IBCF)								
Grant related expenditure	4,184,000	4,184,000		0	4,184,000	(8)	0	
Grant related income	Cr 4,184,000	Cr 4,184,000		0	Cr 4,184,000		0	
SEN Pathfinder Grant								
Grant related expenditure		27,522		0	27,522	(3)	27,522	
Grant related income		Cr 27,522		0	Cr 27,522		Cr 27,522	
Step Up To Social Work Grant								
Grant related expenditure		915,000		0	915,000	(5)	915,000	
Grant related income		Cr 915,000		0	Cr 915,000		Cr 915,000	
Flexible Homelessness Support Grant								
Grant related expenditure		2,106,890		0	2,106,890	(12)	2,106,890	
Grant related income		Cr 2,106,890		0	Cr 2,106,890		Cr 2,106,890	
Homelessness Reduction Grant								
Grant related expenditure		254,713		0	254,713	(12)	254,713	
Grant related income		Cr 254,713		0	Cr 254,713		Cr 254,713	
Homelessness Reduction ACT IT upgrade for new reporting requirements								
Grant related expenditure		9,022		0	9,022	(12)	9,022	
Grant related income		Cr 9,022		0	Cr 9,022		Cr 9,022	
GLA Funding for Property Inspectors								
Grant related expenditure		50,000			50,000		50,000	
Grant related income		Cr 50,000			Cr 50,000		Cr 50,000	
UASC Additional Funding								
Grant related expenditure			141,094	0	141,094		141,094	
Grant related income			Cr 141,094	0	Cr 141,094		Cr 141,094	
Asset Recovery Incentivisation Scheme (ARIS)								
Grant related expenditure			144,388	0	144,388		144,388	
Grant related income			Cr 144,388	0	Cr 144,388		Cr 144,388	
Pothole Action Fund								
Grant related expenditure			112,940	0	112,940		112,940	
Grant related income			Cr 112,940	0	Cr 112,940		Cr 112,940	
Electoral Services - Cabinet Office Funding for IER 2017/18								
Grant related expenditure			127,483		127,483		127,483	
Grant related income			Cr 127,483		Cr 127,483		Cr 127,483	
<b>TOTAL CARRIED FORWARD</b>	<b>14,957,000</b>	<b>8,926,730</b>	<b>1,234,186</b>	<b>4,136,174</b>	<b>14,297,090</b>		<b>Cr 659,910</b>	<b>140,250</b>

**Notes:**

- (1) Executive 23rd March 2016
- (2) Executive 22nd March 2017
- (3) Executive 24th May 2017
- (4) Executive 6th June 2017
- (5) Executive 20th June 2017
- (6) Executive 19th July 2017
- (7) Executive 9th August 2017
- (8) Executive 10th October 2017
- (9) Executive 7th November 2017
- (10) Executive 6th December 2017
- (11) Council 11th December 2017
- (12) Executive 10th January 2018

## Allocation of Contingency Provision for 2017/18 (continued)

Item	Carried Forward from 2016/17	Allocations				Variation to Original Contingency Provision	Provisional request to Carry Forward
		Previously Approved Items	New Items Requested this Cycle	Items Projected for Remainder of Year	Total Allocations/Projected for Year		
	£	£	£	£	£	£	£
<b>TOTAL BROUGHT FORWARD</b>	<b>14,957,000</b>	<b>8,926,730</b>	<b>1,234,186</b>	<b>4,136,174</b>	<b>14,297,090</b>	<b>Cr 659,910</b>	<b>140,250</b>
<b>Items Carried Forward from 2016/17</b>							
<b>Care Services</b>							
Social Care Funding via the CCG under S75 agreements							
Integration Funding - Better Care Fund							
- expenditure	28,170	28,170		0	28,170	(2)	0
- income	Cr 28,170	Cr 28,170		0	Cr 28,170		0
Better Care Fund - GoodGym							
- expenditure	25,000	25,000		0	25,000	(2)	0
- income	Cr 25,000	Cr 25,000		0	Cr 25,000		0
Better Care Fund							
- expenditure	132,190	132,190		0	132,190	(2)	0
- income	Cr 132,190	Cr 132,190		0	Cr 132,190		0
Helping People Home							
- expenditure	40,000	40,000		0	40,000	(8)	0
- income	Cr 40,000	Cr 40,000		0	Cr 40,000		0
DCLG Preventing Homelessness Grant							
- expenditure	152,551	152,551		0	152,551	(2)	0
- income	Cr 152,551	Cr 152,551		0	Cr 152,551		0
Fire Safety Grant							
- expenditure	56,589	56,589		0	56,589	(2)	0
- income	Cr 56,589	Cr 56,589		0	Cr 56,589		0
Community Housing Fund Grant							
- expenditure	62,408	62,408		0	62,408	(2)	0
- income	Cr 62,408	Cr 62,408		0	Cr 62,408		0
Public Health							
- expenditure	623,290			0	0	Cr 623,290	Cr 623,290
- income	Cr 623,290			0	0	623,290	623,290
Implementing Welfare Reform Changes							
- expenditure	56,219	56,219		0	56,219	(2)	0
- income	Cr 56,219	Cr 56,219		0	Cr 56,219		0
<b>Renewal &amp; Recreation Portfolio</b>							
New Homes Bonus - Town Centre Management							
- expenditure	23,446	23,446		0	23,446	(3)	0
- income	Cr 23,446	Cr 23,446		0	Cr 23,446		0
New Homes Bonus - Regeneration							
- expenditure	306,126	306,126		0	306,126	(3)	0
- income	Cr 306,126	Cr 306,126		0	Cr 306,126		0
Planning Strategy & Projects - Custom Build Grant							
- expenditure	29,645	29,645		0	29,645	(3)	0
- income	Cr 29,645	Cr 29,645		0	Cr 29,645		0
<b>Resources Portfolio</b>							
Electoral Services - Cabinet Office Funding for IER							
- expenditure	47,117	47,117		0	47,117	(4)	0
- income	Cr 47,117	Cr 47,117		0	Cr 47,117		0
Debt Management System Project - Transformation Grant							
- expenditure	99,267	99,267		0	99,267	(4)	0
- income	Cr 99,267	Cr 99,267		0	Cr 99,267		0
<b>Education and Children's Services Portfolio</b>							
SEN Reform Grant							
- expenditure	20,703	20,703		0	20,703	(1)	0
- income	Cr 20,703	Cr 20,703		0	Cr 20,703		0
SEN Pathfinder Grant							
- expenditure	14,427	14,427		0	14,427	(5)	0
- income	Cr 14,427	Cr 14,427		0	Cr 14,427		0
Early Years Grant							
- expenditure	14,800	14,800		0	14,800	(5)	0
- income	Cr 14,800	Cr 14,800		0	Cr 14,800		0
LA Conversion Academies Sponsor Support							
- expenditure	28,000	28,000		0	28,000	(5)	0
- income	Cr 28,000	Cr 28,000		0	Cr 28,000		0
High Needs Strategic Planning Fund							
- expenditure	139,624	139,624		0	139,624	(5)	0
- income	Cr 139,624	Cr 139,624		0	Cr 139,624		0
Tackling Troubled Families							
- expenditure	675,400	595,400		80,000	675,400	(7)	0
- income	Cr 675,400	Cr 595,400		Cr 80,000	Cr 675,400		0
<b>General</b>							
Audit - Additional investigation works	40,000	40,000		0	40,000	(4)	0
Debt Management System	25,000	25,000		0	25,000	(4)	0
Contracts Register/Summaries Database	50,000	50,000		0	50,000	(4)	0
Biggin Hill Airport - Noise Action Plan	43,700	43,700		0	43,700	(4)	0
Legal Counsel Costs	50,000	50,000		0	50,000	(4)	0
Staff Merit Awards	80,970	80,970		0	80,970	(4)	0
Green Garden Waste - Debt Management System	120,000	120,000		0	120,000	(6)	0
Local Plan Implementation	37,427	37,427		0	37,427	(3)	0
	<b>447,097</b>	<b>447,097</b>	<b>0</b>	<b>0</b>	<b>447,097</b>		<b>0</b>
<b>Total Carried Forward from 2016/17</b>	<b>447,097</b>	<b>447,097</b>	<b>0</b>	<b>0</b>	<b>447,097</b>		<b>0</b>
<b>GRAND TOTAL</b>	<b>15,404,097</b>	<b>9,373,827</b>	<b>1,234,186</b>	<b>4,136,174</b>	<b>14,744,187</b>	<b>Cr 659,910</b>	<b>140,250</b>

**Notes:**

- (1) Executive 24th May 2017
- (2) Care Services PDS 4th July 2017
- (3) Renewal & Recreation PDS 5th July 2017
- (4) Executive & Resources PDS 13th July 2017
- (5) Education, Children & Families Budget & Performance Monitoring Sub-Committee 18th July 2017
- (6) Environment PDS 12th July 2017
- (7) Executive 7th November 2017
- (8) Care Services PDS 14th November 2017

Description	2017/18 Latest Approved Budget £'000	Variation To 2017/18 Budget £'000	Potential Impact in 2018/19
Housing Needs - Temporary Accommodation	7,452	22	The full year effect of Temporary Accommodation is currently estimated to be £540k in 2018/19. This estimate only takes into account the projected activity to the end of this financial year and not any projected growth in client numbers beyond that point. The costs are expected to be covered by a contingency bid during 2018/19 as has been the case for a number of years.
Assessment and Care Management - Care Placements	20,997	1,432	The full year impact of the current overspend is estimated at Dr £1,369k. £949k of this relates to residential and nursing home placements and £420k to domiciliary care / direct payments. This is based on client numbers as at the end of December and given the volatility of these budgets may change during the remainder of the year. In addition, the fye is reduced by iBCF funding of £629k in 2018/19, reducing the overall fye to Dr £740k. The full year effect has been dealt with as part of the 2018/19 budget process and therefore there is no overall variance predicted in 2018/19 at this stage.
Learning Disabilities - including Care Placements, Transport and Care Management	31,166	840	The full year effect is estimated at an overspend of £1,818k which is higher than the current year's overspend. This is partly because the forward assumptions are based on a net increase in the number / cost of LD clients (clients expected to be placed in-year in 2017/18 will only have a part year cost in 2017/18 but a full year cost in 2018/19 and new / increased packages exceed savings being achieved / planned). The Invest to Save Team is a non-recurrent cost so this reduces the FYE pressure. The FYE overspend of £1,818k is after allowing for planned savings of £615k. If these aren't delivered in full the FYE overspend will be higher. The full year effect has been dealt with as part of the 2018/19 budget process and therefore there is no overall variance predicted in 2018/19 at this stage.
Mental Health - Care Placements	5,964	105	There is currently a full year overspend of £169k anticipated on Mental Health placements. Similar to Learning Disabilities above, this is after allowing for planned savings and if these aren't delivered in full the FYE overspend will be higher. There continues to be a degree of misclassification of clients' Primary Support Reasons (PSRs) and this may result in projections shifting between PSRs in future months. The full year effect has been dealt with as part of the 2018/19 budget process and therefore there is no overall variance predicted in 2018/19 at this stage.
Supporting People	1,072	Cr 86	The full year effect of Supporting People is currently estimated to be a credit of £65k. This is a result of the estimated savings from retendering of the contracts.
Children's Social Care	32,715	592	The overall full year effect of the Children's Social Care overspend is £891k, analysed as Residential, Fostering and Adoption £899k, Leaving Care services (inc Staying Put and Housing Benefit clients) £444k, Public Law Outline Cr £332k and No Recourse to Public Funds Cr £120k. This assumes that management action of £646k is achieved in 2018/19. The full year effect has been dealt with as part of the 2018/19 budget process and therefore there is no overall variance predicted in 2018/19 at this stage.

Description	2017/18 Latest Approved Budget £'000	Variation To 2017/18 Budget £'000	Potential Impact in 2018/19
Legal Services - Legal / Counsel Fees and Court costs	385	152	The projected overspend for counsel fees and court costs due to the high volume of child care cases are expected to be in the region of 80 cases in 2017/18 and this level is likely to continue in 2018/19. At this time an overspend of around £140k is projected for 2018/19. Costs should reduce in future years due to the effect of more cases being dealt with in-house.
Mortuary and Coroners Service	403	60	Based on latest information from Croydon, there is a net projected £60k overspend on Coroner's costs in 2017/18. Costs should reduce in future years following the re-tender of the body removal contract. At this stage it is assumed no overall variance within Mortuary and Coroners Service in 2018/19.
Parking	Cr 7,313	Cr 288	The downward trend in Off Street parking income is likely to be offset by the FYE of new On Street parking bays, and income from bus lane enforcement, after assuming a drop off in contraventions. At this stage no overall variance is projected for Parking in 2018/19.
Waste	17,780	Cr 367	The FYE cost on the use of a sixth vehicle on the Green Garden Waste service next year will be met from the extra income generated from additional customers. Waste tonnages will continue to be monitored closely for the rest of the year. At this stage no overall variance is projected for Waste in 2018/19

**SECTION 106 RECEIPTS**

Section 106 receipts are monies paid to the Council by developers as a result of the grant of planning permission where works are required to be carried out or new facilities provided as a result of that permission (e.g. provision of affordable housing, healthcare facilities & secondary school places). The sums are restricted to being spent only in accordance with the agreement concluded with the developer.

The major balances of Section 106 receipts held by the Council are as follows:

<b>31 March 2017 £'000 Revenue</b>	<b>Service</b>	<b>Income £'000</b>	<b>Expenditure £'000</b>	<b>Transfers to/(from) Capital £'000</b>	<b>Actual as at 31 Jan 2018 £'000 Revenue</b>
542	Highway Improvement Works	10	138	-	414
42	Road Safety Schemes	-	24	-	18
45	Local Economy & Town Centres	-	-	-	45
78	Parking	15	3	-	90
724	Healthcare Services	276	-	-	1,000
10	Community Facilities (to be transferred to capital)	-	-	-	10
311	Other	-	-	-	311
<b>1,752</b>		<b>301</b>	<b>165</b>	<b>-</b>	<b>1,888</b>
	<b>Capital</b>				<b>Capital</b>
2,890	Education	1,068	1,153	-	2,805
4,911	Housing	40	1,853	-	3,098
97	Local Economy & Town Centres	239	336	-	-
82	Highway Improvement Works	-	-	-	82
-	Other	86	-	-	86
<b>7,980</b>		<b>1,433</b>	<b>3,342</b>	<b>-</b>	<b>6,071</b>
<b>9,732</b>		<b>1,734</b>	<b>3,507</b>	<b>-</b>	<b>7,959</b>

**Carry Forwards from 2017/18 to 2018/19**

<b>WITHIN DELEGATED AUTHORITY</b>	<b>£</b>	<b>£</b>
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**RESOURCES PORTFOLIO**

<b>1 Repairs and Maintenance (All Departments)</b>		163,000
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There is a potential underspend of £163k on the planned maintenance due to the delay on the works relating to the central depot wall. Although the survey has been completed, it is likely that most of the works will be carried out in 2018/19 and therefore the Executive will be requested to carry forward this balance.

**APPROVED BY COUNCIL 26TH FEBRUARY 2018**

<b>2 Short Term Assistance to Day Centres</b>		140,250
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Agreement to waive rent charges for a period of 12 months whilst finalising the Council's longer term plans in the 'Strategy for the Older Person'. The funding will be met from underspends in the 2017/18 Central Contingency

**MEMBERS' APPROVAL REQUIRED****Grants with Explicit Right of Repayment****CARE SERVICES PORTFOLIO**

<b>3 Better Care Fund - GoodGym</b>		7,500
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£25k was allocated from Better Care Funding brought forward from 2015/16 for the new GoodGym services in 2017/18 and 2018/19. The remaining amount of £7,500 is required to fund the service in 2018/19. The service helps to reduce isolation and loneliness, improves wellbeing, increases volunteering and connects communities.

<b>Care Services Portfolio</b>		7,500
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**EDUCATION, CHILDREN & FAMILIES PORTFOLIO**

<b>4 Conversion Funding</b>		12,500
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This is one off funding agreed during the year to make sure that the government deadline for converting all of the Statements to ECHP's was met.

The conversion work is progressing positively and the majority of statements will be transferred to EHC Plans by the statutory deadline of 31/03/18. The pace of the programme has meant that the quality of EHC Plans has not been as good as it could have been (national picture), together with a number of cases where we have issued finalised EHC Plans, with a clear commitment to revisiting these following the deadline due to the assessment information not being as full as it should have. This piece of work will continue to require a focused effort in order for the borough to continue a positive relationship with schools and families and also to reduce the risk of tribunal appeals. We anticipate this to continue through the Summer term to provide the resource needed.

<b>Education, Childrens and Families Portfolio</b>		12,500
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**ENVIRONMENT PORTFOLIO**

<b>5 Highways - Pothole Action Fund</b>		112,940
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Officers have received notification from the Department for Transport in February 2018 that a total of £226k additional funding has been allocated to Bromley for Pothole Action for 2017/18 and 2018/19. As this notification has been received so late in the year, a request to carry forward the 2017/18 allocation of £113k as a receipt in advance will be submitted, in order to carry out works on repairing potholes during 2018/19.

<b>Environment Portfolio</b>		112,940
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**RENEWAL AND RECREATION PORTFOLIO**

<b>6 New Home Bonus - Town Centre Management</b>	35,000
There is an estimated underspend of £35k relating to the two NHB top slice projects within Orpington and Penge. A request will be submitted to the Executive to carry forward this amount in order to complete the specific projects, subject to the agreement of the GLA to re-profile the spend.	
<b>7 New Homes Bonus - Regeneration</b>	150,000
There are 4 NHB top slice revenue projects which secured funding agreed through LEP in 2015/16. These were due to be delivered over 2 years commencing in 2015/16. The 4 projects include: Penge town centre and Orpington town centre (a proportion of which was allocated to TCM and is included in a separate carry forward request), Biggin Hill Technology & Enterprise centre and Lagoon Rd industrial estate refurbishment. A total of £329k of New Homes Bonus budget was carried forward to 2017/18. It is anticipated that £150k of the Town Centre Development works will need to be carried out in 2018/19. A request will be submitted to the Executive to carry forward the remaining balance of the New Home Bonus funding so that the associated project work can be completed in 2018/19. Formal GLA approval will also need to be obtained to agree the new profile of spend.	
<b>Renewal and Recreation Portfolio</b>	185,000
<b>Total Expenditure to be Carried Forward</b>	<b>317,940</b>
<b>Total Grant Income</b>	<b>-317,940</b>

**Grants with no Explicit Right of Repayment****EDUCATION, CHILDREN & FAMILIES PORTFOLIO**

<b>8 High Needs Strategic Planning Fund</b>	39,000
Phase 2 of the send4change contract has been agreed for £32k, this leaves £39k of the High Needs Strategic Planning Fund remaining. The level of work that is still required to be carried out means that we are asking for the full value to be carried forward to provide some scope for additional work where required - this is likely to cover contingency around the review of satellite provisions (Phoenix/Griffins), the efficiency and sufficiency strategy, together with the development of an EHC online portal in Bromley, which was endorsed at the SEND Governance Board on 25th January 2018.	
<b>9 SEND Reform Grant</b>	20,977
The 2018/19 SEND reform grant has now been announced (£189k) and this funding is critical to staffing and urgent work that Bromley continues to require in terms of restructuring and immediate changes to services. All remaining funding is therefore requested to be carried forward to pull together 2017/18 and 2018/19 funding to maximise what is available as we implement the action plan that was endorsed at the governance board on 25th January 2018.	
<b>10 School Improvement Grant</b>	30,000
Grant payment received late into the autumn term so insufficient time to plan and implement all interventions. Funding required to carry forward for continuing support to 3 maintained primary schools and two school conference events planned for later in the year focussed on narrowing the achievement gap in schools with underperforming pupils.	

<b>11 Tackling Troubled Families Grant</b>	461,000
<p>This grant is to fund the development of an ongoing programme to support families who have multi faceted problems including involvement in crime and anti social behaviour with children not in education, training or employment. This support is delivered through a number of work streams cross cutting across council departments and agencies. The sum represents the expected underspend in 2017/18, however this figure may change once the accounts are closed for the year.</p>	
<b>12 Step Up To Social Work Grant</b>	665,710
<p>Executive on 20th June 2017 approved the release of funding for 2017/18 and 2018/19 for cohort 5 of the Step Up to Social Work Programme. The amount approved was £915,000 for the 2 years. At this stage it is expected that only £249k will be required in 2017/18 and the balance is requested to be carried forward.</p>	
<b>Education, Children &amp; Families Portfolio</b>	<u>1,216,687</u>
<b><u>PUBLIC PROTECTION AND SAFETY AND RENEWAL AND RECREATION PORTFOLIO</u></b>	
<b>13 Proceeds of Crime Act Prosecution</b>	132,758
<p>Officers have recently received notification from the Home Office that a further £118k additional funding has been allocated to Bromley from the Proceeds of Crime Act prosecution, giving a total sum of £144.4k. £59.8k of this funding has been allocated to the Trading Standard Service (within the PPS Portfolio) and £84.6k of this sum has been allocated to the Planning Service (within the R&amp;R portfolio). As this notification has been received so late in the year, only £11.6k will be spent in 2017/18, a request to carry forward both the expenditure and income budgets of £132.8k will be submitted in order to carry out works on asset recovery, crime reduction projects and community projects in the next financial year.</p>	
<b>PPS and R&amp;R Portfolio</b>	<u>132,758</u>
<b>Total Expenditure to be Carried Forward</b>	<b>1,349,445</b>
<b>Total Grant Income</b>	<b>-1,349,445</b>

**OTHER CARRY FORWARD REQUESTS****RESOURCES PORTFOLIO**

<b>14 Contract Register / Summaries Database</b>	50,000
<p>A sum of £50k was previously carried forward to top up existing resources to assist with the development of the Contracts Database (CDB). This was to improve contract management, generate the registers used for reporting key information to Contracts Sub-Committee and the PDS committees, and contribute to the Commissioning agenda. Within Commissioning and Procurement there is a projected net underspend of £55k for 2017/18 and the Executive is requested to agree a carry forward of £50k into 2018/19 in order to enable the completion of the scheme.</p>	
<b>15 Biggin Hill Airport Noise Action Plan</b>	25,000
<p>A sum of £44k was carried forward from 2016/17 to fund the contracted specialist expert acoustic advice and other potential advice needed relating to the introduction of the Noise Action Plan for Biggin Hill Airport. Work activity, mostly for legal costs has continued into the current financial year, with the peak of this work occurring later than originally envisaged and beyond the Council's control. The Executive are therefore requested to approve a carry forward of the £25k underspend on the Biggin Hill Airport project.</p>	

<b>16 Information Systems &amp; Telephony GDPR</b>	416,000
<p>The Executive on 6th December 2017 approved funding for GDPR compliance work of £495k, which required draw down from Central Contingency. £426k of the funding related to IT Systems, staffing and training work. It is expected that only around £10k will be spent in 2017/18 and therefore the Chief Officer will be submitting a request to carry forward the balance of £416k to fund the GDPR work relating to IT in 2018/19.</p>	
<b>17 Legal Staff Costs GDPR</b>	49,000
<p>Of the £495k funding for GDPR compliance work approved by the Executive on 6th December 2017, £69k related to Legal staffing. It is expected that only around £20k will be spent on this in 2017/18 and therefore the Chief Officer will be submitting a request to carry forward £49k of these costs relating to Legal staffing to 2018/19.</p>	
<b>18 Merit Rewards</b>	50,000
<p>As part of the introduction of Localised Pay, Members agreed a merited reward for exceptional performers and a provision of £200k was included in the Central Contingency. This was to reward the performance of employees and the drawdown is being requested this cycle. There will be a request to carry forward £50k into 2018/19. £30k has been allocated for initiatives to benefit staff, as put forward by the Departmental Representatives and the remaining £20k includes an initiative for a staff survey to be carried out in 2018/19.</p>	
<b>19 Exchequer Revenue &amp; Benefits</b>	91,000
<p>There is currently an underspend of £153k for the Exchequer Revenue and Benefits division. The Chief Officer is requesting a carry forward of £91k of this underspend to meet the potential costs of retendering the Exchequer contract.</p>	
<b>20 Democratic Services</b>	20,000
<p>An underspend of £38k is projected for Members' Allowances budget in 2017/18. A request is being made to carry forward around £20k of the underspend into 2018/19 to fund the purchase of IT equipment for any new Council Members, following the May 2018 local elections.</p>	
<b><u>ENVIRONMENT PORTFOLIO</u></b>	
<b>21 Waste - Debt Management System</b>	120,000
<p>A request is being made to the Executive to carry forward the £120k set aside for developing a direct debit system for the GGW service during next year. The debt management system has recently gone live and therefore the work required to enable direct debit payments to be taken for the GGW service will not start until April 2018. The new system will separate the financial and operational functions in preparation for the new contractual arrangements for the service in 2019. It will enable officers to collect the income in a more timely fashion through direct debits. This will make the service more efficient, providing easier cash reconciliation and debt management, and provide customers with an alternative method of payment.</p>	
<b>22 Management and Contract Support</b>	80,000
<p>A request will be made to Executive to carry forward £80k to procure additional support and evaluation expertise for the Waste contracts in 2018/19 when the majority of the contract evaluation will take place.</p>	

**PUBLIC PROTECTION & SAFETY PORTFOLIO**

<b>23 Additional ECS resources - delay in recruitment</b>	67,000
<p>Due to delays in recruiting to the 18 month fixed term post of Interim Assistant Director of Public Protection and the additional fixed term Food Safety Officer posts, £52k will need to be carried forward to 2019/20 and £15k will need to be carried forward to 2020/21 to complete the outstanding inspections. Members are asked to approve a carry forward request of £67k to enable the temporary posts to be funded for the remaining agreed term.</p>	
<b>Total Other</b>	<b>968,000</b>
<b>Net Total Requiring Approval</b>	<b>968,000</b>
<b>TOTAL CARRY FORWARD TO 2018/19</b>	<b>1,271,250</b>

Report No.  
CS18135

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**Date:** For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on Wednesday 14<sup>th</sup> March 2018

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

**Title:** HOMELESSNESS STRATEGY

**Contact Officer:** Sara Bowrey, Director: Housing  
Tel: 020 8313 4013 E-mail: sara.bowrey@bromley.gov.uk

**Chief Officer:** Executive Director of Education, Care and Health Services

**Ward:** Borough-wide

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1. Reason for report

- 1.1 This report presents the final Homelessness Strategy 2018-23 following the completion of the public consultation exercise. It details the feedback from the consultation, together with the final draft of the strategy taking account of the feedback received (Appendix A). The report now seeks consent to publish the strategy and action plan.
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2. **RECOMMENDATIONS**

2.1 **The Care Services PDS Committee is asked to:**

- i) **Note the findings from the final homelessness strategy consultation and resulting revisions;**
- ii) **Recommend that the Council's Executive approve the final draft of the homelessness strategy; and,**
- iii) **Note that the implementation of specific proposed actions may be subject to further decision making in accordance with the Scheme of Delegation.**

2.2 **The Council's Executive is asked to:**

- i) **Approve, subject to final formatting, the final draft of the homelessness strategy.**
- ii) **Delegate authority to the Director: Housing to finalise the action plan to implement and deliver the strategy; and,**
- iii) **Note that the implementation of any of the proposed actions may be subject to further decision making in accordance with the Scheme of Delegation.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The Strategy seeks to support vulnerable adults and children through the provision of effective housing advice and support to assist them to secure settled, safe and sustainable accommodation and prevent the risk of homelessness.
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### Corporate Policy

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

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Operational Housing
  4. Total current budget for this head: £5,735K
  5. Source of funding: EC&HS approved revenue budget. Contingency budget set aside for homelessness and welfare reform pressures. New burdens Homelessness Reduction Act grant funding.
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### Personnel

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

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

### Procurement

1. Summary of Procurement Implications: N/A
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The Council currently experiences in excess of 5000 households approaching annually facing homelessness or related difficulties which could result in homelessness. The homelessness strategy sets out the Council's strategic priorities in preventing homelessness and supporting people to be able to sustain accommodation
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The Homelessness Strategy 2018 - 2023 establishes the Councils priorities in order to prevent and reduce homelessness and to ensure that appropriate accommodation and support is available for people who are or may become homeless in Bromley over the next 5 years.
- 3.2 The strategy has been developed by officers of the Council in consultation with partners and agencies delivering services, customers and other stakeholders, reflecting the fact that in order to effectively prevent and reduce homelessness a strategic approach agreed by all key partners is required. A strategy and action plan agreed with key partners will enable a better collaborative approach to preventing and reducing homelessness, particularly when addressing complex needs and the wider factors which can lead to homelessness.
- 3.3 Putting a new strategy in place will enable the Council to both respond to the risk of increased homelessness and meet the new statutory duties arising from the Homelessness Reduction Act 2017 which comes into force in April 2018.
- 3.4 The Homelessness Strategy identifies 4 key priority areas designed to make the most difference and target those at greatest risk of homelessness:
- **Early identification and prevention of homelessness:** To support people wherever possible before crisis and to provide excellent services to those at point of crisis to either prevent homelessness or assist them to secure alternative accommodation.
  - **Achieving positive outcomes for our young people:** Preventing youth homelessness and ensuring young people are supported to make a positive transition into adulthood.
- Increase access to and promote the supply of accommodation:** To make best use of all available housing options to increase access to accommodation that is affordable and sustainable and to increase through flow from temporary accommodation.
- **Achieving positive outcomes; Improving health and wellbeing and supporting people to break the cycle of homelessness:** To ensure services are accessible and tailored to individuals to enable them to secure safe and sustainable accommodation and to assist people to develop the necessary skills and resilience to sustain accommodation and avoid repeat homelessness.
- 3.5 The Executive Committee agreed at the meeting of 6<sup>th</sup> December to initiate an 8 week public consultation as the final stage prior to approving the homelessness strategy for publication.
- 3.6 This report provides a summary of the consultation results and presents the final draft of the homelessness strategy subject to final formatting for approval. Full details of the consultation feedback will be published alongside the Strategy.
- 3.7 An action plan will accompany the Homelessness Strategy to ensure its effective implementation. This action plan will then be reviewed, updated and published annually to monitor the progress and ensure any changes in pressures, legislative requirement and resulting priorities' are reflected. Key actions will also be fed into and from the Portfolio Plan and departmental business plan.

#### Consultation Overview

- 3.8 The consultation activities for the development of the homelessness strategy began early in 2017 with customer and stakeholder questionnaires. These were then followed up by a number of focus groups where issues raised from the consultation could be explored in more detail. A broad range of services were invited to the stakeholder consultation sessions

- 3.9 This consultation helped to inform the overarching priorities set out in the draft homelessness strategy.
- 3.10 The final stage of consultation was undertaken through a SMART survey accessed through the Council's website together with a series of stakeholder and customer focus groups. This consultation closed on 6<sup>th</sup> March 2018. The aim of this consultation was to confirm that the priority and objectives set out in the draft strategy is representative of the views of stakeholders and customers to ensure no areas have been overlooked. It also provided the opportunity for further suggestions and solutions on how priorities can be achieved to be included in the action plan.

**Final stage consultation Response:**

- 3.11 A total of 232 individual responses were received in addition to the feedback from the focus groups. 37% of those responding are or have experienced homelessness. Representations have also been made from a wide range of organisations and sectors including housing associations, landlords, business organisations the voluntary sector (such as homeless charities and the Citizen's advice bureau), local authorities and health care.
- 3.12 Overall the vast majority of responders agreed that the appropriate priorities for addressing homelessness have been identified.

<b>To prevent homelessness, we propose that the strategy should focus on the following four objectives below. Do you agree with our four strategic objectives?</b>				
		<b>Agree (%)</b>	<b>Neither Agree or Disagree (%)</b>	<b>Disagree (%)</b>
1	<b>Early identification and prevention of homelessness</b>	88	11	1
2	<b>Achieving positive outcomes for our young people</b>	86	13	1
3	<b>Increasing supply of accommodation</b>	87	10	3
4	<b>Achieving positive outcomes: improving health, wellbeing and supporting vulnerable people</b>	89	10	1

- 3.13 Overall there were no key areas identified as excluded requiring revision. Some of the consultation response drew attention to additional points which are relevant to other strategic areas. An area of focus was in relation to the wider issue of affordable housing supply and will be considered in more detail in the forthcoming overarching housing strategy.
- 3.14 There were a number of emerging themes, which whilst included within the homelessness strategy key priorities, provided valuable information to help refine the accompanying action plan to implement and deliver on the key priorities within the homelessness strategy. The key points from this feedback have been detailed within Appendix B of this report. In summary these areas focused on:
- The need to work with those who are homelessness or at risk of homelessness to understand their needs and assist in the most appropriate way
  - The need to ensure access to appropriate support, in particular for those with mental health needs

- The importance of debt and money advice and assisting people to manage and sustain tenancies
- The need to work closely to improve access to training, education and employment activities
- The need to ensure advice and information to resolve housing difficulties is flexible and provided in a range of formats and location
- The importance of working in partnership to prevent and reduce homelessness
- The need to focus on settled accommodation options which are affordable and sustainable

3.15 Appendix A of this report contains the final draft of the homelessness strategy for consideration and approval. The draft strategy, once approved, will be subject to final formatting prior to publication. The implementation action plan will be published alongside the strategy.

#### **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

4.1 The Homelessness Strategy recognises the importance of suitable sustainable accommodation to enable vulnerable adults and young people to reach stability and improve their life chances. The actions contained within the strategy seek to prevent homelessness wherever possible and assist people to access settled suitable accommodation to meet their needs and achieve independence.

#### **5. POLICY IMPLICATIONS**

5.1 The Homelessness Code of Guidance states that authorities in implementing their strategies must consider the needs of all groups of people in their district who are homeless or likely to become homeless.

5.2 The proposed strategy builds upon the approved policy in relation to the focus on preventing homelessness wherever possible and assisting people who are homeless or at risk of homelessness to access settled sustainable accommodation.

5.3 Reducing homelessness will have a positive impact on all residents and the proposals will contribute to the priorities set out in Building a Better Bromley.

#### **6. FINANCIAL IMPLICATIONS**

6.1 There are no financial implications arising directly from this report.

6.2 Regular reports have been presented setting out the current and growing pressures in relation to homelessness and the provision of temporary accommodation.

6.3 The strategy has been developed to ensure the best use of available resources, in particular the management of costs associated with the provision of temporary accommodation.

6.4 It is likely that there will be significant challenges to face with a potential increase in the need for services because of economic pressures and the new homelessness duties.

6.5 The impact of any such pressures and proposals set out in the strategy may be subject to further decision making. Any financial implications would be fully considered at that time.

#### **7. LEGAL IMPLICATIONS**

7.1 It is a legal requirement for every local housing authority to have a published homelessness strategy.

- 7.2 In formulating the homelessness strategy the council must have regard to its allocations scheme and tenancy strategy. The homelessness strategy is consistent with both of these documents.
- 7.3 The homelessness functions are set out in part VII of the Homelessness Act 1996 (as amended by the Homelessness Act 2002) There are a number of duties to both prevent homelessness occurring or to provide accommodation to certain people who are homeless and to give advice and assistance.
- 7.4 The Homelessness Reduction Act 2017 comes into force in April 2018 and extends the current duties in relation to the level of provision local authorities must provide to households who are homeless or at risk of becoming homeless
- 7.5 In developing the strategy the statutory requirements, Homelessness Code of Guidance for Local Authorities and good practice standards have been taken into account.
- 7.6 The equality duty is relevant to the Homelessness Strategy. The responses demonstrated that there was no one under or over representation of any of the equality groups. An equalities impact stage one screening has been undertaken confirming that a key function of the homeless strategy is in support of the Equality Act and will have a positive impact on equality groups. It will seek through the actions identified to eliminate discrimination, harassment, victimisation, and any other prohibited conduct, advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.7 There may be a requirement to undertake an equality impact assessment for particular actions set out in the Homelessness Strategy and accompanying action plan which will be carried out on the commencement of those projects. For example impact assessments have been undertaken for the Allocations Scheme, Welfare Fund, Discretionary Housing Benefit and the temporary accommodation placement policies. It has also already been identified that equality impact assessments will be required for the relaunch of the private rented sector initiatives and private rented sector offer and on the recommissioning of any temporary and supported accommodation schemes.

## 8. PROCUREMENT IMPLICATIONS

- 8.1 There are no direct procurement implications arising from this report. Where particular actions contained within the action plan contain procurement or commissioning implications these will be reported and considered through due process.

<b>Non-Applicable Sections:</b>	Personnel Implications.
Background Documents: (Access via Contact Officer)	Homelessness Strategy 2012-17 Homelessness Contingency drawdown reports Homelessness Strategy Executive Report 5 <sup>th</sup> December 2017 Temporary Accommodation procurement and Placement Policy Allocations Scheme

# London Borough of Bromley

## Homelessness Strategy

2018- 2023



DRAFT

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## **Introduction**

### **About this strategy**

The Homelessness Act 2002 requires every local authority to carry out a review of homelessness and develop a new homelessness strategy every five years:

The homelessness review assesses:

- The current and likely future levels of homelessness in the borough
- Activities that are carried out which prevent homelessness, secure accommodation for homeless people and provide support services to people who are or may become homeless
- Resources available to carry out these activities

The Homelessness Strategy must set out how the Council will prevent homelessness and provide support to people who are homeless or may become homeless over the next five years.

The council's previous strategy covered the period 2012 to 2017. The key objectives in the last strategy were:

- Prevent and reduce homelessness and the numbers of households residing in temporary accommodation; support vulnerable people and encourage and empower people to resolve their own housing needs where they can.
- To deliver good quality affordable housing and making the best use of existing housing stock, re-using empty homes and improving the condition of private sector housing.
- To ensure that affordable housing is strategically allocated to best meet identified housing need.

The Homelessness Strategy will feed into Bromley's forthcoming Housing Strategy which will be published later in 2018.

### **Consultation**

We would like to thank the many organisations and members of the public who have worked with us for their contributing to the development of this strategy. This input has been invaluable and has helped us shape our goals. We believe we can only end homelessness and improve people's lives by working together and helping one another. It is therefore critical that the strategy reflects our partners' own strategic homelessness commitments and the specific work they are undertaking in working jointly with the Council to improve outcomes for homeless households.

This strategy is divided into two parts:

**Part 1: The Homeless Review** looks at both the national and local picture; it contains data on homelessness in the borough and looks at our current and future challenges

**Part 2: The Homelessness Strategy** gives an overview of our existing services and the initiatives we have in place to prevent homelessness. This section sets out the priorities and objectives that will guide the council's homelessness service from 2018 to 2023.

## **Part 1 – The Homeless Review**

The causes of homelessness are complex, with rarely one single trigger, and as a result there is an array of reasons why individuals and families face the prospect of homelessness.

In order to develop services which effectively tackle homelessness it is necessary to understand the interplay between all the factors, which render a household homeless.

These can be categorised as relating to:

- (i) Individual circumstances
- (ii) Relationships
- (iii) Social policies

Each of these factors needs to be understood in the light of wider national trends.

### **National Context:**

England's homeless population has changed significantly since the start of the current economic cycle.

The housing market was, and still is, pricing out a significant number of people – and not just the most vulnerable. These days, being above the poverty threshold does not necessarily spare individuals or families from potentially being homeless. Furthermore, social factors such as being young, having dependent family members, or having mental health problems makes people more susceptible to the difficulties in accessing housing. As a result, housing affordability and suitability is rapidly emerging as the most challenging issue in the nation.

Since the last strategy was published in 2012 there has been a steady increase nationally, both in the number of households who approached their local authority for homeless assistance and in those subsequently accepted as homeless. The number of housing need decisions made annually by local authorities has gone from 108,720 in 2011/12 to 115,550 in 2016/17. The percentage of these households

considered to be homeless and in priority need has gone from 43% in 2011/12 to 51% in 2016/17.

To address this growing problem the government's latest national housing strategy "Fixing our Broken Housing Market" has set out a clear commitment to tackling homelessness. The approach taken will be to help households currently priced out of the housing market, support people potentially at risk before they reach crisis point, and reduce the number of rough sleepers on the nation's streets. Bromley's own strategy has, and continues to comply with these objectives.

***'Making Every Contact Count: A joint approach to preventing Homelessness'*** is a report which was developed by the ministerial working group on homelessness and was published in August 2012. This followed the previous year's report: *'Vision to end rough sleeping: No second night out nationwide'*.

'Making Every Contact Count' sets out the government's approach to tackling the underlying issues that cause homelessness. It emphasises a coordinated approach across central and local government, health services, the justice system, and third sector organisations. The report introduced a new approach to tackling homelessness. It emphasised the benefits of early intervention in order to prevent households reaching crisis point as a way of reducing the number of homeless approaches.

'Making every contact count' contains five priority areas:

- Tackling troubled childhoods and adolescences
- Improving health
- Reducing involvement in crime
- Improving access to financial advice, skills and employments services
- Pioneering innovative social funding mechanisms for homelessness

The report also includes a list of ten challenges that central government has set local authorities to consider achieving. They can be found in [www.npsservice.org.uk/](http://www.npsservice.org.uk/) and [home.practitionersupport.org](http://home.practitionersupport.org)

### **Localism Act 2011**

This act altered profoundly the way local housing authorities deal with homeless households. It ushered in a range of significant changes to national social housing policy including minimising the role central government plays in housing decisions. The policy's objective is to enable local authorities to better manage both housing demand and access to housing within their areas.

The key changes introduced by the localism act are:

- Social housing reform - giving individual landlords new powers to grant tenancies for a fixed term, should they choose to do so
- Allocations reform – giving councils greater authority over who they admit to waiting lists for social housing in their area

- Reform of homelessness legislation - granting local authorities the power to discharge their duties to homeless people by placing them into the private rented sector
- The introduction of a national home-swap scheme to enable greater tenant mobility across the social housing sector

## **No Second Night out**

The government brought together eight departments to tackle the complex causes of homelessness. As well as housing itself they also looked at health, employment, and skills. In 2011 this ministerial working group on homelessness published 'A vision to end rough sleeping: No Second Night Out nationwide'. The report is a strategy aimed at tackling rough sleeping. It sets out the following six commitments<sup>1</sup>:

- Helping people off the streets
- Helping people to access healthcare
- Help people into work
- Reducing bureaucratic burdens
- Increasing local control over investment services
- Devolving responsibility to tackling homelessness

## **Care Act 2014**

The act establishes a statutory duty on local authorities to protect people's wellbeing. This can be achieved through the delivery of appropriate housing services and ensuring the suitability of accommodation meets the care and support needs of older and vulnerable people. The act is geared towards preventative services and housing-related support. Below are the key housing elements of the Act:

- A general duty to promote wellbeing, making specific reference to suitable accommodation
- Housing is not just the 'bricks and mortar', it also includes housing-related support or services
- Housing must be considered as part of an assessment process that may prevent, reduce or delay an adult social care need
- Information and advice should reflect housing options, as part of a universal service offer
- Care and support should be delivered in an integrated way with cooperation between all partner organisations, including housing.

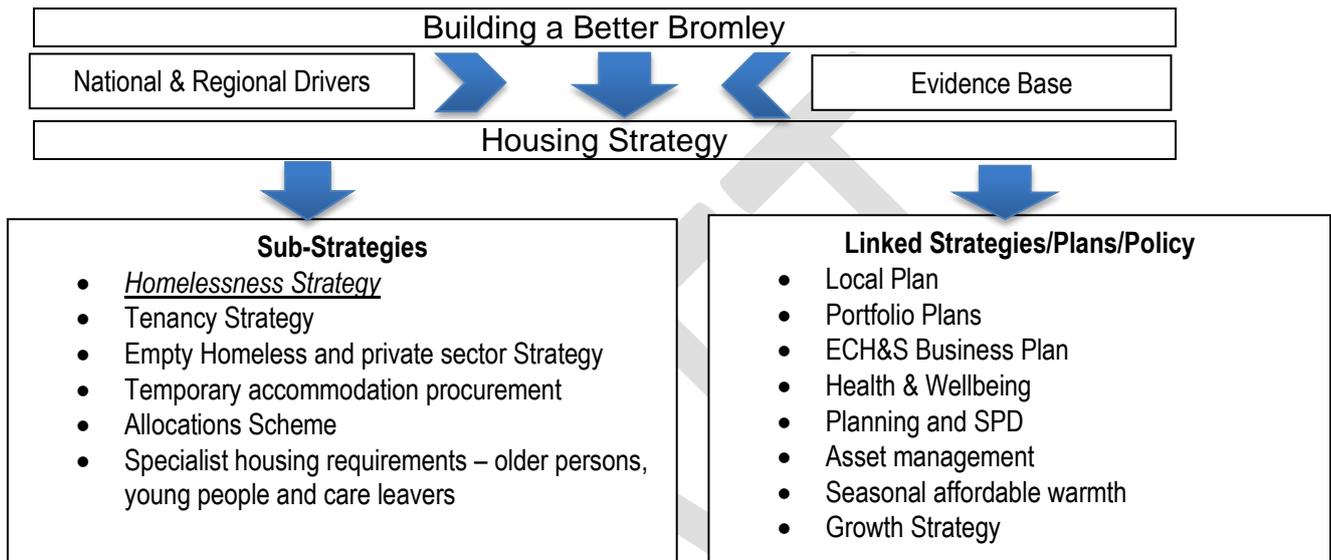
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<sup>1</sup>"Vision to end rough sleeping: No Second Night Out" , Department of Communities and Local Government, nationwide [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6261/1939099.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6261/1939099.pdf), accessed September 11, 2017

## Housing & Planning Act 2016

This act brought in the most significant changes to social housing since the Localism Act 2011. The details and implications of this act will be set out full in Bromley's Housing Strategy.

The chart below shows how the Homelessness Strategy fits into the overarching strategic document the Housing Strategy, and our corporate programme 'Building a Better Bromley'.



## Current and Future Challenges

The growing challenges that local authorities face in relation to homelessness can be attributed to both the general economic climate and a variety of issues and policy factors, particularly welfare reform.

### Welfare Reform

There has been a plethora of welfare reforms introduced since Bromley's last strategy was published. The changes have had an impact on low income households' weekly incomes and the amount of housing benefit payable towards housing costs. Welfare reforms with the most significant impact on housing and homelessness are:

- **Total Household benefit cap:** Limiting maximum benefits that a family can receive. The cap was further reduced in November 2016 expanding the number of households affected.
- **Removal of the spare room subsidy:** Reducing housing benefit entitlement to social housing tenants considered to be under-occupying their homes.
- **Local Housing Allowance frozen (LHA):** LHA rates are used to work out how much housing benefit a private sector tenant receives. LHA rates are now limited to 30<sup>th</sup> percentile of market rent (meaning that 30% of rents in an area should be lower than the LHA rate), or the total LHA cap, whichever is lower. The government has also frozen LHA rates for 4 years from April 2016.

- **Universal Credit:** This will replace most existing benefits by providing a single stream-lined benefit. This will include the benefit element towards housing costs which will now be paid directly to residents rather than to their landlords.
- **Shared Accommodation rate:** Most single person households under the age of 35 have the amount of benefit capped to the shared room rate. This restriction currently applies to private sector tenants but from April 2019 will be extended to start to include social housing tenancies.

**Homelessness Reduction Act:** We are currently facing one of the biggest changes to housing legislation. The government has pledged £550 million to tackle homelessness by 2020. The duty set out in this bill will commence on 1 April 2018. All local authorities will have a new duty to prevent and relieve homelessness for all families and single people, regardless of whether they are in priority need or not. One of the new key measures will be that local authorities have a statutory duty to assist those threatened with homelessness 56 days prior to being evicted (currently 28 days)<sup>2</sup>. Furthermore local authorities need to clarify what actions are taken when someone applies for assistance after being served a Section 8 or 21 notice. Our response to this change emphasises the need for teamwork, because there will be a new duty on other public services to refer people they consider to be homeless or at risk of becoming homeless.

## Regional Strategic Context

The Homelessness strategy must also work well alongside regional strategies, initiatives and projects set by the Greater London Authority (**GLA**). Over the last three years our approach had to align with the previous London Housing Strategy, '*Homes for London: The London Housing Strategy*', published in June 2014. This gave local authorities a duty to address statutory homelessness. Local authorities needed to take advantage of the flexibility given to them to use the private rented sector. It was also important for London councils to comply with their statutory obligations in relation to location, quality, and length of tenancy. The strategy set out the Mayor's clear commitment to tackling homelessness and ending rough sleeping in the capital.

The Mayor of London launched consultation on the latest Draft London Housing Strategy on the 6<sup>th</sup> September 2017. The document outlines a set of commitments for local authorities to consider when tackling homelessness and rough sleeping. The homelessness section of London Draft Housing Strategy focuses on helping rough sleepers, increasing the number of affordable home and improving the private rented sector. The Mayor wants to work with local authorities to support greater focus on prevention and ensure those who lose their accommodation are supported into sustainable accommodation. The key homelessness components of the latest draft Housing Strategy are:

- More collaborative approach to securing private rented accommodation for homeless households
- Enable councils to combine their buying power

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<sup>2</sup> Homelessness Reduction Act 2017, s, 1, (1), (4)

- Increase supply of housing for homeless households
- The mayor will make funding available to councils for affordable accommodation to help Londoners who are homeless

### **South East London Housing Partnership (SELHP)**

SELHP is made up of five boroughs in the South East London sub-region. The five boroughs are Bexley, Bromley, Greenwich, Lewisham and Southwark. The SELHP work together and formulate joint approaches, for homeless prevention and the provision of temporary accommodation. The group's goal is to support families affected by welfare reform, maximise people's access to the private rented sector, deliver a sub-regional single homelessness programme, and produce a revised rough sleeping plan.

### **Local Strategic Context**

#### **Building a Better Bromley (BBB)**

Bromley's Corporate Strategy, BBB, describes the Council's priorities for the period 2015-2018. BBB is a shared vision with our partners seeking to create an environment where individuals and communities can thrive and where people can live healthier, more independent, and self-reliant lifestyles. The strategy also provides a clear commitment to supporting the borough's most vulnerable residents.

