

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

Minutes of the meeting held at 7.00 pm on 1 November 2017

### **Present:**

Councillor Michael Rutherford (Chairman)  
Councillor Julian Benington (Vice-Chairman)  
Councillors Vanessa Allen, Nicholas Bennett J.P., Alexa Michael,  
Sarah Phillips, Teresa Te and Michael Tickner

Nicolas Weaks, Bromley Youth Council

### **Also Present:**

Councillor Hannah Gray and Councillor Peter Morgan

#### **26 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

An apology for absence was received from Councillor Douglas Auld.

#### **27 DECLARATIONS OF INTEREST**

Referring to Item 6a (Mytime Active Annual Report 2016-17), Councillor Bennett declared he was a Member on Mytime Active's Board of Trustees. Councillor Bennett left the table and did not take part during consideration of the Item.

Councillors Allen and Michael declared they were members of Mytime Active.

#### **28 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

##### **28a QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE**

No questions were received.

##### **28b QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER**

No questions were received.

**29 MINUTES OF THE RENEWAL AND RECREATION PDS  
COMMITTEE MEETING HELD ON 5 JULY 2017**

Minute 8 – Crystal Palace Park: Regeneration Plan (page 8)

The Director of Regeneration confirmed that the Crystal Palace Park Project Executive Board would continue with Councillor Angela Wilkins as a Member. The new Shadow Board was a charitable organisation and a separate entity to the Council. Any Councillor representation would, therefore, need to be discussed.

**RESOLVED that the Minutes of the meeting held on 5 July 2017 be confirmed and signed as a correct record.**

**30 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES**

All actions for matters arising from previous meetings had been completed.

Minute 9 – Contract Award for the Provision of Library Services (page 12)

Councillor Morgan reported that the handover to Greenwich Leisure Limited for the provision of Library Services had taken place and the future looked promising. The Chairman joined Councillor Morgan in commending Colin Brand, Tim Woolgar and Hannah Jackson for their efforts and commitment to this project.

**RESOLVED that the matters arising from previous meetings be noted.**

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

**31a MYTIME ACTIVE ANNUAL REPORT 2016-17**

**Report DRR17/055**

Members considered Mytime Active's Annual Report for 2016/17 together with future proposals in respect of the Investment Fund for 2018/19 which the Council provided to Mytime on an annual basis. Mytime had developed proposals for a 5 year rolling programme of spending from the Investment Fund which represented key service areas for improvement in 2018/19.

The report highlighted an underspend within the Investment Fund for 2016/17. A reduction in design scheme costs for the upgrades to soft play facilities at the Spa and Pavilion leisure centres had resulted in a saving of £100k. Similarly, work undertaken on customer lifts improvements had achieved a saving of £10k. In regard to these savings, Mytime sought approval for the total underspend of £110k to be reallocated to the proposed upgrade of the Beckenham Spa swimming pool changing village.

Mytime officers Marg Mayne, Chief Executive, Jason Stanton, Operations Director, Adam Smith, Leisure Divisional Manager and Debra Weekes, Partnerships Manager, attended the meeting for the presentation of this item.

A brochure indicating the highlights of Mytime Active in 2016/17 was circulated to Members. There was a record number of visits to facilities and take up of services during the year equating to a 17% increase. Projects and events were made accessible to a wide range of the community including golf family membership schemes, the annual Santa Dash (which this year will head into Orpington), and various projects to support adults and older people to lead a healthy and active lifestyle.

The Primetime programme for people aged 60+ continued to grow from strength to strength. The programme was managed by two full time members of staff with support from 24 Primetime Volunteer Buddies.

Mytime Active were members of the Bromley Dementia Action Alliance and throughout the year, three Dementia Champions had been trained. A total of 13 staff/volunteers had attended a one-day Dementia Awareness Training Course.

Mrs Mayne was pleased to report that Mytime Active assisted in managing the London Youth Games which Bromley won in both 2016 and 2017. An Orpington 1<sup>st</sup> Award was also given for best leisure facility.

Mytime Active appreciated its partnership with Bromley Council and Mrs Mayne thanked Colin Brand and John Gledhill for their valued and improved relationship.

The Chairman congratulated Bromley's participants on winning the All London Youth Games.

Mr Stanton reported the increase in visitors was due, in part, to affordable pricing levels and rewarding loyal customers with cheaper fees. In order to maximise services in a greater number of areas, options were currently being explored including the operation of facilities in community buildings such as church and village halls or the introduction of exercise classes in the Beckenham library and swimming pool.