Housing is one of the Council's seven key priorities. The two key objectives are to: "Promote, where appropriate, high quality housing developments, to meet the Borough housing requirements" and: "Assist people experiencing housing difficulties with advice and support aimed at maintaining or securing a home and avoiding crisis". The [Care Services Portfolio Plan](#) sets out the high level actions and targets which have been put in place to deliver on the above priorities.

The Homelessness Strategy will sit alongside the Allocations Policy and forthcoming Housing Strategy. It will set out the context for Housing and homeless prevention in Bromley and support the overall delivery of the Corporate Plan.

#### **Children's Services Improvement Plan - Roadmap to Excellence**

Childhood is arguably the most important period in a person's life. It is when our personal experiences shape the adults we become. A child's health and life prospects are dependent on many factors, housing being one of them. Research has shown that children's current and future wellbeing are significantly affected by the standard of their housing. Inadequate housing or homelessness could potentially have an adverse effect on a child's health, both physical and mental, as well as their educational attainment and life expectancy.

It is imperative that the housing department works with children's social service to meet the commitments outlined in the Children's Service Improvement Plan – 'roadmap to excellence'. The housing department will help lay the foundation towards excellence by:

- Helping young people into supported housing.

- Providing safe and secure accommodation, which will improve safeguarding practice. It will also address the fact that an increasing number of young people are living in temporary accommodation, staying in hostels, or simply travelling between sofas and need be placed in safe and appropriate housing. .
- Ensuring we have appropriate accommodation options for care leavers that eliminates the need to use bed and breakfast accommodation.
- Assess the risk to care leavers in potential accommodation prior to placing them.

## Local Context

### Bromley Context

Bromley is the largest London borough by area and occupies 59 square miles. The majority of which is Metropolitan Green Belt land. The borough shares borders with the London Boroughs of Lewisham and Greenwich to the North, Bexley to the North East, Southwark and Lambeth to the North West as well as Croydon to the West.

### Population

Bromley ranks as the eighth most populous London borough. There are approximately 330,907 people living in Bromley and an estimated 140,602<sup>3</sup> households. The **GLA** predicts that the overall population of Bromley will rise by 62,067 to 392,974 in the next 20 years<sup>4</sup>. The combination of longer life expectancy, increasing birth rate and net migration have all contributed to the steady rise in the borough's population which has had an impact on the availability and cost of housing.

Bromley's population is predominantly white (80%). The second largest ethnic group is Black (9%) followed by Asian (4%), and mixed and Chinese/other with 3% respectively. In recent years Bromley has become more ethnically diverse. The number of Black Asian and Minority Ethnic (BAME) group has gone up by 29% between 2011 and 2015, from 48,000 to 62,000. The trend suggests that the number of BAME will continue to rise.

The population is relatively old in comparison to other London Boroughs. The population aged 65 or over is forecasted to increase by 82,500 (42%) by 2035<sup>5</sup>. Bromley also has the lowest proportion of people in 16-24 and 25-34 age range in London<sup>6</sup>. As the number of people aged over 65 in Bromley grows there will be more pressures on the provision of services for older homeless people, and the need to ensure the appropriateness of their accommodation.

The tenure mix in the borough has not changed much since the last strategy was published. Home ownership in Bromley remains significantly high at 73%, compared

<sup>3</sup> "London Borough Profile" , Greater London Authority, <https://data.london.gov.uk/dataset/london-borough-profiles>, accessed July 10, 2017

<sup>4</sup> "2016 based population projections" , last modified July 18, 2017 <https://data.london.gov.uk/dataset/2016-based-population-projections>

<sup>5</sup> Population aged 65 and over projected to 2035, POPPI, last accessed September 11, 2017, [www.poppi.org.uk](http://www.poppi.org.uk) version 10.0

<sup>6</sup> "GLA Population Projections- Custom Age Tables", Greater London Authority, last accessed June 6, 2017, <https://data.london.gov.uk/dataset/gla-population-projections-custom-age-tables>,

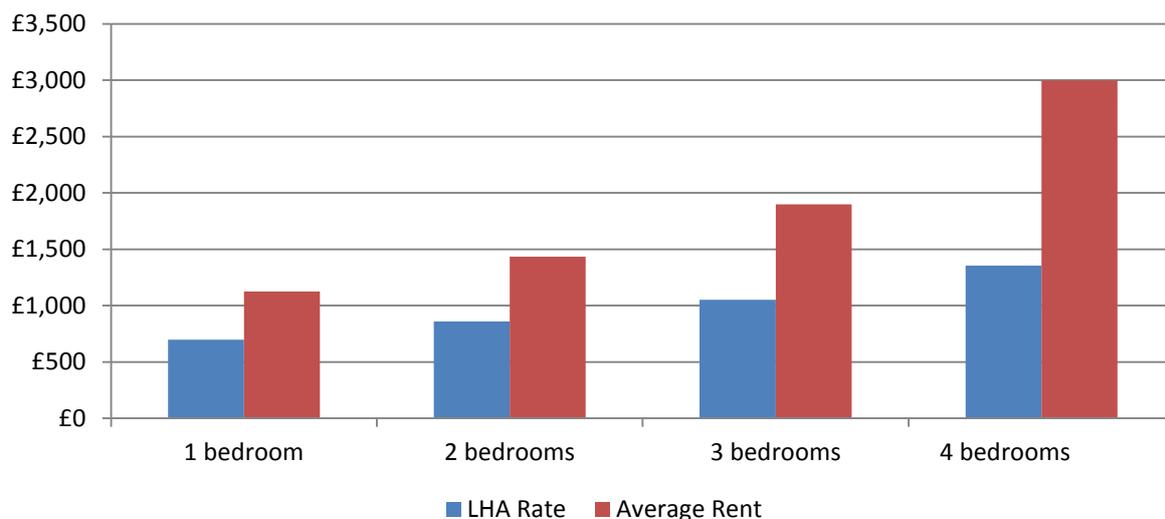
to 51% in the rest of London. Whilst the private rented sector has grown steadily for consecutive years it remains relatively small sector at 14% compared to the London average of 27%. Again the social rented sector is also small, accounting for 13% of the borough's stock compared to the London average of 23%. As with much of London, demand for housing across all tenures outstrips supply.

Buying a home in Bromley is becoming increasingly expensive. House prices have risen by 45 % between 2012 and 2016. The average asking price of a 2-bed flat is £373,584, whilst the median household gross income is an estimated £43,060<sup>7</sup>. Within the South East region average prices are second only to Southwark and prices are greater than the outer-London average.

Private rent levels have also risen sharply and this has subsequently reduced access and security for low income households. Between 2012 and 2016 there has been a 19% increase in private rent prices.

The charts below show the mismatch between the local housing allowance and the average rent in Bromley

### Average Rent (14/11/2017) vs. Local Housing Allowance Rate ( April 2016) in Bromley



Source: Bromley Rentals, Foxtons website & London Housing Allowance (LHA) rate, Bromley Website.

Although rents in the social housing sector are considerably lower than those in the private sector, rents in the social rented sector have also increased. Social housing weekly rents have gone up by 16% over the same period. Demand for Bromley's social housing is high with 4,093 households on the housing register (waiting list) in 2016/17.

<sup>7</sup> GLA Household income estimates 2001/02 to 2012/13  
<https://data.london.gov.uk/dataset/household-income-estimates-small-areas>

## Homelessness in Bromley

### The need for housing options and support services

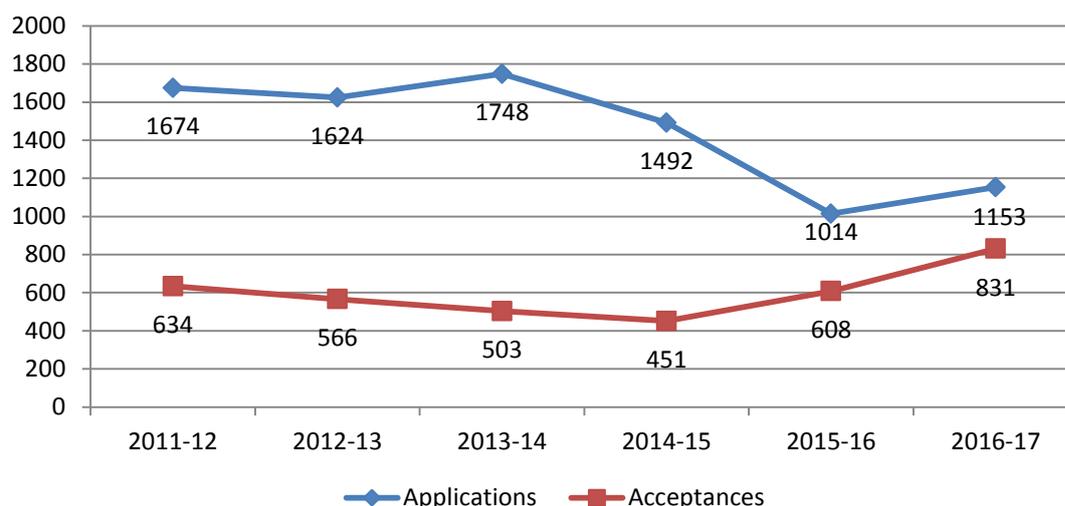
The Housing Options and Support service is an extremely busy service and there is growing demand for housing advice and assistance for residents in housing need or at risk of homelessness.

On average around 460 households approach the service each month for advice. Most of these customers receive advice and information to assist them in looking for accommodation or sustain their existing accommodation and some will be passed through for more intensive casework assistance and assessment. The number of customers approaching has increased steadily over the past five years

### Applications and Acceptances

Whilst the overall level of households approaching in housing need has continued to rise, effective signposting and intervention services have meant that the number of formal homeless applications has steadily reduced from its peak in 2013/14, with more than 80% of initial approaches diverted from the need to make a formal homeless application. However, as prevention options become more difficult to obtain, mainly due to the lack of access to affordable accommodation, the proportion of households accepted as homeless increased by 31% over the past 5 years. This upward trend in homeless acceptances is expected to continue, particularly given the current high rental prices and with the full roll out of universal credit in Bromley from 2018.

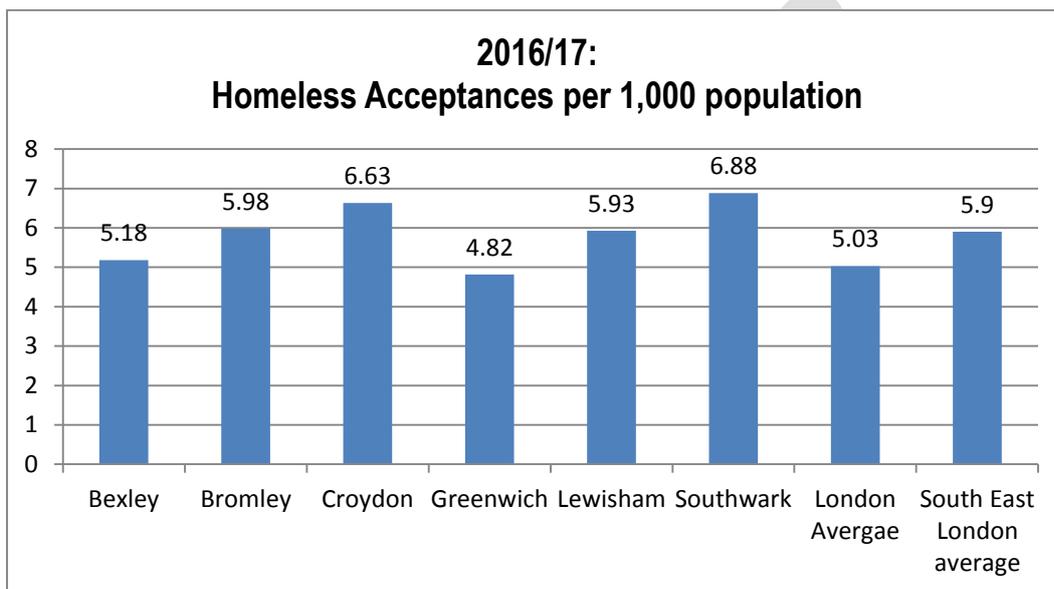
### Annual Homelessness Application and Acceptance



### Reasons for Homelessness

There have been significant changes in the reasons for homelessness with loss of private rented accommodation seeing the biggest increase. In the majority of cases the reason relates to affordability in rents and in particular the shortfall between

rental levels and LHA levels. Whilst parents and relatives no longer able to be accommodated is still the single largest stated reason for homelessness, an increasing number of households have actually previously lost private rented accommodation and have had to return to family or friends for often unsuitable interim accommodation, later approaching the council when they are unable to secure any alternative. It is predominantly this affordability gap and reduced supply of lettings that has impacted upon the level of homelessness and temporary accommodation use in Bromley. With many families effectively priced out of the market, they have little option other than approaching the local authority for assistance.



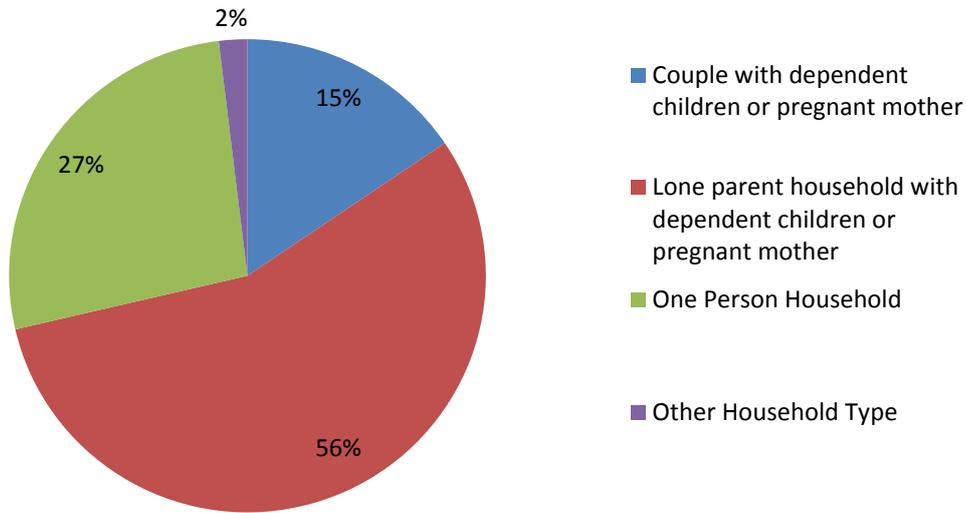
**DCLG: Local Authorities' action under the homelessness provision of the 1985 and 1996 Housing Acts (financial year), Local authority, 2016-17**

The table above shows that the number of households accepted as being homeless and in priority need in the south East Region against the London Average. The level of homeless acceptances in Bromley is fairly reflective of the South East region as a whole.

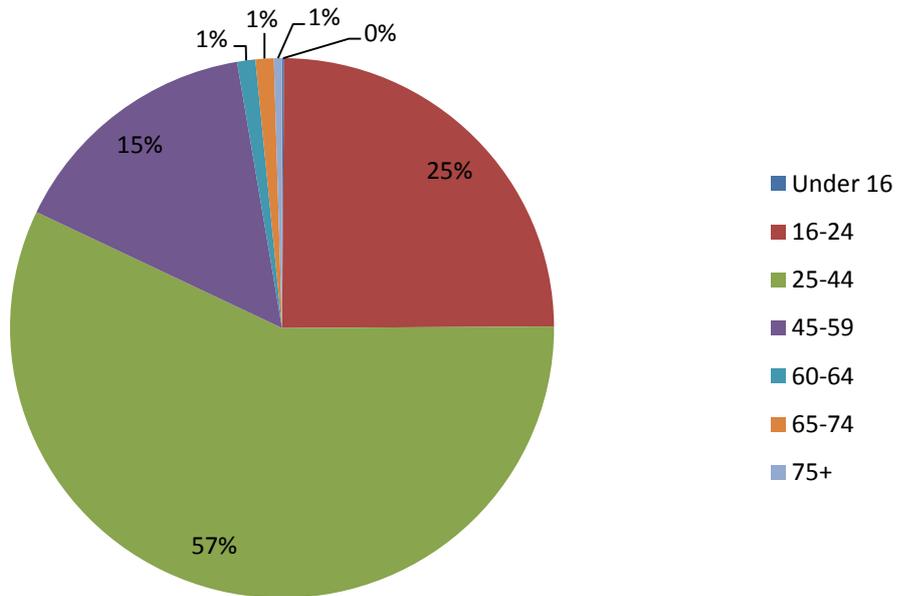
### **Households Type and Composition**

Families account for the majority of accepted homeless households. 56% of accepted homeless households are lone parents. This is slightly higher than the overall London average of 53%. 96% of single parent households were female, whereas 56% of single person households accepted were male.

### Acepted Homeless Households 2016-17

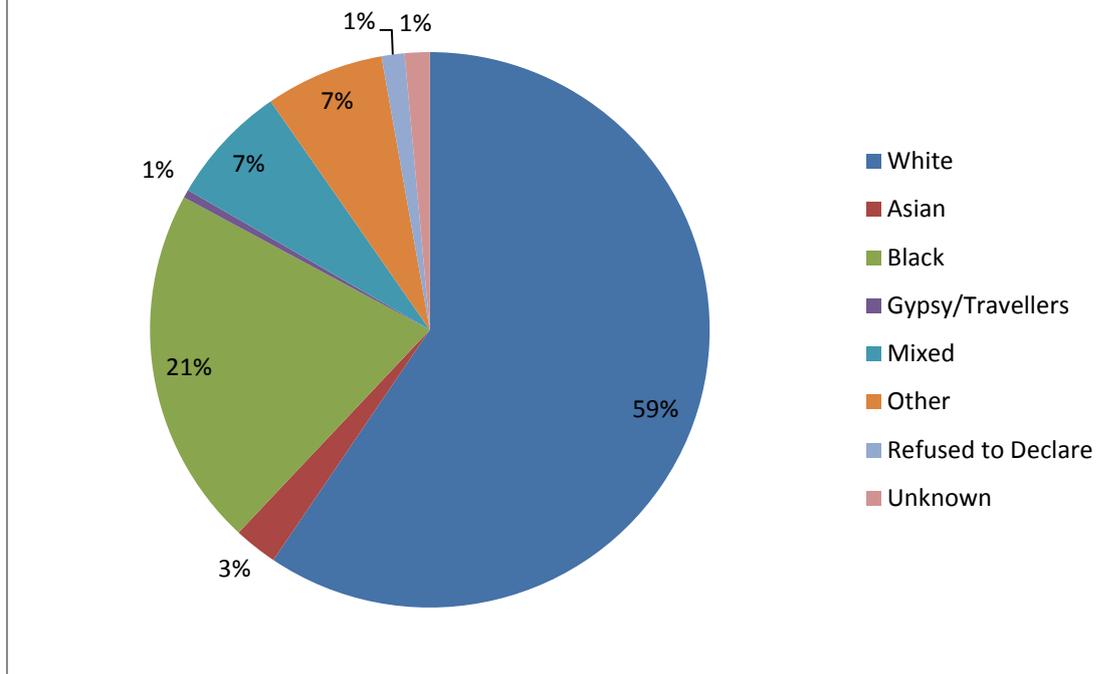


### Homeless Acceptances Age 2016-17



57% of accepted homeless households are aged between 25 and 44 years old. This is largely reflective of the main age range of housing benefit claimants in Bromley.

## Homeless Acceptance Ethnicity 2016-17



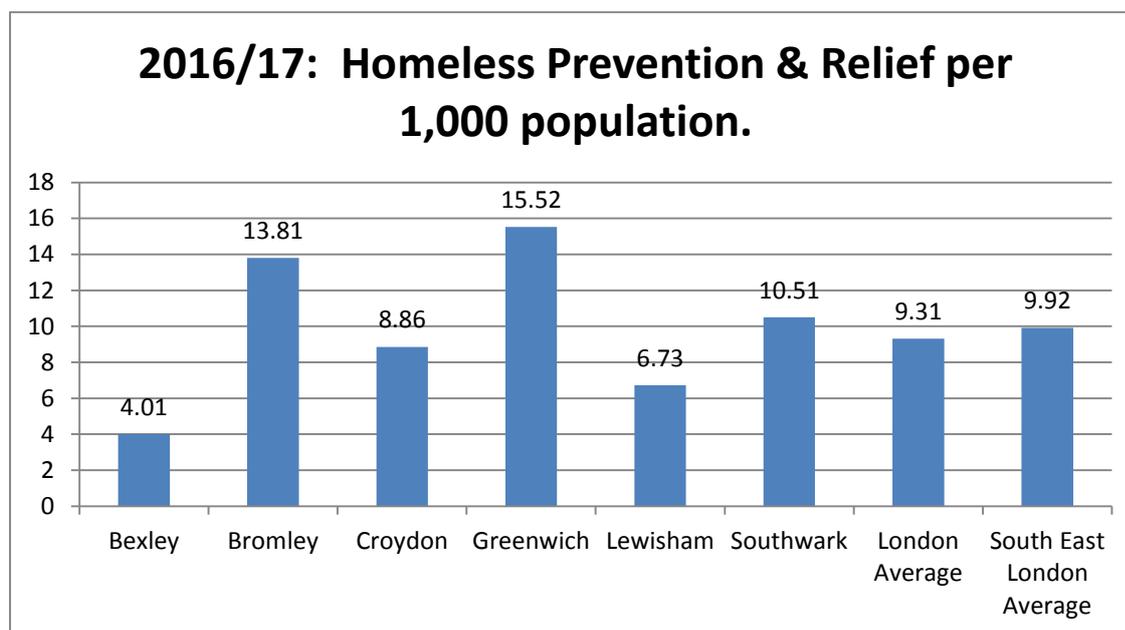
Over the past 4 years the proportion of homelessness acceptances from ethnic groups has increased, this is mainly accounted for by households who identify as Black or Mixed. Since 2012/13 the number of BAME being accepted as homeless and in priority need has gone up by 38%, compared to the 7% of people who identify as 'white'. This shows that BAME are disproportionately likely to suffer from homelessness, despite Bromley being predominately white, BAME are 18.9% of Bromley's population, yet they make up 28% of homelessness applications.

This problem is not confined to Bromley and it is common for BAME populations to be disproportionately homeless, both regionally and nationally. As of 2016/17 BAME made up 39% households accepted as homeless and in priority need nationally, but only 15% of the total population in England.

### Non-statutory Homeless

It is important that this strategy highlights non-statutory homeless households. These are individuals and families that are either not found to be eligible, do not fall within the definition of priority need, who are deemed to be 'intentionally homeless' or who have not gone through the legal application for housing. The composition of households and individuals in non-statutory homeless category is varied. However the majority of non-statutory homeless households tend to be single people who do not have dependent children and people who do not fall into the statutory definition of vulnerable. As of March 31<sup>st</sup> 2017 the outcome of 35% of homelessness decisions were non-statutory. At Bromley we are committed to providing advice and assistance to assist non-statutory homeless households to enable them to secure alternative accommodation for themselves.

## Homelessness Prevention and Relief



Source: DCLG P1E: Total reported cases of homelessness prevention and relief 2016-17

The level of homeless prevention in Bromley has been higher than the London and South East London averages for five consecutive years. In the last financial year, the number of cases that have been prevented or relieved has risen by 29% to 1,919 compared to the previous year. We believe that this is in part due to the implementation of the new early intervention prevention team as well as the increased emphasis on early intervention work in the housing needs team in general.

The homelessness intervention team is a new team which has been set up to better identify the triggers that can lead to homelessness. They work with households before a housing crisis strikes and it maximise the chances of successfully sustaining a household's existing accommodation or securing a new home before they become homeless. The team is still in its infancy but has already achieved a lot in relation to preventing homelessness and, when prevention is not possible, delaying homelessness. This allows time for a housing pathway to be developed and alternative suitable accommodation to be secured.

### Supporting Vulnerable Homeless

For those that are considered vulnerable, poor housing or homelessness can escalate problems, or exacerbate an existing condition. The pathways in and out of homelessness are multi-faceted. However Bromley Council believe it is important to support vulnerable groups by providing affordable and safe accommodation as it brings stability and security. The benefits are endless as it provides a gateway to access health services particularly for people with ill health, both mental and physical. Furthermore it enhances social and community inclusion and provides the basis for family life. This is also good for those escaping domestic and gang violence.

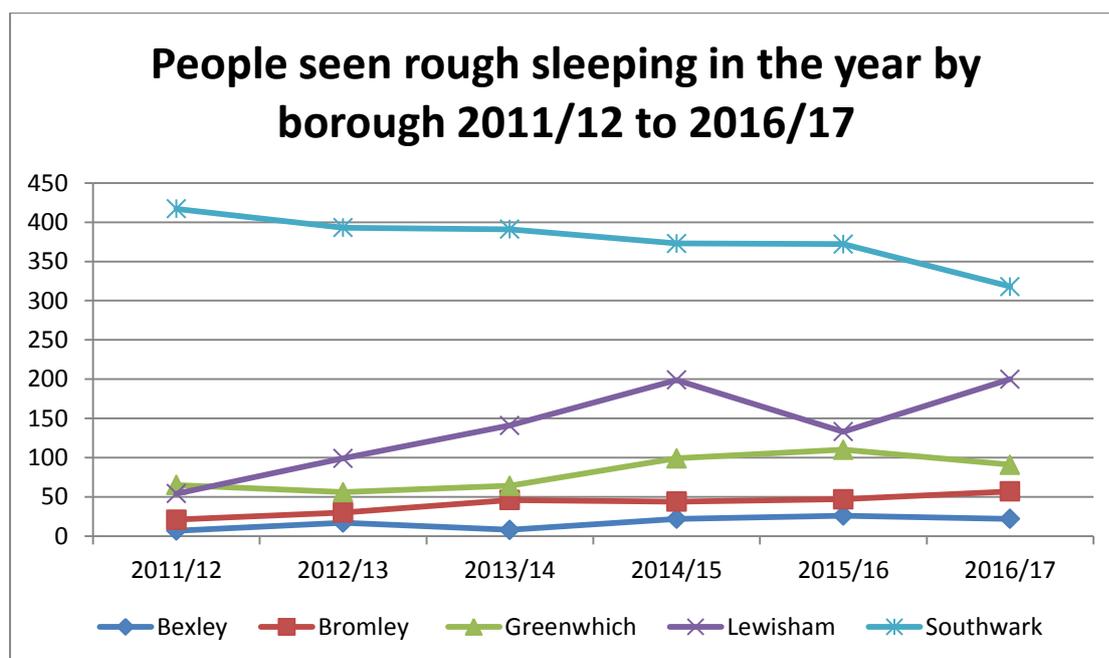
- **Housing Support:** The Housing Support team provides wrapped-around support to vulnerable clients placed across all forms of temporary and permanent accommodation. The team ensures that tenants develop, gain or build upon the skills they already possess to sustain their tenancies. The team helps vulnerable clients by helping them gain access to employment training, build resilience and promoting independence.
- **Gangs and Domestic Violence:** We work to provide advice and support and work with partners like Youth Offending and Bromley & Croydon's women's aid to re-locate victims to different areas to live safer lives.
- **Welfare Reform:** The Welfare Reform team helps residents understand what options are available to them after their benefits have changed. They create pathway for residents to find work, access training and any other form of support.
- **Tenancy sustainment and supported housing units:** It is for residents who may be struggling to sustain their tenancy. It ensures that they have the assistance and support needed to permanently stay in their home. The Support and Resettlement service works very closely with the community's mental health teams to ensure residents sustain their tenancy and homelessness is prevented. There are currently 199 clients being supported by the Support and Resettlement team. There are 55 supported houses in the borough that are mental health specific units.

## Challenges

- **Youth Homelessness:** The strategy has already highlighted young people as one of the groups most susceptible to homelessness. There was 125 young people aged 16 to 21 accepted as homeless by Bromley in 2016/17. In comparison to 2015/16 when 88 people aged 16 to 21 were accepted as homeless, a 42% rise in the space of a financial year. In 2016-17 66 decisions were made regarding young people age 16-18 years old. Of the 66 cases, homelessness was prevented in 27 times. However there were 37 cases where homelessness unfortunately could not be prevented.
- **Welfare Reform:** There are a number of people in the London Borough of Bromley that have been affected by recent welfare reforms. In April 2013 approximately 1800 people had their benefit restricted, because of under occupancy. As of the 18<sup>th</sup> October 2017 Bromley has 300 households who have had their entitlement restricted as a result of the benefit cap.
- **Floating support and accepted as vulnerable:** There are 1583 that have been accepted as vulnerable as of the 19<sup>th</sup> October 2017. Of the 1583 vulnerable people 48% (752) are female and 52% (831) are male.

## Rough Sleepers in Bromley

The number of rough sleepers in the capital has increased significantly over the past five years. Rough sleeping in Bromley is still relatively low in comparison to most other London boroughs. However the recent data from the Combined Homelessness and Information Network **C.H.A.I.N** shows there has been an increase year-on-year in the number of rough sleepers in Bromley since 2011/12.



**Source: GLA Rough Sleeping in London (Chain Reports)**

During 2016/17, 57 people were seen rough sleeping in Bromley, more than double the number of people identified in 2011/12. Of the 57 people seen rough in 2016/17, 42 of them were new rough sleepers. The majority of rough sleepers were seen just once. 9 were those that had returned to the street after a period away. Of the 57 people seen, 43 engaged to have their support needs assessed, and the assessed issues were mental health (26) drugs issue (22), Alcohol use (20) and only 8 with no alcohol, drugs or mental health support needs. The majority of rough sleepers in Bromley are male (84%) and in the 36-45 age range

Every year Bromley Council participates in carrying out a rough sleepers count in the area. This allows us to monitor and evaluate the extent of rough sleeping in the borough and allocate resources accordingly. The chart below shows the result of the borough's rough sleepers count which is usually carried out on a night in November each year.

London Borough of Bromley- Annual Rough sleepers count				
	November 2014	November 2015	November 2016	November 2017
No. of people found to be rough sleeping on the night of the count	2	4	3	5

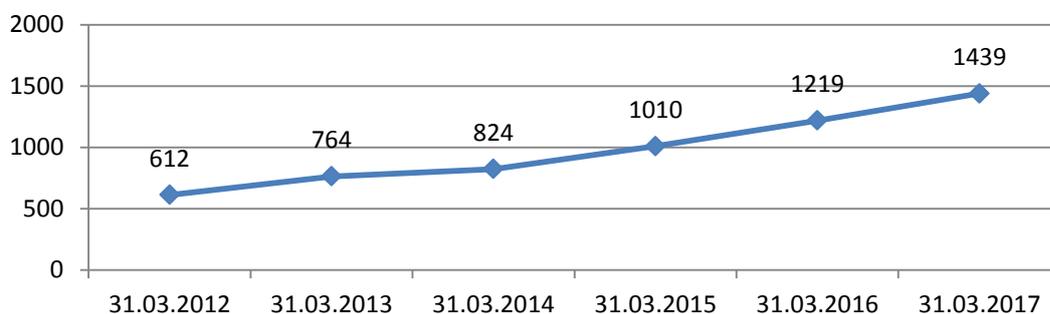
The rough sleepers count only provides a one night snapshot count in the borough. The count has been criticised for this exact reason as a one night snapshot does not reflect the true scale of the problem. It is difficult to find and assist rough sleepers, because people are bedded down at different times, move about, and are hidden away in derelict buildings. Regardless, the count is still important as it gives the council a chance to assist rough sleepers and support them through their predicament.

### Temporary Accommodation

The number of households in temporary accommodation (TA) has risen significantly in the past five years due to the marked decline in housing association lettings and a reduction in the supply of private sector accommodation that is affordable.

As of 31<sup>st</sup> March there were 1,439 households in temporary accommodation, a 135% increase since 2012. During this period there has been a marked reduction in the number of households moving on from temporary accommodation meaning that the net inflow into TA is more than those leaving TA.

### Number of temporary accommodation placements from 31.03.2012 to 31.03.2017



These households consisted of 3,606 individuals, of which 1420 were children. There were 570 children under the age of 5 and 850 school aged children (5-16) in Temporary Accommodation 2016/17. 81% of households in TA are families (pregnant or with at least one dependent child). The most common household composition in

TA is single-parent households (63%). Only 18% are couples with dependent children, and this is closely followed by single-person households (with 15%). The remaining 4% are all other households groups. The average stay in TA in 2016/17 is 458 days this is 142 days longer than the average stay in 2011/12 (314).

Those that identify as black are over represented in TA, making up 25% of all placements. This is considerably larger than the second biggest BAME group in TA, which are those who identify as mixed (7%). It again shows that BAME are over-represented and Bromley will do more to help these communities.

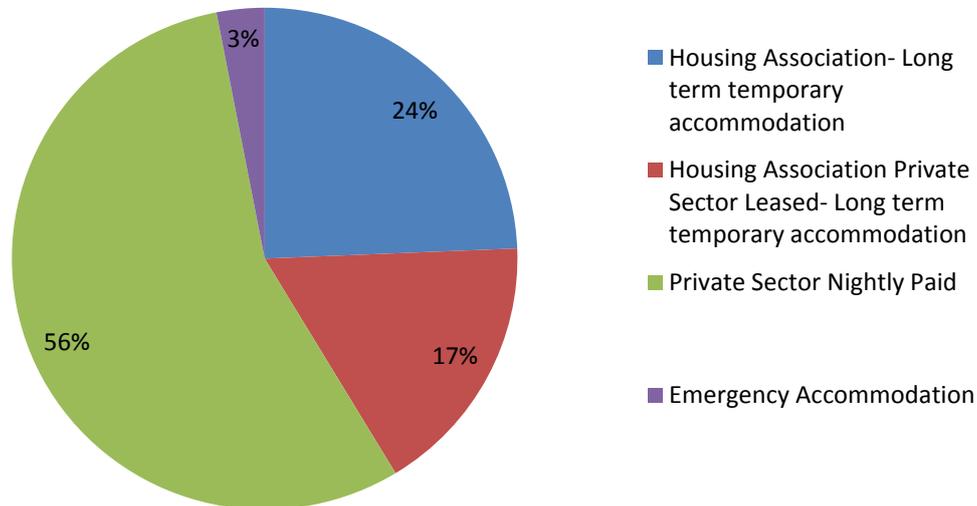
### **Temporary Accommodation Supply**

Like many local authorities, a large proportion of TA, including nightly-paid accommodation is procured within the private rented sector. There is a complex subsidy regime to assist with the cost of TA, however the subsidy arrangements have also become more restricted, and this alongside steep price rises has made it more difficult to secure TA, particularly within the borough.

Homeless households are not the only source of demand for TA and boroughs are also facing increased pressure on this accommodation from 'no recourse to public funds' households and from young people. Across London the demand for TA has increased dramatically with all London authorities effectively chasing the same limited supply. In response, the TA market has moved to nightly paid models of accommodation (essentially private rented accommodation offered on a less secure nightly rate basis) rather than the more traditional longer-term lease opportunities. This has essentially been driven by providers as nightly paid arrangements prove more lucrative.

Households in nightly paid accommodation (NPA) since 31/03/2012 have gone up by 228%, whereas long term temporary accommodation (LTTA) has gone up by 68% in the same period reflecting the change in the offer from providers. The difference in cost of temporary accommodation units and the maximum recoverable rent (set by local housing allowance) is high, averaging £7,252 net cost per unit per annum. This has led to a total net spend of £3,579,659 m in 2016/17.

## Types of Temporary Accommodation 31/03/2017



In accordance with the [Homelessness Code of Guidance: Suitability of Accommodation](#). The Council has a policy of zero use of shared facility bed and breakfast accommodation for families with dependent children and young people. Intensive work has achieved and maintained this target.

The Council seeks to accommodate people within their respective area as long as it is reasonably practicable, but if this proves impossible they must try to place people as close as possible to where they were previously living. This does not mean however that homeless households cannot be placed outside of the borough but the decision to place homeless households outside of the borough should be properly evidenced and explained, both in terms of demonstrating available housing supply and in assessing the suitability of any individual placement.

However, there is a serious shortfall of accommodation that can be secured in the borough to meet statutory housing need. It means that it is not reasonably practicable to provide accommodation within Bromley to every household to whom the Council owes a rehousing duty. There is an increasing need to secure accommodation that may be at some distance from the borough. In addition welfare reform has impacted upon the location of placements for some families on the grounds of sustained affordability in relation to the benefits they are now entitled to receive towards their housing costs.

The current TA placement policy sets out how we are prioritising homeless households for temporary accommodation according to its location. This Policy was formally approved by Members in January 2016. The policy and its impact continue to be kept under review and it is reported regularly to the Care Services Portfolio Holder and Policy Development and Scrutiny (PDS) Committee within the performance and supply and demand monitoring reports.

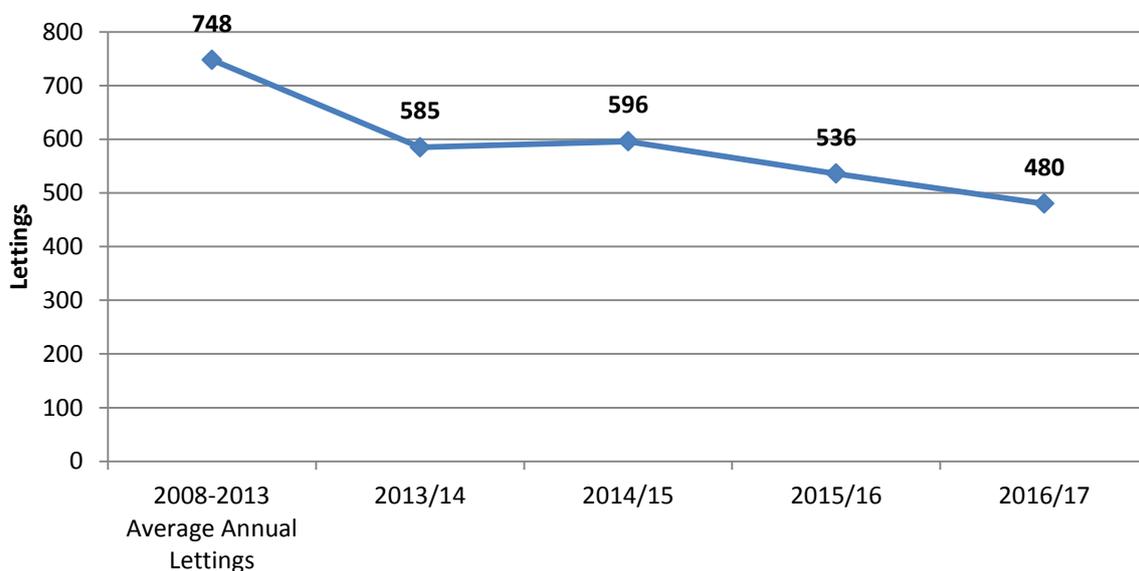
Traditional models of TA have centred on use of existing social housing stock and leasing of private rented sector accommodation. Whilst work continues to maximise supply through these routes it will no longer provide a sufficient supply of accommodation to meet statutory housing needs, particularly as an increasing number of private landlords will divert their accommodation to the more lucrative nightly paid arrangements.

Alternative sources of supply are being sought, for example through use of vacant properties, conversion of former residential units and a property purchase programme. The acute pressures being faced means that, like all boroughs in London, we are having to consider new strategies to tackle growing demand and look to more innovative schemes and also further afield in London and beyond to provide sustainable and suitable housing solutions.

### Social/Affordable rented Accommodation

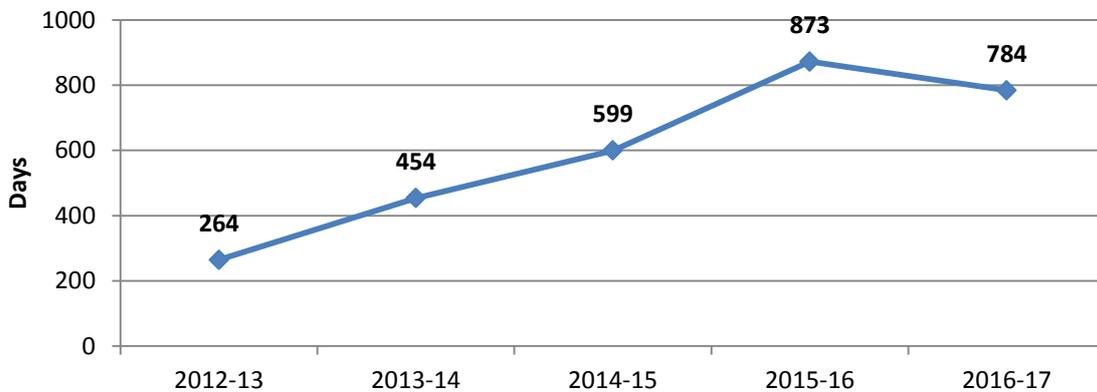
Social housing lettings have reduced both through re-lets and new build accommodation. Developing housing associations have highlighted increasing difficulty in gaining sites and anticipate lower levels of new build developments going forward as a result of recent changes in development and housing association finance frameworks.

**Bromley's Social Housing Let Via Choice Based Letting (CBL) by year**



The waiting times for social housing have gradually increased over the last 5 years. Currently the average waiting time for a two bedroom property is 26 months.

## Housing Register average waiting times 2012-13 to 2016-17



### Private rented Sector:

Historically Bromley has been successful in assisting households to secure private rented accommodation. However the rise in rents against restricted housing benefit levels together with the loss of direct housing benefit payments to landlords' means that the private rented sector in Bromley and across London and the South East is out of reach for an increasing number of households. To demonstrate, the average rental price for a 2-bedroom property in Bromley is around £450 per month more than the maximum housing benefit payable to assist with housing costs. As such the supply of private rented sector properties able to be secured to prevent homelessness has reduced year-on-year.

## Progress since the last strategy

Bromley's last homelessness strategy set out the following priorities:

- Prevent and reduce homelessness and the numbers of households residing in temporary accommodation; support vulnerable people and encourage and empower people to resolve their own housing needs where they can.
- To deliver good quality affordable housing making the best use of existing housing stock, re-use of empty homes and improving the condition of private sector housing.
- To ensure that affordable housing is strategically allocated to best meet identified housing need.

Below is a summary of our main achievements in the past 5 years:

- 9,712 households were prevented from becoming homeless between 1<sup>st</sup> April 2012 and 31<sup>st</sup> March 2017. 6,555 were helped to remain in own home and 3,157 were helped to move into alternative accommodation.
- Meeting the Council's duty to provide temporary accommodation without placing any young people into bed and breakfast accommodation.
- As of April 2017 achieving zero use of shared-facility bed and breakfast accommodation
- A Debt Advice Officer has been appointed to help achieve prevention work and better outcomes for households residing in temporary accommodation as well as those affected by Welfare Reforms
- Development of a new early intervention prevention team to assist households before crisis is reached to increase the effectiveness of homeless prevention initiatives
- Operated a number of outreach surgeries including the domestic violence one stop shop, welfare reform surgery, green parks housing, and probation and youth offending team housing advice surgeries.
- Updated all of the housing department's communications, and including a new housing advice online form to enable people to access advice and assistance more quickly
- Produced homeless prevention, and housing and benefits videos.
- Implementation of a housing options online form to better triage and identify the needs of our clients as well as dealing with enquiries more efficiently and quickly
- Close work with private landlords and a variety of incentives has secured access to 2093 privately rented units for low-income households, between 2012/13 and 2016/17
- Specialist Housing Options Officers have been recruited to deal with the impact of Welfare Reform
- Completion of the refurbishment of two former residential homes to create 83 units of temporary accommodation in borough
- Recommissioning of our young people's accommodation and support services
- Recommissioning of our tenancy sustainment floating support service

- Setting up of a welfare fund to assist households with essential items when moving into their new home.
- Entered into a property purchase programme, 'More Homes Bromley' to buy 400 units by the end of 2018

### **Key challenges/pressures**

Please refer to the [Appendix 1](#) which is give a summary of the key points from the consultation. It will also provide information on what the stakeholders and wider public believed to be Bromley's main challenges and pressures.

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## Part 2 – The Homelessness Strategy 2018-2023

The Homelessness Strategy Review highlighted the increasing number of people who find themselves homeless or at risk of homelessness. In the Homelessness Strategy Review we examined the three main causes of homelessness in our Borough which are; loss of privately rented accommodation and parents or friends no longer willing to accommodate and relationship breakdown/domestic violence. This section of the homelessness strategy will look to explain how we will try to eradicate the adverse effects of the main causes of homelessness in Bromley.

Through interaction with our customers and the general public we have learned about what people would like to see change, and the peoples' three main priorities are:

- More accommodation that is affordable
- More support for those considered to be vulnerable for example young and old people, victims of violence and those that suffer from ill health, mental or physical.
- The right advice and support at the right time in the right place.

Tackling homelessness through joint work has become more important than ever. Since 'Making Every Contact Count' was published, joint work has been championed as the most effective homelessness prevention method. Nationally, in 'Fixing our broken housing market' and in the draft London Housing Strategy there has been an emphasis on collaboration between agencies providing housing, social care, health, employment, and training support. It shows that resolving homelessness is more complex than just putting a roof over someone's head. In order to sustain that roof long term, joint work is imperative. We see the Homelessness Strategy and accompanying delivery plan as a great opportunity to build trust and further develop a truly collaborative approach to tackling homelessness.

Our mission statement is:

*'To work with our community to ensure everyone has access to a home'*

In order to achieve this goal the strategy has been developed following a positive pathway model to tackle and prevent homelessness which has identified following four key priorities

- **Early identification and prevention of homelessness:** To support people wherever possible before crisis and to provide excellent services to

those at point of crisis to either prevent homelessness or assist them to secure alternative sustainable accommodation.

- **Achieving positive outcomes for our young people:** Preventing youth homelessness and ensuring young people are supported to make a positive transition into adulthood.
- **Increase access to and promote the supply of accommodation:** To make best use of all available housing options to increase access to accommodation that is affordable and sustainable, and to increase through-flow from temporary accommodation.
- **Achieving positive outcomes by improving health and wellbeing and supporting people to break the cycle of homelessness:** To ensure services are accessible and tailored to individuals to enable them to secure safe and suitable accommodation and to assist people to develop the necessary skills and resilience to sustain accommodation and avoid repeat homelessness.

## 1. Early Identification and Prevention of Homelessness

### Context:

Over 5,000 households approach the housing service each year for housing-related advice. This number is projected to increase as a result of rising housing costs, the impact of welfare reform and population growth.

The homelessness review demonstrated disproportionate levels of homelessness amongst particular demographic and community groups in Bromley and it is important that we gain an understanding of this in order to tailor services to be as effective as possible.

Early intervention seeks to prevent homelessness by tackling the root causes before they escalate into a housing crisis. In recent years Bromley has increased its focus on early intervention and homeless prevention. Given the challenges faced around increasing homelessness it is critical that we continue to put homeless prevention at the heart of everything we do. We believe this will greatly increase the chances of positive outcomes for people at risk of becoming homeless. We have adopted a person-centred housing and support solution which seeks to ensure effective information and advice is available at every stage to maximise the positive outcomes for those who are or may face homelessness. This requires professionals across agencies to be able to identify the risk of homelessness and know how best to respond.

### Challenges

- The number of people at risk of homelessness is increasing. In 2016/17 831 households were accepted as homeless, a 36% increase on the previous year.
- The most common reasons for homelessness are that family or friends are no longer willing or able to accommodate, loss of private rented sector accommodation or relationship breakdown/domestic violence.

- However, homelessness is often not just about accommodation, but also occurs because of a range of complex personal and or wider factors such as the economy.
- 380 households were affected by the benefit cap in 2016/17
- House and rental prices have risen steeply in recent years.
- People who are homeless or at risk of homelessness may approach and seek help from a range of services at the same time.

#### Our goals:

Maximise the level of homeless prevention by:

- Delivering accessible information services
- Providing effective advice and assistance in the right place at the right time
- Assisting people to stay in their own homes or access alternative accommodation

#### To achieve these we will:

Deliver accessible services

- Expand phone, internet-based and face-to-face options and housing advice provision.
- Review and expand access routes and referral routes.
- Develop an on-line directory of services to ensure all agencies that may come into contact with an individual who is at risk of homelessness are able to signpost effectively to prevent homelessness occurring.
- Review information provided by the Council and partner agencies to ensure effective and consistent housing advice.
- Review and improve our webpages and develop an on-line customer portal.

Providing the right advice at the right time

- Improving processes, protocols and information-sharing between services to provide a more integrated and consistent approach to tackling homelessness.
- Provide everyone with a personal plan setting out all steps to be taken to either prevent homelessness or secure a suitable new home.
- Develop an early intervention and training programme for agencies to ensure a consistency in advice and referral routes.
- Ensure timely assessments to maximise the effectiveness of homeless prevention and relief interventions.
- Review and expand upon outreach surgery provision.

Maximising positive outcomes to assist people to stay in their own homes or secure suitable alternative accommodation:

- Through joint working and analysis of routes into homelessness better identify people at risk of homelessness to offer advice and assistance at an earlier stage to prevent crisis.
- Work with households to sustain their tenancy no matter who their landlord is.

- Review our protocols with housing associations to ensure referrals are made at an earlier stage for those at risk of eviction.
- Adopt a more collaborative approach to ensure agencies are able to provide effective information on prevention services and adhere to the new duty to refer those who may be at risk of homelessness.
- Adopt an approach that encourages people to take an active role in helping to prevent their homelessness.
- Promote the homeless prevention fund to ensure agencies are able to refer individuals at risk of homelessness.
- Update the housing options toolkit and continue to identify and disseminate good practice in homeless prevention and relief and ensure that prevention continues to target those most at risk.

## **2. Achieving positive outcomes for our Young People**

### **Context**

As a local authority we have a responsibility to safeguard children and young people, and preventing youth homelessness underpins this obligation. It is critical that we support young people at risk of, or experiencing homelessness and ensure they are placed in suitable accommodation that meets their needs and helps them to achieve their aspirations and potential.

Over the last five years young people have become increasingly susceptible to homelessness. They are more likely to live in poverty, because of youth unemployment, welfare reform changes and limited access to affordable housing. It is important for Bromley to take a strategic approach to tackling and preventing youth homelessness.