Councillor Michael congratulated Mytime Active on its continued improvements. She did however, draw attention to the four self-service ticket dispensing machines at Beckenham which were not always in working order. She requested that this matter be looked into together with the option to install some self-service machines at the Bromley Pavilion.

Councillor Allen asked if Mytime would be increasing its resources for cleaning as this could be a problem at times. Mr Smith acknowledged that as a result of feedback from customers, 80 of the 166 comments received alluded to hygiene and cleanliness issues. Mytime had acted upon this and a new company, Rapid Cleaning, had been engaged to resolve the matter.

The resulting underspend of £100k was achieved by better value procurement for the soft play equipment. Mytime were seeking approval for this sum to be reallocated to upgrade the Spa changing rooms (in particular, the wet side area of the Spa). Mr Smith confirmed that all allocated funds would be spent by April 2018.

Councillor Tickner queried the viability of public golf courses. The London Borough of Lewisham had closed the public course at Beckenham Place Park stating that it was not sufficiently used due to golf being an elitist sport. Mrs Mayne disagreed with this statement and reported that Mytime did all it could to make golf facilities accessible to all, including varied pricing schedules. All Bromley's public golf courses were well promoted and a partnership with England Golf had been secured in regard to the health programme.

In response to questions from Councillor Benington, Ms Weekes reported on a relatively new Primetime scheme designed for men over the age of 50. The Walnuts Leisure Centre currently offered a walking football programme, table tennis and racquet squash. During the last year, 800 people took part in the Primetime programme however, there was still progress to be made across all leisure sites.

HeartSmart was commissioned by the Bromley CCG. The scheme consisted of a 12 session programme of exercise for people at risk or those with established heart disease. Each exercise session was supervised by a specialist in the customer's cited health condition.

Whilst no specific group of children were targeted for swimming instruction/assistance, Mytime did work with schools to offer support. In some cases, target-led sessions were offered to children with greater needs.

In noting Councillor Benington's statement that no 'Walking for Health Group' currently existed in Biggin Hill, the representatives confirmed that Mytime Active would continue to increase and improve all aspects of its services and facilities wherever possible.

**RESOLVED that the Portfolio Holder be recommended to:-**

- 1) note the commentary within the report and any recommendations made by the Renewal and Recreation PDS Committee;**
- 2) agree to the release of the 2018/19 Investment Fund to upgrade facilities as detailed within Appendix 2 of Mytime's Annual Report;**
- 3) agree to the reallocation of the £100k underspend in soft play equipment from the 2016/17 Investment Fund to upgrade the Spa swimming pool changing village; and**

- 4) **agree to the reallocation of the £10k underspend in the customer lift improvements from the 2017/18 Investment Fund to upgrade the Spa swimming pool changing village.**

**31b POST COMPLETION REVIEW REPORT - REPLACEMENT CHILLERS AT CENTRAL LIBRARY/CHURCHILL THEATRE**

**Report DRR17/056**

As required by the Capital Programme Procedures, Members considered a post completion report for the replacement chillers at Central Library/Churchill Theatre. The scheme had completed within budget and the original contract programme had been met.

The Chairman was pleased to note an unspent balance of £36k which would be removed from the capital programme.

All Members were satisfied with the work undertaken and no issues were raised.

**RESOLVED that the Portfolio Holder be recommended to:-**

- 1) **endorse the findings of the post Completion Review carried out in respect of replacement chillers at Central Library/Churchill Theatre; and**
- 2) **note that the unspent balance of £36k would be removed from the capital programme.**

**31c BUDGET MONITORING 2017/18**

**Report FSD17085**

Members considered the latest budget monitoring position for 2017/18 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to 30 September 2017. The total portfolio budget showed a projected underspend of £41k.

Referring to the planning appeal costs of £224k (page 58), the Director of Regeneration reported that Counsel opinion was currently being sought in regard to a case which was still at an early stage of the planning appeal process. Therefore, the sum set aside was only provisional at the current time. In regard to this, the first sentence of paragraph 6.5 (page 58) was amended to read:- 'There may be an overspend of £224k directly related to planning appeal costs awarded against the Council.'

Members were informed that whilst it was difficult to accurately budget for appeal costs, the Chief Planner would be requested to provide Members with details of the total amount set aside.