Bromley has developed an integrated service for young people at risk of homelessness with the overarching aim to ensure that homelessness is prevented wherever possible and that all young people approaching are supported with a pathway to independence which assists them not only to secure suitable housing but to develop the necessary skills and knowledge to sustain accommodation. Without adequate support or preventing youth homelessness it can have a negative impact on education, employment, health and wellbeing. These factors would subsequently make them more prone to homelessness in the latter stages of their life.

Preventative work is important to minimise the number of young people experiencing housing crisis in the first place. Where young people do approach in crisis there is a need to ensure appropriate support and accommodation is available to ensure young people are able to make a successful transition into adulthood and independent living in a planned way.

### **Key Challenges:**

- Number of young people at risk of homelessness has steadily increased in recent years

- The number of 16-24 year-olds accepted has gone up by 60 between 2015/16 and 2016/17
- The number of children open to the leaving care team as of 31/03/2017 is 239.
- Reference HB/WR changes & impact

Our goals:

- Deliver better outcomes for children and families by reducing the level of youth homelessness
- Enable young people to access appropriate accommodation and support service that meet their needs
- Provide coordinated services that tackle the wider causes of homelessness and enable young people to transition into adulthood in a planned and sustained way.

To achieve these we will:

**Reducing youth homelessness:**

- Expand on the range of initiatives to prevent youth homelessness
- Ensure all young people receive appropriate assessments to determine their future housing options
- Fix broken family relationship and help young people stay at home with parents, relatives, or friends

**Access to appropriate accommodation and support services:**

- Ensure no young people are placed into shared facility bed and breakfast accommodation and all young people are placed into accommodation that meets their needs
- Work with the leaving care team to ensure young people leaving care are given appropriate accommodation and support to lead independent lives
- Complete a comprehensive review of young people's supported accommodation and seek to develop a framework to expand the accommodation options for young people.
- Work with colleges and Children's services to deliver a placements panel to ensure that accommodation and support is tailored to the individual young person's needs.

**Successful transition to independence**

- Increase the number of young people in training and employment related activities.
- Ensure that all commissioned housings services for young people assist in access to education, training and employment opportunities.
- Develop a life skills training programme to build the skills and confidence to live independently.

### **3. Increase access to and the supply of accommodation.**

#### **Context**

Accessing accommodation is the key to both preventing and resolving homelessness, whether through providing a long-term home, or through providing interim or specialist accommodation pending a move to longer term settled accommodation. However access to accommodation that is affordable, particularly within the borough has become increasingly difficult as demand is high, costs are rising and social housing stock supply is limited.

The demand from homeless households across London is rising. This means that the Council must look to ensure best use of all available stock while assisting to increase access to a range of accommodation across all sectors of the housing market. Increasingly this also means looking outside its boundaries to meet the current levels of need and identify accommodation that people will be able to sustain.

The Council's first priority is to prevent homelessness occurring. Where homelessness cannot be prevented, we will provide temporary accommodation whilst assisting households to find a settled housing solution.

Securing good quality affordable temporary accommodation has become increasingly difficult. Rental prices have risen and local housing allowance has not kept pace. Homeless households are spending longer in temporary accommodation, and this has all placed a significant financial burden on the Council.

The Council has an approved temporary accommodation placement policy. This means that placing households out of borough and in some cases outside of London in more affordable places. This will always be done subject to agreed criteria and an individual risk/suitability assessment for each placement made. We have to take these steps in order to secure a sufficient supply of accommodation to meet our statutory housing duties, but it must be done in a fair and sensitive manner.

In recent years the Council has undertaken a number of new initiatives to increase supply and will continue to consider new strategies to tackle growing demand and look to more innovative schemes and also further afield in London and beyond to provide sustainable and suitable housing solutions. This includes making as much use as possible of the private rented sector to discharge our homelessness duty.

#### **Challenges**

- A reducing supply of housing association properties becoming available to let.
- Limited number of PRS housing available in the borough
- Increasing private sector rents and limits on local housing allowance payable have resulted in many areas becoming unaffordable to those on

benefits. Universal credit is also reducing the number of private landlords willing to let to benefit dependent households.

- Competition for housing in London is great across all tenures and areas. Scarcity is also driving up costs.
- Limited land for new build due to high levels of greenbelt.
- Limited move-on supply means households are remaining for longer periods in temporary accommodation.
- Whilst we try to address this issue, we must ensure that, particularly for the households placed outside of Bromley, they have appropriate support and access to services.

#### Our goals:

Increasing access to and supply of accommodation by:

- Making greater use of PRS for homeless households and those at risk of becoming homeless.
- Increasing our portfolio of temporary accommodation properties.
- Working with housing partners to develop more affordable homes
- Make best use of existing stock to meet housing needs

#### To achieve these we will:

##### **Increasing access to PRS accommodation**

- Introduce an incentive scheme tailored to each individual's household needs to encourage and promote access to PRS accommodation.
- Promotion of out-of-London schemes for households who cannot afford Bromley or London.
- Review incentives offered to private landlords and agents to increase the number of landlords willing to take referrals.
- Hold regular private landlords' forums.

##### **Increasing Temporary Accommodation**

- Undertake a review of temporary accommodation provision to model requirements going forward under the homeless reduction act.
- Deliver 400 units under the More Homes property purchase scheme.
- Review leasing and block-booking schemes with landlords to ensure packages are attractive and flexible.
- Continue to work with housing providers and developers to explore all potential schemes for additional provision.
- Explore all potential for conversion of vacant properties for use as temporary or settled provision.

##### **Working with partners to develop more affordable homes**

- Produce a new housing strategy to set out the strategic aims of new supply.

- Explore opportunities to develop existing Council or housing association-owned land for conversion and use for modular homes or new build affordable housing.
- Align procurement to source housing for children's, adults and housing services.
- Work with planning colleagues to ensure that the affordable housing provision is secured on new developments and to maximise the use of s106 payment in lieu contributions for new supply.

### **Making best use of existing stock**

- Review methods of communicating the lettings plan, outcomes and waiting times to help people make informed decisions
- Review the allocations scheme to ensure it supports the delivery of the Homeless Reduction Act and focuses on homeless prevention.
- Ensure take-up of quota queues for care leavers and move-on from supported accommodation to increase through-flow
- Continue to free up existing stock through tackling fraud, addressing under-occupation and promoting alternative housing options
- Work with households who have been in TA the longest to facilitate move on to settled housing solutions

## **4. Achieving Positive Outcomes by improving health and wellbeing and supporting vulnerable people.**

### **Context**

The threat of, or actual homelessness, is traumatic and can impact on the wellbeing of individuals and families and can contribute to poor physical and mental health. Many who face homelessness have complex needs, whether in terms of their housing, personal circumstances or health. Whilst many who approach for help are able to be guided to help themselves, others will require far more intensive support to resolve their housing difficulties. We understand that without the necessary support tailored for each individual, outcomes may not be positive and tenancies not sustained.

Homelessness can also disconnect people from support networks and services and the longer a household remains in unsettled accommodation the harder it is to protect vulnerable adults and children. We believe a move into temporary accommodation should only be one part of a journey for a client. Where possible we want to avoid the use of nightly paid accommodation. However, when we do place a household into temporary accommodation, be it short or long term, we aim to have a clear pathway for each household, based on the family's needs longer term. Whilst we try to address this issue, we must ensure that for the households placed outside of Bromley, they have appropriate support and access to services.

In recent years there has been an increase in rough sleeping. Rough Sleepers may experience a range of multiple and complex needs which are

rarely able to be addressed by one service. In addition to the risks faced by rough sleepers, rough sleeping can also have a negative impact on the wider community. Tackling rough sleeping requires effective collaboration between partners to ensure a comprehensive programme is in place to offer proactive outreach

Education is important not just in schools, but in the wider community. It is important that people know how to recognise when they need to seek help and what help they may need. We believe that our advice and assistance cannot just be limited to housing; we need to address the family's needs as a whole and help households to develop the skills and resilience to manage in the long term.

#### Key Challenges:

- The number of rough sleepers has more than doubled since 2011/12. 57 rough sleepers were identified in Bromley in 2016/17. <http://lbb2k3s163:8080/businessobjects/enterprise115/desktoplauncher/InfoView/res/general/treeCtrlImages/blank.gif>
- The recent JSNA health needs audit highlighted the high proportion of single homeless people with complex needs relating to physical and mental health.
- The time spent in temporary accommodation is increasing
- Due to high and rising need the Council has to place households into temporary accommodation outside of the borough in order to meet its statutory housing duties. This is often at some distance from existing support services.
- The number of homeless application, because of domestic and gang violence went up by 50 between 2015/16 and 2016/17. Between July 2015 and June 2016 there was 4800 reported domestic abuse and sexual violence incident in Bromley. Of the 4800 2480 were domestic violence victims.
- Welfare reform has increased the number of people facing homelessness because they cannot afford their accommodation costs.
- More people are accessing food banks in Bromley

#### Our goals:

- Minimise the impact of welfare reform
- Provide tailored support to prevent homelessness and sustain accommodation
- Build resilience
- Reduce the risk of rough sleeping

#### To achieve these we will:

##### **Minimise the impact of welfare reform and financial exclusion**

- Benefits Advisor to assist with uptake of benefits and the legislative changes in relation to Welfare Reform

- Ensure housing services participate in the development of local support arrangements for implementation of universal credit to minimise the risk of homelessness arising from benefit change
- Provide access to money and debt advice to resolve homelessness and ensure households are able to sustain future living expenses.

### **Provide tailored support to prevent homelessness and sustain accommodation**

- Ensure the wider needs of all households are considered as an integral part of their pathway plan and that appropriate support is provided to access and sustain accommodation.
- Review existing floating support and supported accommodation and ensure future commissioning meets identified needs.
- Work with Bromley & Croydon Women's Aid to improve pathways for domestic abuse victims leaving refuges
- Promote more joined up working with health, prison and probation services to prevent homelessness on discharge or release.
- Work closely with partners in the criminal justice sector through [Multi-agency Risk Assessment Conference](#) (MARAC) and [Multi-agency public protection arrangement](#) (MAPPA) arrangement to provide appropriate support, including housing.
- Complete [Joint Strategic Needs Assessment](#) (JSNA) health needs audit to improve links with health to better understand and address health needs of homeless people.
- Ensure good communications with local authorities in which temporary accommodation placements are made.
- Ensure those placed outside of the borough are able to access local services.
- Undertake a review of supported accommodation

### **Build resilience**

- Develop a financial inclusion approach to minimise the risk of future homelessness
- Increase access to employment support for families and vulnerable adults who are at risk of homelessness.
- Encourage savings and enable low cost finance by promoting the credit union.

### **Reduce rough sleeping**

- Deliver on the 'no first night out project' in partnership with south east London housing partnership to secure private rented accommodation and provide the necessary support to ensure tenancies are sustained.
- Undertake the annual headcount to monitor levels of rough sleeping
- Work closely with London Street Rescue to identify and support rough sleepers away from the street.
- Promote the no second night out helpline and streetlink reporting tool.

- Work with No Second Night out (NSNO) and London Street Rescue (LSR) to create a forum or task group to enable professionals both in the sector and the local authority to have a clear plan of action for rough sleepers in the borough.

## **Cost and Resources**

Homelessness can have a long-lasting negative impact on the health and wellbeing of people. There is also a large financial cost arising through homelessness.

The Council faces increasing costs in providing services to homeless people. Direct costs incurred in relation to homelessness and temporary accommodation have been increasing year-on-year and it is forecasted to amount to £13,768,020 of which approximately £9,686,593 is met through government grants and housing benefit receipt.

Investing in services which prevent homelessness and support people to sustain accommodation in the longer term can help to stem these costs and improve the health and wellbeing of individuals and families.

The Council will continue to invest in services during this strategy to reduce the level of homelessness in Bromley. In the process we seek to minimise the wider costs which may include welfare benefits, health, social care, and criminal justice.

## **Delivering the Homelessness Strategy**

An action plan has been developed from workshops involving a range of agencies and stakeholders to support delivery of the commitments set out in the Homelessness Strategy.

Monitoring our action plan in a timely manner will make it easier to update in light of other potential changes to national, regional or local policy and means we will be able to respond appropriately. We will review our action plan annually and each quarter we will monitor the actions and measures that have been set out in it. Progress will be regularly presented to Members and key external stakeholders

## Appendix 1: Homelessness Strategy Action Plan

Early Identification and Prevention of Homelessness				
Action	Outcome/ Success Measures	Responsibility	Resources	Timescales
<b>1. Accessible Information</b>				
Expand phone, internet based and face to face options and housing advice provision.	Increased take up of advice before crisis Reduction in approaches and homeless acceptances. Reduced proportion of households requiring emergency temporary accommodation placements. Reduced timescales to access advice	Head of Housing Options and Support	Mainstream staffing resources. IT system capital funding	
Review and expand access and referral routes	Increased take up for advice pre crisis and reduced homeless acceptances	Head of Housing Options & Support	Mainstream staffing resources	
Develop an on-line directory of services to ensure all agencies who may come into contact with an individual who is at risk of homelessness are able to sign post effectively to prevent homelessness occurring.	Comprehensive directory of services and resources rolled out to all agencies  Customers will be signposted to the right service at the right time	Head of Housing Compliance & Strategy	New burdens funding	

## Early Identification and Prevention of Homelessness

### Accessible Information (Continued)

Review information provided by the Council and partner agencies to private tenants and landlords to identify opportunities to better inform them about homeless prevention services.	Reduced homeless applications & acceptances from those facing eviction from the private rented sector.	Head of Housing Options & Support	Existing revenue budget	
Ensure all communications deliver consistent messages on the Council's approach to homeless prevention and housing solutions available. Review and update as required all leaflets and website.	Website reviewed and updated. All leaflets reviewed at least annually and updated as required.  Reduced approaches as homeless	Director of Housing		
Develop a web based interactive housing advice module	Increased take up of self-help service to prevent crisis	Director of housing	Housing IT system approved capital funding	
<b>2. The right advice and assistance at the right time</b>				
Review current frontline access arrangements to offer increased duty arrangements to reduce appointment times.	Reduced waiting times for appointments leading to reduced homeless acceptances.	Director Housing Head of Housing options & Support		
Develop early intervention and homeless prevention programme for voluntary and community sector partners.	Training programme developed and delivered. Reduced applications and acceptances Consistent advice provided to anyone at risk of homelessness.	Head of Housing Compliance & Strategy		

## Early Identification and Prevention of Homelessness

### 2. The right advice and assistance at the right time (Continued)

Improving processes, protocols and information sharing between services to provide a more integrated and consistent approach to tackling homelessness.	Increased action before crisis to reduce homelessness. People receive consistent advice regardless of where they approach	Director of Housing. Head of Options & Support and head of Allocations and Accommodation.		
Develop personal plans setting out signposting advice and assistance to homeless people	Everyone has a clear plan setting out the steps to prevent or relieve homelessness and who is responsible for this. Increased take up of self-help options Reduced homeless acceptances	Head of Housing options & Support	To be costed	By march 2018
Reduce assessment times	Assessments times reduced – new targets to be established for HRA	Head of Housing Options & Support	Mainstream revenue funding	
Introduce housing advice at court.		Head of Housing Options & Support	To be costed	May 2018
Review the effectiveness of current outreach surgeries and undertake a scoping exercise to assess the potential benefits of expanding outreach provision as a method of early intervention including community shops, children's centre. Following review identify the best locations for the provision of early advice	Regular network of advice surgeries in place. Clients actively utilising for advice and support	Head of housing Options & Support Head of Housing Compliance & Strategy		

## Early Identification and Prevention of Homelessness

### 2. The right advice and assistance at the right time (Continued)

Provide regular briefings for frontline staff across agencies who come into contact with vulnerable households and develop referral protocols to ensure referrals are made effective and comply with the new duty to refer	Consistent advice provided Reduction in homeless acceptances	Director of Housing		
Working alongside Bromley Children's Project to identify those at risk. Develop a clear analysis protocol and referral process	Families referred before crisis to increase the number of successful prevention and reduced acceptances	Head of Housing Compliance and strategy		

### 3. Support to remain in the home of access alternative accommodation

To work with landlords no matter who their landlord is. Develop specialist tenancy relations capacity	Reduced homelessness as a result of eviction.	Head of Housing Options & Support		
Through joint working better identify people at risk of homelessness to offer advice and assistance at earlier stage to prevent crisis. Develop identification tools for partners.	Increased access to early intervention services to reduce homeless acceptances	Head of Housing Options & Support		
Ensure that the new integrated health networks are able to identify issues which could lead to homelessness and provide effective sign posting to intervention services.	Increased access to early intervention services to reduce homeless acceptances	Head of Programme Design Head of Housing Options & Support		

## Early Identification and Prevention of Homelessness

### 3. Support to remain in the home or access alternative accommodation (Continued)

Review our protocols with housing associations to ensure referrals are made at an earlier stage for those at risk of eviction	Decrease in evictions from housing associations, increase in planned move on	Homeless Intervention Manager	Mainstream staff resources	
Promote the homeless prevention fund to ensure that agencies are able to refer individuals at risk of homelessness.	Increased take up of homeless prevention fund Reduced homelessness	Head of Housing Options & Support		
Pilot the use of mediation services for those at risk of homeless and review effectiveness to determine future commissioning of mediation services alongside social care.	Reduced homelessness through family/friend evictions	Support & Resettlement Group Manager Children's commissioner		
Analyse prevention work for good practice to share amongst frontline staff	Increased homeless prevention reduced homeless acceptances	Head of Housing Compliance & Strategy		
Analyse routes into homelessness to target resources at early intervention	Increased homeless prevention reduced homeless acceptances	Director of Housing		
Refresh hospital discharge procedures	Reduced homelessness and increased planned move on. Reduction on delayed discharges	Head of Housing options & Support Support and resettlement Team Manager		

## Early Identification and Prevention of Homelessness

### 3. Support to remain in the home or access alternative accommodation (Continued)

Work closely with partners in the criminal; justice sector through MARAC and MAPPA arrangement to provide appropriate support, including housing	Agencies are provided with the best help options to reduce the level of homelessness and inappropriate housing	Head of housing options and support		
Continue to work closely with colleagues in safeguarding to respond to referrals and work according to protocols to assist in rehousing solutions	Increase in planned moves to reduced homeless acceptances	Head of housing options and support	Mainstream revenue funding	Ongoing. Annual review of protocol
Update housing options toolkit in line with HRA and good practice guidance	Compliance with HRA and reduced homeless acceptances	Director Housing Head of Housing Compliance & Strategy Head of Housing Options & Support		
Identify and work with the top families with housing, social and health needs to improve their own lives and become self-reliant	Reduced repeat homelessness	DLT		

## Achieving positive outcomes for our young people

Action	Outcome/ Success Measures	Responsibility	Resources	Timescales
<b>1. Reducing Youth Homelessness</b>				
Continue the integrated 16/17 year old service and expand on the range of initiatives to prevent youth homelessness	Reduced homeless approaches	Group Manager housing support & resettlement	Mains stream staff resources Homeless prevention fund	Immediate on ongoing throughout strategy
Continue to monitor and review where necessary the 16/17 joint protocol between housing and children's services	Improved joint working between services and reduced homelessness	Director Housing Director children's social care		
Ensure all young people receive appropriate assessments to determine their future housing options	Improved move on to independence. Young people in suitable accommodation Reduced failed tenancies	Group Manager Housing Support & Resettlement Head of Referral and Assessment		
Fix broken family relationship and help young people stay at home with parents, relative friends	Increased number of young people returning home	Group Manager Support & resettlement		

## Achieving positive outcomes for our young people

### 1. Reducing Youth Homelessness (Continued)

Develop a programme of homelessness awareness in secondary schools	Young people will know how to identify if they are at risk of homelessness Young people will know where to go for support and advice	Head of Housing Compliance & Strategy Group Manager support & Resettlement		
Provide housing advice outreach surgeries in the MASH and Youth hub	More young people assisted to remain in their home	Group manager support and resettlement		

### 2. Access to appropriate accommodation & support services

Ensure the provision of emergency and assessment units within supported housing	Young people have appropriate accommodation whilst a longer term option is identified	Group manager support & resettlement	Existing approved supported accommodation budget	
Ensure no young people are placed into shared facility bed and breakfast accommodation and all young people are placed into accommodation that meets their needs	All young people are placed into suitable accommodation with a move on pathway	Head of Housing Allocations & Accommodation		
Work with the leaving care team to ensure young people leaving care are given appropriate accommodation and support to lead independent lives	All young people are placed into suitable accommodation with a move on pathway	Head of Housing options and Support. Head of CLA and care leavers		

## Achieving positive outcomes for our young people

2. Access to appropriate accommodation & support services (Continued)				
Complete a comprehensive review of young people's supported accommodation and seek to develop a framework to expand the accommodation options for young people.	All young people are placed into suitable accommodation with a move on pathway. Reduced tenancy failure	Director Housing Director Children's Social Care Children's Commissioner		
Continue to contribute to the placements panel to ensure that accommodation and support is tailored to the individual young person's needs.	Reduction in young people failing tenancies or entering inappropriate accommodation	Head of CLA and care leavers Homeless Intervention Manager	Mainstream staffing resources	ongoing
To provide use of emergency beds as an alternative to remand for young offenders	Reduced number of young people held on remand	Group Manager Support and resettlement Head of YOS		
3. Successful transition to independence				
Work with colleagues in education and youth services to increase the number of young people in training and employment related activities.	More young people in training and employment. Reduced tenancy breakdown	Group Manager Support & Resettlement.		

## Achieving positive outcomes for our young people

### 3. Successful transition to independence (Continued)

Ensure that all commissioned housings services for young people assist in access to education, training and employment opportunities.	More young people in training and employment. Reduced tenancy breakdown	Commissioner Children Group Manager Support & Resettlement Group Manager CLA		
Develop/commission a life skills training programme	Reduced tenancy failures and repeat homelessness	Children's Commissioner Group manager support & resettlement Group manager leaving care		
Housing attendance at Moving On workshops to present information on acquiring housing and sustainability	Reduced tenancy failures and repeat homelessness	Group manager housing support & resettlement		
Develop agreements with young people to commit to certain standards and training.	Reduced tenancy failures and repeat homelessness	Group manager housing support & resettlement		
Ensuring young people have access to health services and that health promotion activities are delivered across all supported accommodation.	All young people are accessing the appropriate health services	Group manager support & resettlement		

<b>Increasing the supply of accommodation</b>				
<b>Action</b>	<b>Outcome/ Success Measures</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Timescales</b>
<b>1. Greater use of PRS</b>				
Identifying need and creation of a bespoke incentive package to support and encourage clients to take up private sector accommodation	Reduced number of households entering temporary accommodation	Group manager housing management & Acquisitions Homeless Intervention Manager		
Further develop links with the private rented sector: Support and develop a single homes initiative. Explore the potential to develop a lodging scheme Hold regular landlords forum Undertake a regular publicity campaign to attract landlords and agents Continue to work with the empty homes project	Improved access to the PRS to prevent/relieve homelessness	Group manager housing management & acquisitions		
Promotion of out of London schemes for households who cannot afford Bromley or London	Increased take up of out of borough options	Group Manager housing management && Acquisitions		
Review incentives offered to private landlords and agents to increase take up	Increased access to PRS to prevent/relieve homelessness	Group manager housing management & Acquisitions		

## Increasing the supply of accommodation

### 2. Increase temporary accommodation supply

Deliver 400 units under the More homes property purchase scheme and explore options for us in discharge for the homelessness duty	Reduced number of households entering NPA accommodation and remain in TA	Director Housing Director Commissioning		
Review leasing and block booking schemes with landlords to ensure packages are flexible	Reduced number of households entering NPA accommodation and reduced average cost of placements	Director Housing		
Increase range of temporary accommodation- review all potential schemes and options for the procurement of new supply.	Reduced reliance on costly NPA accommodation Reduction in costs Zero use of shared facility B&B accommodation	Director Housing	Mainstream revenue budget Homeless contingency TAMF grant	
To review use of the TAMF to increase the range of TA options available	Appropriate accommodation Reduced length of stay Reduced use of NOA and associated costs	Director Housing	TAMF	
Review TA to ensure it supports the principles of new legislation to reduce length of stays and facilitate conversion to settled accommodation wherever possible	Reduced length of stay in temporary accommodation	Director Housing	TAMF. Revenue Budget	

<b>Increasing the supply of accommodation</b>				
<b>3. Working with Partners to develop more affordable homes</b>				
Produce a new housing strategy to set out the strategic aims of new supply	Reduced numbers and time in TA	Director Housing		
We are exploring opportunities to develop existing Council owned land for conversion and use for modular homes.	Reduced numbers on TA	Director Housing		
Align procurement to source housing for children's, adults and housing services	Reduced costs and inappropriate placements	DLT		
<b>4. Make best use of existing stock to meet housing needs</b>				
Review the methods used to communicate the lettings plan, outcomes and waiting times to improve transparency and understanding	Annual report and regular publication of the lettings plan	Group manager housing allocations		
Review the allocations scheme to ensure that it supports the delivery of the Homeless Reduction Act and focuses on homeless prevention	Increased allocations under homeless prevention reducing numbers in TA	Director Housing Head of Allocations & accommodation		
Ensure take up of quota queues for care leavers and move on from supported accommodation to increase through flow	Reduced use of temporary accommodation for these client groups	Group Manager housing allocations		
Continue to free up existing stock through tackling fraud, and promoting alternative housing options. Implementation of visiting officers	Improved through flow from temporary accommodation	Head of Allocations & Accommodation		

## Increasing the supply of accommodation

### 4. Make best use of existing stock to meet housing needs (Continued)

Continue to free up stock by addressing under occupation including maximising use of extra care housing	Improved through flow form temporary accommodation Full utilisation of extra care housing	Head of Allocations & Accommodation Head of Assessment & Care Management		
Work with households who have been in TA the longest to facilitate move on to settled housing solutions	Increased move on in discharge of duty from TA into settled housing solutions	Group Manager Allocations		

## Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people.

Action	Outcome/ Success Measures	Responsibility	Resources	Timescales
<b>1. Minimise the impact of welfare reform</b>				
Benefits Advisor to assist with uptake of benefits and the legislative changes in relation to Welfare Reform	Reduced homeless acceptance	Head of Housing Compliance and Strategy		
Access to computers in a range of locations Access to support Communication about Universal Credit Co-locate at JCP with JCP/BCP – additional post to cover this work	Reduced homelessness arising from welfare reform. Reduced rent arrears	Head of Compliance & Strategy Welfare reform manager		
Ensure housing services participate in the development of local support arrangements for implementation of universal credit to minimise the risk of homelessness arising from benefit change	Reduced homelessness	Head of Housing compliance & Strategy		
Increase employment opportunities through working with JCP and other partners	Reduced homelessness and reduction in benefit cap cases	Head of Compliance & Strategy Welfare reform manager		
Work with internal and external partners to monitor the impact of welfare reform.	Understanding of impact. Resources are targeted to reduce homelessness	Head of housing compliance and strategy Head of revenue and benefits		

## Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people.

### 1. Minimise the impact of welfare reform (Continued)

Develop awareness around the following tools to assist residents: Digital inclusion Credit union Debt and welfare advice Access to employment and training Transfers and home swap Access to out of borough and out of borough accommodation	Awareness raised with internal and external partners People affected signposted to the correct agency for support Reduced homeless approaches	Head of housing compliance and strategy Head of revenue and benefits		
Review the use and access to discretionary housing payments to ensure these are able to be deployed quickly and support homelessness prevention and the duties contained in the homeless reduction act	Reduced homelessness, failed tenancies and repeat homelessness	Director housing Head of revenue and benefits		

### 2. Provide tailored support to prevent homelessness and sustain accommodation

Outreach support for distant/out of Borough placements	Decrease in rent arrears  Households being able to contact our service with ease when required and be provided with timely support and/or advice	Head of allocations & Accommodation Group manager housing support and resettlement		
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## Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people.

### 2. Provide tailored support to prevent homelessness and sustain accommodation (Continued)

Provide tenancy support to establish and sustain tenancies in the private sector	Reduction in failed tenancies and repeat homelessness	Group manager support and resettlement		
In-depth assessment to ensure the right household is matched to the right property				
Provision of support to meet the households needs in order to sustain their tenancies	Fewer review requests  Decrease in complaints/contacts regarding temporary accommodation			
Work with health services to adopt a preventative, joined up approach				
Continue to develop links with mental health providers and to assess the impact of changes in the delivery of services to clients	Effective referral pathways developed to reduced homelessness or extended stays in residential settings	GM support and resettlement		
Ensure that all personal plans fully assess support needs and that applicants are signposted or referred to the appropriate services		Head of housing options and support		
Explore the potential to commission a housing first model		Director Housing		

**Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people.**

**2. Provide tailored support to prevent homelessness and sustain accommodation (Continued)**

Specialist accommodation and floating support				
Work with Bromley & Croydon Women's Aid to improve pathways for domestic abuse victims leaving refuges		Group Manager Housing options		
Promote more joined up working with health, prison and probation services to prevent homelessness on discharge or release.		Head of Housing options & Support		
Complete JSNA health needs audit to improve links with health to better understand and address health needs of homeless people.		Group manager Housing resettlement & Support		
Ensure those placed outside of the borough are able to access local services and are provided with a temporary accommodation information pack		Group Manager Housing Allocations		

## Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people.

2. Provide tailored support to prevent homelessness and sustain accommodation (Continued)				
Ensure good communications with local authorities in which temporary accommodation placements are made and that notifications are provided for all out of borough placements		Group Manager Housing Allocations		
Maintain refuge provision				
3. Build resilience				
Consider a client's strengths as well as support needs and risks  Provision of appropriate supporting services during stay in temporary accommodation and ensure support services remain in place in the early start of new tenancies	Reduced failed tenancies	Head of housing options and support	Mainstream staffing resources	ongoing
Commission pre tenancy training programme	Reduction in failed tenancies and repeat homelessness	Head of Options and Support		
Encourage savings and enable low cost finance by promoting the credit union.	Reduction in failed tenancies and repeat homelessness	Head of housing options & Support		

**Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people**

<b>3. Build resilience (Continued)</b>				
Develop a financial inclusion approach to ensure that they minimise the risk of future homelessness	Reduction in failed tenancies and repeat homelessness	Head of Housing Compliance and strategy		
Increase access to employment support for families and vulnerable adults who are at risk of homelessness.				
Financial Resilience - Debt Advice to be given as early as possible				
Monitor the number of enquiries from domestic abuse victims Specialist Training for staff Staff are able to recognise and respond appropriately to victims of domestic abuse				
<b>4. Reduce the risk of rough sleeping</b>				
Deliver on the no first night out project in partnership with south east London housing partnership to secure private rented accommodation and provide the necessary support to ensure tenancies are sustained.	Reduced rough sleeping	Group manager housing options		

**Achieving Positive Outcomes: Improving Health and Wellbeing and supporting Vulnerable people**

<b>4. Reduce the risk of rough sleeping</b>				
Undertake the annual headcount to monitor levels of rough sleeping		Head of housing compliance & Strategy		
Work closely with London street rescue to identify and support rough sleepers away from the street.	Reduce the number of entrenched rough sleepers returning to the streets.	Head of Housing options & support		
Promote the no second night out helpline and street link reporting tool.	Reduced rough sleeping	Head of Compliance & Strategy		
Work with No Second Night out (NSNO) and London Street Rescue (LSR) to create a forum or task group to enable professionals both in the sector and the local authority to have a clear plan of action for rough sleepers in the borough	Reduced length of rough sleeping	Head of Housing options and support		

## Appendix 2: Key points from Bromley's Consultation

Bromley's Homelessness Strategy was developed with the help of organisations from the public, third and housing sector. The engagement with residents also helped us form the homelessness strategy.

Consultation workshops took place in February and March 2017 with Housing Advice Teams, stakeholders and service providers to better understand the needs of homeless households or those at risk of homelessness in our community.

The strategy takes into account the views of our community and its partners; we have ensured that their voices are reflected in this strategy.

### **The key messages that came from the consultation are:**

The current housing situation is mostly affecting people's ability to afford their rent and housing

- Having housing related issues is causing stress and ill health
- Very little access to private sector accommodation because Landlords are reluctant to let to clients that are in receipt of benefits
- It was felt that the best way to manage this and identify those at risk is through partnerships, joint working and advice
- The top two initiatives put forward to prevent homelessness are, housing stock/development and education
- Greater communication to deliver prevention work
- It was felt that the best way that Bromley Council assist agencies is to work with Agencies and increase our stock
- There needs to be greater awareness of our Housing Needs service and the Options available to people

- The public felt that the best way to reduce homelessness is to reduce cuts and increase housing

**The keys messages that came from the questionnaires are:**

- More affordable homes need to be built in the borough
- More night shelters and drop in centres
- There needs to be more of an holistic approach in the public sector
- Prioritise people with mental health and drug and alcohol problems.
- There needs to be more research on the specific needs of minority groups like the LGBTQ, BME and etc.
- Invest more in drug, alcohol and probation.
- Support existing organisation committed to helping homeless people.

## Members of the Homelessness Strategy Working Group 2018 - 2023

- Affinity Sutton
- Bromley Citizen Advice Bureau
- Bromley Shelter
- Bromley and Croydon's Women's Aid
- Centrepoint
- Community Links
- Crystal Palace Community Trust (CPCT)
- Health Watch Bromley
- Hestia
- Homeless Link
- Job Centre Plus
- Keniston Housing Association
- LBB-Bromley Childrens Project
- LBB- Early Intervention and Support
- LBB- Housing Department
- LBB- Leaving Care
- Latch Project
- The Links Medical Practice
- Living Well
- Mayflower
- MOAT Homes
- No Second Night Out
- Penge Churches Housing Association
- Radcliffe Housing Society
- Thames Reach

## Appendix 3: Glossary

### A

**Action Plan:** It is a sequence of steps or changes that must be taken, or activities that must be performed well, for a strategy to perform well. In relation to the homelessness strategy it highlights what specific tasks will be done, who they will be carried out by, time it will be done and what specific funds are available for said strategy.

**Affordable homes:** They are homes that are no more than 80% of the average local market rent.

**Arrears:** It is sum of money that is owed and should have been paid earlier.

### B

**Bed and Breakfast Accommodation (B&B):** Households are placed in B&B accommodation, because of a lack of suitable accommodation. Most B&BS used by the council are not like hotel accommodation, and are often run specifically for homeless households. Residents placed in B&B may have to share facilities with other households/residents.

### C

**Choice Based Letting:** It is an online system that shows what properties are available to rent. It is for people accepted onto the housing register, and it can be accessed via various mediums.

**Combined Homelessness and Information Network (CHAIN):** It is a multi-agency database that gathers information about rough sleeping in London.

**Consultation:** It is a meeting where people/groups discuss a subject/topic and share advice.

### D

**Discretionary Housing Payment (DHP):** It is a short term payment from a local authority to help cover some housing costs. DHP does not have to be repaid by the resident.

**Domestic Abuse:** Women's aid has defined it has an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour. It includes sexual violence, by partner, family member or carer.

## F

**Forums:** It is a meeting/ medium where ideas and views on a particular issue can be exchanged. People can talk about a problem or matter especially of public interest.

## G

**Greater London Assembly (GLA):** It is strategic city wide government for the city of London. The GLA holds the mayor accountable, investigates issues and influences policy development.

## H

**Homeless:** You may be homeless if you live in unsuitable housing, do not have the right to stay where you are, or if you are sleeping rough.

**Homelessness Strategy:** Homelessness Act 2002 states that local authorities must have a strategy for preventing homelessness in their district. The strategy applies to anyone at risk of being homeless. Council's must also relieve homelessness where someone has been found to be homeless but is not owed a duty to secure accommodation under the homelessness act.

**Homelessness prevention:** It has been defined by the Department for Communities and Local Government (DCLG) as a local authority "providing people with the ways and means to address their and other needs to avoid homelessness".

**Homelessness Relief:** It is when a local authority is unable to prevent homelessness, but helps someone to secure accommodation, despite not being obligated to do so.

**Housing Association/ Registered Social Landlord (RSL):** It is a non-profit organisation, and they rent properties to low incomes households with particular needs. Their portfolio consists of social and affordable rented properties, and they provide options for low cost home ownership.

**Housing Demand:** It is a market driven concept and relates to the type and number of houses that households will choose to occupy based on preference and affordability.

**Housing Need:** It is an indicator of existing deficit: the number of households that do not have access to accommodation that meet certain normative standards.

**Housing Tenure:** is the legal status under which someone has the right to live in a property. The two most common forms of tenure are home ownership and renting. Home-ownership is when a property is owned outright or bought

with mortgage or loan. The second type of tenure is renting, and it has two forms, and they are social and private renting.

## J

**Joint Strategic Needs Assessment (JSNA):** It is process by which local authorities, clinical commissioning groups and other public sector partners jointly describe the current and future health and wellbeing needs of its local population and identifying priorities for action.

## L

**Landlord-** It is an owner of a property, and the landlord leases their property to an individual or business, and they are called tenants.

**Leaving Care:** It is a service for young people aged 16 plus to 21. It ensures that young people do not leave care until they are ready, and that they receive effective support once they have left.

**Local Housing Allowance:** It is a housing benefit that helps people renting from private landlords. The LHA is administered by the local council.

**Lodge:** It is a specialist accommodation project for long term rough sleepers.

## M

**Multi Agency Risk Assessment Conference (MARAC):** It is where information is shared on the highest risk domestic abuse cases between representative of local police, probation, health child protection, housing practitioner, Independent Domestic Violence Advisors (IDVAs) and other specialist from the statutory and voluntary sectors.

**Multi-agency Public Protection Arrangement (MAPPA):** Multi-agency public protection arrangement ensures the successful management of violent and sexual offenders.

**Mortgage:** It is a legal agreement by which a bank/ building society, lends money at interest, and in exchange they take the title of the borrower's property. Over a set period of time, the borrower must repay the loan in order to outright own the property. If the borrower fails to meet the condition of the agreement, the mortgage provider can repossess the property.

## N

**Nightly Paid Accommodation (NPA):** It is used as an interim accommodation while an individual's application for housing is being assessed. Councils only pay for the accommodation the night it is used.

**No Second Night Out:** It is a London-wide project aimed at ensuring that people sleeping rough do not spend a second night out on the streets.

**Not for profit-** It means that any surplus generated is reinvested in the pursuit of a social goal. In this context profit would be reinvested into building more affordable home for low income households.

## O

**One stop shop:** It offers a multitude of services for people, and it provides a convenient and efficient service.

## P

**Private Rented Sector (PRS):** The PRS is a property that is owned and rented out by a private landlord. It is the fastest growing tenure in the country, and 14% of Bromley residents live in private rented housing.

**Public Sector:** It is controlled by the state, owned and operated by the government. The public sector provides services for citizen and does not seek to generate a profit.

## R

**Rough sleeping (or Street Homeless):** It is the most visible form of homelessness. Rough sleeping has been defined as people sleeping or bedded down in open air, building or other places not designed for habitation.

## S

**Social services:** It is a government service that provides and promotes the welfare of vulnerable people. Social service better the wellbeing of children, adults and the elderly.

**South East London Housing Partnership:** It is partnership made up of the 5 boroughs in the South East London sub-region. They are Bexley, Bromley, Greenwich, Lewisham and Southwark

**Stakeholder:** It is person or group that has an interest in an organisation. Stakeholders can affect or be affected by an organisation's actions, objectives and policies.

**Statutory homelessness:** Homelessness defined within the terms of the homelessness legislation and it determines when local authorities will have a duty to offer accommodation.

**Support Needs:** It is a mixture of practical, financial and emotional support for people who need extra help to manage their and be independent (including mental health, problematic drug and alcohol use and access to social supports)

## T

**Temporary Accommodation:** Local authorities place households in an interim accommodation, when permanent housing is not available, or when households are awaiting a decision on their homelessness application.

**Third Sector:** Encompasses registered charities and other organisations such as associations, self-help groups and community groups, and they are 'value-driven'. This means they are motivated by social goal and not profit.

## W

**Welfare Reform:** It is when government changes or amends social welfare policies. The goal is to reduce number of individuals/ families dependent on government assistant, so claimants of benefits can be self-sufficient. It affects how much monetary support people are entitled to.

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DRAFT

## CONSULTATION FEEDBACK EXECUTIVE SUMMARY:

### Introduction

The purpose of this report is to provide a summary of the comments and feedback received during the consultation period. The final stage public consultation commenced on the 9th January 2018 and closed on 6<sup>th</sup> March 2018. All comments have been analysed and will be used to inform the strategy implementation action plan. A full summary of the feedback from the consultation will be published alongside the Homelessness Strategy.

### Summary

232 consultees responded to the online survey and 6 different types of organisations also responded to our online survey including representatives from local authorities, police, probation, healthcare, voluntary sector (including homelessness charities) and housing associations.

Of the individual responses 37% were people that are homelessness or have been homeless in the past 37%. Those at risk of becoming homeless now and in the past made up 20% of respondents.

In terms of ages of people who completed the survey:

1	under 18	0.0%
2	18-24	11.9%
3	25-34	25.4%
4	35-54	42.1%
5	55+	20.6%

Whilst no-one under 18 years of age completed the survey, a specific focus group was held to talk to young people who have been in care or experienced homelessness to ensure that their views have been taken into account

In addition to the consultation and Focus Groups, the draft strategy has also been to the Health and Wellbeing board for discussion and feedback.

Of the organisations responding to the survey or attending the focus groups this included agencies that supported or represented the following specific client groups:

- Families
- Young people (16-17)
- Young people (18-24)
- Care leavers
- Older people
- Ex-offenders
- People with Mental Health/disabilities
- People with Physical disabilities
- People with alcohol pendency
- People with drug dependency
- People experiencing domestic violence
- Rough sleepers

### **Service Demand**

73% of all responders considered that demand on the service from those who are homeless or at risk of homelessness will increase over the next 5 years

### **Main Risk**

The cost of housing was overwhelmingly ranked as the number one risk of homelessness.

**Strategic priorities** - Overall there was strong support for the strategic priorities set within the draft homelessness strategy:

To prevent homelessness, we propose that the strategy should focus on the following four objectives below. Do you agree with our four strategic objectives?				
		Agree (%)	Neither Agree nor Disagree (%)	Disagree
1	Early identification and prevention of homelessness	88	11	1
2	Achieving positive outcomes for our young people	86	13	1
3	Increasing access to and supply of accommodation	87	10	3
4	Achieving positive outcomes: improving health, wellbeing and supporting vulnerable people	89	10	1

### Key Themes from feedback

General Comments	
Clear targets should be set to reduce rough sleeping and the use of temporary accommodation	Targets are already set in these areas and will continue to be reviewed, monitored and published through the annual action plan.
Fraudulent activity should be tackled to focus services on those most at risk	The Council is committed to actively tackling fraudulent activities and ensure assessment of need is robust to identify and tackle any cases of fraudulent activity whilst effectively supporting those most at risk. The range of actions taken will be set out in the action plan.
Disabilities – ensuring access to suitable accommodation	Noted: The strategy seeks to ensure that accommodation secured is suitable to meet needs. Current planning requirements include requirements on the provision of accessible/adapted accommodation.
Working in partnership is important – the Council taking a leadership and coordination role is welcome	Noted: Partnership working is integral to the success of the Homelessness Strategy and this will continue to be an overarching priority throughout the term of the new Housing Strategy.

<b>Priority 1 – Early identification and prevention of homelessness</b>	
<b>Feedback</b>	<b>Response</b>
The need to understand and work with homeless people in order to understand their needs and best assist them	Noted – the strategy emphasises a focus on working with people who have experienced or are at risk of homelessness, to both inform future service provision and work with individuals to help them resolve their housing difficulty. In line with the requirements of the Homelessness Reduction Act a personal plan is developed with everyone who is homeless or at risk of becoming homeless to jointly agree on all actions that need to be taken to resolve their housing difficulty. A dedicated worker will then oversee delivery of the personal plan until the situation is resolved. The high proportion of people responding to the consultation who have experienced or have been at risk of homelessness has assisted in developing the action plan.
Universal Credit – monitor impact of welfare reform. Engage and support those who will be moving to Universal Credit	Noted. A dedicated team are in place to work proactively to support people through the transition to universal credit. The team work in partnership with the job centre plus and advice agencies. The impact of welfare reform continues to be monitored closely. Specific range of initiatives will be set out within the delivery action plan.
Communication is essential but it needs to be more than on-line. A range of leaflets, face to face	Agreed. Pages 38-41 set out the commitment to ensuring that the right advice is provided at the right time. This must include ensuring advice is accessible in terms of the location and format it is delivered.
Early identification is key	This is a key priority with the Homelessness Strategy with a wide range of initiatives included within the delivery action plan. This seeks to ensure that any early identification takes place of any factors which may lead to potential homelessness and that effective advice, signposting and support is provided in a timely way to maximise the success of prevention actions and assist people to either remain in their home or access settled and sustainable housing.
<b>Priority 2 – Achieving positive outcomes for young people</b>	
<b>Feedback</b>	<b>Response</b>
Ensure actions focus on those at greatest risk	
Ensure support is provided to care leavers to manage tenancies including money advice	Noted This is already included as a priority within the strategy with greater emphasis on support and training to be able to manage tenancies. The action plan will set out in more detail the range of support provided and ongoing money management.

Education – better support to access jobs/employment. Schools should education children to reduce the risk of homelessness	Noted the Homelessness Strategy has a key focus on education and working with schools to help reduce the risk of homelessness. Pages 44-47 set out the overarching priorities for this area of work.
It is not just about the young people but supporting families and parents	Agreed the action delivery plan will set out the commitment to assisting both young people and their families.
<b>Priority 3 – increasing access to and the supply of accommodation</b>	
<b>Feedback</b>	<b>Response</b>
Private Rented Sector – ability to make payments and rental guarantees to increase the number of landlords prepared to take tenants in receipt of benefits. The quality of accommodation is also key.	The Homelessness Strategy (pp38-58) sets out the approach to helping people to access the private rented sector. This will be expanded upon within the delivery action plan. It includes a range of initiatives to work with private landlords to improve the quality and access to accommodation, together with practical assistance such as deposits and essential households items.
Private Rented Sector – not affordable to many. Landlords should reduce rents and rent controls should be put in place.	Whilst Private Sector Accommodation is not affordable for everyone it does provide an alternative housing solution for those who can afford it with some support. This may be the only independent housing solution for people who would not be considered as having a high or priority need for social housing under the current legislation. Close work does take place with landlords and in many cases this can assist in agreeing rents at an affordable level. The Council also offers a number of rental guarantee and deposit schemes to assist in accessing the private rented sector. Rents controls are not within the Council's control or scope of the homelessness strategy. Such measures would require legislative changes.
More emphasis should be put on affordable housing requirements when planning applications are approved. Ensure developers supply the required percentage of affordable housing.	Noted – no change to the strategy. The Council's planning policy requirements for affordable housing are published on the Council's website. Viability assessments are required on all sites in the event that the required proportion of affordable housing cannot be secured on site and this is considered as part of the planning application.
Need to increase the supply of local affordable housing	Notes – no change. The focus on the strategy is to prevent homelessness and increase the supply and access to housing across all sectors of the market to meet housing need. This includes maximising access to affordable housing. The forthcoming housing strategy will also explore this in more detail.

Empty homes	The Council does run a scheme to bring empty homes back into use. In some cases this can create opportunities for direct nominations format he council one homes ready to let. Options to tackle empty homes is outside the scope of the homelessness strategy but will be considered in more detail within the wider forthcoming housing strategy.
Homeshare schemes	Noted. The action plan will include an action to explore the potential to develop a homeshare scheme.
Greater emphasis on settled accommodation rather than Temporary Accommodation	Noted that strategy is committed to improving access to settled accommodation. Where temporary accommodation has to be used the strategy aims to ensure that this accommodation is of a good quality.
Ensure Temporary Accommodation where has to be used is of good quality	Agreed. The strategy sets out a number of aims around the provision of temporary accommodation. This includes ensuring that all accommodation is of an appropriate standard and meets the households' needs. The visiting outreach team has specifically been set up to be able to better monitor the quality of accommodation provided.
Moves to areas where housing is more affordable, in greater supply	This is included within the strategy.
Regular visit to those in temporary accommodation to understand what happens next and rehousing options that may be available.	Noted: the strategy sets out a priority to increase contact with those in temporary accommodation through the development of the visiting outreach team.
<b>Priority 4 - Achieving positive outcomes: improving health, wellbeing and supporting vulnerable people</b>	
<b>Feedback</b>	<b>Response</b>
Tenant ready training	No change – the strategy already includes support to people to ensure they are able to sustain tenancies as a key priority including tenant ready schemes'. The action plan will set out in more detail how we intend to expend on the training already offered.
Better support and integration of ex-service persons back into society	Noted: Pages 52-58 sets out the overarching priorities for providing early advice and support. Specific actions will be contained within the delivery action plan. This will include developing closer working relationships with organisations working with ex-service persons to improve explore options to improve the level of homelessness prevention.
Better support and provision for those leaving prison	Noted. There is already a dedicated role within the housing options service to support those being discharged from prison. This includes a regular

	surgery through probation and floating support to assist ex-offenders to secure accommodation and gain the support required to abstain from reoffending.
Greater support with follow up	Already in the strategy
Mental health. Key that Mental health support is provided and suitable supported accommodation	Supported needs are assessed at point of contact and referrals made to relevant support services or supported housing schemes. Ongoing works continues to take place to ensure close joint working takes place between housing and mental health colleagues. Surgeries are also undertaken at Green Parks house to ensure that housing pathway is developed and in place before discharge this includes assessing both housing and support needs. The strategy aims to expand on this work as a key priority to both reducing homelessness and ensuring that people are able to sustain their home in the longer term. Pages 54-56 summarise the key approaches to ensuring appropriate and timely support.
Improving access to training and education – tackling the route causes	Assessments consider all of the issues which may have led to homelessness. The strategy focuses on a holistic approach to look at all measures which not only resolve homelessness but any underlying factors which could make a household at risk of future homelessness. This includes a wider range of activities include for example accessing education, training and employment, debt and money management and so forth.
Training GPs	This is included within the priority actions identified within the strategy. A health needs audit has been undertaken which feeds into the homelessness strategy. Part of this work includes working with GPs to enable them to better identify factors which could risk homelessness and how to effectively sign post to support and advice.
Engage with businesses	To be included within the delivery action plan. Improving access to education and employment is a key priority to reduce the risk of homelessness
Ensuring access to healthcare	The strategy sets out a commitment to working with health colleagues both to improve access to healthcare and also to ensure identification of factors which could lead to homelessness to enable early prevention work to take place.
Money management and debt advice is key	The provision of money management and debt advice is a key priority (Pages 57 and 58). There is a money management and debt advice service.

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Report No.  
DRR18/009

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** DEVELOPMENT CONTROL COMMITTEE  
EXECUTIVE

**Date:** Tuesday 13 March 2018  
Wednesday 28 March 2018

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

**Title:** BROMLEY DRAFT LOCAL PLAN EXAMINATION - APPROVAL  
FOR MAIN MODIFICATIONS CONSULTATION

**Contact Officer:** Katie Ryde, Planner  
Tel: 020 8313 4520 E-mail: Katie.Ryde@bromley.gov.uk

**Chief Officer:** Chief Planner

**Ward:** All Wards

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1. Reason for report

The Council submitted the Draft Local Plan to the Secretary of State for examination by an independent Inspector in August 2017. This followed its approval by a meeting of the Council in June 2017. A series of public Hearings were held in December 2017, giving representors the opportunity to state their concerns directly to the Inspector. In order to address some of the issues raised at the Hearings, Officers have suggested some Main Modifications to the Draft Local Plan. In addition, the Inspector has suggested that the Council review the classification of Minor Modifications which were submitted alongside the Draft Local Plan, to establish whether any of these should now be considered as Main Modifications. Any Main Modifications proposed by the Council are subject to public consultation which requires approval from Executive.

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2. **RECOMMENDATIONS**

**(a) That Development Control Committee recommends to Executive the suggested Main Modifications to the Draft Local Plan set out in Appendix 1 and Appendix 2 for consultation.**

**That Executive**

**(b) approves the suggested Main Modifications to the Draft Local Plan set out in Appendix 1 and Appendix 2 for consultation and that the results of the consultation be forwarded to the Examination Inspector.**

**(c) Delegates authority to the Chief Planner in consultation with the Leader of the Council to approve the preparation of necessary further information and amendments to the Bromley Local Plan Proposed Submission Draft Local Plan during the public examination, in particular to carry out public consultation on proposed modifications to the Plan and the subsequent forwarding of the responses to the Examination Inspector.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: No Impact
- 

## Corporate Policy

1. Policy Status: New Policy: The Local Plan when adopted will form part of the statutory Development Plan for the Borough together with the Bromley Town Centre Area Action Plan and the London Plan. It will replace the saved policies of the Unitary Development Plan 2006
  2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Supporting Independence Vibrant, Thriving Town Centres Healthy Bromley Regeneration:
- 

## Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Non-Recurring Cost:
  3. Budget head/performance centre: Planning Strategy and Projects
  4. Total current budget for this head: £679.4m
  5. Source of funding: Existing Revenue Budget for 2017/18
- 

## Personnel

1. Number of staff (current and additional): 12ftes
  2. If from existing staff resources, number of staff hours:
- 

## Legal

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

## Procurement

1. Summary of Procurement Implications: No implications
- 

## Customer Impact

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

## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes Ward Councillors have been engaged throughout the preparation of the Local Plan, informally and more formally including the five stages of consultation.
2. Summary of Ward Councillors comments:

### 3. COMMENTARY

#### Background

- 3.1 Following recommendations at Development Control Committee and Executive, Full Council on 26 June 2017 approved the submission of Bromley's Draft Local Plan (The Plan) to the Secretary of State for independent examination. A planning Inspector was subsequently appointed to consider whether The Plan is "sound" – that is, whether it is:
- **Positively prepared** – based on a strategy which seeks to meet objectively assessed development and infrastructure requirements,
  - **Justified** – the most appropriate strategy given the reasonable alternatives,
  - **Effective** – deliverable and based on joint working across boundaries, and
  - **Consistent with national policy** – to enable the delivery of sustainable development in accordance with the National Planning Policy Framework.
- 3.2 Having initially reviewed The Plan, the Inspector issued a set of key questions to which the Council, and those who had previously made representations, were able to respond. These questions formed the basis for public Hearing sessions which took place at the Civic Centre over seven days from 4<sup>th</sup> December 2017.
- 3.3 The Council has received some post hearing advice from the Inspector which is reflected in this report and is a background document.

#### Main Modifications

- 3.4 The Inspector examines the plan "as submitted" but can identify where Main Modifications may be needed in order to resolve problems that would otherwise make the plan unsound or not legally compliant. The Inspector must be satisfied that these Modifications have been subject to the requirements of public consultation and Sustainability Appraisal in order to accord with regulations and to ensure transparency.
- 3.5 Appendix 1 sets out suggested Main Modifications, and reasoning, to address some of the issues arising from the Inspector's comments and queries at the public Hearings. These include changes to:

Policy 1 – Housing Supply  
Policy 2 – Affordable Housing  
Policy 15 – Crystal Palace, Penge and Anerley Renewal Area  
Policy 23 – Public Houses  
Policy 85 – Office Clusters  
Policy 108 – East Camp (Biggin Hill SOLDC)  
Site 1 – Bromley Civic Centre  
Site 3 – Hill Car Park  
Site 10 – West of Bromley High Street, and  
Appendix 10.1 – Housing Trajectory

It is considered that while these suggested changes affect the wording of some policies and supporting text, they do not fundamentally change the direction of those policies nor the overall strategy.

- 3.6 The Inspector also requested that the schedule of *Minor* Modifications (SD20) be reviewed so as to confirm only whether the modifications are classified as Main or Minor. SD 20, and the changes it contains, was approved by Full Council along with the Plan and other evidence

documents in June 2017. The suggested review has now been undertaken and the status of a number of *Minor* Modifications has been raised to *Main* – that is, it is now considered that they should be subject to consultation. These additional Main Modifications are included in the table in Appendix 2.

- 3.7 Advice from the Council’s legal team is that consultation on Main Modifications should not take place during the Purdah period for the forthcoming local elections, therefore it is proposed to start the consultation as soon as practical after the 3<sup>rd</sup> May. The consultation will run for six weeks and concerns only the Main Modifications – other elements of the plan are not under scrutiny in this exercise. The Inspector will consider the representations to the consultation and make a final decision as to whether the Modifications should be made, incorporating this into her final report.
- 3.8 A number of representors requested that the Inspector consider additional information, outside the time frame set for the submission of Hearing Statements. The Inspector did not accept all submissions but encouraged informal consideration by the Council where appropriate. As a result, four additional submissions were reviewed – from the Orpington and District Archaeological Society (ODAS), The Beckenham Society, Friends of Bromley Town Parks and Gardens and Bromley Civic Society. Part of the query by ODAS was resolved at a subsequent Hearing session and the remainder will be made through an agreed amendment to the Policies Map on adoption (the map is not subject to examination). In response to the Beckenham Society a number of points have been clarified and no changes to the Plan are proposed. A number of amendments have been suggested in response to concerns raised by Bromley Civic Society on Site Allocations in Bromley Town Centre and these are included in Appendix 1. Additional information collected by The Friends of Bromley Town Parks and Gardens with regard to additional Local Green Space designations was reviewed but the conclusion was that this did not alter the outcome of the original assessments, so no changes are proposed to the Plan.

#### 4. POLICY IMPLICATIONS

The Local Plan, when adopted, will replace the Unitary Development Plan and be used alongside the Bromley Town Centre Area Action Plan and the London Plan for the purpose of determining planning applications in the Borough.

#### 5. FINANCIAL IMPLICATIONS

There are no additional financial implications arising from the proposals in this report.

<b>Non-Applicable Sections:</b>	Impact on vulnerable adults and children Legal Procurement Personnel
Background Documents: (Access via Contact Officer)	Bromley Proposed Submission Draft Local Plan 2016 SD20 – Schedule of Minor Modifications submitted alongside the Draft Local Plan Correspondence from the Local Plan Inspector, March 2018

**Bromley Draft Local Plan – Suggested Modifications arising from Hearings requiring ratification by members**

<b>Section</b>	<b>Suggested Modification</b>	<b>Reason for proposed change</b>
<p><b>Draft Policy 1 Supporting text</b></p>	<p>Insert paragraph 2.1.5a</p> <p><u>The trajectory at Appendix 10.1 (and Table 1) shows that the Council has identified a 10,645 housing supply over the 15 year plan period, compared with a minimum housing supply, based on 641 dwellings per annum, of 9615. This trajectory is therefore consistent with the London Plan Policy 3.3, including its clauses Da and E. It does so first by seeking to supplement the London Plan minimum housing target of 641 per annum with extra housing capacity to close the gap between identified housing need and supply, a total of 1030 dwellings over the plan period. It also does so by drawing upon the brownfield housing capacity of the sources set out in Policy 3.3(E), such as an Opportunity Area and town centres.</u></p>	<p>Suggested modification arising from the Hearings, clarifying how the Local Plan will seek to close the gap between the London Plan minimum target and housing need.</p>
<p><b>Draft Policy 2 – Affordable Housing</b></p>	<p>See Attachment showing suggested amendments to Policy 2 and supporting text</p>	<p>Suggested modification updating the Policy in light of new housing initiatives and funding, as discussed at the Hearings.</p>
<p><b>Draft Policy 15 - Crystal Palace, Penge &amp; Anerley Renewal Area</b></p>	<p>Proposals within the Crystal Palace, Penge &amp; Anerley Renewal Area will be expected to <del>maximise</del> <u>take advantage</u> of opportunities:</p> <p>a – to <del>maximise contributions</del> <u>contribute</u> to, and <u>benefits</u> from the thriving cultural and leisure economy, which has evolved in the Crystal Palace District Centre and, in the Crystal Palace Strategic Outer London Development Centre;</p> <p>b – <del>to</del> <u>which create benefit to the wider area by contributing to the conservation and enhancement of Crystal Palace Park through development</u></p>	<p>Modification as requested by, and agreed with Historic England during the Hearings.</p>

	<p>that respects its character area and ensures a positive relationship with <u>natural and heritage assets</u>. <del>presented by the enhancement of, and development within, Crystal Palace Park, consistent with its heritage values and significance, and for the benefit of the wider area, and</del></p> <p>c - to support renewal in Penge Town Centre.</p>	
<p><b>Draft Policy 23 Public Houses</b></p>	<p>3.1.33 ... This would involve demonstrating evidence of <del>six</del> <u>twelve</u> months' suitable marketing activity which is current and robust, and proof that the public house is no longer financially viable through an independent professional valuation.</p> <p>3.1.34 Redundant pubs will also be required to comply with the Community Facilities Policy and hence <u>should the 12 month marketing period as a public house not be successful, a further during the 6 months of marketing for alternative community uses, as set out in para 3.1.8, will subsequently be required.</u> <del>there should be consultation with relevant Council departments and third party providers to establish whether any community groups or service providers have expressed both a need for the site and are interested in buying or leasing it.</del></p>	<p>Suggested modification to increase the marketing period in response to representations at the hearing from Bromley CAMRA highlighting the marketing periods in other London Boroughs (see below) and requesting 18 months marketing as a public house.</p> <p>London Boroughs Neighbouring</p> <ul style="list-style-type: none"> <li>• Croydon 18 months</li> <li>• Lambeth 12 months</li> <li>• Lewisham 36 months</li> <li>• Greenwich 24 months</li> <li>• Southwark 24 months (also Art 4 directions)</li> </ul> <p>Waltham Forest require a 12 month marketing period as a public house followed by a further 12 month period of marketing for alternative community</p>

<p><b>Draft Policy 85 Office Clusters</b></p>	<p>Policy Paragraph 2 to read:</p> <p><del>Where existing offices can be demonstrated to no longer meet the needs of occupiers, redevelopment for Class B1(a) uses will be permitted following recent, active marketing of the site for reuse undertaken prior to the submission of a planning application over a minimum period of six months. Redevelopment proposals should <u>will be expected to reprovide at least</u> the same <u>quantum level</u> of office floorspace.</del></p> <p>6.1.27 <u>There has been a significant loss of office space within the Borough attributed to Permitted Development Rights (PDR) for conversion of offices to residential use.</u> The pressure on offices for other uses is recognised in Policy 4.2 of the London Plan, where boroughs are encouraged to monitor the impacts of <del>Permitted Development Rights (PDR)</del>, and where appropriate protect, renew, and modernise existing office stock in viable locations to improve quality and flexibility.</p> <p>6.1.28 <del>There has been a significant loss of office space within the Borough, with the trend expected to continue.</del> It is important to <u>maintain</u> ensure an adequate supply of good quality office accommodation <del>is retained</del> to accommodate new and existing business and plan for the forecast growth over the Plan period.</p>	<p>uses.</p> <p>Suggested modification to provide further clarity to policy and supporting text in response to representations at the hearing from G L Hearn.</p>
<p><b>Draft Policy 108 East Camp</b></p>	<p>Make the following amendment to the Policy text:</p> <p><del>Land</del> <u>Existing Buildings</u> in the Biggin Hill SOLDC <u>area</u> identified as East Camp will be safeguarded for aviation-related employment generating uses.</p> <p>The Council will not support any proposals in this identified area that would have an unacceptable adverse impact on land identified as a Site of Importance for Nature Conservation or on landscapes and residential areas in the vicinity of the SOLDC.</p>	<p>Modification suggested by the Inspector arising from discussion at the Hearings.</p>

## APPENDIX 1

<p><b>Site 1 – Bromley Civic Centre</b> (Policy in Draft Local Plan Appendix, p257)</p>	<p>Add text to the end of the final sentence:  “...the Urban Open Space (Local Green Space), <del>and</del> Site of Importance for Nature Conservation <u>and listed buildings</u>”</p>	<p>Suggested modification to reference the listed status of buildings in response to representations at the hearing from Bromley Civic Society.</p>
<p><b>Site 3 - Hill Car Park.</b> (Policy in Draft Local Plan Appendix, p260)</p>	<p>Add text:  “Development for mixed use including retail (150sqm), <u>cultural facilities</u> car parking <u>for the public and for residential</u> and 150 residential units”</p>	<p>Suggested modification to specifically reference cultural facilities within the inclusive list of uses and to provide clarity on the car parking element of the policy. In response to representations at the hearing by Bromley Civic Society.</p>
<p><b>Site 10 – West of Bromley High Street</b> (Policy in Draft Local Plan Appendix, p270)</p>	<p>Add bullet point:</p> <ul style="list-style-type: none"> <li>• “<u>Be accompanied by a Masterplan to show how the proposed development is consistent with a comprehensive development of the site</u>”</li> </ul>	<p>In response to representations at the hearing to clarify the requirement for a masterplan in response to representations at the hearing by Bromley Civic Society.</p>
<p><b>Appendix 10.1</b> (Draft Local Plan, p254)</p>	<p>Amend “Changing retail patterns (200) to Changing retail patterns (290)</p>	<p>Correction to ensure the total figure for Broad Locations is consistent with those listed in the first column of the Appendix.</p>

## APPENDIX 1

<b>Modifications (shown in bold) to the Submitted Modifications (SD20)</b>		
<b>Draft Policy 48 Skyline</b>	Para 5.1.21: “Views will need to be considered to ensure intrusive elements are not introduced whether in the foreground, middle ground or background through <del>the appropriate</del> <b>a visual impact</b> assessment.”	Suggested modification to provide clarity on the nature of assessment, arising from the Hearings.
<b>Minor Modification</b>		
<b>Appendices</b>	Inclusion of the list of Replacement Policies in an Appendix	Suggested modification to provide clarity arising from the Hearings.

## Draft Policy 2

### Provision of Affordable Housing

In order to meet the needs of the Borough, the Council will :

a) seek affordable housing ~~will be sought~~ on all housing developments capable of providing 11 residential units or more or where the residential floorspace is more than 1000sqm, irrespective of the number of dwellings.

On all sites at, or above, this threshold, negotiations will take place to determine the number of affordable dwellings to be provided. In negotiating the amount of affordable housing on each site, the Council will seek 35% provision with 60% social-rented/affordable rented housing and 40% intermediate provision, unless it can be demonstrated that a lower level should be sought or that the 60:40 split would not create mixed and balanced communities. The affordability of different elements of the scheme should not immediately be apparent from the siting, design and layout.

The affordable housing should be made available for transfer or occupation before a certain proportion (to be determined through negotiations between the Council and developer) of the market housing is occupied.

Where an applicant proposes a level below the 35%, or the tenure mix is not policy compliant, the Council will require evidence within a Financial Viability Appraisal that will be independently assessed.

b) seek to maximise the use of housing grants and other funding to increase the level of affordable housing above the figure secured in a)

c) support the delivery of affordable housing through other sources of supply, such as estate regeneration, bringing vacant units back into use and other forms of housing which demonstrate they can help meet need.

### Payments in lieu

Where it has been determined that a site meets the size threshold and is suitable for affordable housing, payment in-lieu of affordable housing on site or provision in another location will be acceptable only in exceptional circumstances and where it can be demonstrated that:

- it would be impractical to transfer the affordable housing to a registered provider (RP); or
- on-site provision of affordable units would reduce the viability of the development to such a degree that it would not proceed; or
- on-site provision of affordable units would not create mixed and balanced communities and there would be benefit in providing such units at another location.

The Council 's Planning Obligations Supplementary Planning Document will provide detail to assist in the interpretation and implementation of this policy.

### **Add to supporting text**

Government and the Mayor are introducing new initiatives to address housing need and the Council will take into account these and new housing products which can demonstrate they can address housing need. The Council's Housing Strategy will set out the Council's corporate approach to address housing need, and the wide range of initiatives which contribute to this objective.

The Council will consider positively new forms of provision such as Build to Rent and discounted build to rent where the rent levels can be shown to be affordable to local residents and help increase choice and address need

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**Bromley Draft Local Plan – Main Modifications extracted, as suggested by the Inspector, from the modifications approved by Executive and Full Council (June 2017) for submission alongside the draft Local Plan (document SD20).**

Suggested Main Modification	Reason	Representor/Origin of Proposed Change
<b>Section 1.2 – About the Local Plan</b>		
Para 1.2.27: <i>‘...through the NPPF, London Plan and the emerging Local Plan is balancing and seeking positive gains for the economic, social and environmental well-being of the Borough’.</i>	To ensure a positive approach to economic, social and environmental gains. This modification better reflects the tenet of sustainable development.	193_1 Katharine Fletcher, Historic England
<b>Section 1.3 – Vision and Objectives</b>		
Title: <i>‘Historic environment Built Heritage’</i>  Para 1.3.14: <i>‘Our man-made heritage assets; areas of distinctive character, historic parks and gardens, listed buildings, conservation areas and scheduled monuments and undesignated archaeology are protected and enhanced’</i>	To ensure below ground archaeology and Registered Historic Parks & Gardens are acknowledged.	193_1 Katharine Fletcher, Historic England
<b>Draft Policy 1 - Housing Supply</b>		
<i>‘c - The development of housing within Renewal Areas where appropriate’</i>	Other clauses are not caveated and it is considered that the wording ‘where appropriate’ does not strengthen the policy.	53_1 Steve Dennington, London Borough of Croydon
Insert at the end of para 2.1.5: <i>“The housing trajectory in Appendix 10.1 shows a total of 10,645 deliverable and developable dwellings over the Plan period, an annual average of over 700 dwellings.”</i>	To demonstrate within the housing policy that the housing trajectory is in accordance with Policy 3.3 of the 2016 London Plan. This requires the borough to deliver a minimum of 641 dwellings per annum whilst asking boroughs (in clauses Da and E) to close the gap between identified housing need and supply in line with the NPPF.	125_1 Greater London Authority
<b>Housing mixed use Site 4 - Gas holder site, Homesdale Road</b>		
<i>“Ensure complete appropriate remediation of contaminated land on the site is completed”</i>	To reflect that ‘appropriate’ remediation is the standard required.	63_1 Jonathan Best, Montagu Evans for Travis Perkins
<b>Draft Policy 2 – Affordable Housing</b>		
After para 2.1.30: <i>“Where public subsidy towards affordable housing is used, this should result in an increase in the provision of affordable housing on site reflecting the Mayor’s Draft Affordable Housing and Viability SPG.”</i>	To provide clarity and to reflect the GLA’s approach of a threshold for affordable housing viability without public subsidy.	125_2 Greater London Authority

<p>After para 2.1.35:  <i>“Intermediate housing income thresholds will be updated every three years.”</i></p>	<p>To clarify that borough intermediate income levels will be updated on a regular basis.</p>	<p>168_5                  Dr Elanor Warwick, Clarion Housing Group</p>
<p><b>Draft Policy 4 – Housing Design</b></p>		
<p>Para 2.1.59:  <i>”designed to be wheelchair accessible [M4(3)(2b)] for dwellings where the end user is ‘known’ affordable provision where the local authority is allocating or nominating the residents...”</i></p>	<p>Amendment for clarity.</p>	<p>125_3                  Greater London Authority</p>
<p>Clause (f):  <i>“...whilst respecting local character, including heritage”</i></p>	<p>To avoid ambiguity and align the policy with paras 59-61 of the NPPF.</p>	<p>193_2                  Katharine Fletcher, Historic England</p>
<p><b>Policy 8 – Side Space</b></p>		
<p>Para 2.1.66:  <i>“The Council considers that the retention of space around residential buildings at first floor and above is essential...”</i></p>	<p>To clarify that the policy only applies to two storey extensions.</p>	<p>Officer suggestion</p>
<p><b>Draft Policy 11 – Specialist and older people’s accommodation</b></p>		
<p>(BEFORE 2.1.80)  <i>“2.1.80A:                  The Council wishes to encourage the provision of a high quality living environment for those living in Specialist accommodation, which includes supported housing to meet the different accommodation needs of people with learning disabilities, mental health problems, as well as specialist housing for older people”</i></p> <p><i>“2.1.80 Models of accommodation designed for older people continue to evolve. Over the last decade there has been reduced reliance on residential care homes and a shift towards enabling people to retain their independence, remaining living in the community with appropriate support or in Extra Care Housing (ECH) which provides improved opportunities for people who are no longer able to live in their own home, even with support, including older physically frail people, and thereby reducing the demand for residential care. However, there remains a potential growth in demand for both nursing and residential care for “Elderly Mentally Infirm” (EMI) people.”</i></p>	<p>To clarify that specialist housing caters for a range of residents.</p>	<p>67_1                  Nick Taylor Carter Jonas for Beckenham Trustees</p>

<b>Section 2.3 - Renewal Areas</b>		
<p>Para. 2.3.35:  <i>'The Lewisham Core Strategy 2011 indicates that identified a number of areas as Local Regeneration Areas. These areas were identified as falling within the top 20% LSOAS nationally and include Downham. Given these areas have the greatest socio-economic needs, the Lewisham Core Strategy states that with their partners Lewisham will seek to strengthen the quality of life and well-being by addressing deprivation and health inequalities, highlighting a number of wards including Downham.'</i></p>	<p>To accurately reflect Lewisham's Core Strategy.</p>	<p>34_3                      Emma Talbot, London Borough of Lewisham</p>
<b>Draft Policy 13 – Renewal Areas</b>		
<p>Para 2.3.12:  <i>"The various Renewal Areas have a range of assets, physical (including heritage) social and economic, ..."</i></p>	<p>To highlight that heritage assets are included within the range of physical assets which paragraph 2.3.12 indicates offer potential for Renewal Areas enhancement.</p>	<p>193_3                      Katharine Fletcher, Historic England</p>
<b>Draft Policy 15 – Crystal Palace, Penge and Anerley Renewal Area</b>		
<p>A new paragraph located before para 2.3.17 in Draft Policy 15's supporting text:  <u>2.3.16b: "The Crystal Palace, Penge &amp; Anerley Renewal Area extends from the northwest of the Borough, where it adjoins four other boroughs Croydon, Lambeth, Southwark and Lewisham, and meets the Crystal Palace District Centre, downhill to Penge and Anerley. It includes areas identified by the Mayor as Areas for Regeneration, in the vicinities of Betts Park and Maple Road / Franklin Road."</u></p>	<p>To assist with the understanding of the Renewal Area and Crystal Palace District Centre relationship with adjoining boroughs.</p>	<p>111_1                      Francis Bernstein</p>
<p>Para 2.3.19:  <i>"The Crystal Palace, Penge &amp; Anerley Renewal Area includes areas identified by the Mayor as Areas for Regeneration, in the vicinities of Betts Park and Maple Road / Franklin Road. The identification of Crystal Palace as a Strategic Outer London Development Centre (SOLDC) with..."</i></p>	<p>To improve clarity of Renewal Area description and readability.</p>	
<b>Draft Policy 17 – Cray Valley renewal area</b>		
<p>New para 2.3.26b:  <i>"The River Cray runs through open spaces, including recreation grounds, SSSI and SINC</i></p>	<p>An additional paragraph of supporting text is considered appropriate to support clause b) and highlight the Council's statutory function in</p>	<p>51_1                      Charles Murithi, Environment Agency                      (also 51_2 - Draft Policy 68)</p>

<p><i>designations, as well as residential, commercial and industrial areas and two conservation areas. Development may present opportunities for the restoration of the river and providing improved ecological habitats to buffer the watercourse.</i></p>	<p>protecting and delivering the Water Framework Directive (WFD) objectives contained in the Thames River Basin management plan.</p>	
<p>Para 2.3.29:  <i>“...These developments are reinforcing Orpington’s importance in respect of cultural, social and recreational facilities and its role as a Major Town Centre which is recognised, and reinforced and controlled through in Policies 91 ‘Proposals for Main Town Centre Uses’ and 92 ‘Metropolitan and Major Town Centres’”</i></p>	<p>Amendment required for clarity/ease of reference.</p>	<p>57_1                  Ben Read, Rapleys for Associated British Foods</p>
<p><b>Draft Policy 26 – Health &amp; Wellbeing</b></p>		
<p><i>“3.2.9 The benefits to health of the multifunctional network of green spaces, and the exercise they facilitate including, in relation to mental health, are well documented (e.g. MIND “Ecotherapy”). This health value is recognised and protection afforded to open spaces through policies in the Valued Environments chapter, whilst Certain proposals may present health concerns, for example, relating to air or light pollution...”</i></p>	<p>To make reference to the objectives of the All London Green Grid.</p>	<p>59_17                  Matthew Frith, London Wildlife Trust</p>
<p>End of para 3.2.10:  <i>“Sport England’s Active Design Guidance highlights opportunities to encourage and promote sport and physical activity through the design and layout of the built environment.”</i></p>	<p>To make reference to Active Design Guidance.</p>	<p>58_2                  Dale Greetham, Sport England                  (Draft Policy 4)</p>
<p><b>Draft Policy 28 – Education Facilities</b></p>		
<p>Para 3.3.16:  <i>“...it is important that opportunities to address the pressure for education provision are not refused on grounds where there are potential solutions to mitigate adverse impacts of the development, through planning conditions or obligations. Such mitigation may involve travel plans, highway measures and the consideration of “Healthy Routes”. (e.g. travel plans, highways measures, staggered school hours, landscaping).”</i></p>	<p>To ensure reference is made to the mitigation of existing transport modes; the development of Healthy Routes to schools and to the accessibility of the site by other means than the car (i.e. school parking and drop off being restricted).</p>	<p>39_5                  Andrew Dorrian, Transport for London</p>
<p>Para 3.3.54:  <i>“...or sites within the locality (see also draft Policy 20 Community Facilities).”</i></p>	<p>For improved clarity of the plan &amp; helps with concerns regarding the re-provision of existing community facilities.</p>	<p>80_3                  Labour Group</p>

Para 3.3.40: “... <i>Details of the individual schools identified in the Primary School Development Plan (2015) and Local Plan proposals are set out in Tables 4 and 5.</i> ”	Clarification of why Farnborough Primary School is included in Table 13.	191_1 Sue Ellis, Farnborough Village Society
<b>Education Site 32 - Turpington Lane</b>		
Appendix 10.4 - Site 32 Turpington Lane, Bromley Common: “ <i>Note allotments to the north of the site, outside the area allocated for education to be designated as Local Green Space (Appendix 10.8 site no 23 65)</i> ” See also minor modification proposed to Policies Map Set Part 2 Site 27	Correction of cross reference.	45_1 Mary Dawe, Bromley Common Allotment Gardens Association
<b>Policy 30 – Parking</b>		
New column in Table 1 relating to 4+ bedroom standards: “PTAL            4+ bed 0-2* <i>Minimum of 2</i> 2*-6a <i>1.5 (min) – 2 (max)</i> ”	Correction, as column was omitted in error.	39_1 Andrew Dorrian, Transport for London
<b>Policy 31 – Relieving Congestion</b>		
New para. after 4.0.7: “ <i>All Transport Assessments, Travel Plans, Construction Logistics and Delivery and Servicing Plans should be developed in line with TfL guidance.</i> ”	Amendment to reference TfL guidance.	39_2 Andrew Dorrian, Transport for London
<b>Section 5 – Valued Environments</b>		
Para 5.0.1: “ <i>This Chapter sets out the draft policies which protect and enhance the natural, built and historic environment</i> ”.	Amendment to reflect the terms used in national guidance so that it is clearly inclusive of the historic environment, and particularly archaeology.	193_6 Katharine Fletcher, Historic England
Para 5.0.4: “ <i>London Plan Policy 2.18 ‘Green Infrastructure: The Multifunctional Network of Green and Open Spaces’ and supplementary planning guidance on the All London Green Grid, recognises green infrastructure as an asset, to be valued for the whole range of social, health, environmental, economic and educational benefits it brings to London.</i> ”	To make reference to the objectives of the All London Green Grid.	59_17 Matthew Frith, London Wildlife Trust (Draft Policy 26)
<b>Draft Policy 37 – General Design of Development</b>		
New para. at 5.0.8: “ <i>New developments and the spaces about</i>	To ensure reference is made to the British Standard ‘BS 42020:2013 Biodiversity. Code of	59_30 Matthew Frith, London Wildlife Trust

<i>buildings are also expected to take account of and enhance biodiversity. The Council will and developers should have regards to the relevant British Standards related to biodiversity to ensure that planning proposals are informed by sufficient and appropriate ecological information.”</i>	<i>practice for planning and development’ as a resource that applicants need to consider to ensure that development design avoids/limits adverse impacts, whilst contributing to securing gains for biodiversity.</i>	
<b>Section 5.1 – Built Heritage</b>		
Retitle the Section “ <i>Built and Historic Environment</i> ”	To make reference to the “Historic Environment” in the title of Section 5.1 as built heritage could be interpreted as excluding historic parks, gardens and archaeology.	193_8 Katharine Fletcher, Historic England
<b>Draft Policy 38 – Statutory Listed Buildings</b>		
Supporting text of para 5.1.3: “ <i>Under the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 and the National Planning Policy Framework 1990, the Council is required to have special regard to the desirability of preserving listed buildings and their settings and ‘conserving their significance’, i.e. the sum of its cultural, natural and heritage values.</i> ”	To make reference to ‘ <i>conserving the significance</i> ’ of listed buildings, to closely align with the NPPF terminology.	193_9 Katharine Fletcher, Historic England
<b>Draft Policy 39 - Locally Listed Buildings</b>		
End of para 5.1.4, line 4: “ <i>Where the replacement of a locally listed building is accepted, the proposed building should be of a high architectural standard.</i> ”	To clarify that the replacement of a listed building should be of a high architectural standard.	Officer suggestion
<b>Draft Policy 41 - Conservation Areas</b>		
Line 1 of the Conservation Area policy: “ <i>A Conservation Area Areas is an area designated because it has a_ are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, therefore a proposal Proposals for [etc....].</i> ”	To improve consistency with the definition of Conservation Areas in national policy, relevant legislation, case law & the NPPF and to clarify the distinction between Conservation Areas & Areas of Special Residential Character.	176_3 Ray Foster
After line 6 in the supporting text: “ <i>In assessing the contribution made by a particular building to a conservation area, reference will be made to the current relevant Historic England guidance</i> ”.	The re-instatement of a sentence from UDP Policy BE12 within Draft Policy 41 makes clear the criteria upon which a judgement of positive contribution can or should be made.	181_9 Mr Peter Martin, Bromley Civic Society
Para 5.1.6: “ <i>Detailed Guidelines for each Conservation Area and a description of the significance which it is desirable to conserve are contained in Conservation Area Guidance [...].</i> ”	To make reference to ‘conserving ‘the significance’ of conservation areas in line with the terminology used in the NPPF.	193_10 Katharine Fletcher, Historic England

Draft Policy 43 - Trees in Conservation Areas		
Para. 5.1.8: <i>“...that consent. In addition, trees over 7.5cm in diameter measured at 1.5m from ground level in Conservation Areas are protected. Native species and local provenance will be sought as appropriate. Trees over 7.5 cm in diameter measured at 1.5m from ground level in Conservation Areas are protected under the Town and Country Planning Act 1990 even where they are not covered by TPOs.”</i>	To address concern that there is no specific provision for safeguarding trees in conservation areas.	71_10 Tony Allen, The Chislehurst Society
Para 5.1.8: <i>“When consent is given for a tree to be felled, an appropriate replacement will usually be required as a condition of that consent. Native species and local provenance will be sought as appropriate”.</i>	To clarify what species should be planted on development sites.	98_1 Ishpi Blatchley (Section 5.3)
Draft Policy 44 – Areas of Special Residential Character		
Para 5.1.10: <i>“The Appendix includes guidelines for the management of development in ASRCs. ASRCs are shown in the policies map. Background to the designation of ASRCs is set out in the “Local Plan Background Paper on Potential Areas of Special Residential Character (2015)”, whilst additional assessments are set out in the 2016 Local Plan Background Paper “North Copers Cope Road and the Knoll ASRCs Spatial Character Assessments”.</i>	To make reference to the evidence base documents that clarify how each designation was defined.	193_11 Historic England
Draft Policy 45 – Historic Parks and Gardens		
Para 5.1.14: <i>“[...] the Council will consult Historic England. Proposals impacting the significance of a Registered Park or Garden will also be assessed against the tests laid out in para. 132-134 of the National Planning Policy Framework so that the park’s significance is appropriately conserved.”</i>	For clarity & consistency with other policies on registered Heritage Assets in the Valued Environments Chapter and in addition, to make reference to the relevant tests in the NPPF against which any proposal would be assessed.	189_1 Sally Collins
End of para 5.1.14: <i>“The Significance of each Registered Parks or Garden is set out and described as part of their respective entries on Historic England’s web-based National Heritage List”</i>	Information is added to para 5.1.14 as to where entries from the national Register can be accessed to assist with the application of the policy.	193_12 Katharine Fletcher, Historic England

The Historic Parks and Gardens sites will be identified on the Policies Maps as they are referred to in the policy.	To ensure the effectiveness of this plan policy.	
<b>Draft Policy 46 - Ancient Monuments and Archaeology</b>		
Title: <i>'Ancient Scheduled Monuments and Archaeology'</i>	A change to the title, as "scheduled" monuments are the ones which are protected by statutory designation.	193_13 Katharine Fletcher, Historic England
End of para 5.1.16: <i>"Bromley's Areas of Archaeological Significance are due to be reviewed by Historic England and Supplementary Planning Guidance will be published identifying any proposed changes". 'Further advice can be provided by the Greater London Archaeological Advisory Service (GLAAS) within Historic England.'</i>	Further changes requested for clarity purposes.	
<b>Draft Policy 47 – Tall and large buildings</b>		
Para 5.1.20: <i>"High Tall buildings are those that exceed the general height of their surroundings and cause a significant change to the skyline".</i>	For consistency with HE guidance & Policy 7.8 of the London Plan.	125_5 Jennifer Peters, Greater London Authority
<b>Draft Policy 48 - Skyline</b>		
Para 5.1.21: <i>"Views will need to be considered to ensure intrusive elements are not introduced whether in the foreground, middle ground or background through the appropriate assessment."</i>	To improve clarity as to how impacts of buildings on views should be demonstrated.	61_6 Kieran Wheeler, Savills for Bellway Homes
<b>Draft Policy 56 – Local Green Space</b>		
Para 5.2.33: <ul style="list-style-type: none"> <li>• <i>Bull Lane Allotments, Chislehurst</i></li> <li>• <i>Cator Park, Aldersmead Road, New Beckenham.</i></li> <li>• <i>Downe Orchard, between Rookery Road and North End Lane, Downe</i></li> <li>• <i>Royston Field, Franklin Road, Penge</i></li> </ul>	Four sites had been omitted from the supporting text of the Local Green Space policy in error. This was acknowledged in the Errata dated 18.11.2016 to the Proposed Draft Submission Local Plan.	Email dated 17_11_2016 Alex Ross
<b>Section 5.3 - Nature Conservation and Development</b>		
Line 2 of para. 2: <i>"This Policy These policies aims to protect those sites and features which are of ecological interest and value [...]"</i>	To clarify that the first three introductory paras of the section do not form part of Draft Policy 68 <i>Development and SSSIs.</i>	Officer suggestion
Introduction, para 5.3.1 (as renumbered): <i>"Local authorities are required by The Wildlife and Countryside Act 1981 (as amended by the</i>	To highlight and reference the Council's duty to have regard to biodiversity.	59_55 Matthew Frith, London Wildlife Trust

<p><i>Countryside and Rights of Way Act 2000) to have regard to the desirability of conserving the natural beauty and amenity of the countryside, and a duty to have regard for biodiversity commensurate with their functions under the Natural Environment and Rural Communities Act (NERC) 2006”.</i></p>		
<p>Introduction, para 5.3.2 (as renumbered):  <i>“... Wherever possible, the sympathetic management of such habitats will be encouraged through planning conditions, obligations or voluntary agreements. The Bromley Biodiversity Plan (2015) translates the Borough’s biodiversity duty as set out in the NERC and carried over to national and regional biodiversity strategies to the context of Bromley. The Strategy promotes the conservation enhancement and protection of biodiverse spaces and identifies the protected and priority species and habitats of notes in Bromley.”</i></p>	<p>To explain the role of Bromley’s Biodiversity Plan in relation to the Council’s Biodiversity Duty and to highlight that the Biodiversity Plan lists species &amp; habitats of the borough which it is desirable to preserve &amp; enhance, including ancient trees.</p>	<p>184_1                  Dr Judith John, Orpington Field Club</p>
<p><b>Draft Policy 70 – Wildlife features</b></p>		
<p>End of 2nd bullet point in the policy:  <i>“... to contribute towards the Bromley Biodiversity Action Plan.”</i></p>	<p>To strengthen the policy by referencing the borough’s nature conservation objectives.</p>	<p>59_45                  Matthew Frith, London Wildlife Trust</p>
<p>Para 5.3.4 (as correctly renumbered):  <i>“Planning proposals should be informed by the relevant British Standard(s) regarding Biodiversity as part of this process.”</i></p>	<p>To ensure reference is made to the British Standard ‘                  as a resource that applicants need to consider to ensure that development design avoids/limits adverse impacts, whilst contributing to securing gains for biodiversity.</p>	<p>59_30                  Matthew Frith, London Wildlife Trust                  (Draft Policy 37)</p>
<p><b>Draft Policy 72 – Protected Species</b></p>		
<p>5.3.1:  <i>“[...]. The UK Biodiversity Plan (1994) identifies priority species as a valuable ecological resource to be conserved. These are listed under Section 41 of the Natural Environment &amp; Rural Communities Act 2006. These schedules are updated on a regular basis and local authorities are kept informed of any changes. In addition, the Biodiversity Plan identifies the Priority Species for Bromley including plant, fungi, bird and butterfly species of rare or threatened status. These should be taken into special consideration when development or change of use occurs and mitigation measures secured as above. In</i></p>	<p>To make reference to the UK BAP &amp; Bromley Priority species, which are listed under Section 41 of the Natural Environment &amp; Rural Communities Act 2006 and referenced in the Bromley Biodiversity Plan.</p>	<p>59_47                  Matthew Frith, London Wildlife Trust</p>

<p><del>addition, the Bromley Biodiversity Plan approved in 2015 sets out protected species in the Borough.</del></p>		
<p><b>Draft Policy 73 – Development and Trees</b></p>		
<p>Para 5.3.2:  <del>“...by TPOs. In addition, trees over 7.5 cm in diameter measured at 1.5m from ground level in Conservation Areas are protected even where they are not covered by a TPO. Policy 43 sets out how the Council will assess applications for the felling of trees in Conservation Areas.”</del></p> <p>Para 5.3.3:  <del>“...reach maturity. Where new trees are planted native species and local provenance will be sought as appropriate.”</del></p>	<p>To address concern that there is no specific provision for safeguarding trees in conservation areas.</p>	<p>71_10            Tony Allen, The Chislehurst Society            (Draft Policy 43)</p>
<p>Last line of Draft Policy 73:  <del>“When trees have to be felled, the Council will seek suitable replanting of native species”.</del></p>	<p>To clarify what species should be planted on development sites.</p>	<p>98_1            Ishpi Blatchley            (Section 5.3)</p>
<p><b>Draft Policy 74 – Conservation and Management of Trees and Woodlands</b></p>		
<p>Para 5.3.6:  <del>“The Council will make use of planning conditions and obligations to achieve new planting of suitable tree species, native and/or of local provenance as appropriate, through the planning process.”</del></p>	<p>To clarify what species should be planted on development sites.</p>	<p>98_1            Ishpi Blatchley            (Section 5.3)</p>
<p><b>Draft Policy 75 – Hedgerows and Development</b></p>		
<p>Para 5.3.7:  <del>“The Council will resist the removal of significant hedgerows, particularly ancient hedgerows [...]”.</del></p> <p>Para 5.3.8:  <del>“In granting planning permission for new development where significant hedgerow, including ancient hedgerows”...</del></p>	<p>To improve clarity in terms of the considerations that will be taken into account for the retention of hedgerows.</p>	<p>193_14            Katharine Fletcher, Historic England</p>
<p><b>Draft Policy 78 – Green Corridors</b></p>		
<p>Additional para 5.3.14:  <del>“The Mayor’s London All Green Grid SPG and associated area framework for Downlands provides guidance on the implementation of the policy framework in the London Plan for a green infrastructure strategy for London. It is a key document for facilitating improvements to the</del></p>	<p>To make specific references to the NPPF’s requirement for LPAs to establish ecological networks as well as the All London Green Grid.</p>	<p>59_53            Matthew Frith, London Wildlife Trust</p>

<p><i>network, including to the broad green corridors which it identifies.”</i></p>		
<p><b>Draft Policy 81 - Strategic Industrial Locations</b></p>		
<p>Para 2 of the Draft Policy:  <i>“Notwithstanding the above uses, <u>proposals on sites in the SIL where non-Class B operations are already in existence, proposals should seek to provide Class B uses—operations. Proposals involving non-Class B uses on these sites should provide employment generating uses that reinforce the role of the SIL.</u></i>  <i>(INSERT SPACE)</i>  <i>Proposals in the SIL for Class B uses that include involving a quantum of floorspace to be used for display and sales should demonstrate that this quantum of floorspace is <del>those uses are clearly ancillary to the a primary Class B uses.</del>”</i></p>	<p>For clarification of the consideration of retail and other non-B Class uses in the SIL.</p>	<p>63_2 Jonathan Best, Montagu Evans for Travis Perkins</p>
<p><b>Draft Policy 83 - Non-Designated Employment Land</b></p>		
<p>Para 3 of the Draft Policy:  <i>“Proposals for change of use of non-designated sites accommodating Class B uses to a non-employment generating use will be considered on the following criteria:</i>  <i>a. whether there is a demonstrated lack of demand for the existing <u>permitted uses—</u>or any <del>potential alternative, employment generating use including evidence of recent, active marketing of the site for reuse or redevelopment undertaken prior to the submission of a planning application over a minimum period of six months,</del></i>  <i>b. whether all opportunities for <del>re-let and sale for reuse or redevelopment for employment generating uses have been fully explored, both in terms of existing and any alternative employment generating uses and layouts, including small/more flexible business units, and”</del></i></p>	<p>Changes to remove repetition and improve clarity.</p>	<p>110_1 John Escott, Robinson Escott Planning</p>
<p><b>Draft Policy 93 – Bromley Shopping Centre (The Glades)</b></p>		
<p>Para 6.2.18:  <i>“<del>...The latest GOAD report identifies 445 retail outlets which provides around 1,293,500 sq. ft. of retail floorspace. It is acknowledged that other</del></i></p>	<p>To acknowledge that other main town centre uses can complement the function and that consumer trends are changing. The floorspace mentioned in the supporting text</p>	<p>66_7 Victoria Barrett NLP for LaSalle Investment Management</p>

<p><i>main town centre uses can complement the function of the centre and reflect the change in consumer trends. The Glades Shopping Centre provides 464,000 sq. ft. across 135 units”.</i></p>	<p>should reflect the floorspace within the Glades as the policy relates only to the Glades.</p>	
<p><b>Draft Policy 98 – Restaurants, pubs and hot food takeaways</b></p>		
<p>Addition to supporting text para 6.2.28  <i>“...if not carefully managed. Concentrations of such uses become over concentrations, where and when there are unacceptable negative impacts relating to the level of concentration in a given area, including impacts on the vitality and viability of the centre, traffic, noise, fumes, and health”.</i></p>	<p>To clarify that criterion (b) tries to avoid over concentration of restaurants, fast food takeaways etc. where the negative impacts make such concentrations unacceptable.</p>	<p>66_8                  Victoria Barrett NLP for LaSalle Investment Management</p>
<p><b>Draft Policy 111 - Crystal Palace SOLDC</b></p>		
<p>Para 6.4.7, line 4:  <i>“The Grade II* listed historic Metropolitan Park”</i></p> <p>Para 6.4.12:  <i>“The Grade II Listed centre is a historically significant sports and leisure facilities which is used to host national and international sporting events and has been used to host Olympic training events”.</i></p> <p>Para 6.4.16., line 2/3:  <i>“Policy 15 seeks to maximise the opportunities for proposals presented by the Crystal Palace SOLDC so that they contribute and benefit from the thriving cultural and leisure economy of Crystal Palace’s District Centre, and enhance as well as capture broader benefits for Penge District Centre, and the more local Anerley centre.”</i></p>	<p>Correction.</p> <p>Correction due to inaccurate statement that the National Sports Centre is no longer suited to Olympic use.</p> <p>To make reference to the fact that the SOLDC should “enhance and benefit” Crystal Palace District Centre.</p>	<p>111_4                  Francis Bernstein</p>
<p>Para 6.4.10, line 1-2:  <i>“Crystal Palace, which, in its original form originally housed the Great Exhibition in 1851 on Hyde Park the structure which originally housed the Universal Exhibition in 1851”.</i></p>	<p>Correction.</p>	<p>119_1                  Ken Lewington, Crystal Palace Foundation</p>
<p>Para 6.4.7:  <i>“The Council acknowledges that the development potential of sites within the proposed SOLDC is constrained by the park’s designation as Metropolitan Open Land by its conservation area status and by the need to conserve and enhance</i></p>	<p>Changes for consistency.</p>	<p>193_16                  Historic England</p>

*the significance of its numerous heritage assets. its conservation area status. Crystal Palace Park is highly accessible with five train and overground stations within walking distance. The Grade II\* Listed Metropolitan Park is on the national register of Historic Parks and Gardens and has particular historic and cultural significance as the former site of Joseph Paxton's Crystal Palace .It includes nationally and regionally important assets including the Grade II\* listed National Sports Centre, the remaining listed terraces and sphinxes from the Crystal Palace and the Grade I listed prehistoric Victorian sculptures of monsters and dinosaurs. The whole is designated as a conservation area."*

Para 6.4.8:  
*"In 2011, a Masterplan submitted by the London Development Agency (LDA), folded into the Greater London Authority in 2012, was granted outline planning permission for the duration of 15 years. The Masterplan seeks to restore and improve the park and reinstate its national and international status. The park presents opportunities to encourage growth of more than sub-regional importance beyond its boundaries particularly through visitor spend in Crystal Palace and other neighbouring town centres within the Crystal Palace, Penge and Anerley Renewal Area. ~~Planning permission was granted for a masterplan which seeks to restore and improve the park and reinstate its national and international status.~~ The delivery of key capital projects is already underway, such as that of the restoration of the Dinosaurs. The GLA has also been considering options for elements of development and redevelopment on the site of the National Sports Centre."*

Para 6.4.12.:  
*"The Grade II\* Listed centre is a historically significant sports and leisure facility [...]."*

Revision required to set out the context relating to the masterplan for more clarity.

Correction.