Referring to the Building Control underspend of £61k due to part year vacancies and reduced hours (page 60), the Director of Regeneration reported that in order to provide a full service, one member of staff was currently being paid overtime whilst attempts were being made to recruit.

In relation to the inspection of private sector Tall Buildings, officers were following guidance offered by DCLG to Councils and had written to relevant residential tall building owners in the Borough. A tall building was deemed to be 18m or over in height and 14 of these had been identified. The Chief Planner would attend the next PDS meeting in January when a more detailed update report would be submitted. This was a separate exercise to the work undertaken on Housing Association Tall Buildings. A fire risk assessment had been undertaken on 171 properties to date and no high risk or priority issues had been identified. There will, of course, be a future financial obligation to continue undertaking these assessments.

**RESOLVED that the Portfolio Holder be recommended to endorse the 2017/18 budget projection for the Renewal and Recreation Portfolio.**

### **31d CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2017/18**

#### **Report FSD17071**

On 19 July 2017, the Executive received the 1<sup>st</sup> quarterly capital monitoring report for 2017/18 and agreed a revised Capital Programme for the four year period 2017/18 to 2020/21. The report also covered any detailed issues relating to the 2016/17 Capital Programme outturn, which were reported in summary form to the June meeting of the Executive.

Members also considered changes agreed by the Executive in respect of the Capital Programme for the Renewal and Recreation Portfolio.

No issues were raised.

**RESOLVED that the Portfolio Holder be recommended to confirm the changes agreed by the Executive on 19 July 2017.**

### **32 BECKENHAM AND PENGE BUSINESS IMPROVEMENT DISTRICT (BID) PROPOSAL FOR 2018-2023**

#### **Report DRR17/051**

Members considered progress achieved to date (together with any potential implications), on the development of proposed Business Improvement Districts (BIDs) in Beckenham and Penge Town Centres.

The report contained information on the level of consultation undertaken with businesses, BID levy rules and the emerging key priorities of the proposed BIDs. The BID Steering Groups in each town had presented the Council with outline BID proposals for 2018-2023 and requested delegated authority for the

Portfolio Holder for Renewal and Recreation to review the final versions in order to authorise a Ballot to be held for the establishment of Beckenham and Penge BIDs in February 2018.

A corresponding Part 2 (Exempt Information) report (Agenda Item 14 - Report DRR17/051), containing commercially sensitive information in relation to proposals and budgets for Business Improvement Districts (BIDs) in Beckenham and Penge Town Centre had been submitted.

Councillor Michael agreed with all priorities set out in the Baseline Agreements for both BIDs and suggested that 'surveys to assess defective lighting during the day' be added to Highways Management (pages 104 and 132). Graffiti removal from TfL furniture i.e. bus shelters, would also be welcomed. Members were informed that whilst some variations could be made to the draft Baseline Agreements – which show services to be provided by the Council within the BID areas – the specific changes requested would be for the Council to pursue with its contractors, rather than for the BID to provide.

**RESOLVED that the report be noted and Members' comments be provided to the Executive for consideration.**

### **33 BROMLEY TOWN CENTRE MARKET REPORT AND IMPROVEMENT UPDATE**

#### **Report DRR17/058**

In relation to ongoing Bromley Town Centre improvements, Members considered detailed designs and costing for the proposed market kiosks. The report also contained an update on progress achieved to date with plans to reorganise, rebrand and relocate the existing market.

Councillor Michael was concerned that part of the structure of the proposed kiosks would consist of timber and could be a fire risk. She emphasised the need for flameproof material to be used and sufficient coverage of CCTV be installed to monitor the market area. The Head of Renewal reported that the manufacturer of the materials confirmed that all cladding would be fire retardant and the design and manufacture of all kiosks would be as robust as possible. He also reported that the area was already sufficiently covered by CCTV.

In response to the Chairman's queries regarding the amount of consultation undertaken, Members were informed that market traders, Primark, Ward Councillors and shop keepers had all been previously consulted. In 2015, a series of meetings were held with stakeholders and businesses and separate meetings took place with traders. Market specialist, Quarterbridge, had engaged in consultations on changes to the market and would now consult on the plans for moving it to Market Square and on its future and branding. Primark had been consulted throughout the process so far. They recognised

that activities do take place on the square and the Council had done its best not to unduly hinder the shop front in any way.

The Head of Renewal confirmed that a fire path with cleared access ran through the pedestrianised area from North to South. This path was always kept clear to allow emergency services to access Market Square.

It was noted that as Quarterbridge were engaged by Environment and Community Services, its contract was not included in the Renewal and Recreation Contract Register.

The estimated income of £100k from rental of the 8 additional kiosks was based on Quarterbridge's comparison with an area similar to Bromley Market Square.

The Chairman was dissatisfied with the level of consultation undertaken to date and reported that the consultation requested in March did not even take place. Having spoken with three traders who all declared that certain aspects were 'off the table' in terms of consultation, he emphasised the need for the design element of the proposals to be discussed with traders and requested that additional consultation be carried out with Bromley Town Ward Members. The Chairman therefore moved (seconded by Councillor Tickner), that amendments to the recommendations to the Executive be made. Members unanimously voted in favour of the amendments which are set out in the recommendations below. The Director of Regeneration reminded Members that there was a timetable of works to be met and whilst consultation must be meaningful, the planning application could not be left open-ended. The application was due to be submitted in December 2017.

Councillor Morgan confirmed he would report Members' comments to the Executive. He also raised concerns about the lack of consultation with traders such as the owner of the haberdashery store who was concerned his shop would have to close although this was not in fact true. Councillor Morgan suggested the key design principle for the layout of the market could be retained by adding further units to the single line of kiosks and stalls.

It was agreed that the market operators be invited to the next meeting of the R&R PDS.

As Design Heritage Champion, Councillor Bennett requested he be included in any future consultation. He reported his satisfaction with the proposed lighting scheme(s).

**RESOLVED that Members' comments be provided to the Executive for consideration and that the recommendations for the Executive be amended to read:-**

- 1) Agree that £580k be allocated from the Growth Fund to meet the costs and is added to the Bromley High Street Improvement Capital Scheme.**



- 2) Delegate to the Director of Regeneration and the Portfolio for Renewal and Recreation approval of any minor amendments to the kiosk design and market layout.**
- 3) Seek authority to submit a planning application(s) for the development of the relocated market infrastructure, including kiosks.**
- 4) Approve the allocation of additional S106 funding of £152k for a programme of architectural lighting improvements and add to the Bromley High Street Improvement Capital Scheme.**
- 5) To note that there will be an overall increase of £732k for the Bromley High Street Improvement Scheme within the Capital Programme, resulting in a total scheme cost of £3.576m.**
- 6) Note the progress to date on implementing the agreed option for relocating, reorganising and relaunching the weekly market in Bromley, as outlined in paragraphs 3.11-3.17.**

**It was further resolved that officers and the Portfolio Holder for Renewal and Recreation:-**

- 7) Change the terms of reference for the Bromley Market Consultative Panel, to encourage it to input to the detailed design of the market. It should identify key priorities market traders have for the design.**
- 8) Return to the PDS Committee in January to outline how they have consulted with market traders and the Consultative Panel, the changes to the detailed design that has occurred as a result and to seek comments from PDS Committee Members prior to approval of the detailed design.**

## **34 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE**

### **Report DRR17/060**

Members considered an update on the progress achieved in delivering the Town Centres Development and Growth Programme.

In regard to the Walnuts Public Realm Improvement project, it was reported that Berkeley Homes had made a further Section 106 contribution of £163k and Executive approval was sought to add this to the Orpington Scheme in the Capital Programme.

The Chairman enquired about progress to date on achieving the Masterplan outlined for the AAP's opportunity site A. The Head of Renewal reported that a previous planning application had been challenged and quashed.

Discussions had taken place with Network Rail and London Buses to consider possible options for re-provision of the bus station and an upgrade to the railway station. Officers would recommend what they considered to be an appropriate provision of units however, to date no further work had been progressed.

A Development Agreement for the Sherman Road portion of the site had been signed. A large tower had been proposed for future consideration.

Referring to the Beckenham Town Centre Public Realm Improvements, Councillor Tickner informed Members that residents were pleased with the standard of work undertaken. As the two-way traffic system would re-open on 2 December, Councillor Tickner asked whether FM Conway would consider organising an opening ceremony and suggested a cutting of tape. The Head of Renewal confirmed there would be plenty of pre-publicity prior to the re-opening.

The Beckenham Christmas Candlelit Parade would also take place on 2 December.