<p>Para 6.4.14:  <i>"The Council will work with the Mayor of London, Historic England and other stakeholders to identify adequate development capacity and ensure it supports the SOLDC designation should any development come forward".</i></p> <p>End of para 6.4.15:  <i>"The park itself is a Grade II* Listed park on Historic England's Register of Historic Parks and Gardens which includes a large number of significant assets including the Grade II* Listed National Sports Centre, the Grade II listed upper and lower terraces of the Crystal Palace Gardens, lower palace station, bust of Sir Joseph Paxton, gatepiers to Rockhill, Royal Naval Volunteer Reserve Trophy War Memorial and the Grade I prehistoric animal sculptures and geological formations by the lake."</i></p>	<p>Recognised that Historic England will be a key stakeholder in the seeking to identify the adequate development capacity.</p> <p>Changes highlight the significance of heritage assets in Crystal Palace.</p>	
<p><b>Draft Policy 123 - Sustainable Design and Construction</b></p>		
<p>The final bullet point at para 7.0.59:  <i>"Promote and protect biodiversity and green infrastructure including space for food growing where appropriate"</i></p>	<p>To make reference to the requirement for provision of growing spaces in line with the Mayor's Sustainable Design and Construction SPG.</p>	<p>43_6                  Sarah Williams, Sustain                  (also 43_3 – DP 13 &amp; 43_4 - DP 24)</p>
<p><b>Draft Policy 125 – Delivery and Implementation of the Local Plan</b></p>		
<p>Para 8.0.3:  <i>'Where existing and planned provision of infrastructure, facilities and services are inadequate to meet the needs generated by a proposal, the Council will negotiate planning obligations or agreements (s106 and/or s278 of the Highways Act 1980) to secure measures to meet those needs'.</i></p> <p>Para 8.0.5:  <i>"Pooled contributions will be used within the restrictions of the CIL Regulation 123; however, there is no limit for the pooling of s278 agreements."</i></p>	<p>To make references to s278 in addition to s106.</p>	<p>62_2                  Cherrie Mendoza, Highways England</p>
<p><b>Appendix 10.6 – Areas of Special Residential Character</b></p>		
<p>ASRC description for Chelsfield Park line 13:  <i>"The estate also comprises areas of greenbelt which include woods and agricultural grazing land."</i></p>	<p>To make reference to the SINC containing species-rich grasslands in addition to the "areas of greenbelt which include woods".</p>	<p>69_64                  Matthew Frith, London Wildlife Trust</p>

<p><i>These are partly designated as a Grade I Site of Interest for Nature Conservation which includes species rich grassland".</i></p>		
<p><b>Appendix 10.8 – Local Green Space Sites</b></p>		
<p>Site 48 Chislehurst Recreation Ground, Walden Woods, Whytes Woods and Walden Woods, para. 3:  <i>"There are also a range of recreational facilities: The Invicta Scouts hut is located on Chislehurst Recreation Ground, which is also home to Elmstead FC which secured funding to improve the now floodlit football pitches, <del>(there is a kickabout on the site)</del> and Chislehurst Tennis Club."</i></p>	<p>To highlight that the recreation ground is financially supported by the local football association and by the football foundation.</p>	<p>71_16            Tony Allen, Chislehurst Society</p>

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Report No.  
DRR00000

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**FOR PRE-DECISION SCRUTINY BY RENEWAL AND  
RECREATION POLICY DEVELOPMENT AND SCRUTINY  
COMMITTEE**

**Date:** Wednesday 28 March 2018

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

**Title:** NATIONAL INCREASE IN PLANNING APPLICATION FEES

**Contact Officer:** Tim Horsman, Planning Development Control Manager  
Tel: 020 8313 4956 E-mail: Tim.Horsman@bromley.gov.uk

**Chief Officer:** Chief Planner

**Ward:** (All Wards);

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1. Reason for report

To seek Member approval to spend the additional income expected to be received from an increase in nationally set planning application fees.

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2. **RECOMMENDATION(S)**

**Executive is asked to: -**

2.1 **Agree that the £240k additional income be used to improve planning services as set out in Section 3 of the report.**

2.2 **Approve draw down of £30k for 2017/18 and £240k for 2018/19 held in the Central Contingency.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: N/A
- 

## Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley Regeneration:
- 

## Financial

1. Cost of proposal: Net nil as £240k additional costs to be offset by additional income of £240k
  2. Ongoing costs: Net nil as £240k additional costs to be offset by additional income of £240k
  3. Budget head/performance centre: Planning and Renewal
  4. Total current budget for this head: £1.525m
  5. Source of funding: Income generated from planning application fees
- 

## Personnel

1. Number of staff (current and additional):64ftes
  2. If from existing staff resources, number of staff hours: N/A
- 

## Legal

1. Legal Requirement: Statutory Requirement: Nationally set fee income
  2. Call-in: Not Applicable:
- 

## Procurement

1. Summary of Procurement Implications: None at present
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Planning applicants for circa 5,000 applications per year
- 

## Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The 'Fixing our broken housing market' paper was published by the Government in February 2017. This set out the proposal to increase planning fees by 20%, and that the additional income generated be invested exclusively in planning services. This was to enable Local Planning Authorities to make improvements to their resourcing, leading to better services, improved performance and greater capacity to deliver growth as set out in the paper.
- 3.2 The Department for Communities and Local Government made it clear that if the extra income was not invested back into the planning service, the existing fees would remain in place.
- 3.3 A statutory instrument (The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017) was made on 20<sup>th</sup> December 2017 and came into force on 17<sup>th</sup> January 2018 to secure a 20% national increase in planning application fees. All Local Planning Authorities have accepted this increase on the basis the income be reinvested in their Planning Department.
- 3.4 This increase affects all planning application fees which are nationally set by the government, but not pre-application advice fees which are locally set.
- 3.5 Planning application income for 2017/18 is expected to be £1.2m and therefore the additional income in the next financial year is expected to be approximately £240k.
- 3.6 It is therefore proposed to spend the additional £240k to improve the planning services in the following ways: -

#### Retention and recruitment incentives for staff

- 3.7 Local Planning Authorities in the surrounding area are offering competitive salaries to new recruits, and the higher end of salaries being offered to the market is rising. The Council needs to remain competitive in the market but also ensure that existing excellent performing staff can be remunerated at an appropriate level. Investing in existing quality staff is essential to maintain and improve the service and to avoid the costs and disruption of replacing staff who may be incentivised to leave. The estimated cost is £49k.

#### Creation of planning enforcement administration post

- 3.8 In order to ensure the effective and efficient operation of the planning enforcement team, funding is proposed to be used to create a full time post to support the enforcement officers and manager with increased costs of £25k.

#### Securing temporary Planner posts

- 3.9 Over the last ten years as the number of planning applications received has risen steadily, temporary posts have been created to ensure that there are an appropriate number of qualified Planners. It is proposed to rationalise several of these temporary posts in the staffing budget to reflect the permanent status of the staff in these posts at an estimated cost of £111k.

#### Payment of Royal Town Planning Institute (RTPI) professional membership fees

- 3.10 Many Local Planning Authorities now offer payment of professional membership fees as part of their recruitment and retention offer. Existing staff have indicated that this is something that they would greatly value, and it is likely to be an effective recruitment incentive. Membership of the RTPI is actively encouraged for career grade staff and it is considered of significant importance that more senior staff are active members of this organisation which ensures high professional standards within Planning. The estimated cost of this proposal is £20k.

### Increase in Local Plan Consultancy Budget

3.11 The Council relies on specialist consultants to assist in background work for Local Plan documents. This background work is ongoing irrespective of the stage of the process and a suitable budget is required to engage consultants for various areas of work. It is therefore proposed to increase the existing budget by £15k.

### Upgrade an existing post to a supervisor post

3.12 It is proposed to create an additional supervisor post by upgrading an existing vacant post, which would incur additional cost of £20k.

## **4. FINANCIAL IMPLICATIONS**

4.1 On 17 January 2018 the DCLG increased statutory planning fees by 20% and specified that the additional income generated had to be reinvested in the planning service to provide better services, improve performance and provide greater capacity to deliver growth set out in the 'Fixing our broken housing market' paper.

4.2 The increase in fees is expected to generate additional income of £30k in 2017/18 and £240k per annum from 2018/19.

4.3 Members should note that there was a requirement from the DCLG in March 2017, for the S151 Officer to confirm acceptance of the 20% fee increase, and confirmation that the amount raised through these higher fees would be spent entirely on planning functions.

4.4 This report is requesting drawdown of the additional income from Central Contingency and seeks approval to spend the income on the proposals detailed above and summarised below: -

<b>Proposal</b>	<b>£'000</b>
Retention and Recruitment	49
Creation of Enforcement Admin post	25
Conversion of temporary development control posts to permanent posts	111
Payment of professional fees	20
Increase in Local Plan Consultancy budget	15
Upgrade an existing post to a supervisor post	20
<b>Total</b>	<b>240</b>

## **5. PERSONNEL IMPLICATIONS**

5.1 Recruitment and retention improvements for difficult market (Planners). Some increase in allocated post hours and conversion of posts from temporary to permanent.

<b>Non-Applicable Sections:</b>	IMPACT ON VULNERABLE ADULTS AND CHILDREN; POLICY IMPLICATIONS; LEGAL IMPLICATIONS; PROCUREMENT IMPLICATIONS
Background Documents: (Access via Contact Officer)	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 <a href="https://www.legislation.gov.uk/uksi/2017/1314/contents/made">https://www.legislation.gov.uk/uksi/2017/1314/contents/made</a>

Report No.  
DRR 08/081

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE  
PRE-DECESSION SCRUTINY R&R PDS 27 MARCH 2018

**Date:** Wednesday 28 March 2018

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

**Title:** WEST WICKHAM LEISURE CENTRE AND LIBRARY  
REDEVELOPMENT

**Contact Officer:** Michael Watkins, Manager - Strategic Property  
Tel: 020 8313 4178 E-mail: Michael.Watkins@bromley.gov.uk

**Chief Officer:** Colin Brand, Director of Regeneration

**Ward:** West Wickham;

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1. Reason for report

This report advises Members as to the opportunity to redevelop the West Wickham Leisure Centre and Library sites, which will generate funding for a new replacement leisure and library facilities on the existing Leisure site by the inclusion of a residential development.

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2. RECOMMENDATION(S)

- 2.1 To note the contents of this report and to agree to the redevelopment of the Leisure and Library sites, subject to final Executive approval prior to Planning submission.
- 2.2 To agree that Officers proceed with Detailed Planning in respect of the replacement Leisure and Library facilities and Planning with Reserved Matters in respect of the residential elements on the Library and Leisure sites in accordance with the Consultancy and Survey Fee estimate of £913k.
- 2.3 To agree that Officers undertake the necessary works to market the scheme and appoint a developer to deliver the scheme in accordance with the £80k fee estimate. The outcome of which will be reported back to Executive prior to the final selection of a developer for approval.
- 2.4 That Officers undertake a Procurement exercise to appoint a Leisure Operator in advance of the development so that the operator can input into the detailed design of the new facility. The outcome of which will be reported back to Executive prior to the final selection of a Leisure Operator.

## **2.5 To agree that the £993k is funded from the 2017/18 Central Contingency and that the scheme is added to the Capital Programme.**

### Impact on Vulnerable Adults and Children

#### 1. Summary of Impact:

It is considered that there will be no long term impact on vulnerable adults or children as the existing offering of library and leisure facilities will be replaced. There will be a lack of provision of leisure facilities during the construction phase of the scheme – estimated to be 24 months.

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### Corporate Policy

#### 1. Policy Status: Existing Policy:

#### 2. BBB Priority: Excellent Council Quality Environment Vibrant, Thriving Town Centres Healthy Bromley Regeneration:

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### Financial

#### 1. Cost of proposal: Estimated Cost: £993k

#### 2. Ongoing costs: Non-Recurring Cost: N/A at this stage

#### 3. Budget head/performance centre: Capital Programme

#### 4. Total current budget for this head: £N/A

#### 5. Source of funding: Under spend from the 2017/18 Central Contingency

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### Personnel

#### 1. Number of staff (current and additional): N/A

#### 2. If from existing staff resources, number of staff hours: N/A

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### Legal

#### 1. Legal Requirement: None:

#### 2. Call-in: Applicable:

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### Procurement

#### 1. Summary of Procurement Implications: Separate procurement exercises would be undertaken to secure a new Leisure Operator for the facility and a Developer to deliver the scheme.

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### Customer Impact

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

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### Ward Councillor Views

#### 1. Have Ward Councillors been asked for comments? Yes

2. Summary of Ward Councillors comments: Two meetings with Ward Members have been held and the above approach and initial outcomes have been provided to them.

### 3. COMMENTARY

- 3.1 The West Wickham Leisure facility and the West Wickham Library are well used facilities but are outdated in design terms and require significant investment in terms of maintenance and asset replacement in order for them to carry on providing existing services. West Wickham was built in 1967 and last refurbished in 2003.
- 3.2 The existing Leisure Operator (Mytime Active) has identified that the facility is in need of significant investment in order to make it an attractive and viable offering. Initial estimates to bring both properties up to a sustainable standard have indicated sums in excess of £1m. The Mytime Active agreement is due to expire shortly and therefore the provision of a new operator for this facility can be market tested.
- 3.3 Consequently Officers have been investigating how these facilities could be replaced by releasing for development the land assets they occupy to fund replacement facilities.
- 3.4 Through the TFM Contract, Cushman and Wakefield were instructed to investigate the feasibility and viability of how to provide new leisure and library facilities at the site of the existing West Wickham Leisure Centre, supported financially through the sale of the two sites as residential development opportunities to a developer to deliver utilising their own financial resources.
- 3.5 In order to assist this process Cushman and Wakefield selected, following a mini competition, Pick Everard, an Architectural and Design Practice Firm who had suitable experience in the design of leisure facilities.
- 3.6 A high level capacity study to consider the optimum mix for the site, with the aim of optimising the site value, whilst re-providing the existing community facilities (leisure centre, library), has been provided the Council in considering the viability of the development and to aid the eventual site disposal.
- 3.7 This work has included an initial concept for the development of the site together with a high level massing / capacity study to help consider the appropriate quantum of development having specific regard to the re-provision of the existing facilities, other uses to provide cross funding such as housing and the sites general viability.
- 3.8 The proposed concept scheme provides for a new Leisure Facility comprising of a 25M 6 Lane Pool and Learner Pool. The design has been developed with reference to Sports England specifications and is considered to be a viable offering for the requirements at West Wickham. The new Leisure Facility will also provide studio space and a gym. The future Leisure Operator will need to put their input into the design and the timescales detailed further on in this report allow for that input to take place. It should be noted that the Library floor space will be at least the same size as the existing Library facility.
- 3.9 The Pick Everard High Level Capacity Study is attached at Appendix 2.
- 3.10 The Capacity Study shows that new replacement leisure and library facilities can be provided on the existing leisure site, allowing for disposal of the surplus sites for residential development based on 91 Flats (73 on Leisure site and 18 on Library site).

- 3.11 It should be noted that an option to acquire adjoining properties to enable a larger site footprint was considered but eliminated due to the negative impact on viability in that the acquisition costs would outweigh the additional disposal receipts from the increase in density of the scheme.
- 3.12 Cushman and Wakefield have also undertaken an initial Appraisal as to the costs of development of the concept design and the potential disposal receipts the scheme would generate. In addition a small number of site surveys have been commissioned to ensure that the ground conditions of the leisure site will allow for routine development. These are yet to be finalised, however no cause for concern has been raised at the time of writing this report.
- 3.13 The cost of the redevelopment scheme can be broken into two elements. The cost of provision for each element is detailed below but it should be noted that each is interdependent on the other for deliverability:
- 1) The provision of new leisure and library facilities together with the provision of a residential development on the existing leisure site – cost £30.5m
  - 2) The provision of a residential development on the existing library site – cost £5.4m.
- 3.14 The total cost of provision of the scheme amounts to £35.9m. This sum will be borne by the Developer and includes an allowance for Developers profit. The costs incurred in Planning and survey fees – detailed at Appendix 1 are also included within this figure.
- 3.15 The anticipated disposal receipts for the two residential developments amount to £34.6m (£28.3m Leisure Site and £6.3m Library Site).
- 3.16 Therefore there is an estimated shortfall of £1.3m, which would be underwritten by the Council, and recovered from the amortised income received from the Leisure Operator. Assuming a minimum figure of £7per Square Foot (noting that income could be derived on a rental or profit share basis – the figure of £7 is based on initial discussions with potential operators and there is scope to increase this sum) ,the leisure Centre (based on 18,686 SqFt) could produce an annual rental of £130,800. Assuming a 6% rate the shortfall would be paid back in circa 15 years.
- 3.17 Meetings with Ward Members have been held and the above approach and initial outcomes have been provided.
- 3.18 Cushman and Wakefield in conjunction with Pick Everard have been instructed to prepare a cost estimate and time scale for the delivering the scheme in terms of securing planning permissions and taking to market secure a developer to deliver the scheme.
- 3.19 In order to safeguard the Council’s key objective of providing replacement leisure and library facilities, it is recommended that the Council obtain Detailed Planning Approval for the design of these elements and Planning with Reserved Matters Approval in respect of the residential elements. This will ensure that the developer of the site will provide the Council with what it has specified whilst allowing potential changes to the residential element should the developer so wish.
- 3.20 Once the design and planning work has been undertaken, a report will be presented to the Executive (and Council if appropriate) for approval of the details and terms of the development, and requesting any additional sum to be added to the scheme in the

Capital Programme. The report will include further details of the estimated cost of the scheme, and consideration of how the risk relating to the net cost to the Council (see paragraph 3.16) will be managed e.g. if the cost of the development is higher than anticipated, or the total receipts are lower than estimated.

3.21 It is estimated that the marketing and OJEU process management/evaluation will cost circa £80k.

3.22 The table below summarises the initial cost of the scheme to deliver the planning outcomes and design work required with the full detail of the various cost elements attached as Appendix 1: -

<b>Estimated Costs</b>	<b>£'000</b>	<b>£'000</b>
Fees		
C & W costs	115.7	
Other Professional Fees	<u>752.3</u>	
Total Fees		868.0
Survey costs		45.2
Marketing & cost of developer		80
<b>Total estimated costs</b>		<u><b>993.2</b></u>

3.23 In terms of a % against the anticipated cost of the provision of the scheme these initial costs represent circa 2.77%.

3.24 As the design of the scheme progresses with input from both the, yet to be appointed, Leisure Operator and Greenwich Leisure Ltd in respect of the library a marketing strategy will be developed to attract suitable developers. Due to the sums involved the Council will need to procure the developer through an OJEU process.

3.25 Assuming that the Executive agree to the recommendations contained within this paper then the following timescales for delivery would be adopted:

04/18 – 03/19	Pre-construction period within which planning permission is obtained and conditions satisfied. Executive approval will be sought as to the final design prior to Planning submission.
	Competition to find Leisure Operator (April – July)
02/19 – 03/19	Marketing and OJEU preparation to commence on receipt of planning.
04/19 – 10/19	OJEU Process.
11/19 – 12/19	Bid Evaluation.
01/20 – 02/20	Contract Stage.
03/20 – 03/22	Site Development.
04/22	Site Completion.

3.26 It is therefore recommended that the Executive agree to the above costs and timescales.

#### **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

4.1 It is considered that there will be no long term impact on vulnerable adults or children as the existing offering of library and leisure facilities will be replaced. There will be a lack of provision of leisure facilities during the construction phase of the scheme – estimated to be 24 months.

#### **5. POLICY IMPLICATIONS**

5.1 The Council’s aims include being an authority which manages its assets well.

#### **6. FINANCIAL IMPLICATIONS**

6.1 Member approval is sought to allocate £993k from the 2017/18 Central Contingency to undertake the initial work of the scheme in order to deliver the planning outcomes and to add the scheme to the capital programme.

6.2 It is anticipated that the overall scheme will cost £35.9m and will generate disposal receipts of £34.6m from the two residential developments. There is therefore a potential net shortfall of £1.3m. It is hoped likely that circa £131k annual rental income may be generated from the leisure facility.

6.3 It should be noted that it is likely that there will be a potential net reduction of income of £83k as a result of the loss of the car park.

#### **7. LEGAL IMPLICATIONS**

7.1 Section 123 of the Local Government Act 1972 requires a local authority to secure the best consideration reasonably obtainable when it disposes of land (other than on a lease of 7 years or less) unless it has the benefit of an express or general consent of the Secretary of State.

7.2 In this instance both sites will be subject to market testing and therefore the Council will be able to satisfy itself that it has received best consideration.

#### **8. PROCUREMENT IMPLICATIONS**

8.1 Separate procurement exercises would be undertaken to secure a new Leisure Operator for the facility and a Developer to deliver the scheme.

<b>Non-Applicable Sections:</b>	Personnel Implications
Background Documents: (Access via Contact Officer)	[Title of document and date]

## Appendix 1

	Outline - Residential with externals £	Detailed - Leisure & Library with externals £	Outline - Residential on existing Library Site £	Total £
C & W PM, Reporting & Viability / Feasibility				52,500
C&W Planning				63,150
<b>Sub Total C &amp; W costs</b>				<b>115,650</b>
Cost Consultant	0	0	1,000	1,000
Principal Designer	0	0	500	500
Architecture	0	0	5,500	5,500
Fire Eng. (early advice)	0	0	550	550
Structural	1,000	1,000	500	2,500
Civil Eng.	1,000	1,000	500	2,500
ME&Ph	2,500	3,000	1,500	7,000
Thermal Modelling	1,000	1,000	500	2,500
Landscape Arch	500	500	250	1,250
Sustainability (early advice)	500	500	500	1,500
Acoustic Eng. (early advice)	1,500	1,500	1,000	4,000
Cost Consultant	29,400	18,750	12,150	60,300
Principal Designer	12,600	10,500	3,240	26,340
Architecture	140,000	125,250	37,800	303,050
Fire Eng.	2,800	5,250	1,620	9,670
Structural	51,800	38,325	12,150	102,275
Civil Eng.	16,800	15,750	5,130	37,680
ME&Ph	44,800	48,750	14,040	107,590
Thermal Modelling	4,340	6,075	1,377	11,792
Landscape Arch	7,000	9,000	2,700	18,700
Sustainability	1,540	7,800	999	10,339
Acoustic Eng.	14,000	15,000	6,750	35,750
<b>Sub Total Professional Fees</b>	<b>333,080</b>	<b>308,950</b>	<b>110,256</b>	<b>752,286</b>
<b>Total Fees</b>	<b>333,080</b>	<b>308,950</b>	<b>110,256</b>	<b>867,936</b>
<b>Cost of Surveys</b>				
Topographical (Library only) & Building Surveys – suggest PointCloud Surveys		8,000	4,000	12,000
Tree Surveys (Arboriculturalist)		0	750	750
Incoming services/ below ground services/ utilities surveys GPR		2,000	1,000	3,000
Geotechnical Survey (trial pits, boreholes and borehole logs, geology of site)		11,500	5,000	16,500
Asbestos Survey (Management survey)		2,000	1,500	3,500
Flood Risk		1,500	750	2,250
Bomb Surveys (unexploded ordnance(UXO) – Desk top		1,500	750	2,250
Air quality assessment		1,500	750	2,250
Noise Assessment		2,000	750	2,750
<b>Total Surveys</b>		<b>30,000</b>	<b>15,250</b>	<b>45,250</b>
Marketing of scheme & appointment of developer				<b>80,000</b>
<b>Total (Consultancy Fees &amp; Surveys)</b>	<b>333,080</b>	<b>338,950</b>	<b>125,506</b>	<b>993,186</b>

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West  
Wickham  
Leisure Centre



West Wickham Leisure Centre & Library  
High Level Capacity Study - Option Proposal

London Borough of Bromley



<b>Document History</b>				
<b>Issue</b>	<b>Date</b>	<b>Comment</b>	<b>Author</b>	<b>Checked</b>
01	01/02/2018	First issue	HRW	KAO



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Pick Everard were appointed by Cushman & Wakefield on behalf of London Borough of Bromley Council, to undertake a high level capacity study for the redevelopment of both West Wickham Leisure Centre (WWLC) and West Wickham Library (WWL) sites. The study explored provisions for new and upgraded leisure facilities for the local community, alongside new library facilities while simultaneously introducing an element of residential development. Several options were considered in the first appraisal, please see document entitled *171623 17-2-2 R001 High Level Capacity Study* for further information.

### I.1 Document Outline

This document outlines the proposed redevelopment options, following the outcome of the capacity study. This study comprises:

1. Site analysis: including site area restrictions, access, local traffic, adjacent properties and overlooking, orientation, existing trees and site levels.

2. Proposals: represented in the form of plans and high level massing, studies and in response to the brief, site opportunities and constraints. These proposals can be summarised as:

- Proposal for WWLC site: new leisure centre, library facilities, and residential development
- Proposal for WWL Site: residential development on all floors.

3. Outline cost estimate for the proposals.

This study is largely a desktop exercise supported by site visits, published guidance, and anecdotal information. It relies only upon the information that Pick Everard were able to obtain within the time available and should an option advance to detailed design there will be a requirement for more thorough investigation in some key areas.

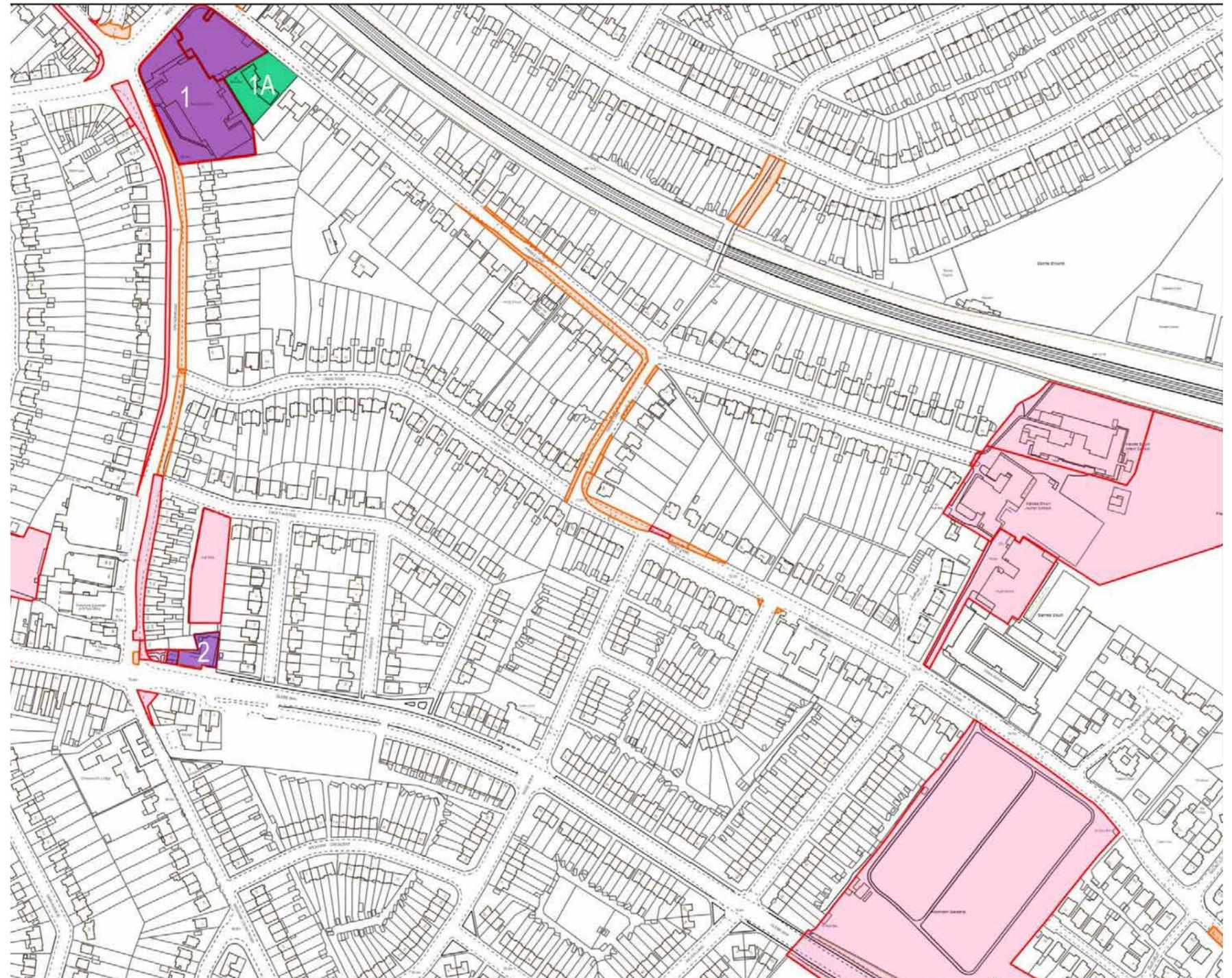


Figure I - OS map showing location of site options (received from Cushman and Wakefield)

### 2.1 Client and Design Team

#### 2.1.1 Client

Cushman & Wakefield



on behalf of Bromley Borough Council



#### 2.1.2 Architect and Quantity Surveyor/Cost Control

Pick Everard



### 2.2 Brief Objectives

With reference to Cushman & Wakefield document, *Brief for High Level Capacity Study – West Wickham Leisure Centre*, received November 2017, the key objective is:

*“A high level capacity study to consider the optimum mix for the site, with the aim of optimising the site value, whilst re-providing the existing community facilities (leisure centre, library), to assist Bromley Borough Council in considering the viability of the development and to aid the eventual site disposal.”*

Additionally, the following requirements have been stated:

- The high-level capacity study is envisaged to form a short form document providing an initial concept for the development of the site. This will be articulated in a plan format, pulling it together with a high level massing / capacity study to help consider the appropriate quantum of development having specific regard to the re-provision of the existing facilities, other uses to provide cross funding such as housing and the sites general viability.
- It is anticipated that the study will build on the previous work undertaken by TP Bennett.
- The proposals must have regards to the comments and concerns that have been raised about the previous proposals by Cushman & Wakefield, the promotion to the Local Plan in addition to the pre-application discussions.
- 

### 2.3 Options Appraisal

An options appraisal was carried out and a summary document issued entitled *171623 17-2-2 R001 High Level Capacity Study*. This made reference to:

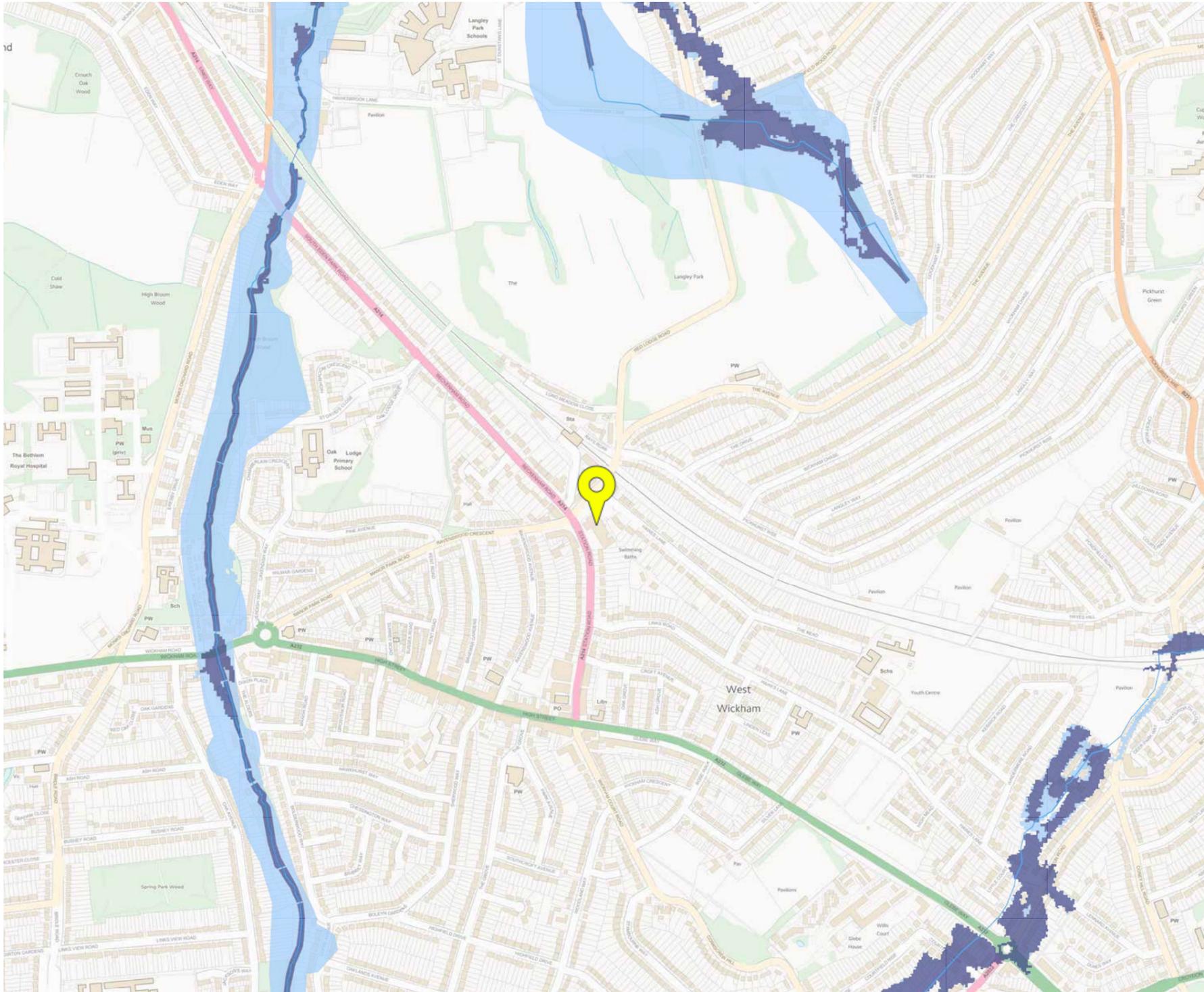
- Cushman & Wakefield brief document (Section 2)
- Site analysis (Section 3)
- London Borough of Bromley pre-consultation notes
- Analysis of existing leisure facilities and applying Sport England guidance as illustrated in *Affordable Sports Centres with Community 25m Pool Options*
- *London Plan 2016*, and other relevant housing standards

### 2.4 Process to Conclusion

The following process has been carried out in preparing this capacity study:

- Inception meeting with Cushman & Wakefield on 23/11/2017.
- Assessment of earlier work undertaken by TP Bennet and the document's associated LBB planning note.
- Site visit to WWLC, WWL and the surrounding context on 05/12/2017.
- Draft capacity study options have been issued on 08/12/2017 for initial review, followed by a conference call with Cushman & Wakefield on 12/12/2017 to agree on the finalised options.
- Presentation to London Borough of Bromley on 14/12/2017.
- Further cost reviews.
- Instruction to present option for WWLC with leisure centre, library, residential and WWL site with just residential in a concise report.

Full descriptions of the resultant scheme options are set out in the following sections.



**Flood map for planning**

Your reference  
**West Wickham**

Location  
**538323/166377**

Scale  
**1:12500**

Created  
**12 Dec 2017 5:04**

-  Development location
-  Flood zone 3
-  Flood zone 3: areas benefitting from flood defences
-  Flood zone 2
-  Flood zone 1
-  Flood defence
-  Main river
-  Flood storage area



Figure 2 - Flood risk plan relevant to all sites

### 3.1 Site Connectivity

Both the WWLC and WWL sites benefit from being in close proximity to West Wickham Station (5-10 minutes walking time) providing links to Charing Cross, Cannon Street, London Bridge and London Blackfriars. The site is easily accessible by bus also (nearest bus stop is on Station Road).

### 3.2 Flood Risk Plan

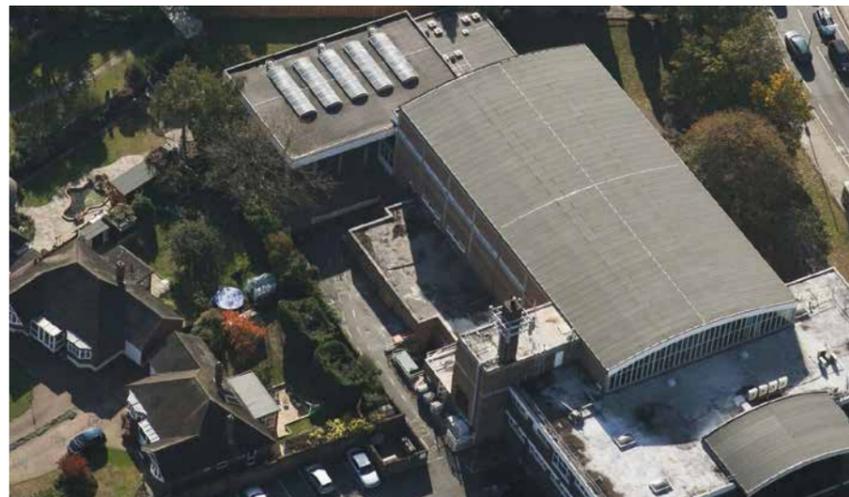
Based on information from Environment Agency Flood Map; both sites are outside the floodplain, so it is not likely to flood (see figure 6).

However, since these maps only cover flooding from rivers and the sea, it should be considered that flooding can occur at any time and in any place from sources such as rising ground water levels, burst water mains, road drains, run-off from hillsides, sewer overflows for example.

### 3.3 West Wickham Leisure Centre Site

#### 3.3.1 Site Overview

The site comprises the existing West Wickham Leisure Centre which has road frontages on 3 boundaries to Station Road, Red Lodge Road and Hawes Lane, and is adjacent to and opposite semi-detached and terraced residential housing and opposite The Railway Public House.



Figuresv 3-5 - Aerial views of site containing WWLC



Figure 6 - WWLC site location plan



Figure 7 - View to leisure centre main entrance



Figure 8 - View of the level change along Hawes Lane



Figure 9 - View of single storey residential the neighbours WWLC site



Figure 10 - Existing trees on site; proposing a constraint



Figure 11 - 3 storey commercial and residential buildings and the existing car park



Figure 12 - 2 storey commercial buildings and busy crossroad

### 3.3.2 Constraints and Opportunities

The site analysis diagram illustrates the key site opportunities and constraints graphically, these include:

- Site boundary
- Adjacent land use
- Access
- Views from and towards the site
- Existing trees
- Pedestrian routes

The site is within a short walking distance from West Wickham train station and under 5 minutes walk from the town centre.

The site has prominent boundaries to the north and west corners, facing Red Lodge/Hawes Lane junction and Red Lodge road/Station Road junction respectively.

Immediately adjacent to the site's south-east boundary lies two single storey bungalows and to its south-west boundary are two storey houses. Facing the north-east edge of the site, across Hawes Lane is a three storey pub and hotel. To the north are commercial street frontages at ground level, with single storey residential above. To the west across Station Road is also commercial street frontages at ground level, but with two storey residential above.

The site is generally flat; however, the surrounding roads have a gentle slope towards the north, with a level drop across the site of approx. 2.5m.



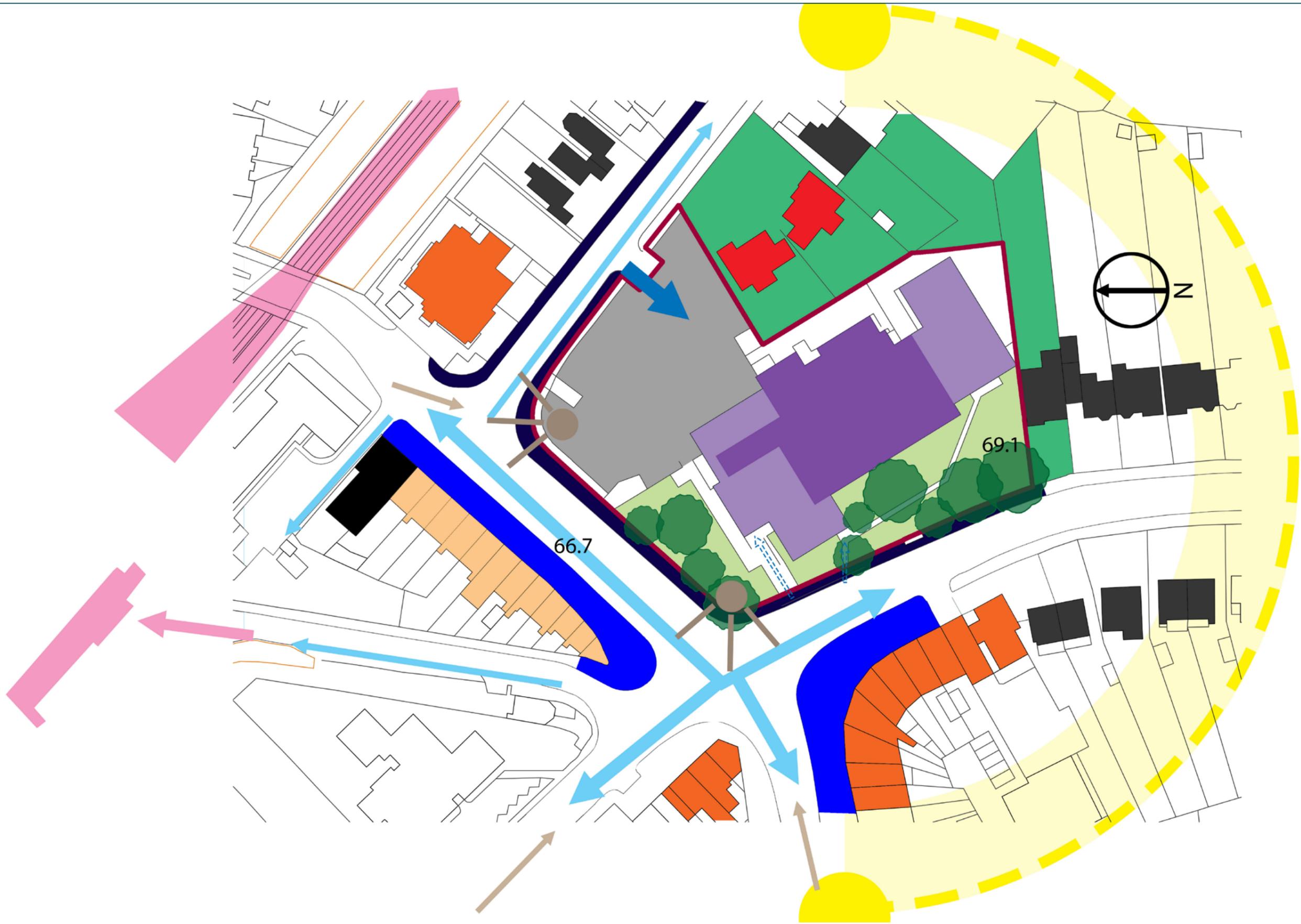


Figure 13 - WWLC site analysis diagram

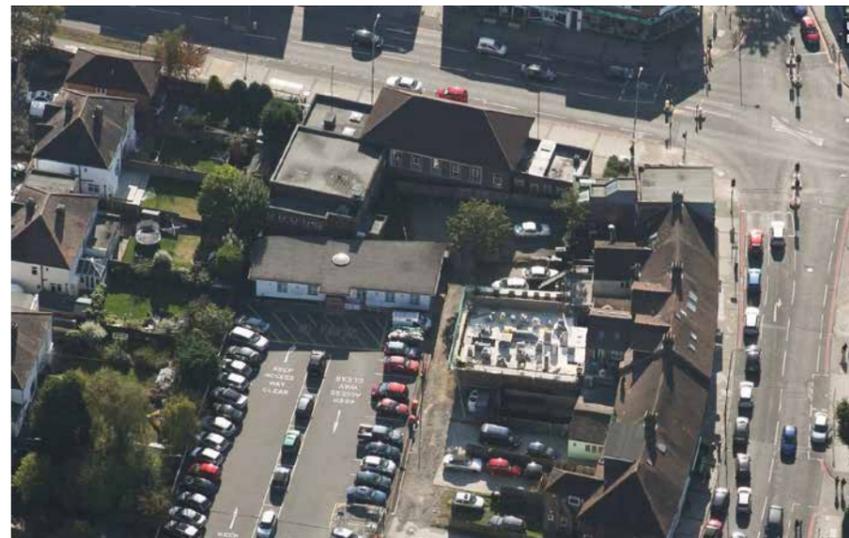


Figure 14-17 - WWL site aerial view showing the existing library



Figure 18 - WWL site location plan



Figure 19 - View to the back of the library and new 3 storey residential block



Figure 20 - Pedestrian access into car parking site



Figure 21 - 2 storey residential buildings adjacent to WWL site



Figure 22 - Ground floor windows and shop entrances adjacent to WWL site

### 3.4 West Wickham Library Site

#### 3.4.1 Site Overview

The immediate area surrounding the WWL site is predominately residential in character, with the majority of West Wickham town centre situated further south, where the separate existing library site can be found.

#### 3.4.2 Constraints and Opportunities

The site analysis diagram illustrates the key site opportunities and constraints graphically, these include

- Site boundary
- Adjacent land use
- Access
- Views from and towards the site
- Existing trees
- Pedestrian routes

The site is situated within the town centre and along a secondary shopping frontage, almost at the crossroad between Station Road and Glebe Way.

Facing the site from the south side and along Glebe Way are commercial frontages at ground level, with one and 2 residential storeys above.

With reference to London Borough of Bromley pre-consultation notes, the relocation of the library away from the town centre would not detrimentally impact on the services available to the residents of the town centre catchment.

To the east of the site, surrounding the car park, there are 2 and 3 storey residential buildings. The building to rear of the site, 105a Station Road, has planning permission for a first floor extension.

- Private property adjacent to site
- 4 storey commercial and residential
- 2 storey commercial and residential
- 3 storey commercial and residential
- 1 storey commercial
- 2 storey commercial
- 3 storey commercial
- Landscaped public area
- Existing building on site
- 2 storey residential
- 3 storey residential
- Existing car parking
- Wide pedestrian area
- Narrow pedestrian area
- Residential gardens adjacent to/facing site
- Sun path
- Site boundary
- Heavy traffic flow/ main road
- Lighter traffic flow/ secondary road
- Views to site
- Views from site
- Main vehicular access into site
- Main pedestrian access into site
- Existing trees on site

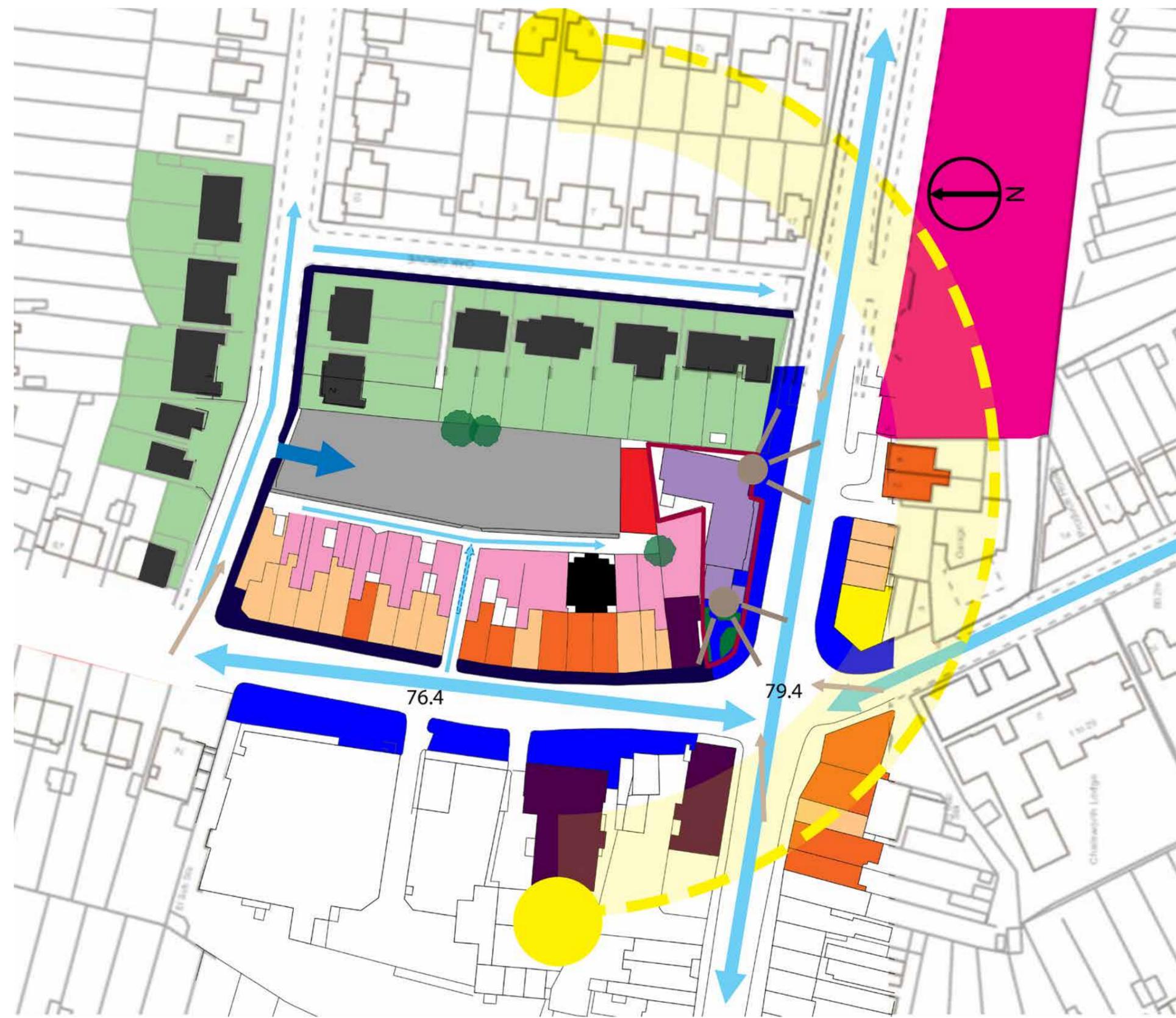


Figure 23 - WWL site analysis diagram

## 4.0 West Wickham Leisure Centre Site Proposal

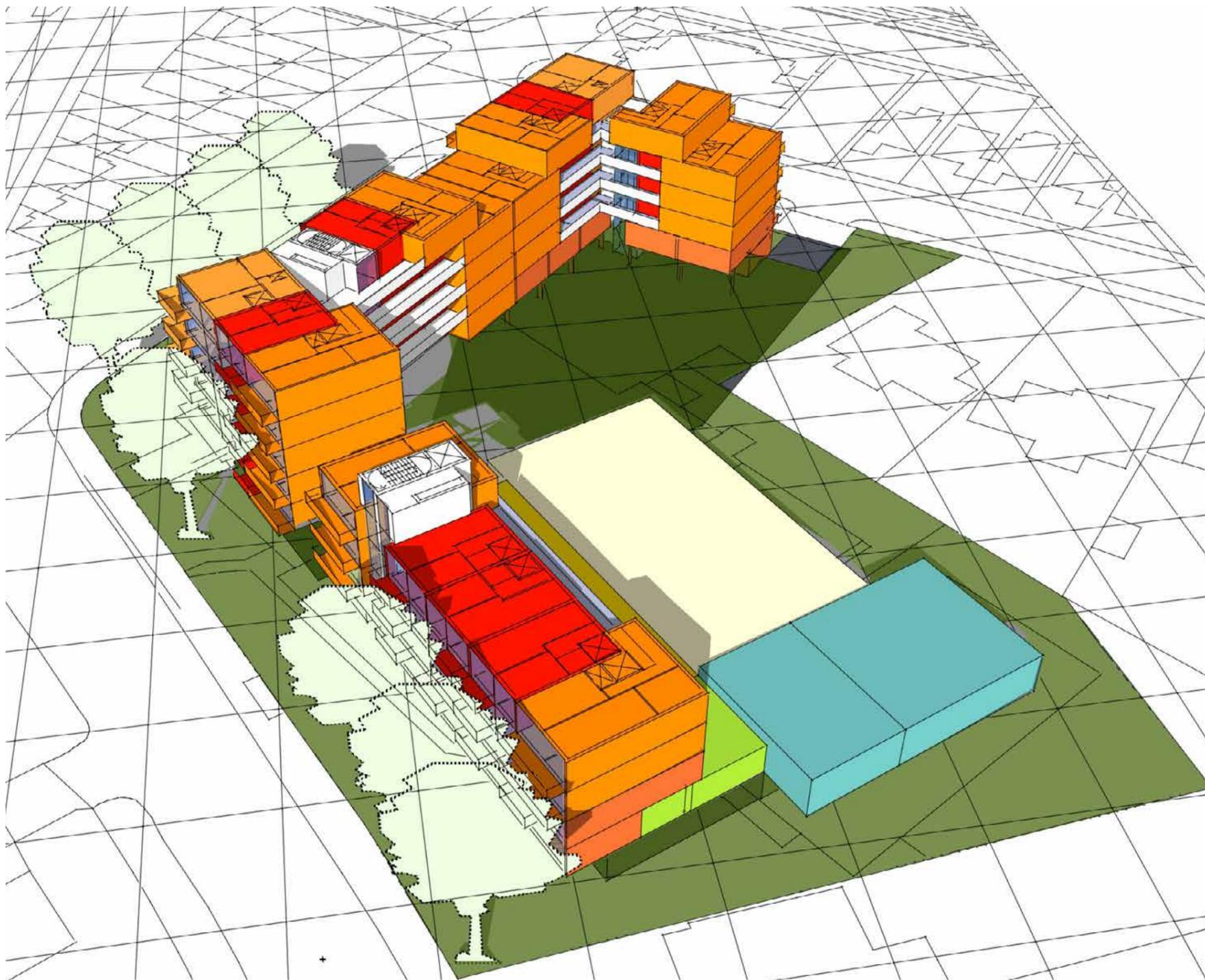


Figure 24 - WWLC site proposal sketch perspective view

### 4.1 Proposal Overview

The aim of this proposal is to provide a leisure centre, library facilities and residential accommodation on the current WWLC site. In doing so, the current WWL site can be developed as residential as illustrated in Section 5.0.

### 4.2 Response to Site

The proposal makes use of the level difference between the south and north edges of the site, by retaining the vehicle access at its current location, and introducing a submerged car park across the site for residents. Surface parking will be provided at podium/ground level for the leisure facilities; to facilitate effective management, this will be separate from the residential parking.

### 4.3 Layout

The leisure centre is split over 2 levels; the basement level (which comprises the double height pool hall, wet change and plant spaces) and ground level (which comprises the entrance, library, dry change, gym and studios). The prominent main entrance benefits from direct street frontage.

The library shares an entrance with the leisure facilities and is accessed directly from the reception hall.

The residential units, which are predominantly 4 storeys high, stretch along the site's north-west and south-west boundaries, therefore benefiting from street frontage to Station Road and Red Lodge Road, while simultaneously enclosing a communal space for residents' use.

The buildings are set back from Station Road and Red Lodge Road to provide wide pedestrian footpaths with complimenting landscaped buffers. The positioning of the development respects the location of the existing trees.



Figure 25 - WWLC site proposal sketch plan view

Use	Count	Flat GIA (m <sup>2</sup> )	Total Area
1b2p Flat Type A	30	51	1530
2b4p Flat Type A	23	71	1633
2b4p Flat Type B	11	71	781
3b5p Flat Type A	9	101	909
<b>Total Flat GIA</b>	<b>73</b>		<b>4853</b>
Circulation			971
<b>Total Residential</b>			<b>5824</b>

Car Parking			2061
External Landscaping			3050
<b>Total External</b>			<b>5111</b>

Pool	2		650
Wet Change	1		326
Dry Change	1		95
Gym	1		255
Fitness Studio	1		161
Plant	1		178
Circulation	1		71
Atrium/Library/Cafe	1		248
<b>Total Leisure and Library</b>			<b>1984</b>

Figure 26 - WWLC site proposal area schedule

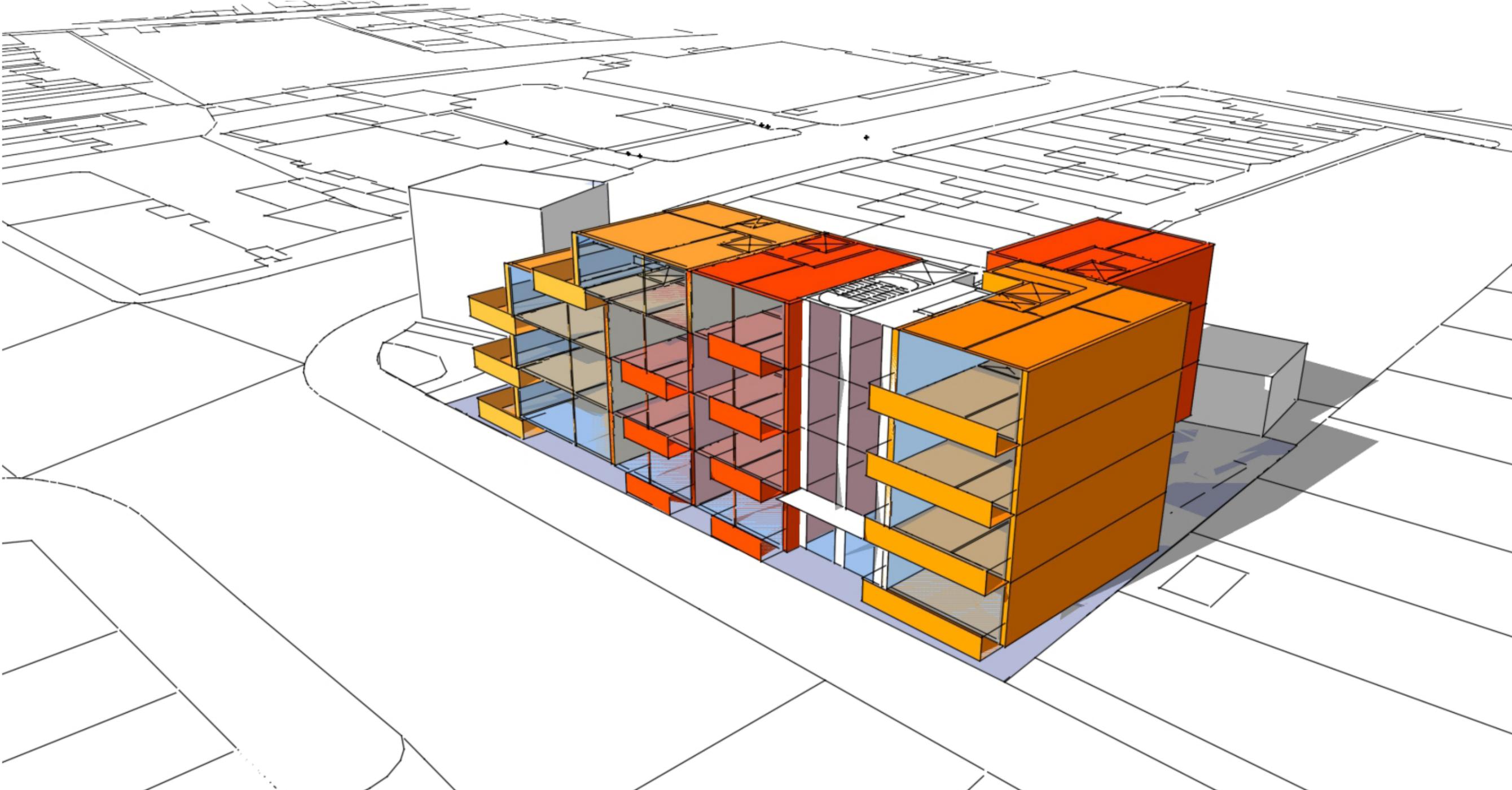


Figure 36 - WWL site proposal sketch perspective view

### 5.1 Proposal Overview

This proposal looks at developing the current WWL site for residential use. The proposal is laid out over 4 storeys and is comprised of 18 1,2 and 3 bed units with a total area of 1078m<sup>2</sup>.

This option works in conjunction with the WWLC site proposal.

Use	Count	Area (m <sup>2</sup> )	Total Area
1b2p Flat Type A	10	51	510
2b4p Flat Type A	4	71	284
2b4p Flat Type B	4	71	284
3b5p Flat Type A	-	101	0
<b>Total Flat GIA</b>	<b>18</b>		<b>1078</b>
Circulation			216
<b>Total Residential</b>			<b>1294</b>
External Areas			160
<b>Total Other</b>			<b>160</b>

Figure 37 - WWL site proposal area schedule

### 5.2 Response to Site

The proposal is 4 storeys in height, responding to the massing of the surrounding buildings which are predominantly 3 storeys tall but 4 and above in some places.

The balconies overlook the busy Glebe Way which the entrance to the block is also on, making use of the public frontage seen along much of the immediate street and mimicking the flat typology seen across the road in the new mixed commercial and residential scheme.

The majority of the units are oriented so the front elevation is south facing so as to make the most of the site's orientation.

### 5.3 Layout

The development includes balconies facing north and south so as to not directly overlook nearby residential buildings, while the units to the west corner of the site have balconies that wrap around the corner of the unit, therefore making the most of the landscaped area adjacent to the south-west corner of the site and exploiting the unbroken views over the crossroads and down the high street.

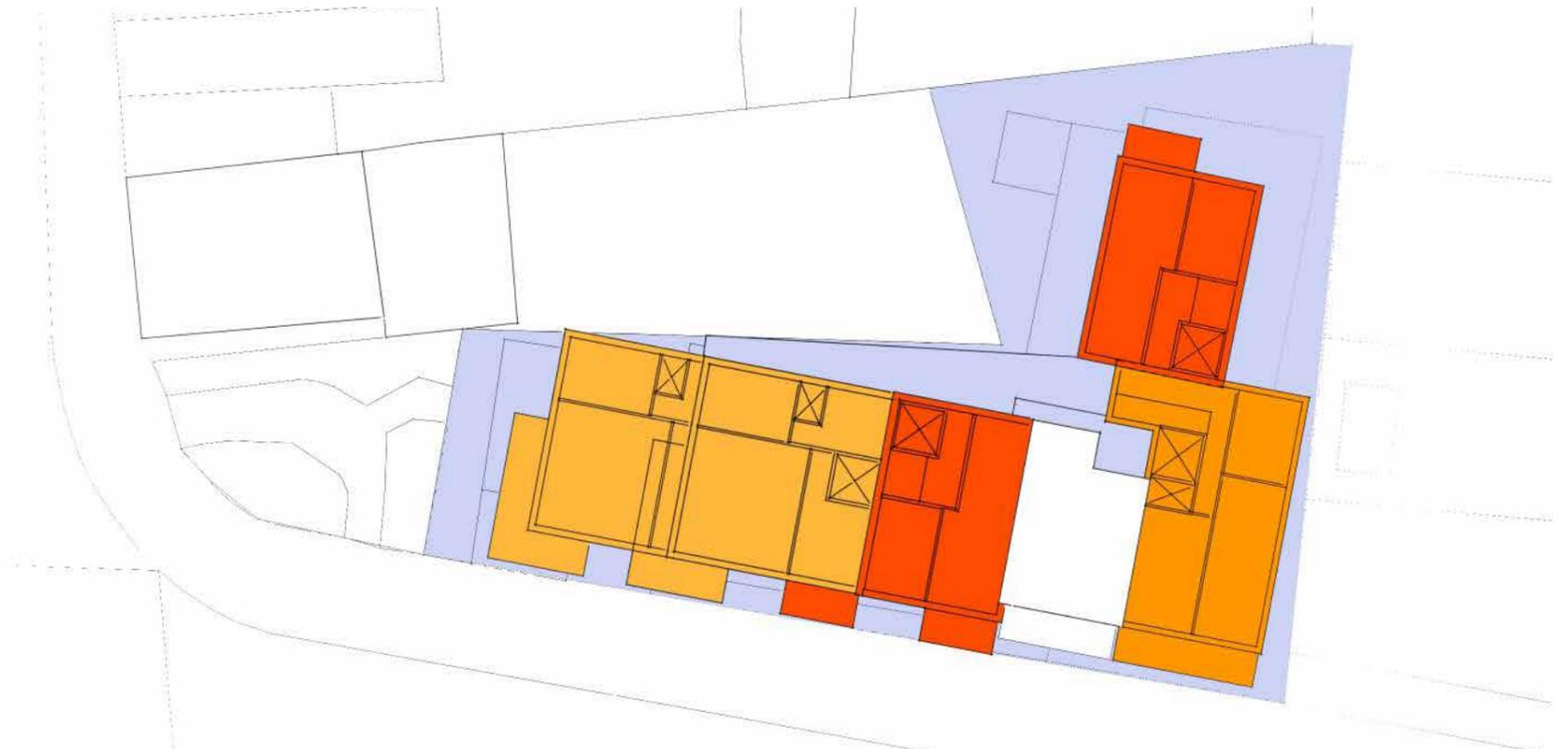


Figure 38 - WWL site proposal sketch plan view

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Report No.  
DRR18/007

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**PRE-SCRUTINY BY RENEWAL AND RECREATION POLICY,  
DEVELOPMENT AND SCRUTINY COMMITTEE**

**Dates:**

Tuesday 27 March 2018

Wednesday 28 March 2018

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

**Title:** NORMAN PARK ATHLETICS TRACK - UPDATE REPORT

**Contact Officer:** John Gledhill, Head of Leisure Business Development

Tel: 0208 461 7527 E-mail: john.gledhill@bromley.gov.uk

**Chief Officer:** Director of Regeneration

**Ward:** (All Wards);

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1. Reason for report

This report provides members with an update on the proposals presented by Blackheath and Bromley Harriers Athletic Club (BBHAC) to the Council detailing an option for BBHAC to take over the management and operation of the Norman Park Athletics Track Council based on a 125 year full maintain, repair and insure lease. This report seeks approval to allocate £300k, provided to the Council through Section 106 funding in respect to the development at Kent County Cricket Club, to undertake the landlord improvement works required at the athletics track.

---

2. **RECOMMENDATION(S)**

2.1 That the Executive agree to allocate £300k of the Section 106 receipts from developers in respect to Kent County Cricket Club development and add the scheme to the Capital programme to undertake landlord improvement works required at Norman Park.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Norman Park Athletics Track currently provides a range of initiatives and programmes that support vulnerable adults and children encouraging inactive people to become involved in physical activity develop their potential and their personal and leadership skills. The proposed landlord improvement works by the Council along with the proposals from BBHAC seek to improve the facilities and leisure offer at the athletics track and therefore to increase further activities that's support healthy lifestyles, wellbeing and personal development.
- 

### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Children and Young People Quality Environment Supporting Independence Healthy Bromley:
- 

### Financial

1. Cost of proposal: Estimated Cost: £300k
  2. Ongoing costs: Only minor maintenance will be required, funded from the property maintenance budgets
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £300k
  5. Source of funding: S106 funding from the Kent County Cricket Club development
- 

### Personnel

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

### Legal

1. Legal Requirement: Statutory Requirement: section 123 of the Local Government Act 1972
  2. Call-in: Applicable:
- 

### Procurement

1. Summary of Procurement Implications:
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected):  
Actuals for 2017: 68,219 Attendances, 491 Memberships and 506 Track Hire hours
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes

Summary of Ward Councillors comments:  
None received

### 3. COMMENTARY

- 3.1 Blackheath and Bromley Harriers Athletic Club (BBHAC) in conjunction with Norman Park Track Management Limited have been developing proposals to take over the management and operation of the Norman Park Athletics Track from the Council based on a 125 year full repairing and insuring lease. Under this proposal BBHAC will invest over £2m into the development of the track, which will include a new pavilion and indoor track. The BBHAC proposals are predicated on their obtaining the necessary planning consents to redevelop the athletics track. BBHAC are proposing to submit the Planning Application for their proposals in late March or early April 2018. BBHAC have now completed all surveys and the site is currently being surveyed for asbestos. BBHAC, subject to receiving the required planning consents, are proposing to commence their scheme in September 2018.
- 3.2 The proposed arrangements for a 125 year lease would be for a full repairing and insuring lease under which the Council would no longer have any responsibility to undertake any future repairs, maintenance, replacements or upgrades at the site. Under the current lease arrangements the Council has landlord responsibility for maintenance and repairs at the track which includes responsibility for the track plus the throwing and jumping areas, floodlights, out buildings and the pavilion. If the proposed arrangements for BBHAC to take a 125 year lease from the Council do not for any reason get agreed, then the Council will continue to have the landlord maintenance responsibilities for the areas highlighted above.
- 3.3 In December 2016, the Council undertook a condition survey on the athletics facilities, excluding the pavilion and lights. The report indicated there are works estimated at around £260k required at the track and these works now need to be completed to ensure the track maintains its United Kingdom Athletics certification and therefore is able to host regional athletics meetings. These works are also required to ensure that the track remains safe to operate and therefore remains open.
- 3.4 Members may recall that on 26<sup>th</sup> January 2017 the Renewal and Recreation Policy and Development Scrutiny Committee considered a report on the proposed future arrangements for Norman Park Athletics Track. The Executive 8<sup>th</sup> February 2017, subsequently agreed that subject to BBHAC receiving the required planning consents that they be granted a 125 year full repair and insuring lease based on an agreed draft Heads of Terms. The Executive also agreed that the Council shall meet the estimated £260k costs of landlord responsibilities for improvement works as detailed within the Condition Survey that was provided.
- 3.5 The Council is in receipt of £300k of Section 106 monies received in respect to developments that took place at Kent County Cricket Club. It is proposed to use this Section 106 funding to undertake the landlord improvement works required at Norman Park. The works will be delivered through the Amey total facilities management framework. There was a stipulation within the Section 106 agreement that required the Council to consult with Sport England in respect to the proposals for spending these funds. Sport England has been consulted, and Officers are able to confirm that Sport England are supportive of the proposals.
- 3.6 Officers have been in discussions with BBHAC with regard to implementing these landlord works during late August and September 2018. These works are required to ensure the future operation of the track and will take place regardless of the outcome of any planning applications made by BBHAC. Officers are therefore seeking authority from the Executive to utilise the Section 106 funding for these works.
- 3.7 A timetable for the procurement and delivery of the works with a completion date at the beginning at the end of September 2018 is detailed in the table below. The actual value of the works required will be determined through the procurement process.

Report to Renewal and Recreation PDS and Executive	28 March 2018
Approval of short list of partner companies	4 May 2018
Full documents issued	11 May 2018
Briefing of potential partner companies / visits to site	11 May - 4 June 2018
Scheme proposals returned by partner companies	4 June 2018
Selection of preferred contractor	22 June 2018
Award of contract	6 July 2018
Start of Contract	20 August 2018
Completion of Contract	28 September 2018

#### **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

Norman Park Athletics Track currently provides a range of initiatives and programmes that support vulnerable adults and children. They currently support and provide athletics activities that focus on getting inactive people to become involved in physical activity, and to encourage children and young people to develop their potential, and their personal and leadership skills. They provide facilities to schools and running clubs and encourage people to adopt healthy and active lifestyles. The landlord works and the new proposals being put forward by BBHAC seek to improve the facilities and leisure offer at the athletics track and therefore increase further activities that support healthy lifestyles and wellbeing.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 This report proposes to use the £300k S106 monies from the Kent County Cricket Club development to carry out the necessary landlord improvement works required at the track.
- 5.2 In accordance with the S106 Agreement, the monies need to be spent by February 2021.
- 5.3 Executive is asked to add the scheme to the capital programme, totalling £300k.
- 5.4 It should be noted that other than the replacement of the track, any revenue costs met by the Council are minimal. Should the proposed development go ahead, the full repairing lease arrangement will result in the Council no longer needing to meet the cost of any future year's capital works relating to the track.

#### **6. LEGAL IMPLICATIONS**

The section 106 agreement of 29<sup>th</sup> March 2012 provides for a Financial Contribution of £300,000 to be used, after consultation with Sport England, to enhance or provide facilities for sports pitches within the London Borough of Bromley. It is proposed to spend the monies on the works identified in the condition survey, that are required to ensure that the track maintains its United Kingdom Athletics certification and therefore able to host regional athletics meetings.

<b>Non-Applicable Sections:</b>	Policy Implications Personnel Implications Procurement Implications
Background Documents: (Access via Contact Officer)	<p>Report to Executive 8 February 2017: Norman Park Athletics Track – Future Proposals</p> <p>Report to Renewal and Recreation PDS and Portfolio Holder: Norman Park Athletics Track – Outcome of Tender process, 18<sup>th</sup> September 2013.</p> <p>Report to Renewal and Recreation PDS and Portfolio Holder: Norman Park Multi Hub Site, 13<sup>th</sup> November 2012</p>

Report No.  
ES18017

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**FOR PRE-DECISION SCRUTINY BY PUBLIC PROTECTION  
AND SAFETY POLICY COMMITTEE ON 6<sup>TH</sup> MARCH AND**

**RENEWAL AND RECREATION POLICY DEVELOPMENT AND  
SCRUTINY COMMITTEE ON 27<sup>TH</sup> MARCH**

**Date:** 28<sup>th</sup> March 2018

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

**Title:** ASSET RECOVERY INCENTIVISATION SCHEME (ARIS)

**Contact Officer:** Rob Vale, Head of Trading Standards & Community Safety  
Tel: 020 8313 4785    E-mail: Rob.Vale@bromley.gov.uk

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

**Ward:** All

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1. Reason for report

- 1.1 This report provides Members with details of a Proceeds of Crime Investigation which has resulted in an award of monies to the local authority and requests release of the funds.

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2. **RECOMMENDATION(S)**

2.1 Executive are asked to

- a) approve the drawdown of the full amount of £144,388 held in Central Contingency and allocate to the two service areas as set out in 3.14.
- b) approve the carry forward of the unspent balance of £132,758 received under this Proceeds of Crime confiscation.

- 2.2 Members of the Scrutiny Committees are asked to note and comment on the content of this report.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: In this case a private landlord was providing residential properties to a number of low income earners and collecting the housing benefit from them for accommodation which was below the required living standards.
- 

## Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Children and Young People Safe Bromley Supporting Independence Vibrant, Thriving Town Centres Healthy Bromley :
- 

## Financial

1. Cost of proposal: 144,388
  2. Ongoing costs: N/A as one-off funding
  3. Budget head/performance centre: Trading Standards and Planning Enforcement
  4. Total current budget for this head: £84.6k and £59.8k
  5. Source of funding: Asset Recovery Incentivisation Scheme (ARIS)
- 

## Personnel

1. Number of staff (current and additional): 3 FTEs (Planning Enforcement)  
7 FTEs (Trading Standards)
  2. If from existing staff resources, number of staff hours: N/A
- 

## Legal

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

## Procurement

1. N/A
- 

## Customer Impact

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

## Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 A significant proportion of crime is committed simply to make money. For those who commit crime, traditionally the punishment was either a community sentence or a term of imprisonment. Regardless of the punishment, criminals could still often profit from their criminal actions. The Proceeds of Crime Act 2002 (POCA) deals with the movement and use of criminal property and one of its main purposes is to disrupt criminal behaviour and remove the benefit obtained from crime.
- 3.2 The Asset Recovery Incentivisation Scheme (ARIS) was set up in 2006 and provides a mechanism for returning to law enforcement agencies a proportion of the assets they recover.
- 3.3 The objective of the scheme is to provide law enforcement agencies with incentives to boost asset recovery as a contribution to reducing crime and delivering justice by giving them a direct stake in the proceeds they generate from their work. Home Office rules encourage the agencies to reinvest incentive monies in asset recovery activities or increased financial investigation capacity, but the funds can be used for a number of purposes in the context of reducing harm. The agency is required to account for their spending and make a return to the Home Office confirming the amount of monies received, and how it has been spent.
- 3.4 Monies paid over by the defendant to satisfy a confiscation order are payable to Her Majesty's Court and Tribunal Service (HMCTS) who are given responsibility for administering distribution of the recovered sum and much of the enforcement process if payment is not made.
- 3.5 Once sums are paid, HMCTS will divide the sum paid in accordance with the Court's Order. This mechanism is known as incentivisation. In relation to most confiscations this is as follows:  
Central Government: 50%  
Prosecutor: 18.75% (in this case Planning)  
Investigator: 18.75% (the Trading Standards AFI)  
Enforcement (HMCTS and MOJ): 12.5%.
- 3.6 London Borough Bromley's Trading Standards team employs an Accredited Financial Investigator (AFI) who has been accredited with extended investigative powers that allow the officer to routinely carry out financial investigations. The Head of Trading Standards & Community Safety, accredited as a Senior Appropriate Officer (SAO) is responsible for ensuring enquiries are conducted proportionately and necessarily. Typically, any rogue trader case will attract a financial investigation in order that recipients of criminal gains are identified and considered for prosecution.
- 3.7 In this case the AFI was engaged on a part-time basis by the Planning Enforcement team in conjunction with legal services to conduct a confiscation investigation into a defendant's criminal lifestyle following conviction for breaches of the Town and Country Planning Act 1991.
- 3.8 The prosecution involved a private landlord providing housing to people on low income. The properties being provided were below the standards required by planning law and had been converted without planning authority from a commercial premises and one residential property into five one bedroomed flats. They would not have been provided planning permission at the time of construction, or retrospectively without significant changes.
- 3.9 The tenants in those properties were not acting illegally by claiming housing benefit. But the landlord was providing residential properties to a number of low income earners and collecting the housing benefit from them for accommodation below required living standards, and it should not have existed. This is considered benefit obtained through criminal conduct, i.e.

money obtained as a result of committing a criminal offence and therefore formed part of a confiscation investigation, and any subsequent Confiscation Order.

- 3.10 In June 2016 the Court granted a Confiscation Order against the defendant for the sum of £144,388 This amount is the balance remaining, following payments made to Central Government and the Ministry of Justice. The court ordered the monies to be paid within six months, however the defendant in this case returned to court on several occasions and was granted extensions to the date. Several payments were made in the interim, totalling £26,117
- 3.11 A final enforcement hearing took place at Westminster Magistrates Court on 16<sup>th</sup> January 2018 where the defendant was warned he faced prison if the balance was not settled. A final payment of £118,271 was subsequently made.
- 3.12 This is the first time the Trading Standards AFI has investigated a case on behalf of another enforcement team within the local authority. Further planning cases have been highlighted as potentially qualifying for investigations under the Proceeds of Crime Act.
- 3.13 A sum of £11,630 has been used to fund the work of a part time financial abuse/scams officer during 2017/18.
- 3.14 It is proposed to split the remaining balance of £132,758 between the two services as follows:-

Service	Actual Spend	Proposed Split	Total
	2017/18	2018/19	
	£	£	£
Planning Enforcement	0	84,633	<b>84,633</b>
Trading Standards	11,630	48,125	<b>59,755</b>
<b>Total</b>	<b>11,630</b>	<b>132,758</b>	<b>144,388</b>

- 3.15 Trading Standards plan to use the funds in the next financial year to continue funding the financial abuse/scams work for a further 12 months, increase the hours of the AFI for a further 12 months, invest in essential training for officers to tackle web based fraud which will include the need to purchase stand-alone IT equipment, and purchase additional materials to raise awareness of the trading standards rapid response service which investigates rogue trader activity.
- 3.16 There is also a scoping exercise in place to increase intelligence capacity for on-line investigations with the possibility of employing a specialist investigator for a short term to prepare an intelligence product identifying on-line criminal activity causing consumer detriment. There are also plans to increase Scams and Doorstep Crime awareness by providing sufficient material for a 2 year strategy.
- 3.17 Planning Enforcement proposes to use the confiscation monies to increase work in the area of POCA and other planning enforcement related matters. Officers have currently identified further possible planning enforcement cases where the team and legal services consider a successful prosecution may be obtained, this will allow for future joint working with Trading Standards.

### Conditions of Use

- 3.18 Local Authorities are not governed by the same accounting rules as government departments and are able to carry forward unspent monies. The Home Office continually monitors how ARIS monies are spent and a report is submitted to the Criminal Finances Board which is chaired by the Minister for Security and Economic Crime. This is to ensure that the monies are

actually used to assess issues of propriety and regularity. All asset recovery agencies are therefore expected to account of the use of the incentive payments at the end of each financial year.

3.19 It is expected that incentive payments should be used to further drive up performance on asset recovery and, where appropriate, to fund local crime fighting priorities for the benefit of the community.

3.20 Information will be required as follows:

- details of how funds have been used
- for each initiative/project how much has been allocated
- how has this contributed to improving asset recovery performance, or tackling crime
- what are the particular asset recovery outcomes

#### **4 POLICY IMPLICATIONS**

4.1 The outcomes contribute to the Building a Better Bromley priorities, the Safer Bromley Partnership Strategy.

#### **5 FINANCIAL IMPLICATIONS**

5.1 The Council has been awarded a sum of £144,388 as part of the Asset Recovery Incentivisation Scheme. A sum of £26,117 was received earlier in the year and £11,600 has been spent. The remaining £118,271 is expected to be received before the end of the year and Home Office officials have confirmed that there are no restrictions on Local Authorities being able to carry forward any unspent balances.

5.2 This report is requesting approval to drawdown the full sum held in the Central Contingency and to seek approval to carry forward the unspent balance of £132,758 to 2018/19.

5.3 The table below provides a breakdown of the allocation and spend between Portfolios: -

	<b>R &amp; R Portfolio Planning Enforcement £'000</b>	<b>PPS Portfolio Trading Standards £'000</b>	<b>Total £'000</b>
Allocation of funding	84.6	59.8	<b>144.4</b>
Spent to date	0.0	11.6	<b>11.6</b>
<b>Unspent balance (carry forward request)</b>	<b>84.6</b>	<b>48.2</b>	<b>132.8</b>

#### **6. PERSONNEL IMPLICATIONS**

6.1 Trading Standards propose to use some of the confiscation monies to increase work to protect vulnerable residents from scams and financial abuse, by increasing the hours of an officer who is currently working 16 hours a week. It also proposed that the AFI who is currently part time increases her hours for 12 months. This may allow for future additional POCA investigations on behalf of Planning.

#### **7. LEGAL IMPLICATIONS**

7.1 Due to the unpredictable nature of ARIS the Government has not provided any specific guidance on its use. However, it has indicated that ARIS money should be reinvested in asset recovery work and fund local enforcement and prevention activities.

<b>Non-Applicable Sections:</b>	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	

Report No.  
ES18026

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:** Environment Portfolio Holder

**Executive**

**For Pre-Decision Scrutiny by the Environment PDS Committee on:**

**Date:** 15th March 2018

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

**Title:** LOWER SYDENHAM TO BROMLEY QUIETWAY PUBLIC CONSULTATION REPORT AND FINAL PROPOSALS

**Contact Officer:** Alexander Baldwin-Smith, Transport Planner  
E-mail: Alexander.Baldwin-Smith@bromley.gov.uk

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

**Ward:** Copers Cope and Bromley Town

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1. Reason for report

To inform members of the progress to date on the Quietway route since bringing initial proposals to Environment PDS in November 2016

To seek approval to construct the interventions post consultation and for permission to consult and subsequently construct additional interventions on the Quietways that have not previously been to Committee.

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2. **RECOMMENDATIONS**

**For the PDS to:**

- **Note the progress made to date on the proposed Quietways.**
- **Endorse proposals for extensions and additional interventions to strengthen the Borough's bids to TfL.**

**For the Portfolio Holder to:**

- **Support the application to TfL for funding of the proposed additional interventions and delegation of the approval of the final designs to the Executive Director of**

**Environment and Community Services, in consultation with Ward Members and the Portfolio Holder.**

- **Approve the construction of the proposed route and interventions as set out in section 3 following public consultation with delegation of the approval of the final designs to the Executive Director of Environment and Community Services, in consultation with Ward Members and the Portfolio Holder**

**For the Executive:**

- **Subject to confirmation of funding from TfL, proceed with the scheme and the changes to increase the scheme costs by £272.2k to £700k within the Capital Programme to reflect the higher estimated cost of the scheme as a result of the additional interventions now proposed.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: Routes are designed to be accessible to those cyclists requiring recumbent cycles or specialist cycles for people with disabilities. The routes will also provide greater opportunities to cycle for less confident individuals including older people and children. There are not thought to be any negative impact on vulnerable adults and children.
- 

## Corporate Policy

1. Policy Status: Existing Policy: This proposal supports outcome 5 of the 2017-20 Environment Portfolio Plan to Improving Travel, Transport & Parking.

In outline form, these proposals have previously been considered by the Environment PDS Committee and approved by the Executive Portfolio Holder for Environment in November 2016 in Report No. ES16059 8/11/2016

2. BBB Priority: Quality Environment Healthy Bromley:
- 

## Financial

1. Cost of proposal: Estimated Cost: £700k
  2. Ongoing cost: Negligible
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £434.7k
  5. Source of funding: TfL Quietways programme restricted budget
- 

## Personnel

1. Number of staff (current and additional): 1 member of staff from existing resources will continue to manage the project. A seconded consultant will undertake detailed design work which will be fully funded by TfL; they will be managed by LBB for the duration of their secondment.
  2. If from existing staff resources, number of staff hours: 100 which is rechargeable to TfL
- 

## Legal

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

## Procurement

1. Summary of Procurement Implications: The Quietway will be built by Bromley's term contractor for Highways
- 

## Customer Impact

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

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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Summary of Ward Councillor's comments: Ward member views were sought when proposals were first taken to committee in 2016 and were sought before consultation. Members were supportive of the proposals.
3. Cllr Rutherford supported the proposals and was especially supportive of the recommended option (option 1) for the footpath between Ridley Road and Ravensbourne Road in Bromley Town.

### 3. COMMENTARY

3.1 Officers undertook an approximately three week consultation regarding the two proposed Quietway routes in the Borough between Wednesday 10<sup>th</sup> January and Friday 2<sup>nd</sup> February Residents directly affected by interventions were contacted by letter and sent a freepost questionnaire seeking their views on the proposals. Drawings were provided for residents and stakeholders to view online in order to reduce the volume of printing and cost to the Council, the webpage also offered the option of an e-form consultation response.

3.2 The following key stakeholders were also contacted:

- Bromley Cyclists (London Cycling Campaign)
- Cycle Touring Club
- Kent Association for the Blind
- Bromley Mobility Forum,
- Disability voice Bromley,
- Experts by Experience,
- BATH, Bromley Association of People with Disabilities
- London Fire Brigade
- London Ambulance Service
- Metropolitan Police
- London Buses,
- Licensed Taxi Drivers Association,
- Southeastern Railways,
- Transport for London
- Residents' Associations who are members of the Bromley Road Safety Panel
- Local Schools

3.3 Respondents were asked their view on a range of interventions, being invited to rank their support in one of five categories (Strongly Opposed, Somewhat Opposed, and Neutral, Somewhat in Favour and Strongly in favour). There was also space provided for comments and respondents were asked about their travel habits and what would encourage them to cycle more, if anything. Many of the comments will be used to refine the designs during the detailed design process and travel information will be used as an evidence base for future scheme development.

Respondents were also provided with the opportunity to make 'free space' comments, these have been categorised and quantified in appendix 4.

3.4 A quantities summary of the responses provided to the fixed response questions is provided below.

Lower Sydenham to Bromley Quietway					
	Strongly Opposed	Somewhat Opposed	Neutral	Somewhat in Favour	Strongly in favour
Zebra Crossing on Worsley Bridge Road	0%	4%	18%	13%	66%
Mini roundabout improvements	2%	4%	14%	7%	73%
WBR Shared path	8%	4%	20%	14%	54%
Copers Cope Road informal crossing	2%	0%	21%	25%	53%
Parallel zebra on Southend Road	3%	3%	12%	10%	71%
Improvements to the transition between the footpath and Ridley Road	15%	7%	20%	13%	46%

Converting the footpath to a shared path	25%	6%	10%	15%	44%
Measures to reduce cycle speeds on the approach and exit to the footpath	9%	4%	23%	21%	43%
Contra-flow cycle facility on Ravensbourne Road	20%	6%	18%	16%	40%

### 3.5 Key Stakeholders Responses

- London Cycling Campaign (See Appendix 1)
- Lewisham Cyclists (See Appendix 2)
- Metropolitan Police (See Appendix 3)
- Road Safety Rep for West Beckenham Residents (Comments quantified in above table)
- The Shortlands Residents' Association

### 3.6 Post-consultation route recommendations

**Worsley Bridge Road shared path-** Implement as proposed with minor modifications based on consultation comments

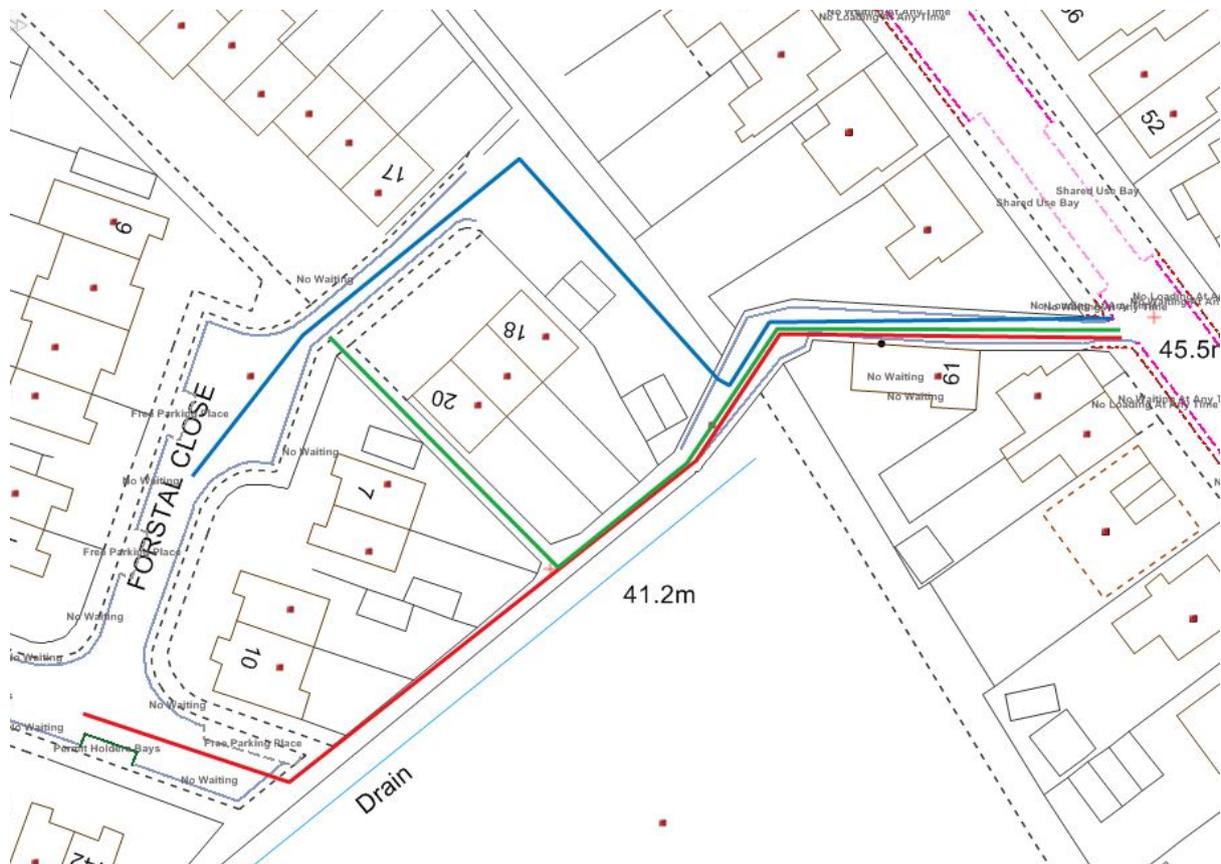
**Southend Road Zebra-** Implement as proposed, however options for transition to and from the zebra for east bound cyclists will be assessed as part of the detailed design process.

#### **Ridley Road to Ravensbourne Road footpath**

Whilst the majority of respondents expressed support or strong support for the changes proposed to allow cycling on the footpath between Ridley Road and Ravensbourne Road, there was a considerable body of opposition who raised useful points about the potential for conflict with school children using the path on their way to school. A simple solution would be to make cyclists dismount as they are required to do on the existing London Cycle Network route that uses the path however this is not permitted by TfL on a Quietway therefore we have assessed a number of alternative alignments for entering the town centre, none of which are satisfactory in terms of level of service, safety, security or likely cost. Therefore it is necessary to work with and improve the currently proposed alignment via the footpath.

### 3.7 Three options have been assessed, these are:

- Widen the path (on the existing proposed alignment) around the trees to create space for cyclists to pull in and allow pedestrians to pass. The path would be designed with 'cycle calming features' to slow cyclist speeds.
- Take the narrow but straight (with good forward visibility) path between the houses on Forstal Close to avoid the narrowest section of the footpath to enter onto the footpath at a wider section. Again the path would be designed with significant 'cycle calming features' to slow cyclist speeds.
- At the end of Forstal Close take the route across the private access road leading to the garages and remove a fence panel leading to the wider section to the footpath.



- Option 1 Red
- Option 2 Green
- Option 3 Blue

- 3.8 The third option has a number of issues and uncertainties relating to whether we would have to adopt this piece of road and if not what status it would have. Therefore option three is impractical. The second option is probably the easiest but is still very narrow but has good forward visibility. The width means that it is less than ideal so it is not recommended that this option is taken forward.
- 3.9 It is therefore recommended that option one is taken forward. A site visit with the Borough's Arbocultural specialist revealed that a number of the trees bounding the path are either dead or in poor health and all that the scrub can be removed. Four mature trees would be retained with the path widened around them. This would make a positive contribution to the appearance of the path allowing more light and clearing up the litter that is strewn along the embankment between the path and the watercourse.

**Ravensbourne Road contra-flow**

- 3.10 At present the route is proposed use Ravensbourne Road using a contra-flow, this was controversial with residents also the route simply ends at the junction of Ravensbourne Road with Bromley High Street which is not entirely satisfactory. Therefore, officers would recommend an alternative route alignment (travelling with-flow on the one way streets) using Ringers Road and Ethelbert Road, as the London Cycle Network (LCN) currently does. We would also recommend a slight extension of the Quietway to link it with the existing LCN routes in Bromley Town Centre. To do this the route would turn left out of Ringers Road and follow the High Street and Elmfield Road to the extant shared path alongside the A21, which has recently benefited from TfL investment.
- 3.11 This would provide a better level of provision for cyclists travelling through the town centre and act as a 'staging post' for a future Quietway eastern extension to Bickley and potentially further

east. The key to getting extensions and more Quietways is timely delivery of the already proposed routes on time and to a good quality.

## **Additional interventions**

### **Northern section of Copers Cope Road and Park Road**

- 3.12 As Members may be aware, a number of measures have been put in place in the southern section of Copers Cope Road to improve road safety, however the Council has received a number of complaints from residents about speeds and safety on the northern section of road between Park Road and Worsley Bridge Road.
- 3.13 A speed survey was undertaken for this section of Copers Cope Road and also in Park Road to establish whether there was a problem. These surveys revealed that the 85<sup>th</sup> Percentile speed in Copers Cope Road was 35.9 mph in the first week of the survey and 34.6 mph in the second week of the survey. In Park Road the 85<sup>TH</sup> percentile was over 39 mph in both weeks. This level of speed and the fact that these roads are on a designated cycle route means there is a good case to look at measures to reduce speed.
- 3.14 The junction of Southend Road with Park Road and Foxgrove Road is recognised as a collision hotspot with seven Personal Injury Collisions in the last three years, four of which involved pedal cycles. Ward Members have been supportive of the idea of a mini roundabout in this location to improve road safety for a number of years although the complexity of movements at the junction makes this difficult in its current form.
- 3.15 A package of measures to reduce speeds along the length of these two roads should be considered, these could include:
- Vehicle activated signs speed signs
  - Psychological calming/ Use of surface dressings
  - Visual Narrowing
  - Removal of line markings
  - Improved pedestrian crossings and facilities
  - Remove P&D and encourage parking
  - Modal filtering/ Closure of Park Road and the introduction of a mini-roundabout with parallel zebra crossings to improve walking routes and the Quietway crossing Southend Road.
- 3.16 It is likely that a package of the above measures will be required to bring speeds to an acceptable level.
- 3.17 It is recommended that the committee agree to the principle of speed reduction measures funded by TfL's Quietways budget, and delegate the approval of the design to Ward Members and the Portfolio Holder. This will enable officers to submit a Change Request to TfL to ask for the necessary additional Quietways funding.

### **Crab Hill/ Downs Hill Junction**

- 3.18 This junction currently has wide radii, with a narrow island in centre; this does not provide a good quality pedestrian crossing facility and risks left hand hook collisions between cyclists and motor vehicles. We are therefore proposing to a minor intervention to tighten radii of junction to reduce speed of vehicles travelling through junction and reconfigure Island to improve the facilities for pedestrians crossing the mouth of the junction.

## **Extension to Elmfield Road**

- 3.19 At present the route is proposed to end at the junction of Ravensbourne Road with Bromley High Street however Officers would recommend an alternative route alignment and slight extension to the route to link the Quietway the existing London Cycle Network in Bromley Town Centre and take advantage of recent TfL investment in the shared path alongside the A21. To do this the route would turn left out of Ringers Road and follow the High Street and Elmfield Road to the extant shared path alongside the A21. The route would end at the Rochester Avenue entrance to the Civic Centre, providing a high quality cycle route through the town centre and serving a major employment site.
- 3.20 The extension to the Civic Centre would provide a better level of provision for cyclists travelling through the town centre and act as a 'staging post' for a future Quietway eastern extension to destinations such as Bickley, Petts Wood and Orpington where the route could be linked to the Borough's own proposed Orpington to Green Street Green cycle route.

## **Shortlands**

- 3.21 The Quietway passes through Shortlands Village from Ravensbourne Avenue to Station Road although currently no infrastructure to help cyclists is proposed for here, offering a low level of service to cyclists. Furthermore, the Council has a long held aspiration to reduce congestion, improve facilities for pedestrians, especially for those crossing the mouth of Station Road.
- 3.22 Officers have been working with Ward Members and the Portfolio Holder to develop options for this location to achieve benefits for cycling, walking, motorists, and buses and importantly improve the public realm of the area.
- 3.23 These proposals are at an early stage and Officers are in dialogue with TfL about the proposals. Officers are exploring funding options and believe that there is a good chance of obtaining Quietway and possibly Air Quality funding from TfL for the scheme. To strengthen the bid officers are exploring the possibility of allocating some of the Borough's LIP allocation to the project.

## **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

- 4.1 Routes are designed to be accessible for all including those cyclists requiring recumbent cycles or disability bikes. There is not thought to have any adverse impact on Vulnerable Adults and Children.

## **5. POLICY IMPLICATIONS**

- 5.1 This proposal supports outcome 5 of the 2017-20 Environment Portfolio Plan to Improving Travel, Transport & Parking by working:

- To improve the road network and journey-time reliability for all users
- To improve 'connectivity' (getting to places you couldn't previously reach easily) and 'integration' (linking different modes of transport)
- To reduce congestion and greenhouse gas emissions by promoting cycling, walking and public transport journeys
- To promote safer travel, and reduce the number and severity of road accidents
- To provide accessible, affordable, fair and effective parking services.

5.2 In outline form, these proposals have previously been considered by the Environment PDS Committee and approved by the Executive Portfolio Holder for Environment in November 2016 in Report No. ES16059 8/11/2016.

## 6. FINANCIAL IMPLICATIONS

- 6.1 Overall the route is currently estimated to cost approximately £700k, an increase of £272.2k. It is difficult to provide a final estimate as the Highways and Minor Works contracts are currently being tendered and therefore rates could change significantly by the time the routes are constructed.
- 6.2 Executive is asked to agree to increase the scheme cost by £272.2k and to revise the total within the capital programme to £700k, subject to confirmation from TfL for the balance of funding.
- 6.3 It should be noted that this funding is provided by TfL for the purpose of Quietways and cannot be spent on any other transport projects.
- 6.4 Confirmation of final costs and funding will be included in future Capital Programme monitoring reports.
- 6.5 The proposed capital expenditure for some locations within the Quietways will reduce the call on revenue maintenance funding in the medium term as the assets will be renewed earlier than would otherwise be possible.

## 7. PERSONNEL IMPLICATIONS

- 7.1 One member of staff from existing resources will continue to manage the project. A seconded consultant will undertake detailed design work which will be fully funded by TfL; they will be managed by LBB or the duration of their secondment.

## 8. LEGAL IMPLICATIONS

- 8.1 Traffic Management Orders will be required to implement parking and waiting restrictions at various points along the routes.
- 8.2 A Cycle Track Order will be required to permit the conversion of a section of Footpath 74 from Ridley Road to Ringers Road to a shared walking and cycling path if as is recommended in Section 3, this option is chosen for the route alignment.

## 9. PROCUREMENT IMPLICATIONS

- 9.1 The Quietway will be built by Bromley's term contractor for Highways

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	1. Report No. ES16059 8/11/2016 2. Lower Sydenham to Bromley Quietway consultation drawings pack January 2018

## Appendix 1

### London Cycling Campaign consultation response

This consultation response is on behalf of the London Cycling Campaign (LCC), the capital's leading cycling organisation with more than 12,000 members and 30,000 supporters. This response was developed with input from representatives of LCC's borough groups.

The proposed scheme is opposed – it features large deflections in alignment, major gaps where no interventions are proposed and roads where fast and aggressive driving will not in any way be tamed, plus narrow sections of shared space. In other words, this route will primarily benefit driving, not cycling or walking.

#### Specific points about the scheme:

- It is presumed that the scheme is intended to connect to Waterlink Way and the Greenwich to Kent House Quietway at Southend Lane. But the drawings and detail do not explain how this would be done – and current conditions in this missing section are entirely unsuitable currently for a Quietway.
- Given pedestrian flows and amenities along Worsley Bridge Road, a 3m shared path is likely to introduce significant pedestrian-cycle conflicts and represents a poor quality approach. Given the amount of off-street parking, parking reduction should be considered, along with other mechanisms to gain more space for those walking and cycling. In fact, the amount of on-street parking in use on Google Streetview indicates the council could and should be working with businesses and residents here on a car use reduction strategy, as well as potentially car-sharing, car clubs etc.
- Speeds along Worsley Bridge Road should be 20mph to reduce motor traffic dominance, reduce severity and frequency of collisions and to enable more people to walk and cycle. Given this, only speed control measures proven to reduce speeds to around 20mph should be utilised – not “visual” road humps, in other words. Crossings particularly of the main road should be raised.
- All side roads to Worsley Bridge Road should be designed with tight corner radii and “continuous footways” (also known as “blended crossings” or “Copenhagen crossings”).
- The roads leading off Worsley Bridge Road largely lead do not enable through motor traffic to other areas. The exceptions along this route being Meadowview Road and Copers Cope Road – both of which could potentially be candidates for modally filtering to reduce through motor traffic in the area and improve this scheme.
- Mini-roundabouts are often locations hostile to cycling and walking. And the failure to remove this one and provide adequate quality provision here is a major failing of the scheme. If motor traffic volumes on Station Approach are low and slow enough to host a “continuous footway”, then the junction could be redesigned as a T-junction. Given Montana Gardens is likely to have even lower volumes, then both sides could feature continuous footways and the entire roundabout could be removed potentially.
- Quietway routes are meant to be direct, but this route features significant deflections, for instance along Copers Cope Road rather than remaining on Worsley Bridge Road.

- There appears to be no design detail for Copers Cope Road – and it is unclear whether those cycling will be expected to ride with fairly high volumes of fast and aggressive through traffic without speed restrictions, or ride on uneven paving slabs and watch out at every entrance and side road that remains untreated. Neither solution is acceptable. This road is very wide and cycling could be provided for here with separate space. Similarly, Park Road appears to feature no speed restriction or attempt to design out high motor vehicle speeds. This is unacceptable for a Quietway design.
- The Southend Road junction design is not clear on how cyclists will enter and exit the shared space area and requires more clarity. Given the crossing is on a wide bend on straight, fast roads, it must also be raised, or this junction should be signalised.
- Again there appears to be no detail, or no interventions proposed, between Foxgrove Road and Ridley Road, including Crab Hill, Ravensbourne Avenue, the crossing of Beckenham Lane, Station Road and Queen’s Mead Road. Many of these roads will require further interventions to reach even the lowest standards of a Quietway.

### **General points about cycling schemes:**

- LCC requires schemes to be designed to accommodate growth in cycling. Providing space for cycling is a more efficient use of road space than providing space for driving private motor vehicles, particularly for journeys of 5km or less. In terms of providing maximum efficiency for space and energy use, walking, cycling, then public transport are key.
- As demonstrated by the success of recent Cycle Superhighways and mini-Holland projects etc., people cycle when they feel safe. For cycling to become mainstream, a network of high-quality, direct routes separate from high volumes and/or speeds of motor vehicle traffic is required to/from all key destinations and residential areas in an area. Schemes should be planned, designed and implemented to maximise potential to increase journeys – with links to nearby amenities, residential centres, transport hubs considered from the outset.
- Spending money on cycling infrastructure has been shown to dramatically boost health outcomes in an area. Spending on cycling schemes outranks all other transport mode for return on investment according to a DfT study. Schemes which promote cycling meet TfL’s “Healthy Streets” checklist. A healthy street is one where people choose to cycle.
- All schemes should be designed to enable people of all ages and abilities to cycle, including disabled people.
- LCC wants, as a condition of funding, all highway development designed to London Cycling Design Standards (LCDS), with a Cycling Level of Service (CLoS) rating of 70 or above, with all “critical issues” eliminated.

## **Appendix 2 Lewisham Cyclists response**

Bromley Council consultation on Quietway: Lower Sydenham to Bromley (January 2018)

### **Response by Lewisham Cyclists (the London Cycling Campaign group for the London Borough of Lewisham)**

Comments refer to the 'consultation drawings pack' (January 2018)

Worsley Bridge road - Broadly supportive of the widened shared use footway approach, but with strong concerns about the safety of some of the driveways and residential exits where visibility is not good.

Visual speed humps should be sinusoidal speed humps as set out in TfL London cycle design standards.

Continuous shared footway over Station Road needs clear warning signage to motor vehicles approaching from Station Road and at roundabout about raised footway and shared path priority.

Where the route on Worsley Bridge Road meets Copers Cope Road, a full joint pedestrian and cycle zebra crossing should be implemented across Worsley Bridge Road and a speed table at the junction with Worsley Bridge Road, Greycot Road and Copers Cope Road. The proposed design is dangerous due to poor sight lines and an abundance of speeding motor vehicle traffic, inconvenient for cyclists as the sharp turn cannot be negotiated by a cargo bike or disabled bikes. Current design will be seldom used and not encourage more people to cycle as set out in the aims and objectives of Quietways.

Lack of infrastructure and traffic calming on Copers Cope Road is unacceptable. The plans for this section should include sinusoidal speed humps to control traffic speed, which is already excessive and dangerous. Segregation is justified for these traffic speeds and volumes. One option is a segregated cycle track in each direction similar to that on Royal College Street (LB Camden) whilst retaining parking – there appears to be sufficient road width for this. Less satisfactorily a shared footway approach as in Worsley Bridge Road also appears to be feasible. These significant infrastructural measures would encourage an increase in people cycling as per the London Mayor's Transport Strategy and also Bromley Council Cycle Strategy.

In Park Road traffic speeds are too high for a Quietway route, so we believe that sinusoidal speed humps should be installed to control traffic speeds. Furthermore, a segregated lane similar to Royal College street could be accommodated here whilst retaining working if traffic island pinch points are removed.

The design for the Park Road, Foxgrove Road junction with Southend Road fails to provide a safe, convenient access to Beckenham Place Park and is also inconvenient for both pedestrians and cyclists. This design needs to be rethought with a full four way signalised crossing provided with a yellow box junction to control motor traffic in Southend Road from blocking crossing points.

We strongly support the conversion of the Ridley Road path to shared access, but believe Trixie mirrors are required at each end to prevent blind spots and potential conflicts between cyclists and pedestrians.

Ravensbourne Road has varied types of motor traffic, including vans and trucks, travelling at speed downhill. Cyclists travelling in contraflow to this motor traffic are particularly at risk at the apex of the turn outside 24 Ravensbourne Road. This conflict could be avoided by relocating two parking bays to elsewhere on Ravensbourne Road, and building a refuge island at this apex, with a short section of

lightly segregated mandatory cycle lane. This along with sinusoidal speed humps to control traffic speed would make the route safer than the current proposed design.

The success of this Quietway will be determined on the treatments at the junctions as described above, as more than 50% of collisions involving cyclists take place at junctions. Lewisham Cyclists believe there are still major flaws in the current design. If necessary changes are made to consulted design, this would provide a safe route to/from Sydenham High school and also to/from Beckenham Place park and nearby Beckenham Town Centre.

**Compiled by Alex Raha pp Jane Davis (Lewisham Cyclists Coordinator) 1/2/18**

## Appendix 3 Metropolitan Police, Road Safety Engineering Unit, consultation response

### Lower Sydenham to Bromley

#### 1 Bromley, Worsley Bridge Road

Drawing 1 it is not clear who has right of way at crossovers. The raised entry treatments and cycle logos may imply to cyclists that they have right of way. This may cause conflict with vehicles exiting private premises.

Drawing 2 of 3 Worsley Bridge Road mini roundabout junction with Station Approach and Montana Gardens.

Whilst not against the use of a continuous footway I have real concerns about this particular design. Rather than being aligned with the edge of the footway, the continuous footway across Station Approach dips into the mouth of Station Approach, causing cyclists to have to turn into and out of Station Approach to use it. This design ensures that in order to give way to cyclists vehicles have to stop some considerable way into Station Approach and as such it appears from the limited detail on the plan that drivers will have no visibility of oncoming cyclists in either direction. Equally cyclists using this footway on either side of the junction will have no view of vehicles emerging from the junction until they are almost on top of it. There is a considerable amount of foliage on the north side of the junction which further impedes visibility. The problem of visibility is compounded by parked vehicles to the south side of the junction. Drivers heading north wishing to turn left into Station Approach are unlikely to be able to see cyclists also heading north on the footway if there are vehicles parked on the south side of the junction. The plan shows a single yellow line at this point whereas parking needs to be prohibited here at all times. The continuous footway and lack of intervisibility may also cause a problem with shunt collisions in Worsley Bridge Road as drivers stop suddenly to allow priority for a cyclist when turning. This may be made worse if traffic speeds are high. There is a further problem of visibility for drivers heading south in Worsley Bridge Road who wish to turn right into Station Approach. In order to see a cyclist also heading south on the shared footway a driver would have to turn 180 degrees in order to spot a south bound cyclist before turning. The addition of new trees at this junction may also affect intervisibility.

As a result of all of the above issues I object to this part of the design.  
Do you have plans with visibility splays and speed survey results?

I support the addition of the zebra crossing in Worsley Bridge Road provided speed surveys show that the eighty fifth percentile speeds are below 37mph.

The access to the south of the junction with Station Approach has give way markings positioned in a way as to imply that vehicles exiting the access have right of way over pedestrians and cyclists which should not be the case with continuous footway. The engineering should ensure that motorists know that they do not have right of way. This is ambiguous and may lead to pedestrian vehicle conflict and cycle vehicle conflict.

A general concern is the clarity of who has right of way at crossovers. Cycle logos and coloured surface imply that cyclists have right of way but this is ambiguous as there are no give way markings for cyclists or vehicles and it is likely that drivers will not give way to cyclists at these crossovers. This may result in cyclist vehicle conflict at crossovers. Of particular concern are the entrances to industrial units where numerous movements of HGVs take place.

The entrance to the industrial area to the south of the junction with Meadowview Road has limited visibility due to the number of vehicles parked at the front of the premises in Worsley Bridge Road. This will prevent drivers exiting this estate seeing approaching cyclists. The mouth of this junction has

been tightened up but there are already two bell bollards on the footway on the north side suggesting overrunning. Has a swept path analysis been carried out here and will any new bollards be installed?

Drawing 3 of 3

What is intervisibility like at the junction with Copers Cope Road, Worsley Bridge Road? What are the dimensions here? The corner looks very tight with a high wall and foliage. It appears from the plan that cyclists and pedestrians may not see each other as they negotiate the corner.

#### Bromley 5 Ridley Road Path

What is the width of Ridley Path at it's narrowest point?

I question the use of sinusoidal speed humps in an area used by pedestrians particularly older pedestrians, those using wheelchairs, mobility scooters and push chairs. Although cycle speed should be controlled in such a narrow shared space there are other options available that are more comfortable for pedestrians such as rumble strips. TfL have trialled various options to reduce cycle speed and may be able to assist with this.

I support contraflow cycling in Ravensbourne Road but have concern over the available road width with cars parked on both sides. What are the dimensions here? Cyclists may come round the bend with limited visibility and have to stop due to lack of road width and vehicles failing to give way to cyclists. This may be more problematic for cyclists as they will be going up a steep hill at this point and won't have any speed to get out of the way of oncoming vehicles.

What is the width of the vehicle lane at the entrance to Ravensbourne Road from the High Street? Has a swept path analysis been done here? It looks quite tight and vehicles may overrun the footway on the corner when turning left into Ravensbourne Road.

## Appendix 4 Quantified analysis of comments

N.B. In addition to the comments in the Survey response forms, several ad hoc emails and letters were received as part of the consultation and, where possible, these have been analysed and are included in the table below.

<b>Worsley Bridge Road</b>	
Supports WBR shared path	3
Concerns about litter on WBR	3
Would prefer cycle track to a shared path	4
Wants wider shared paths	3
WBR shared path needs to have priority over side roads	2
Consider Copenhagen type crossing	1
Would like WBR mini roundabout replaced with signals	1
Do not narrow the carriageway for the Worsley Bridge Road shared path	1
Concerns about fly tipping on WBR	1
Improve WBR with trees	1
Like to see improvement to Lower Sydenham Station approach	1
Needs parking controls on Lower Sydenham Station Approach	1
WBR shared path needs to be well lit	1
Need better connectivity over tracks at Lower Sydenham station	1
Consider 20mph on Worsley Bridge Road	1
Wants formal crossing instead of informal one in Copers Cope Road	1
Need to improve safety on WBR roundabout for motorists	1
Need to reduce congestion in WBR	1
Need to consider cyclists leaving Quietway from WBR shared path	1
Concern about vehicles parking on the WBR shared path	1
Concern about conflict on the shared path	1
Commuter parking needs to be reduced	1
WBR mini roundabout should be removed	1
Wants Traffic calming on WBR	1
<b>Southend Road proposed Zebra</b>	
Supports Southend Road Zebra	7
Wants Mini Roundabout on Southend Road	3
Would prefer Toucan/ Signals on Southend Road	2
Transition for cyclists using Southend Rd zebra needs to be considered	2
Wants mini roundabout further down Southend Road	1
Wants traffic calming on Southend Road	1
Wants Southend Road Zebra on other side of junction to avoid impact on their garden	1
Opposed to Southend Road Zebra due to conflict	1
Wants traffic calming at Southend Road junction	1
<b>Ridley Road/Ravensbourne Road footpath</b>	
Ridley Road footpath conflict between pedestrians and cyclists/ too narrow	9
Footpath needs motorcycle inhibitors	2
Opposes for loss of existing foliage alongside footpath	1
Concern about widening footpath will affect their land	1
Footpath needs more cycle calming	1
<b>Ravensbourne Road Contra-flow</b>	
Opposed Ravensbourne Road contra-flow/ will be unsafe/ concern about traffic flow	11
Ringers/ Ethelbert alternative to Ravensbourne Contra-flow	4
Need to improve existing one-way signage on Ravensbourne Avenue	1

Restrict parking on Ravensbourne Road to permit contra-flow	1
Drivers ignore Ravensbourne one way	1
<b>General</b>	
Supports Quietway overall	5
Introduce parking restrictions at selected points along the route	3
Supports proposals to encourage walking and cycling,	2
Route needs more segregated lanes	2
Wants 20mph	2
Wants more traffic calming	2
Not relevant to this route	2
Wants segregated cycle lanes on more roads across the borough	1
Crossing Southend Lane needs to be considered	1
Reduce pollution	1
Proposals are poor quality	1
The corner of Worsley & Copers Cope is a blind corner.	1
Concern about speed in Copers Cope Road	1
Lawn Rd needs to be tightened and so does the flaring on Westgate Rd	1
Westgate Rd. Right turn protection needed for Bromley Gardens.	1
Provide secure cycle parking at stations	1
Waste of Money	1

Report No.  
ES18027

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** Environment Portfolio Holder

**Executive**

**For Pre-Decision Scrutiny by the Environment PDS Committee on:**

**Date:** 15<sup>th</sup> March 2018

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

**Title:** GREENWICH TO KENT HOUSE QUIETWAY (BROMLEY SECTION) PUBLIC CONSULTATION REPORT AND FINAL PROPOSALS

**Contact Officer:** Alexander Baldwin-Smith, Transport Planner  
E-mail: Alexander.Baldwin-Smith@bromley.gov.uk

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

**Ward:** Penge & Cator

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1. Reason for report

To inform members of the progress to date on the Quietway route since bringing initial proposals to PDS in November 2016

To seek approval to construct the interventions post consultation and for permission to consult and subsequently construct additional interventions on the Quietways that have not previously been to Committee.

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2. **RECOMMENDATIONS**

**For the PDS to:**

- **Note the progress made to date on the proposed Quietways.**
- **Endorse proposals for extensions and additional interventions to strengthen the Borough's bids to TfL.**

**For the Portfolio Holder to:**

- **Support the application to TfL for funding of the proposed additional interventions and delegation of the approval of the final designs to the Executive Director of Environment and Community Services, in consultation with Ward Members and the Portfolio Holder.**
- **Approve the construction of the proposed route and interventions as set out in section 3 following public consultation with delegation of the approval of the final designs to the Executive Director of Environment and Community Services, in consultation with Ward Members and the Portfolio Holder.**

**For the Executive:**

- **To approve the net acquisition of 180.8 sq.m. of land to be acquired from Harris Aspire in order to widen River Pool Path.**
- **Subject to confirmation of funding from TfL, proceed with the scheme and the changes to increase the scheme costs by £135.3k to £570k within the capital programme to reflect the higher estimated cost of the scheme with the additional interventions now proposed.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: Routes are designed to be accessible to those cyclists requiring recumbent cycles or specialist cycles for people with disabilities. The routes will also provide greater opportunities to cycle for less confident individuals including older people and children. There are not thought to be any negative impact on vulnerable adults and children.
- 

## Corporate Policy

1. Policy Status: Existing Policy: This proposal supports outcome 5 of the 2017-20 Environment Portfolio Plan to Improving Travel, Transport & Parking.

In outline form, these proposals have previously been considered by the Environment PDS Committee and approved by the Executive Portfolio Holder for Environment in November 2016 in Report No. ES16059 8/11/2016

2. BBB Priority: Quality Environment Healthy Bromley:
- 

## Financial

1. Cost of proposal: £570k
  2. Ongoing costs: Negligible
  3. Budget head/performance centre: Capital Programme
  4. Total current budget for this head: £434.7k
  5. Source of funding: TfL Quietways programme restricted budget
- 

## Personnel

1. Number of staff (current and additional): Number of staff (current and additional): 1 member of staff from existing resources will continue to manage the project. A seconded consultant will undertake detailed design work which will be fully funded by TfL, managed by LBB for the duration of their secondment.
  2. If from existing staff resources, number of staff hours: 100
- 

## Legal

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

## Procurement

1. Summary of Procurement Implications: The Quietway will be built by Bromley's term contractor for Highways
-

## Customer Impact

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

## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillor's comments: Ward member views were sought when proposals were first taken to committee in 2016 and were sought before consultation. Members were supportive of the proposals.

Any further ward member views on additional interventions and proposed changes to the routes will be reported to committee verbally.

### 3. COMMENTARY

- 3.1 Officers undertook a consultation over approximately 3 weeks regarding the two proposed Quietway routes in the Borough between Wednesday 10<sup>th</sup> January and Friday 2<sup>nd</sup> February 2018
- 3.2 Residents directly affected were contacted by letter and sent a freepost questionnaire seeking their views on the proposals. The following key stakeholders were also contacted:
- Bromley Cyclists (London Cycling Campaign)
  - Cycle Touring Club
  - Kent Association for the Blind
  - Bromley Mobility Forum,
  - Disability voice Bromley,
  - Experts by Experience,
  - BATH, Bromley Association of People with Disabilities
  - London Fire Brigade
  - London Ambulance Service
  - Metropolitan Police
  - London Buses,
  - Licensed Taxi Drivers Association,
  - Southeastern Railways,
  - Transport for London
  - Friends of Cator Park
  - GoodGym (Cator Park User)
  - Residents' Associations who are members of the Bromley Road Safety Panel
  - Local Schools
  - Cator Park pre-school
- 3.3 Drawings were provided for residents and stakeholders to view online in order to reduce the volume of printing and cost to the Council, the webpage also offered the option of an e-form consultation response.
- 3.4 A business engagement event, over two days was also held to understand the views of businesses in Kangley Bridge Road affected by the proposals for the shared path in the road. This event was managed by the Council's delivery partner for the routes, Sustrans.
- 3.5 Respondents were asked their views on a range of interventions and were invited to rank their support in one of five categories (Strongly Opposed, Somewhat Opposed, and Neutral, Somewhat in Favour and Strongly in favour). Space was also provided for comments and respondents were asked about their travel habits and what would encourage them to cycle more, if anything. Many of the comments will be used to refine the designs during the detailed design process and travel information will be used as an evidence base for future scheme development.

Respondents were also provided with the opportunity to make 'free space' comments, these have been categorised and quantified in appendix 5.

3.6 A quantities summary of the responses provided to the fixed response questions is provided below.

Greenwich to Kent House Quietway					
Proposal	Strongly Opposed	Somewhat Opposed	Neutral	Somewhat in Favour	Strongly in favour
Kangley Bridge Road shared path	21%	5%	18%	13%	42%
River Pool path widening	10%	4%	12%	22%	53%
River Pool path conversion to shared path	19%	11%	19%	13%	38%
Lennard Road Parallel Zebra	8%	8%	8%	33%	42%
Cator Park Shared Path centre line removal	25%	16%	19%	12%	28%
Cator Park solar lighting	16%	9%	16%	10%	49%
New informal pedestrian crossing on Aldersmead Rd	9%	0%	14%	27%	50%
Kings Hall Road junction improvements	9%	0%	7%	27%	56%
Improve the forecourt of Kent House Station	8%	3%	30%	18%	43%
Introduce trees to the entrance of Kent House Station	5%	3%	21%	18%	54%
Upgrade cycle parking at Kent House Station	3%	3%	13%	26%	56%

3.7 The Kangley Bridge Road business engagement event was managed by Sustrans, whose officers have provided the following report of the views of the businesses who visited the event.

3.8 All those spoken to at the Kangley Bridge Road business consultation events were largely in favour of the scheme and everyone who attended had concerns regarding the current use of parking on Kangley Bridge Road, the majority of which is taken up by un-roadworthy cars waiting to be repaired by Newbridge Accident Repair Centre. Business owners did not seem concerned with the proposed reduction in road space available for parking and seem to accept that this would better manage the road space in Kangley Bridge Road. They were also in favour of introducing some form of paid parking in the road although no details were offered for exactly how they wanted this to be implemented.

3.9 Business owners who raised concerns over narrowing of the road were reassured that due to the removal of parking on one side of the road the effective width will remain as it currently is. Tracking work was also provided to show clearly those movements into side roads off Kangley Bridge Rd work in the new layout. Some people voiced concerns about the speed of some vehicles, stating that they had witnessed HGVs being driven very quickly, as if they were, I quote, 'already in the yard' once they entered Kangley Bridge Road.

3.10 Most attendees stated that the area feels unwelcoming and unclean, with one employer saying that he would like to see improvements made to the area so that it would be more attractive to potential employees, which in its current state he believes Kangley Bridge Road is not. Some also suggested including cycle parking in the design.

### 3.11 Responses were received from the following Stakeholders:

- London Cycling Campaign (See Appendix 1)
- Lewisham Cyclists (See Appendix 2)
- Metropolitan Police (See Appendices 3 and 4)
- Friends of Cator Park & Alexandra Recreation Ground (Comments quantified in above table)
- Road Safety Rep for Penge Forum (Comments quantified in above table)
- Road Safety Rep for West Beckenham Residents (Comments quantified in above table)

The detailed technical responses from the Police and Cycling groups are included in the Appendixes to this report and will be analysed in more detail as part of the detailed design process.

### **Post-consultation recommendations**

- 3.12 **Kangley Bridge Road-** Proceed with the intervention as proposed but to refine the layout of parking to ensure that traffic can pass easily in the road and implement a Pay and Display parking scheme. Introduce cycle parking into the design at carefully chosen locations.
- 3.13 **River Pool Path-** Proceed with the widening of the section of path as proposed and introduce mitigation measures to reduce the impact of the existing lighting on the bat colony at the request of the Friends of Cator Park. To address the Police's concerns, replacement of the existing motorcycle inhibitors with bollards, which provides better access to the path for disabled users and buggies, it is proposed to introduce P2W speed deterrent humps to the path. To address concerns about making the path shared, a number of off-highway 'cycle calming' techniques will be considered.
- 3.14 Officers have had a productive conversation with Harris Aspire about widening the River Pool shared path onto their land to improve safety, and reduce the potential for conflict between pedestrians and cyclists. We are currently in the process of acquiring the 186.3 sq.m. of land to be acquired from Harris Aspire 5.5 sq.m. of land returned to Harris Aspire making a net acquisition of 180.8 sq.m. of land from Harris Aspire in order to widen River Pool Path land to undertake the widening, please see Appendix 6 for more details. This is being handled by the Council's contractor Cushman & Wakefield and is currently with the Education Funding Agency.
- 3.15 **Lennard Road Parallel Zebra-** Proceed as proposed, but make changes to facilitate revised Lennard Road. Aldersmead alignment as outlined below.
- 3.16 **Cator Park-** The majority of respondents were either opposed to or neutral about the proposal to remove the centre line in Cator Park; it is therefore proposed to leave the segregation line in place. The proposal to install solar lighting also proved controversial with a number of residents and whilst a majority of residents supported this proposal it is recommended that the solar lighting is not installed to avoid changes to the park environment, clearly a key issue for local residents.
- 3.17 Without lighting Cator Park would not be suitable for 24 hour operation as a Quietway, therefore it is proposed to be signed as an alternative route with the primary alignment on Aldersmead Road. The National Cycle Network route in Cator Park would remain unchanged although the Quietway would require the conversion of a short section of path to a segregated cycle/walking path to enable Quietway users to exit onto Aldersmead Road.
- 3.18 To facilitate this, improvements will be required to the junction of Lennard Road with Aldersmead Road the exact nature of which, due to time constraints, is recommended is delegated to Officers and Ward Members.
- 3.19 **Kings Hall Road Junction improvements-** Implement as proposed.
- 3.20 **Kent House Station-** It is recommended that a number of small changes are made to this design although it is still recommended to implement the primary proposal of extending the station forecourt. In response to concerns about cyclists cycling through the station underpass it is recommended that consideration is given to inclusion of anti-incursion features in line with the latest advice from the DfT on mitigating security vulnerabilities outside railway, bus and coach stations whilst still maintaining good pedestrian and mobility impaired access to the station.

- 3.21 It is also proposed to introduce covered two-tier cycle racks, install cycle stands in place of the proposed planters and provide a pump and repair station for cyclists to undertake basic repairs.

### **Extension**

- 3.22 Officers continue to lobby TfL for a westwards extension to the route from Kent House to the London Borough of Croydon.

## **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

- 4.1 Routes are designed to be accessible for all including those cyclists requiring recumbent cycles or disability bikes. There is not thought to have any adverse impact on Vulnerable Adults and Children.

## **5. POLICY IMPLICATIONS**

- 5.1 This proposal supports outcome 5 of the 2017-20 Environment Portfolio Plan to Improving Travel, Transport & Parking by working:

- To improve the road network and journey-time reliability for all users
- To improve 'connectivity' (getting to places you couldn't previously reach easily) and 'integration' (linking different modes of transport)
- To reduce congestion and greenhouse gas emissions by promoting cycling, walking and public transport journeys
- To promote safer travel, and reduce the number and severity of road accidents
- To provide accessible, affordable, fair and effective parking services.

- 5.2 In outline form, these proposals have previously been considered by the Environment PDS Committee and approved by the Executive Portfolio Holder for Environment in November 2016 in Report No. ES16059 8/11/2016

## **6. FINANCIAL IMPLICATIONS**

- 6.1 Overall the route is estimated to cost approximately £570k. £200k is expected to be spent in 2018/19 and £370k in 2019/20. It is difficult to provide a final estimate as the Highways and Minor Works contracts are currently being tendered and therefore rates could change significantly by the time the routes are constructed.
- 6.2 Executive is asked to agree to increase the scheme cost by £135.3k and to revise the total within the capital programme to £570k, subject to confirmation from TfL for the balance of funding.
- 6.3 It should be noted that this funding is provided by TfL for the purpose of Quietways and cannot be spent on any other transport projects.
- 6.4 The cost of the proposed acquisition of land to widen River Pool Path is included within the overall scheme cost.
- 6.5 Confirmation of final costs and funding will be included in future Capital Programme monitoring reports.
- 6.6 The proposed capital expenditure for some locations within the Quietways will reduce the call on revenue maintenance funding in the medium term as the assets will be renewed earlier than would otherwise be possible.

6.7 The parking controls in Kangley Bridge Road will generate additional revenue for the Council, however until the actual design is finalised, it is not possible to quantify the level of net income that could be generated.

## 7. PERSONNEL IMPLICATIONS

7.1 One member of staff from existing resources will continue to manage the project. A seconded consultant will undertake detailed design work which will be fully funded by TfL, managed by LBB for the duration of their secondment

## 8. LEGAL IMPLICATIONS

8.1 Traffic Management Orders will be required at some points along the route, notably in Kangley Bridge Road.

## 9. PROCUREMENT IMPLICATIONS

9.1 The Quietway will be built by Bromley's term contractor for Highways

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	<ol style="list-style-type: none"><li>1. Report No. ES16059 8/11/2016</li><li>2. Greenwich to Kent House Quietway consultation drawings pack January 2018</li></ol>

## Appendix 1

### London Cycling Campaign consultation response

This consultation response is on behalf of the London Cycling Campaign (LCC), the capital's leading cycling organisation with more than 12,000 members and 30,000 supporters. This response was developed with input from representatives of LCC's borough groups.

This Quietway is supported, however in order to enable more people to cycle in the area, and specifically those unwilling to cycle in medium flows of motor vehicle traffic and/or at speed, and those unwilling to cycle in isolated and potentially dark locations, this scheme requires further improvements.

#### Specific points about the scheme:

- It is presumed this scheme is meant to link to the Waterlink Way northwards via Farmbridge Close. The crossing of Southend Lane needs further improvement if that is the case.
- At Kangley Bridge Road, the road is divided clearly into two differently characterised areas, with residential properties to the north and industrial premises to the south. It may be advantageous to separate these two areas of the road and their traffic movements. A modal filter could potentially ensure motor vehicles servicing the industrial area do not drive the length of Kangley Bridge Road, including past the Lower Sydenham train station. If this is done, then low volumes of traffic and speed restrictions could enable those cycling to cycle in the carriageway in the northern half. In the southern half, separation from large vehicles would be required.
- Given the type of vehicles using Kangley Bridge Road, more should be done to slow vehicles to 20mph even where cycling is separated from motor vehicle traffic – potentially sinusoidal speed humps. Similarly, seeking to widen space by using inset parking bays and parking restrictions may result in faster, rather than slower, safer and calmer motor vehicle movements. Road width should be minimised to provide more space for walking and cycling, ideally with the two modes separated, ideally using stepped tracks.
- All side roads around the Kangley Bridge Road section should feature raised entry treatments to avoid faster motor vehicle turning movements – eg Westerley Crescent also. And entrances to industrial premises the route passes should be designed very clearly to favour pedestrian/cycling priority and to encourage slow and calm driving.
- Current pavements on Kangley Bridge Road are overgrown. And the area appears isolated and not well lit. It is vital that Quietways, designed to encourage people who are more risk averse to cycle, feel safe. This road does not – and more work needs to be done to ensure those cycling the route feel safe and secure, with lighting and other measures.
- The same issues hold true for the River Walkway, plus there may also be issues of bushes, sightlines etc. Many people will simply not use this route if they feel isolated, are asked to ride in shadow or darkness etc. The path also seems far too narrow for shared use on sections of the River Walkway, and should be widened.
- Lennard Road should be designated 20mph, and the crossing should at a minimum be on a raised table. Crossings along this road appear too infrequent, particularly given schools, sports academies etc.
- Similarly, there appears little reason why Aldersmead Road and Ringwold Close are designed for high motor vehicle speeds. A raised table and reduced kerb radii across the entire junction would be of value. Similarly, at a minimum, the

entrance to Aldersmead Road should be on a raised table.

- Kings Hall Road appears to be designed again for high speeds of motor vehicle traffic. This is inappropriate for not just cycling along it, as scheme expects people to do, but for people walking and cycling and living in the area. The current infrastructure proposed will not enable those who are risk averse to cycle here, a key failing point on this Quietway.
- Kings Hall Road is also aligned with corridors deemed to feature high potential to increase cycling on TfL's Strategic Cycling Analysis (which aligns Kings Hall Road approximately as part of a corridor from Beckenham Junction to Kent House, Penge, Penge West etc.). As such, any scheme on Kings Hall Road should either separate cycling from motor vehicle flows in high-capacity, high-quality tracks or consider major measures to reduce motor traffic volumes and speeds.

### **General points about cycling schemes:**

- LCC requires schemes to be designed to accommodate growth in cycling. Providing space for cycling is a more efficient use of road space than providing space for driving private motor vehicles, particularly for journeys of 5km or less. In terms of providing maximum efficiency for space and energy use, walking, cycling, then public transport are key.
- As demonstrated by the success of recent Cycle Superhighways and mini-Holland projects etc., people cycle when they feel safe. For cycling to become mainstream, a network of high-quality, direct routes separate from high volumes and/or speeds of motor vehicle traffic is required to/from all key destinations and residential areas in an area. Schemes should be planned, designed and implemented to maximise potential to increase journeys – with links to nearby amenities, residential centres, transport hubs considered from the outset.
- Spending money on cycling infrastructure has been shown to dramatically boost health outcomes in an area. Spending on cycling schemes outranks all other transport mode for return on investment according to a DfT study. Schemes which promote cycling meet TfL's "Healthy Streets" checklist. A healthy street is one where people choose to cycle.
- All schemes should be designed to enable people of all ages and abilities to cycle, including disabled people.
- LCC wants, as a condition of funding, all highway development designed to London Cycling Design Standards (LCDS), with a Cycling Level of Service (CLoS) rating of 70 or above, with all "critical issues" eliminated.

## Appendix 2 Lewisham Cyclists response

Bromley Council consultation on Quietway: Greenwich to Kent House (January 2018)

### Response by Lewisham Cyclists (the London Cycling Campaign group for the London Borough of Lewisham)

Comments refer to the 'consultation drawings pack' (January 2018)

#### Kangley Bridge Road (KBR).

Broadly supportive of the widened shared use footway approach, but with strong concerns about the safety of some of the 'yard' exits where visibility is not good, particularly Lathams skip yard (x2) and Screwfix.

As a general rule need to:

- Ensure sight lines of shared footway for vehicles entering yards from Kangley Bridge Road are clear and not obscured by parked cars.
- Extend raised tables into yards as far as possible to slow emerging vehicles.
- Where possible remove railings and structures around yard entrances to improve visibility.
- Introduce signage for vehicles emerging from yards warning them of crossing cyclists.
- We assume that whole road will be double yellow lines apart from designated parking bays – essential for maintaining sight lines as vehicles enter yards.
- Reduce vehicle speeds in KBR in general with sinusoidal speed humps.
- While supportive of adding trees to improve streetscape it is important they don't restrict the shared footway below a useable 3.5m to 4m.

1 - Kangley Bridge Road (drawing 1 of 4) Westerley Crescent (WC) outside station – access to/egress from the shared footway appears to be restricted to a drop kerb at the east end of the path. This is not a satisfactory solution as it creates a conflict with vehicles emerging from the yard and pedestrians in the station vicinity. We think there should be a wide dropped kerb a few metres up WC to allow access to the footway or alternatively there could be a raised (possibly paved) table outside the station with flush access to/from the footway. Westerley Crescent north corner – from the plans it appears that there is a new build-out in this corner to allow cyclists access to the continuation of NCN21 northwards. It is hard to be sure from the diagram but we think that the build-out should be larger to ensure it is not blocked by motor vehicles and to eliminate the serious blind corner that exists there.

1 - Kangley Bridge Road (drawing 2 of 4) Not clear about 'Maintain dropped kerb so off-street parking is easily accessible' as couldn't see any at this location when we visited site. Northernmost yard exit on this drawing needs build-out extended 5m or so further North (or double yellow lines) to ensure visibility of southbound cyclists to vehicles turning into the yard. Otherwise may be obscured by parked vehicles.

1 - Kangley Bridge Road (drawing 3 of 4) Refer to general comments on KBR above.

1 - Kangley Bridge Road (drawing 4 of 4) Refer to general comments on KBR above.

2 – River Walkway Supportive of change of status to a shared path. Very pleased to see southern section being widened to 4m. However think the whole path should be widened to 3.5m - 4m, not just the section at the South end. Would also like to see wooden stream bridge at North end replaced with wider bridge, potentially on a diagonal to eliminate hazardous (slippery when wet) sharp turn.

3 – Lennard Road crossing No specific comments.

4 – Cator Park (1 of 2) Supportive of change of status to a shared path. However think the path should be widened to 3.5m - 4m.

4 – Cator Park (2 of 2) Supportive of change of status to a shared path. However think the path should be widened to 3.5m - 4m.

5 – Aldersmead Road Extend double yellow lines on East side build-out 5m or 10m further north to improve visibility for cyclists and pedestrians exiting Cator Park on Quietway.

6 – Kings Hall Road Fairly busy road with fast moving traffic. Whole road junction should have raised table to slow vehicle speeds. Two further sinusoidal humps to slow vehicles in section between Station Approach and Aldersmead junctions.

7 – Kent House Station Assume build-out with planters includes drop-kerbs for cycle access – unclear from drawings.

**Compiled by Tim Collingridge (LC Secretary) 24/1/18**

## **Appendix 3 Metropolitan Police, Road Safety Engineering Unit, consultation response**

### Greenwich to Kent House

#### 1 Kangley Bridge Road

##### Drawing 1

There are a considerable number of trees on the shared use footway. What are the widths of the available footway to cycle on from tree to fence? There is not enough detail in the plans but it looks very narrow for both pedestrians and cyclists to use.

Will the maintenance schedule be changed to keep the shared use areas free of tree detritus which can be very slippery for cyclists?

##### Drawings 1, 2, 3 &

There are numerous crossovers which all give priority to vehicles. The cycle logos and raised tables will make drivers aware of cyclists but may also imply to cyclists that they have right of way as they are on a cycle route. This section may well end up being under utilised as these numerous crossovers will make it less attractive to use and many cyclists will prefer to be on the carriageway where they have right of way and less conflict.

Can you clarify the parking arrangements in Kangley Bridge Road on this plan (2) where it states "install bollards to prevent pavement parking" but in almost the same place it says "maintain dropped kerb so off street parking is easily accessible?"

#### 2 River Walkway & 3 Lennard crossing

I have concern over the removal of gates and the installation of bollards. Will this leave enough space to get a powered two wheeler through? I believe at present motorcycles are unable to get through the gates. The larger gap may introduce the opportunity for motorcycles and scooters to use the river walkway. We have had an increase in crime involving powered two wheelers with incidents in different parts of the borough including Beckenham and Penge. The river walkway is a potential escape route for criminals using powered two wheelers. It may also prove attractive for them to hang around the walkway to commit crimes. We are committing extra resources to this type of crime at present but it would also be helpful if cycle friendly gates that also deter powered two wheelers can be used in preference to standard bollards. I have passed this on to a prevention of crime officer to comment on as they have further knowledge of crime prevention through design and other gate options.

I look forward to your response.

Regards,

Catherine Linney

Metropolitan Police  
Road Safety Engineering Unit  
Catford Traffic Garage

## Appendix 4 Metropolitan Police Designing Out Crime Officer consultation response

### Greenwich to Kent House Quiet way consultation

On Monday 22<sup>nd</sup> January 2018 at 1130hrs I attended the cycle route 21 in my capacity as a design out Crime officer and walked the section between Kangley Bridge road and Kent House railway station.

Below are my observations in relation to crime prevention measures I would wish to see implemented on this route.

### Cycle storage Kent House railway station.

Currently cycle storage facilities at Kent House station consist of 4 Sheffield stands in both Station approach and Plawsfield Road, with an additional covered rack in Station approach as can be seen below. I recommend this area should have lighting to BS 5489:2013 if not already present. Working with good lighting, this area should also be covered by CCTV installed to BS 50132-7 and as viewing a public space the Information commission should be advised.

Secured by Design recommends cycle shelters are covered to keep cycles dry and encourage use, can provide locking for both wheels and the frame, and are constructed from a minimum 3mm thick galvanised steel tubes filled with concrete, which are sunk into the ground a minimum of 300mm with a suitable anchor.



The route then continues from the station into Kings Hall Road and left into Aldermead Road. Comments on the road layout and design have been advised by Catherine Linney of the Roads and Transport Policing Command, and so I will not be discussing here.

### Cator Park

From Aldermead Road the route enters Cator Park, which is a large open green area with the river Pool running through the centre, which is crossed by a bridge near the centre giving a total of 7 exits. Currently on the route there is no barriers capable of stopping motorcycles or scooters (powered 2 wheel vehicles, P2W) from entering as can be seen below.

With the increase in motor cycle enabled crime being prevalent and increasing in this area and across London as a whole these entrances should be upgraded to prevent entry by P2W.

**Current protection for Cator Park Aldermead Road side.**



**Cator Park Entrance for route 21**



**Cator Park second entrance from Aldermead Road.**

Whilst it is important to encourage access to green spaces and encourage the use of the cycle route it is also important to protect users from P2W attack or anti-social behaviour, and to prevent the area becoming an escape route through which cars cannot follow.

## Lighting

The route through the Cator park section is currently unlit, and I note from the proposal solar lighting is proposed.

I would recommend the path be uniformly illuminated with dusk till dawn with the standard approx. 4m. lamp standards with LED lighting which would provide a greater level of consistent illumination and colour rendition. This I believe to be especially important due to the clumps of mature trees located along the route which during the winter months is particularly dark and gloomy.



**Example of a Single chicane and “cycle only” bollard**

At each entrance on the route I would propose the installation of a **double** chicane barrier arrangement (similar to above but with two interlocking C bollards) and the addition of “cycle only” bollards as can be seen on the right of the picture above. Whilst still giving easy access to legitimate users and wide enough to accommodate a wheel chair, mobility scooter or a push chair, the radius would seriously hinder or prevent access to P2W due to their length and steering lock. The cycle bollards are set to a gap which would allow progress for a pedal cycle, but would prevent entry to a motor cycle or scooter without serious damage.

I believe this arrangement is superior to gates, which can be difficult to operate if your hands are occupied.

The bollards should be fabricated from a minimum 3mm thick steel tube, and sunk to a minimum depth of 300mm with a suitable ground anchor.

I would recommend this arrangement be installed at the three entrances to Cator Park, two on Aldermead Road, and the third onto Lennard Road.

### **Lennard Road to Kangley Bridge Road path**

On leaving Cator Park the route crosses Lennard road to enter a foot path which as pictured is the best defended entrance I saw on the route (see below). I see from the proposal this protection is to be removed and replaced with a bollard.



I would suggest this protection should be retained and the addition of a 1m section of railing be installed to the right at 90 degrees to the existing fence as this has become a desire line and is heavily used to avoid the bollards, and large enough to permit P2W entry.

Alternatively the above should be replaced with protection as previously discussed.

The route through to Kangley Bridge has 9 lamp standards which I was advised are all in working order and provide sufficient illumination to the route. It is unknown what light levels are present, the lamps appear to be fitted with Sodium bulbs, and I would recommend replacement with LED.

At the time of my visit to the location I spoke with a number of people using this section of the route, the first, a cyclist expressed concerns regarding the lighting in Cator Park as the route is used 3 or 4 times a week and the return journey is in the early evening, also that the foliage on the first bend on the section above should be cut back. I also spoke with an allotment holder who was walking through with a small child in a push chair, who advised the barriers do not pose a problem.

## Kangley Bridge Road

This entrance is currently protected by two large galvanised steel hoops (see Below)



I would again at this location recommend the installation of the double “C” chicane and cycle only bollards as previously discussed.

### Summary.

With the increasing drive for the use of pedal cycles throughout London and the ongoing improvements to cycle routes, I would recommend serious consideration be given to safe protected storage areas, good levels of lighting, and defences incorporated to preserve and protect the route for the legitimate use of cyclists and pedestrians.

The removal of existing defensive measures would enable the route to be accessed by powered two wheel vehicles to the endangerment of those for whom the route was designed.

Motorcycle crime is rapidly increasing with motor scooters being very popular as escape vehicles, the opening of routes such as this without adequate protective measures may facilitate escape routes through which pursuit would not be possible.



**Mark A P Headley**

**Designing Out Crime Officer**

Metropolitan Police Service

Continuous Policing Improvement Command (CPIC)

p: 0208 284 8889 m: 07825106890

a: 3<sup>rd</sup> Floor, Bromley Police Station, Bromley High Street, BR1

1ER

w: [www.met.police.uk](http://www.met.police.uk) e: [Mark.A.P.Headley@met.police.uk](mailto:Mark.A.P.Headley@met.police.uk)



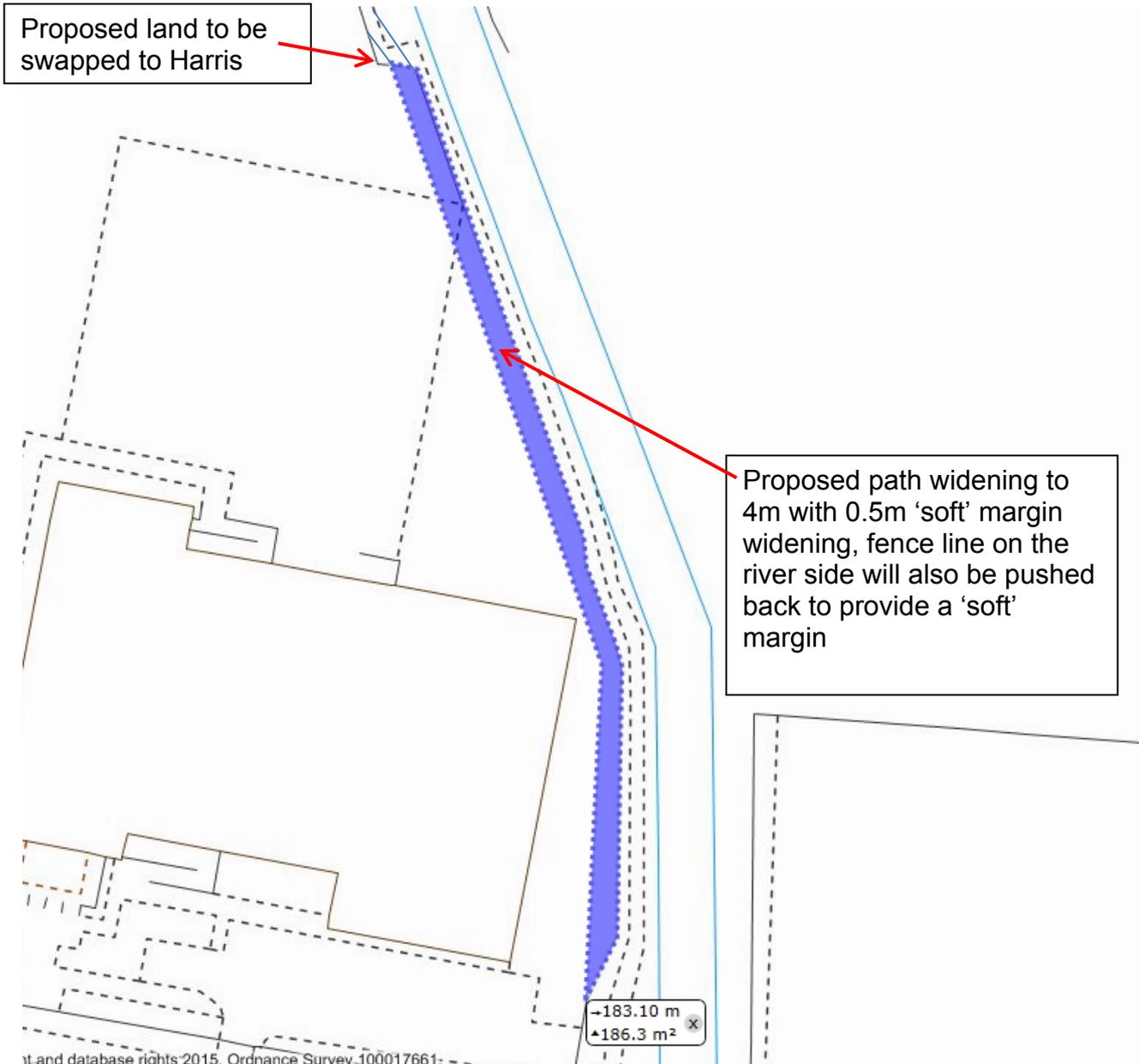
## Appendix 5 Quantified analysis of comments

N.B. In addition to the comments in the Survey response forms, several ad hoc emails and letters were received as part of the consultation and, where possible, these have been analysed and are included in the table below.

<b>Kangley Bridge Road</b>	
Concern about vehicles passing each other in Kangley Bridge Road	6
Kangley Bridge road needs better controlled/managed parking	5
Inappropriate use of Kangley Bridge Road by businesses is an issue	4
Strongly supports KBR	2
The Kangley Bridge Road proposed path is too wide	1
KBR is inappropriate for cyclists who should use Bell Green Lane, Kent House Lane, Cricket Lane	1
Wants clear signage on Kangley Bridge Road to warn drivers of the shared path	1
Pedestrians and cyclists need to have priority on the Kangley Bridge Road shared path.	1
Concerns about how the route will go through LS station car park	1
<b>River Pool Path</b>	
Concern about powered two wheelers on River Pool path	2
Would like to see solar lighting replace lanterns on River Pool Path for environmental reasons	1
Supports River Pool Path resurfacing	1
Supports widening River Pool path.	1
<b>Lennard Road</b>	
Concern about traffic speeds on Lennard Road	3
Wants improved lighting in Lennard Road	1
Would like a pelican crossing on Lennard Road	1
Supports Lennard Road Zebra	1
Wants Lennard Zebra on a table	1
Concern about additional traffic congestion as a result of the new zebra	1
<b>Cator Park</b>	
Opposed to Cator park lighting as it may encourage anti-social behaviour	4
Opposes Cator Park lighting on environmental grounds	3
Would like Cator Park path widened	3
Opposed to Cator Park lighting as consider it unnecessary	3
Supports Cator Park solar lighting	3
Cator Park lighting should be stronger	1
Supports the proposed shared path in Cator Park but would like to see a speed limit on it	1
Suggests a dropped kerb to gateway entrance to Cator Park opposite 30 Aldersmead Rd	1
<b>Aldersmead Road</b>	
Supports informal crossing on Aldersmead	2
Opposed to Aldersmead Pedestrian crossing	2
Wants formal crossing in Aldersmead road	1
<b>Kings Hall Road</b>	
Proposed Kings Hall Road islands could be dangerous and doesn't believe they are necessary	6
Concern about speed in KHR	5
Improve visibility and reduce parking on Kings Hall Road	5
Wants a Zebra on Kings Hall Road	4
Would like shared path from Cator Park across KHR	1
KHR needs more protection for cyclists	1
Wants another refuge between 33 and 31	1
KHR island needs to be wide enough for a pushchair,	1

<b>Kent House Station</b>	
Concern about conflict between pedestrians and cyclists at Kent House Station entrance	7
Abolish Kent House Station parking charges	2
Supports upgrading of the KH Station entrance.	1
<b>General</b>	
Concern about conflict between pedestrians and cyclists including within Cator Park	10
Cost	5
Would prefer segregated cycle tracks	4
Support projects to increase walking and cycling	4
Generally supportive of Quietway	3
Wants 20mph	3
South End Lane needs improved crossing for cyclists	2
Wants Traffic Calming	2
Concern about rat running in the area	1
Wants wider shared paths	1
Recommends that the route is extended to Elmers End Station	1
Make improvements to the underpass at New Beckenham	1
Not enough cyclists to warrant investment	1
Concerns about construction disruption	1
Supports removal of existing motor cycle inhibitors on cycle paths	1
Signage should encourage considerate cycling on the paths	1

## Appendix 6 Proposed land acquisition



- 186.3 sq.m. of land to be acquired from Harris Aspire
- 5.5 sq.m. of land returned to Harris Aspire
- Net acquisition of 180.8 sq.m. of land from Harris Aspire

Report No.  
ES18029

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:**      **Executive**

**For Pre-Decision Scrutiny by the Environment PDS Committee on:**

**Date:**                      **15<sup>th</sup> March 2018**

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

**Title:**                      **POT HOLE ACTION FUND**

**Contact Officer:**      Garry Warner, Head of Highway Network Management  
Tel: 020 8313 4929      E-mail: [garry.warner@bromley.gov.uk](mailto:garry.warner@bromley.gov.uk)

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

**Ward:**                      (All Wards);

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1.      Reason for report

To considers recent announcements from the Department for Transport regarding future funding for highways maintenance.

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2.      **RECOMMENDATION(S)**

**That Executive:**

2.1      **Approve the drawdown of grant funding from the Department for Transport of £112,940 in 2017/18 and £112,940 during 2018/19 received as part of their Pothole Action Fund, held in the Central Contingency.**

2.2      **Approve the carry forward of the unspent £112,940 allocation for 2017/18.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: None
- 

### Corporate Policy

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

### Financial

1. Cost of proposal: Estimated Cost: £225.88k
  2. Ongoing costs: Recurring Cost: N/A
  3. Budget head/performance centre: Highways
  4. Total current budget for this head: £2.9m
  5. Source of funding: Grant funding from Department for Transport for 2017/18 and 2018/19
- 

### Personnel

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

### Legal

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

### Procurement

1. Summary of Procurement Implications: None
- 

### Customer Impact

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

### Ward Councillor Views

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

### **3. COMMENTARY**

- 3.1 Maintaining the highway asset through timely planned maintenance works reduces the demand for reactive maintenance, such as repairing potholes and broken paving. This improves value for money and customer satisfaction, reduces unplanned network disruption, and contributes to reducing third party claims for damages.
- 3.2 In December 2017 the Government announced that a Pothole Action Fund was to be established for all highway authorities in England as part of its Local Transport Capital Block Funding. Bromley has since been allocated £112,940 for the current financial year and the same amount for 2018/19.
- 3.3 While the condition of the boroughs non-principal and unclassified roads have improving during the last two years due to the highway investment project, the reduced funding available for maintenance of the BPRN will result in an increasing demand on the Council's limited revenue budgets for highway maintenance. It is therefore proposed that funding from the Pothole Action Fund is drawn down to supplement the revenue budgets for emergency and reactive works across the network during the next two years.

### **Grant Conditions**

- 3.4 Grant paid to a local authority under these determination may be used only for the purposes in accordance with regulations made under section 11 of the Local Government Act 2003.
- 3.5 The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of the Local Infrastructure team<sup>5</sup> in the Department for Transport a declaration, to be received no later than 30 September 2018, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the Transport Capital Block Funding (Pothole Action Fund) Specific Grant Determination (2017/18) No.31/2951 have been complied with”.

- 3.6 If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Minister may;
- a) reduce, suspend or withhold grant; or
  - b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.
- 3.7 Any sum notified by the Minister under paragraph 3(b) shall immediately become repayable to the Minister.

### **4. POLICY IMPLICATIONS**

- 4.1 The Environment Portfolio Plan includes the key aim “To continue to invest in a timely and effective manner in our roads and pavements to maintain the value of our highway asset”. The Plan (item 4.4) identifies the Council will “Improve the condition of the of the highway network by completing an approved major programme of road and pavement resurfacing”.

### **5. FINANCIAL IMPLICATIONS**

- 5.1 This funding is being provided under Local Transport Capital Block Funding (Pothole Action Fund) Specific Grant Determination (2017/18): No.31/2951.

- 5.2 Bromley has been allocated a sum of £112,940 over two financial years. Approval is sought to draw down the £225,880 grant funding held in the Central Contingency to supplement the revenue budgets for emergency and reactive works across the network during the next two years.
- 5.3 Approval is also sought to carry forward the unspent £112,940 allocation for 2017/18.
- 5.4 The Department for Transport require the Council to sign a declaration to confirm compliance with the following Grant Conditions and return it to the Department by 30 September 2018.

## 6. LEGAL IMPLICATIONS

- 6.1 Under the Highways Act 1980, the Council, as Highway Authority, has duties to ensure the safe passage of highway users and to maintain the highway.

<b>Non-Applicable Sections:</b>	Impact on vulnerable adults and children  Personnel implications  Procurement implications
Background Documents: (Access via Contact Officer)	

Report No.

London Borough of Bromley

Agenda  
Item No.

**PART 1 - PUBLIC**

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**Decision Maker:** Executive

**Date:** 28<sup>th</sup> March 2018

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

**Title:** **SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES REFORMS GRANT - DRAWDOWN AND CARRY FORWARD OF CONTINGENCY GOVERNMENT (NEW BURDENS) GRANT FUNDING**

**Contact Officer:** Debi Christie, SEND Operations Manager: Services  
Tel: 020 8461 7896 E-mail: debi.christie@bromley.gov.uk

**Chief Officer:** Ade Adetosoye, Deputy Chief Executive and Executive Director of Education, Care and Health Services

**Ward:** All wards

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## 1. REASON FOR REPORT

This report is seeking approval for the following:

- a) SEND Implementation (New Burdens) Grant 2018/19 – draw down of £188,985
- b) SEND Implementation (New Burdens) Grant 2017/18 – draw down the remainder of the 2017/18 grant of £20,977, which was kept in contingency
- c) SEND Preparation for Employment grant 2018/19 – draw down of £63,328
- d) Total grant drawdown - £273,290

## 2. RECOMMENDATIONS

The Executive is asked to:

- i. Approve the drawdown of the final year of the SEND Implementation Grant 2018/19 of £188,985
- ii. Approve the drawdown of the remainder of the 2017/18 SEND Implementation Grant of £20,977 kept in contingency
- iii. Approve the drawdown of the SEND Preparation for Employment grant 2018/19 of £63,328
- iv. Approve the total grant drawdown - £273,290

### Corporate Policy

1. Policy Status: Existing policy. Education Care and Health Services and Government Directed
  2. BBB Priority: Children and Young People.
- 

### Financial

1. Cost of proposal: <please select> £273,290
  2. Ongoing costs: Non-recurring cost.
  3. Budget head/performance centre: SEN/D Reform Implementation (136034)
  4. Total current budget for this head: £273,290
  5. Source of funding: DfE grant
- 

### Staff

1. Number of staff (current and additional): currently five members of staff, three of whom are continuing on short term contracts for a period of one year only and two, which are funded as new short term posts to drive forward the implementation programme
  2. If from existing staff resources, number of staff hours: n/a
- 

### Legal

1. Legal Requirement: Statutory requirement. The Children and Families Act 2014
  2. Call-in: Call-in is applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Aproximately 6,000 children and young people with special educational needs and/or disabilities, 2,112 of whom have a statutory Statement of SEN or an Education Health and Care Plan
- 

### Ward Councillor Views

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

### **3. COMMENTARY**

3.1 The Children and Families Act (2014) introduced the most far reaching reforms in a generation for children and young people who have special educational needs and/or disabilities (SEND). The reforms centre on what is important for children, young people and their parents and are designed to place them at the heart of the system. The aim is to improve learning and life outcomes through new ways of working across education, health and social care.

3.2 The SEND Implementation Grant from Government is to help local authorities implement the reforms, in accordance with the SEND Code of Practice 2015 and underpinning legislation. The Grant can be used in a number of ways to change working practice across education, social care and health services.

#### **3.3 SEND Implementation Grant in Bromley 2017/18**

3.3.1 In Bromley, SEND Implementation Grant has funded two key work streams:

- The pace of conversions from SEN statements to Education, Health and Care Plans (EHC Plans) was not as fast as it should have been in Bromley and a recovery plan was implemented from August 2017 to ensure the local authority meets its statutory duty. Additional funding was used to engage a project manager and increase staff capacity. In September 2017, there were 563 statements of SEN to be converted. The current figure is 187 and, apart from a small number subject to ongoing litigation, we anticipate completion of the programme by 31<sup>st</sup> March 2018. Progress has been monitored rigorously by the DfE who have congratulated Bromley on the rapid improvement and current progress. However, the emphasis on converting SEN statements to EHC Plans has not addressed the quality of assessment and resulting plans.
- The Local Authority commissioned an extensive review its arrangements for SEND, carried out by an external consultancy (send4change). The first phase, between July and December 2017, was complemented by an inspection health check led by the SEND Strategic lead, a former HMI and national lead for SEND at Ofsted. Ofsted's inspection of SEND arrangements in the local area will evaluate the impact of local authority leadership and our services, together with those provided by partners across education, care, health and the voluntary sector, on outcomes for children and young people with SEND.

3.3.2 The SEND review and the inspection health check highlighted some good practice in Bromley and some areas of weakness where urgent improvements are required. An improvement plan has been developed to address these. The SEND Strategic Lead will lead implementation of the plan and progress will be monitored through the SEND Reforms Governance Board.

#### **3.4 SEND Implementation Grant in Bromley 2018/19**

3.4.1 The improvements required in Bromley are extensive and approval of the drawdown of this resource will enable Bromley to make the changes required, ensuring statutory compliance. There are five areas which require immediate improvement:

- planning and developing our specialist educational provision to ensure that there is a suitable range of provision locally for children with complex needs, so reducing our reliance on placements in schools outside the borough;
- establishing consistently good support for children with SEND in local, mainstream schools and settings;
- developing a continuum of provision for children with social, emotional and mental health needs;

- improving the quality and consistency of SEND assessment and planning and engaging children, young people and their parents more effectively in planning and evaluating the services they need;
- preparing young people for adult life and employment

3.4.2 The proposal is to use SEND Implementation Grant and SEND Preparation for Employment Grant to support improvement in these areas through:

- extending the work of the SEND Strategic Lead to ensure the SEND improvement plan is implemented at a pace;
- developing a quality assurance process for SEND assessment and planning which promotes the engagement of children, young people and their parents in co-producing their EHC Plans;
- supporting staffing capacity and providing staff development to help staff adopt new ways of working;
- embedding relationships with voluntary sector organisations who support engagement;
- providing job coach training to increase the pool of expert job coaches available to support young people with SEND on work placements;
- developing local, supported internship forums to bring together education providers and employers to identify local opportunities and overcome the barriers to supported internship.

3.4.3 All these activities are consistent with the terms of the grants.

#### 4. FINANCIAL IMPLICATIONS

4.1 The grants that will sit in the Council's central contingency for 2018/19 includes the 2018/19 SEND Implementation Grant, totalling £209,962 (including carry forward) and the Preparation for Employment grant £63,328. The total of the grant therefore is £273,290.

4.2 This funding will be used to provide the capacity required to implement the SEND reforms, developing services and provision; developing more robust quality assurance practices, embedding the improved working practices and putting in place an online portal to 'house' the full end to end statutory assessment and review process.

4.3 The table below provides a summary of the planned expenditure of the grants available, totalling £273,290:

Funded Element	Detail	2018/19
SEND Strategic Lead	Providing strategic oversight to the implementation of the SEND reforms, including services changes required to meet statutory duties	£62,500
SEND Quality Assurance Lead	Critical role in developing and embedding consistent and high quality across education, health and care	£40,000
Assessment & Placement Officers	Continued capacity to manage the casework required to deliver the end to end statutory assessment and review process. These roles will be critical to embedding the quality this is required	£69,150
Voluntary agencies	Supporting key statutory elements of the reforms, including engagement, co-production and involvement of children, young people and parent/carers	£38,750
Preparing for Employment	Job coach training, setting up of Supported Internship forums and employer engagement	£62,890
<b>Total</b>		<b>£273,290</b>

## 5. POLICY IMPLICATIONS

### 5.1 Existing policy: Building a Better Bromley

- **Supporting Children and Young people:** encourage excellent educational opportunities from the early years through to further and higher education for all Bromley children and young people including those with special educational needs.
- **Supporting Independence:** through working with partners, ensure the provision of high quality locally relevant information and advice about care and support needs to enable choice and control
- **Healthy Bromley:** ensure that health and wellbeing priorities are integrated within all areas of the Building a Better Bromley framework

### 5.2 Education Care and Health Services Business Plan 2018/19 (draft)

## 6. LEGAL IMPLICATIONS

6.1 Legal Requirement: new statutory regulations (Children & Families Act September 2014) ensuring statutory compliance across Bromley and London. A new SEN Code of Practice recently published again ensuring compliance.

## 7. PERSONNEL IMPLICATIONS

7.1 Number of staff; currently five members of staff, three of whom are continuing on short term contracts for a period of one year only and two are short term temporary posts, specific to embedding the reforms.

<b>Non-Applicable Sections:</b>	None.
Background Documents: (Access via Contact Officer)	DfE Documentation: Children and Families Act 2014 and the SEN & Disability Code of Practice 0-25yrs 2015

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Report No.  
DRR18/1014

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**Date:** Wednesday 28 March 2018

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

**Title:** OPERATIONAL BUILDING MAINTENANCE BUDGETS AND PLANNED PROGRAMME 2018/19

**Contact Officer:** Catherine Pimm, Senior Property Manager, TFM Client Team  
Tel: 020 8461 7834 E-mail: Catherine.Pimm@bromley.gov.uk

**Chief Officer:** Colin Brand, Director of Regeneration

**Ward:** (All Wards);

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1. Reason for report

This report sets out the proposed maintenance budgets and planned programme for 2018/19.

It requests additional funding to ensure that the Council has sufficient funds to carry out annual fire risk assessments and any identified remedial works.

It provides an up-date on the lease review that has been undertaken to identify any further costs arising from additional statutory obligations.

It requests additional funding to ensure that the Council has sufficient funds for the Central Depot Wall reconstruction.

It outlines the financial implications arising from the expiry of the lease at Yeoman House, Penge.

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2. **RECOMMENDATION(S)**

2.1 **Members are asked:**

2.1.1 **to agree to increase the Building Maintenance budget by £86k for fire risk assessments and cyclical maintenance for the reasons set out in the report which is to be funded from the Council's 2018/19 Central Contingency.**

- 2.1.2 to approve funding of up to £79k from the earmarked reserve for Infrastructure Investment to undertake the remedial works identified from the fire risk assessments.**
- 2.1.3 subject to the Council agreeing the budget, to approve an overall expenditure of £2,173k for the Building Maintenance budget in 2018/2019.**
- 2.1.4 to approve the planned programme in Appendix A.**
- 2.1.5 to delegate authority to the Director of Regeneration to vary the programmes to accommodate any change in the approved budget or where such action is considered necessary to either protect the Council's assets or make the most effective use of resources.**
- 2.1.6 to approve the carrying forward to 2018/19 the sum of £163k for the Central Depot Wall.**
- 2.1.7 to approve funding of £500k from the earmarked reserve for Infrastructure Investment to add to the sums already set aside for the Central Depot Wall, making a total budget of £716k.**
- 2.1.8 to add the Central Depot Wall scheme to the 2018/19 capital programme with a total scheme cost of £716k, funded from the £163k carry forward sum and £553k from the earmarked reserve for Infrastructure Investment.**
- 2.1.9 to note that the part year saving of £44k relating to Yeoman House will be returned to the 2018/19 Central Contingency**
- 2.1.10 to note that a future report on the maintenance issues for the Churchill Theatre/Central Library will be brought back to Members.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact:
- 

### Corporate Policy

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

### Financial

1. Cost of proposal: £2,173k and £716k
  2. Ongoing costs: Recurring Cost £2,173k
  3. Budget head/performance centre: Repairs & Maintenance Budget & Unallocated sum from Earmarked Reserve
  4. Total current budget for this head: £2,008k and £1,414k
  5. Source of funding: 2018/19 revenue budget and earmarked reserve for Infrastructure Investment (unallocated balance)
- 

### Personnel

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

### Legal

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

1. Summary of Procurement Implications: Not applicable
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough wide
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### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The Total Facilities Management Contract commenced on 1 October 2016 and Amey Community Ltd has responsibility for delivering building maintenance.
- 3.2 This report outlines the proposed allocations against the various budget heads for 2018/19 as proposed by Amey in consultation with the Council's Client Team and provides up-dates on some issues raised last year and highlights some new issues.
- 3.3 The up-dates are as follows:

#### **Cyclical Maintenance Review**

- 3.4 Last year the Executive was advised that Amey was concerned that the Council's cyclical maintenance routines for the tenanted portfolio and for operational buildings managed by third party suppliers were not robust and did not cover all of the Council's statutory inspection obligations under the terms of its leases. In a worst case scenario, it was estimated that there could be additional costs in the region of £286k. It was agreed that Amey would review the leases to see if there were any additional responsibilities, which should be added to the schedules of routine maintenance and for additional statutory tasks and cyclical routines to be applied. It was further agreed that there would be a report back to Members to seek funding if this proved necessary following the lease review.
- 3.5 In the last year Amey has reviewed 80% of the leases and has determined that there were ten buildings that should have been on the cyclical schedule, but were not. They have now been added to the schedule and actual costs for the current financial year amounts to £12.5k which have been funded from an accrual provision that was no longer required. The ongoing annual cost for these buildings will be £25k per annum and it is requested that this sum is added to the cyclical budget. This would be funded from the 2018/19 Central Contingency Fund.
- 3.6 The lease review of the remaining 20% of the portfolio is continuing and the results will be reported back to Members, if there are any further budgetary implications.
- 3.7 The following carry forward is requested and the reasons for this request are outlined as follows:

#### **Depot Wall**

- 3.8 There is currently a budget of £216k set aside to reconstruct the brickwork to the Old Stable Wall at Central Depot, which comprises of:

	<b>£'000</b>
Amount carried forward from 2016/17 planned programme	113
Allocation from 2017/18 planned programme	50
<b>Total to be carried forward to 2018/19</b>	<b>163</b>
Allocation from Earmarked Reserve for Infrastructure Investment	53
<b>Total Funding allocated to date</b>	<b>216</b>

The Old Stable Block consists of several buildings which back onto a rear wall. The wall forms a support wall to the land behind which is at a higher level. The wall supports a mud track which serves the houses at the rear of the Depot. The wall is cracking and bulging in places and significant repairs are required to ensure the continued stability of the wall. The reconstruction is proving to be much more complex than original anticipated and in addition to the reconstruction, which will need to be completed in carefully planned phases, there are party wall and other implications for the neighbouring home owners. A structural engineer has been appointed to

design, tender and deliver the project and it is also necessary to appoint a party wall surveyor. It is now anticipated that the estimated cost for the work will exceed the amount put aside by at least £500k. Members are asked to carry forward to 2018/19 the sum of £163k and note that £53k has been allocated from the Earmarked Reserve. Members are also asked to agree to allocate an additional £500k from the Infrastructure Investment earmarked reserve, to be added to the £216k already agreed and to add the scheme with a total estimated cost of £716k to the capital programme. The estimated costs include construction, consultancy services, surveys and party wall surveyor fees.

### **Churchill Theatre/Central Library – Separation of Services**

3.9 Last year Members agreed to £170k for this one-off item of expenditure to be funded from the earmarked reserve in the Infrastructure Investment Fund. This work was not carried out as it is being considered alongside other maintenance issues affecting these buildings. It may ultimately form part of a programme of works or it may still have to be carried out as a one off item. A report on the Churchill Theatre/ Central Library will be brought to a future Executive. This sum will remain as allocated from the Earmarked Reserve for these premises.

3.10 The following are new issues that have financial implications:

#### **Fire Risk Assessments**

- 3.11 Fire Risk Assessments are a statutory requirement and it is proposed to transfer responsibility to Amey to undertake them, given that they are responsible for other building related statutory compliance. A relevant Change Control Notice will have to be issued to ratify this addition to their contract.
- 3.12 The Regulatory Reform (Fire Safety) Order 2005 requires those in charge of commercial buildings to carry out detailed fire risk assessments regularly. There is no fixed period for carrying out assessments, but they should be carried out whenever there are significant changes, which could affect the fire risk, including changes to the building, staff, occupancy, activities, legislation etc. Identifying when significant changes occur is an almost impossible task for building owners, particularly if, as in Bromley's case, there are so many different departments and organisations responsible for their management. Best practice that is now being introduced by organisations is to review the Fire Risk Assessments annually.
- 3.13 It is recommended that budgetary provision is made for Amey to carry out the annual assessments and any remedial works identified. The annual assessments will cost £61k pa, however the cost of remedial works will vary.
- 3.14 Amey was instructed to carry out Fire Risk Assessments in 2017 on operational buildings and for tenanted buildings where the Council has statutory testing as part of its landlord responsibilities. This programme of assessments is nearing completion with some low risk buildings still to be completed.

3.15 Fire Risk Assessments cover the following:

- emergency routes and exits
- fire detection and warning systems
- firefighting equipment
- the removal or safe storage of dangerous substances

- an emergency fire evacuation plan
  - the needs of vulnerable people, for example the elderly, young children or those with disabilities
  - providing information to employees and other people on the premises
  - staff fire safety training
- 3.16 The assessments identify high, medium and low actionable risks, some of which are resolved by site management actions and some of which necessitate building works.
- 3.17 Responsibility for site management actions sit with the Council and relates to actions which should be carried out by the buildings' managers, such as regular fire safety checks, weekly bell tests, appointing fire marshals, etc. The findings of the assessments will be communicated to the departments and building occupiers to ensure they are aware of their responsibilities and to enable them to action the tasks for which they are responsible. Amey will also support one or two workshops with the building occupiers / managers in order to ensure there is a clear understanding of their responsibilities under the legislation.
- 3.18 Amey has reviewed the assessments carried out so far and identified the remedial works required to the buildings. Most of these works are straightforward and can be completed by its direct labour organisation or by contractors from its preferred supplier list. The estimated cost of these works is £79k and this sum is requested to be allocated from the Earmarked Reserve for Infrastructure Investment.
- 3.19 Some recommended actions have not been costed yet and require further consideration by the client team. These are some higher cost items, including fire door and alarm panel compliance checks that may need to be dealt with as a programme of works. There will be a report back to Members if necessary once further discussion and risk profiles have been reviewed with Amey.
- 3.20 Further analysis of the remaining assessments will be carried out once they have been completed.
- 3.21 The extent of remedial works is likely to vary each year, so the maintenance budget for fire risk assessments will also vary, although it is anticipated that the remedial repairs for this year are likely to be higher than in future years.

### **Yeoman House: Lease Expiry**

- 3.22 The Council leases all of the 4<sup>th</sup> and part of the 5<sup>th</sup> floor at Yeoman House and incurs net costs of approximately £181k per annum for rent, rates, maintenance etc. The 4<sup>th</sup> floor has been vacant since the Community Learning Disability Team (CLDT) moved to Queen Mary's Hospital in April 2017.
- 3.23 The lease expires in August 2018 and is not being renewed. Under the terms of the lease the Council has dilapidation liabilities that include as a minimum redecoration of all surfaces, but the landlord can also require the tenant, not less than 3 months before the end of term, to remove any permitted alterations or improvements and reinstate the demised premises back to their original state. The Council carried out extensive works to the 4<sup>th</sup> floor to accommodate the CLDT Team, installing cellular offices, clinic rooms, meeting rooms, disabled toilet etc. Some works, although not as extensive, have also been carried out on the 5<sup>th</sup> floor.
- 3.24 Details of the potential estimated costs are included in the Part 2 report.

## **Proposed Maintenance Budgets for 2018/19**

3.25 The proposed maintenance budget for 2018/19 is £2.173m, which is £165k above the current budget for 2018/19. This programme is broken down into the following budget heads:

- Reactive Maintenance
- Cyclical Maintenance
- Asbestos Management
- Water Treatment Works
- Planned Programme
- Fire Risk Assessments (new)

3.26 The maintenance budget heads are described in more detail below

### **REACTIVE MAINTENANCE**

3.27 Funding for reactive maintenance is allocated to individual service cost centres based on previous year's expenditure. This budget is used to fund works of an unplanned or emergency nature enabling the Council to keep operational buildings open and to provide services to the people of Bromley. The pressure on this budget increases as fewer planned maintenance projects are undertaken and the buildings become more dilapidated. The proposed 2018/19 budget for Reactive Maintenance is £889.95k.

### **CYCLICAL MAINTENANCE**

3.28 Cyclical Maintenance represents a periodic programme of weekly, monthly, semi-annual, annual, quinquennial and so on routines, which are based on statutory requirements and recommended maintenance routines for major plant. It ensures compliance with statutory regulations and ensures that major plant is maintained properly. It also identifies plant at risk of failure.

3.29 The lease review has identified that there are a number of buildings which need to be added to the schedule of cyclical maintenance at an additional cost of £25k. The additional amount is to be funded from the Central Contingency Fund as previously agreed by the Executive.

3.30 The proposed budget for 2018/19 for cyclical maintenance is £384.2k.

### **ASBESTOS MAINTENANCE**

3.31 This budget enables the Council to meet its statutory obligations for the management of asbestos in its buildings, which includes annual condition monitoring, maintenance, testing and removal. The proposed budget for 2018/19 is £81.48k.

3.32 The costs of asbestos inspection and removal prior to the commencement of building projects, including those in the planned programme are now a cost against the individual project. Each project within the planned programme has a contingency added for asbestos costs.

### **WATER TREATMENT WORKS**

3.33 This budget enables the Council to meet its statutory obligations with regard to the control of Legionella and water hygiene.

3.34 It is proposed that the budget for 2018/19 is £216.43k.

### **PLANNED PROGRAMME**

3.35 The planned programme funds planned works on operational premises and on investment properties for which the Council has repairing obligations under the terms of the lease or tenancy agreement. The planned programme safeguards the long-term life of the Council's property portfolio and is used for high cost items of work that cannot be funded from other budgets. It includes only the very highest priority schemes. It is also used to deal with any in year emergencies.

3.36 It is proposed that the budget for 2018/19 is £473.17k and the proposed programme is shown in Appendix A.

### **FIRE RISK ASSESSMENTS**

3.37 It is proposed to add fire risk assessments as a new budget head for the reasons outlined in this report.

3.38 It is proposed that the budget for 2018/19 is £140k. This comprises of £61k per annum for fire risk assessments and a one off amount of £79k to carry out the remedial works identified. Remedial works will vary each year.

### **WITHDRAWN BUDGETS**

3.39 The Disability Access, Redecorations and Minor Improvement budgets were withdrawn several years ago.

3.40 The Council has a responsibility under the Equality Act, to ensure that, where a public service is offered, it is available to all members of the public. Individuals cannot be discriminated against because of their physical disabilities. In many instances compliance can be provided by a change in the way that service is provided. However in some cases physical adaptations to the building are required to ensure accessibility. Disability Access works to operational buildings have been carried out over a number of years and the majority are now compliant with the Act. If any adaptations are required in the course of the year in order to comply with the Act, then funding will have to be vired from one of the other budget heads.

3.41 The suspension of the programme of internal and external redecoration at operational buildings will result in a deterioration of building elements and more significant repairs at a later date.

3.42 Individual departments are now expected to fund any requested improvements works from their own budgets.

### **VARIATIONS TO PROGRAMMES**

3.43 In previous years, the responsible Director been authorised to vary the programmes during the course of the year where such action is considered necessary to either protect the Council's assets or make the most effective use of resources. It is proposed that this authority continues and it is recommended that the Director of Regeneration has authority to vary the programmes.

## **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

There is not considered to be an impact on Vulnerable Adults and Children as a consequence of this decision.

## 5. POLICY IMPLICATIONS

- 5.1 As less funding is available for maintenance of the operational property portfolio, it is essential that the Council optimises the utilisation of its assets and ensures that it retains only those properties that meet the corporate and service aims and objectives. To ensure that this remains the case in the light of the ongoing efficiency savings, a series of property reviews have been undertaken via the TFM Contract, which will be reported to the Executive.

## 6. FINANCIAL IMPLICATIONS

- 6.1 The building maintenance budget (excluding education properties) is managed by Amey Ltd in partnership with the Council. The draft 2018/19 budget has an amount of £2,007,730 set aside for repairs and maintenance.
- 6.2 This report identifies that this budget is too low and an additional £165k is required for additional cyclical maintenance works to ensure that the Council fully complies with its statutory responsibilities for fire risk assessments and remedial works as detailed above.
- 6.3 It is therefore proposed that the overall maintenance budget is increased to £2,172,730. An increase of £86k for cyclical maintenance and fire risk assessments will be required on an ongoing basis to ensure that the Council has sufficient funds to maintain its buildings in a compliant and sustainable manner and a variable sum will be required each year to carry out remedial works identified by the fire risk assessments. It is proposed that this is funded from the 2018/19 Central Contingency.
- 6.4 The table below shows a comparison of the current 2017/18 draft budget and the proposed budget across the different budget heads:

Service	2018/19 Draft Budget	2018/19 Proposed Budget	Difference
	£	£	£
Reactive/Unplanned	889,950	889,950	0
Cyclical Maintenance	346,700	371,700	25,000
Asbestos Management	81,480	81,480	0
Water Treatment Works	216,430	216,430	0
Planned Programme	473,170	473,170	0
Fire Risk Assessments	0	140,000	140,000
<b>Total Building Maintenance Budget</b>	<b>2,007,730</b>	<b>2,172,730</b>	<b>165,000</b>

- 6.5 The additional cost of £165k relates to funding of recurring costs of £86k from the 2018/19 Central Contingency Sum and one off funding of £79k from the Infrastructure Investment fund (see 3.13 and 3.18).
- 6.6 In recognition of the risks arising from the significant reduction in the building maintenance budget, there is an earmarked reserve for Infrastructure Investment. The Fund has an uncommitted balance of £1.414m. These resources will help ensure there is provision within the Council's overall resources to partly mitigate against such risks. In order to access these

reserves for in year resources a full Business Case will need to be reported to the Executive which will take into account the alternative funding options, the need to reduce the budget to a sustainable level, as well as any reprioritisation of works required.

6.7 It is recommended that a sum of up to £79k is allocated from the earmarked reserve, to carry out the fire risk remedial works identified from the assessments carried out this year.

6.8 The table below summarises the current financial position of the earmarked reserve: -

	£'000	£'000
Initial Approved Sum		2,000
Allocations agreed to date		
Condition surveys & associated works	363	
Central Depot	53	
Churchill Theatre/Central Library	170	
	<u>          </u>	<u>586</u>
<b>Current unallocated Balance</b>		<b>1,414</b>
Allocation approval requested March 2018		
Fire Risk remedial works	79	
Central Depot	500	
	<u>          </u>	<u>579</u>
Unallocated Balance if request approved		<u><b>835</b></u>

6.9 This report is recommending that £163k is carried forward from the planned programme to reconstruct the Central Depot wall and that an additional £500k is allocated from Infrastructure Investment Fund to ensure that the Council has sufficient funds to reconstruct the Central Depot Wall. It is recommended that the total scheme of £716k is added to the capital programme for 2018/19.

6.10 It should be noted that there will part year savings of £44k and full year savings of £66k, as a result of Council staff moving from Yeoman House to Queen Mary Hospital. The part year savings will be returned to the 2018/19 Central Contingency.

## 7. CUSTOMER PROFILE

7.1 The ongoing maintenance of the Council's operational buildings has an impact on all Council staff, customers and visitors.

## 8. STAKEHOLDER CONSULTATION

8.1 In addition to its consultation and communication with the Client, Amey Community Ltd is continuing to hold Focus Groups with each department. This ensures that the local knowledge used in the compilation of the programme is maintained and representatives are notified of any planned programmed works being undertaken in the buildings connected with their services.

## 9. LEGAL IMPLICATIONS

9.1 There is, as is outlined in this report, a range of specific duties which requires the Council to undertake maintenance of its properties. Failure to ensure that its properties and buildings are maintained to a level to avoid risks to its staff and members of the public can lead to criminal and civil liability. The funding is allocated against the different budget heads in a way that will ensure that the Council fulfils these obligations. The budget reductions mean that there will be year on year deterioration to the operational buildings.

9.2 Amey Community Ltd is now responsible for procuring and delivering the maintenance programmes and the Client Team will monitor their activities and delivery in accordance with the terms of the contract.

<b>Non-Applicable Sections:</b>	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	[Title of document and date]

## Appendix A

### Planned Programme 2017/18

Operational Premises	Works	Project Cost	Comments
118 Widmore Road	Lift replacement	£35,000	The lift is subject to frequent breakdowns and extensive repairs have not resolved the defects. Substantial replacement of parts is required to bring the lift back into efficient operation. A functional lift is required to comply with the requirements of the Equality Act (DDA).
Grassmead Pavillion	Demolition	£25,000	This pavilion has been subject to vandalism in recent years and as it is deemed surplus to future use the best action going forward is to demolish the structure and landscape the plot
Kelsey Park Depot	New pump station and soil pipe and waste.	£65,150	This depot is used by the Council's contractor as a park depot. The existing toilets had to be disconnected as they were contaminating the lake. Temporary toilets were hired and are emptied on a regular basis at an annual cost of £6400. The Council is about to retender the grounds maintenance contract and as part of that process Amey and Environmental Services are carrying out a review of Depots. If it is decided to continue the use of this depot, then consideration should be given to reinstating the original toilets and running new waste pies to the main sewer. It is anticipated that the new grounds maintenance contracts could be for a period of up to 16 years. If this is the case, then this work could save the Council approximately £37k over the life of the contract. The work was meant to be carried out this year, but was deferred as a result of several in year emergencies
Gorringes Farm	Structural Repairs	£100,000	The farm is occupied under a secure agricultural tenancy. The cottage is in need of repair and major renovation with structural movement to the external walls and evidenc of damp. It is the landlord's responsibility to carry out these repairs.
Crystal Palace Car Park	Replacement of lights	£15,000	The lights are no longer working and repairs have not been effective. Replacement is required.
<b>Total carried forward</b>		<b>£240,150</b>	

Operational Premises	Works	Project Cost	Comments
<b>Total brought forward</b>		<b>£240,150</b>	
Duke Youth Centre	Replacement of flat roof and new clerestory windows	£130,000	Roof coverings have reached the end of their life and the roof has been subject to water ingress in recent years, along with the base detail of the clerestory windows causing an issue. Replacement is essential.
West Wickham Swimming Pool	3 x Sand filters - Phase 1	£19,000	The filters are at an age where they are due for a refurbishment to maintain their effectiveness. The work was meant to be carried out this year, but was deferred as a result of several in year emergencies.
Croydon Road Car Park	Reform gravel entrance drive from car park	£20,000	Large pot holes mean that the car park has to be closed to public at various times during year. Temporary repairs have not been effective and more substantial works are required to permanently resolve the issue.
Bertha James Day Centre	Replacement of walk-in freezer	£20,000	The existing unit is breaking down on regular basis and is now beyond further economic repair.
Whitehall Rec Bowls Club	Replacement of Water Main	£10,000	Original water main goes through the grounds of former lodge house (now sold to developer). Although an easement would give the Council rights of access, recent leakages indicate that it would be prudent in the long term to reroute the water main through adjacent Council owned land.
High Elms Estate	Reconstruction of 2no brick piers and replace missing bow top metal fencing bays	£20,000	To replace 2no defective brick piers and missing fencing to make area safe, currently fenced off - rear of BEECHE Centre
High Elms Golf Course	Boiler plant replacement	£14,000	Boiler has reached the end of its life and full replacement is necessary.
<b>TOTAL PLANNED PROGRAMME</b>		<b>£473,150</b>	

## Infrastructure Investment Earmarked Reserve

### Allocations Approved to Date

Operational Premises	Works	Project Cost	Comments
Condition Surveys & Associated Works		£363,000	Approved in 2014 and used to fund essential condition or measured surveys.
Churchill Theatre/Central Library	Split water and power services at Churchill Theatre and Central Library	£170,000	This work was meant to be carried out this year, but was deferred, so that the Council could review it in the context of other maintenance works required at these buildings.
Depot Wall		£53,000	As outlined in report
<b>Sub Total</b>		<b>£586,000</b>	

### Proposed Allocations

Fire Risk Remedial Works		£79,000	To carry out the remedial repairs identified in the Fire Risk Assessments
Central Depot Wall		£500,000	As outlined in report
<b>Sub Total</b>		<b>£579,000</b>	
<b>Total Allocations</b>		<b>£1,165,000</b>	

Report No.  
CSD18056

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:**        **GENERAL PURPOSES AND LICENSING COMMITTEE  
EXECUTIVE**

**Date:**                    **20<sup>th</sup> March 2018/28 March 2018**

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

**Title:**                    **COUNCILLOR IT PROVISION**

**Contact Officer:**      Graham Walton, Democratic Services Manager  
Tel: 0208 461 7743    E-mail: graham.walton@bromley.gov.uk

**Chief Officer:**        Director of Corporate Services

**Ward:**                    N/A

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1.    Reason for report

1.1    At its meeting on 24<sup>th</sup> April 2014 the Council approved new arrangements for the provision of IT equipment to Members of the Council. This report updates the proposals for the new Council starting in May 2018, and in particular offers Members a wider choice of IT equipment than was available in 2014.

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2.    **RECOMMENDATIONS**

**General Purposes and Licensing Committee is requested to note the proposals for Councillor IT provision after the 2018 local election, and provide comments to the Executive as appropriate.**

**The Executive is recommended to agree the proposals for Councillor IT provision and approve a carry forward of £20k from the under spend in the 2017/18 Democratic Representation budget to support the purchase of the equipment.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
- 

### Corporate Policy

1. Policy Status: Existing Policy: The proposals build on the decision of full Council on 24<sup>th</sup> February 2014 to change the arrangements for provision of IT equipment to support Councillors.
  2. BBB Priority: Excellent Council:
- 

### Financial

1. Cost of proposal: Estimated Cost: Between £30k - £36k
  2. Ongoing costs: £12.2k for mobile/personal phones & MS Office Licenses
  3. Budget head/performance centre: Democratic Representation
  4. Total current budget for this head: £1.07m
  5. Source of funding: 2018/19 revenue budget
- 

### Personnel

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

### Legal

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

### Procurement

1. Summary of Procurement Implications: All equipment can be purchased through existing arrangements with BT, the Council's IT contractor.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Equipment will be offered to all 60 Members of the Council to support them in their role.
- 

### Ward Councillor Views

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

### 3. COMMENTARY

3. Council on 24<sup>th</sup> February 2014 agreed that all Members should be offered the following IT provision after the 2014 local elections –
- A Council iPad which can be used for Council email and reading committee papers on the Modern.gov app.
  - Access to the Council's systems via citrix from a Member's own laptop or PC.
  - Either a basic Council mobile phone or a £10 per month allowance to cover use of the Member's personal phone for Council business.
- 3.2 While the introduction of the iPad has been welcomed and appreciated by some Members, particularly for mobile access to emails, it is also acknowledged that a tablet device has limitations, has not freed most Members from paper agendas and is not liked by some Members. The focus on the iPad has also arguably meant that some Members have not taken advantage of remote access to the Council's systems on their own IT equipment through Citrix.
- 3.3 Under the direction of Cllr Graham Arthur, Portfolio Holder for Resources, BT, the Council's IT support contractor, carried out research into appropriate solutions for 2018 based on engagement with Members earlier in 2017 as well as considering the current position and the IT facilities offered by other authorities. BT reached the following conclusions –
- ICT provision must include a capability for Members to obtain paper based copy (i.e. that paper agendas should continue to be available for those who need them.)
  - The iPad (or any equivalent device) should include MS Office tools (Outlook, Word, Excel) mitigating the security risks associated with workarounds, where documents are forwarded to personal equipment.
  - Provision of a smartphone with integrated mail would be useful, but is not currently viewed as essential.
  - The existing security controls are appropriate and there is no evidence that these are inhibiting Members' ability to work with their ICT equipment.
  - Future ICT should be able to facilitate virtual meetings (both internal and public facing) and greater interaction with partner organisations.
  - Windows should be the preferred platform, but with Apple available as an alternative.
  - The deficiencies of the current iPad should be addressed and 2 in 1 Microsoft devices investigated as a potential alternative.
  - Training, How to guides and FAQ should be refreshed (particular concerns are wireless printing and use of personal ICT to access LBB core systems via Citrix).
  - A clear delivery and communications plan is required.
- 3.4 Their headline recommendation is that Members should be offered a wider choice in 2018 of either (i) the latest iPad with Office 365 capability, (ii) a laptop or (iii) a Windows 2 in 1 tablet. These recommendations are being worked up into a final package with specific hardware and software requirements.
- 3.5 The three hardware choices being offered are broadly similar in cost terms, with potential additional costs for MS Office licenses (£7 pcm) and SIM cards for mobile connection (£10 pcm.) The likely cost per machine is in the region of £500-£600. It is proposed that Councillors will continue to be able to access the Council's systems from home using their own personal IT equipment via Citrix. If all Members opt for new Council-provided IT equipment this will require the purchase of 60 new pieces of equipment, plus supporting apparatus, mobile connectivity and licences. This will require expenditure of around £30k -36k, depending on the exact equipment specified.

- 3.6 It is proposed that the current arrangements for provision of either a basic mobile phone or a £10 monthly phone allowance for use of personal telephone equipment for Council business should continue.
- 3.7 Immediately after the election the priority will be on supplying all new Councillors with their chosen equipment as quickly as possible. Once this has been achieved, new equipment for returning Councillors will be provided.
- 3.8 Council IT equipment is supported by BT under the Council's existing IT support contract. The contract does not allow for visits to the homes of Members or officers. In the past, Council IT staff have very occasionally visited Member's homes to resolve IT issues on an informal basis, but with a much reduced client-side this is no longer practical. The potential cost of adding this provision to the contract is likely to be in the region of £45k per annum, for which there is no budgetary provision. As the IT equipment being offered by the Council is all portable, it should always be possible for equipment to be brought to the Civic Centre for attention, and an extension of the contract is not recommended.

**4. POLICY IMPLICATIONS**

- 4.1 Bromley is a member-led authority, and it is important that Councillors are equipped with the latest technology to enable them to fulfil their role.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The cost of providing new IT equipment to Councillors in May 2018 is estimated to be between £30k and £36k, depending on the equipment specification. It is proposed that £20k of this cost be met from a carry forward sum of £20k from the under spend within the 2017/18 Democratic Representation budget. The remaining balance of up to £16k will be contained within the 2018/19 budget.
- 5.2 There are on-going costs for the mobile/personal phones and MS Office Licenses of £12.2k and these will be met from within the overall Democratic Representation budget, where there are specific budgets for Member allowances and mobile phones.

**6. PERSONNEL IMPLICATIONS**

- 6.1 There are no direct personnel implications.

**7. LEGAL IMPLICATIONS**

- 7.1 There are statutory provisions relating to members Allowances, (the Local Authorities (Members Allowances) (England) regulations 2003 (SI2003/1021)) but there are no specific legal requirements relating to the provision of IT or telephone equipment to Councillors.

**8. PROCUREMENT IMPLICATIONS**

- 8.1 The IT equipment proposed to be offered to Councillors can all be supplied through existing arrangements with the Council's IT contractor, BT.

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children
Background Documents: (Access via Contact Officer)	Review of Councillor IT and Telephone Support (Council, 24 <sup>th</sup> February 2014)

Report No.  
CS18127-1

## London Borough of Bromley

### PART ONE

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**Decision Maker:** EXECUTIVE

**Date:** For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on Wednesday 14<sup>th</sup> March 2018

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

**Title:** NURSING CARE BEDS CONTRACT AWARD PART 1 (PUBLIC) INFORMATION

**Contact Officer:** Josepha Reynolds, Strategic Commissioner  
Tel: 020 8461 7395 E-mail: josepha.reynolds@bromley.gov.uk

**Chief Officer:** Paul Feven, Director of Programmes, ECHS

**Ward:** Borough-wide

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1. Reason for report

- 1.1. This report requests approval to award a contract for a block contract of 70 nursing care beds for 7 years, from the 2<sup>nd</sup> January 2018, with a 3 year extension option.
- 1.2. The report should be read in conjunction with the Part Two report "Contract Award for Nursing Care Beds".

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2. **RECOMMENDATIONS**

- 2.1. The Care Services PDS Committee is asked to note and comment on the contents on this report.
- 2.2. The Council's Executive is requested to:
  - i) Approve the contract award for 70 block nursing care beds for a period of 7 years from 2<sup>nd</sup> January 2018, with the potential to extend for a further period of up to 3 years;
  - ii) Approve the increase in supporting budget, as detailed in the corresponding Part Two report, arising from the impact of the National Living Wage, and;
  - iii) Delegate to the Executive Director of Education, Care & Health Services and Deputy Chief Executive in consultation with the Portfolio Holder for Care Services, the Director of Finance, the Director of Corporate Services and the Director of Commissioning, the authorisation to extend the Contract for a period of up to 3 years.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The contract award will ensure that there are services in the community to support vulnerable adults.
- 

### Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Healthy Bromley
- 

### Financial

1. Cost of proposal: £2.482k in a full year
  2. Ongoing costs: Recurring Cost: Up to £2,482k
  3. Budget head/performance centre: Various across Adult Social Care
  4. Total current budget for this head: £5,505k for all spot.
  5. Source of funding: Core Funding.
- 

### Personnel

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

### Legal

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

### Procurement

1. Summary of Procurement Implications: The Tender process has been undertaken in accordance with the Council's Financial Regulations and Contract Procedure Rules and completed in compliance with the requirements of the Public Contract Regulations 2015 'Light Touch Regime'.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 70 beds per year.
- 

### Ward Councillor Views

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

### **3. COMMENTARY**

#### **BACKGROUND**

- 3.1. In June 2016 the Executive approved (report no. CS17012) extending the Council's current nursing care beds contract for a year to 1 January 2018. This was for 48 block beds and 12 first refusal beds with Mission Care. The contract had been in place since 2012 and offered good value for money but had no extension options beyond the 1 January 2018.
- 3.2. It was agreed that during this contract extension period the Council would commission a new nursing care beds contract for 60 block beds and 10 first refusal beds over a 7+3 potential contract period. The contract award is for 70 block beds in line with the successful submission. This is explained in further detail in the part 2 report.
- 3.3. Although the Council's strategy for care for older people is to enable people to retain their independence and remain living in the community with appropriate support for as long as possible, not all service users can be served by these community initiatives.
- 3.4. Purchasing nursing home beds via a block contract is a cost effective strategy as it provides beds at a guaranteed price and reduces the administration associated with making placements. The Council is maximising the use of the current block contract – and is currently achieving 100% usage of block and first refusal beds at very competitive prices. The 60 beds can be used flexibly according to the need for physically frail or dementia specialism.
- 3.5. The outcomes of the nursing care bed contract are:
  - the Contractor will make informed and timely assessments of prospective Service Users;
  - the Contractor will ensure Service Users receive safe, appropriate and person centred care and the necessary equipment that meets their assessed need and enables the best outcomes possible;
  - the Contractor will ensure all Service Users receive a consistent quality and continuity of care;
  - the Contractor will support all Service Users and their representatives to proactively plan for the end of life period through providing the opportunity to discuss end of life decisions;
  - the Contractor will draw on the appropriate health and social care support to ensure that Service Users' receive appropriate care and treatment;
  - the Contractor will support Service Users to avoid unnecessary hospital admissions and promote timely hospital discharge.

#### **THE TENDER PROCESS AND PROCUREMENT IMPLICATIONS**

- 3.6. Please see Part 2 (Exempt) report for further detail on the tender process and procurement implications.

#### **JUSTIFICATION FOR AWARD**

- 3.7. Please see Part 2 (Exempt) report for further detail on the justification for award.

### **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

- 4.1. The contract will ensure that vulnerable adults who require residential nursing care are able to receive this in a safe and competent environment.

## 5. POLICY IMPLICATIONS

- 5.1. Block contracts for nursing home care enables the Council to achieve value for money in line with Building a Better Bromley, through ensuring accessible and cost effective services.

## 6. FINANCIAL IMPLICATIONS

- 6.1. Please see Part 2 (Exempt) report for further detail on the financial implications.

## 7. LEGAL IMPLICATIONS

- 7.1. The tender process has been undertaken in accordance with the Council's Financial Regulations and Contract Procedure Rules and completed in compliance with the requirements of the Public Contracts Regulations 2015. Once the Contract award is approved the report author will need to consult with Legal Services with regards to the preparation and execution of the Contract.

<b>Non-Applicable Sections:</b>	Personnel Implications
Background Documents: (Access via Contact Officer)	Formal Consultation on Outline Service Proposals and Procurement Strategy – Nursing Care Beds, June 2016, report no. CS17012

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