**RESOVLED that:-**

- 1) the progress on the delivery of the Town Centres Development and Growth Programme be noted; and**
- 2) the addition of a further £163k of Section 106 funding from the Old Orpington Policy Station Development towards the Walnut Shopping Centre Public Realm Improvements project (subject to Executive approval), be noted.**

**35 CONTRACT REGISTER AND CONTRACTS DATABASE UPDATE**

**Report DRR 17/053**

The Committee considered an extract from September 2017's Contracts Register. The report was based on information covering all Portfolios, which was presented to the Contracts Sub-Committee on 21<sup>st</sup> September 2017. The report also provided an update on progress with the Council's new Contracts Database.

The Contracts Register appended to the corresponding Part 2 report (DR17/054) contained additional, potentially commercially sensitive information in its commentary.

The Director of Regeneration informed Members that a Contracts Register and Database Update report would be submitted to PDS Committees four times per year. There were currently seven library contracts included on the register however, as the provision of library services had now been transferred to Greenwich Leisure Limited, these would be excluded from future registers. No contracts were flagged up for concern.

As a result of the library services being transferred, it was reported that the officers who formed the client contract would be retained by the Council. A third client officer would be taking maternity leave from mid-November and a temporary member of staff would be sought to cover her absence.

Councillor Allen was concerned there may be a gap in the provision of library services during the handover to Greenwich Leisure Limited. The Director of Regeneration confirmed that this was not the case.

**RESOLVED that:-**

- 1) the £50k Contracts Register be noted; and**
- 2) the Contracts Register appended to the corresponding Part 2 report (DR17/054) containing additional, potentially commercially sensitive information in its commentary, be noted.**

**36 EXPENDITURE ON CONSULTANTS 2016/17 AND 2017/18**

**Report CSD17140**

The Committee considered a report outlining the total expenditure of the local Authority on consultants for 2016/17 for the Renewal and Recreation Portfolio.

At its meeting on 7 September 2017, the Executive and Resources PDS Committee considered a report on Local Authority expenditure on consultants across all Council departments for both revenue and capital budgets and requested that this expenditure be considered by the PDS Committees for each Portfolio.

Within the Renewal and Recreation Portfolio, revenue expenditure focused on providing one-off specialist advice and responding to insufficient in-house skills or resources. Expenditure amounted to £265,099 in 2016/17 and 310,452 in 2017/18 to date. Capital expenditure on consultants amounted to £500,922.76 in 2016/17 and £90,789.71 for the first quarter of 2017/18.

Future reports on expenditure on consultants would be submitted to the PDS Committee on a regular basis.

It was confirmed to Councillor Allen that due to insufficient in-house skills/resources, JB Market Research Services Ltd had been engaged to work on an initiative for flexible work space on the 9<sup>th</sup> floor of the Central Library.

**RESOLVED that the expenditure on consultants relating to the Renewal and Recreation Portfolio be noted and that no further scrutiny is required.**

**37 RENEWAL AND RECREATION PDS COMMITTEE WORK  
PROGRAMME JANUARY-APRIL 2018**

**Report CSD17052**

Members considered the Committee's work programme for the period January-April 2018.

The following future reports were requested by Members:-

- Private Sector Tall Buildings Update – January 2018
- Markets and Future Operations – Summary of Consultations) – January 2018
- West Wickham Leisure Centre – January 2018

Reports to be submitted at some point throughout 2018 were as follows:-

- Update on the Library Service as managed by Greenwich Leisure Limited (Mr Tim Woolgar and the GLL Manager to attend)
- West Wickham BID – to be discussed with Mr Martin Pinnell.

**RESOLVED that, subject to the additions and amendments outlined above, the R&R PDS work programme for the period January-April 2018 be noted.**

**38 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 listed below as it was likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.**

**39 BECKENHAM AND PENGE BUSINESS IMPROVEMENT DISTRICT (BID) PROPOSAL FOR 2018-2023**

**Report DRR17/051**

Members considered Part 2 (Exempt Information) relating to Item 7 (Report DRR17/051), on the detailed proposals and budgets for Business Improvement Districts (BIDs) in Beckenham and Penge Town Centre.

**RESOLVED that the report be noted.**

#### **40 CONTRACT REGISTER AND CONTRACTS DATABASE UPDATE**

##### **Report DRR17/054**

Members considered Part 2 (Exempt Information) relating to Agenda Item 10 (Report DRR17/053). The Contracts Register appended to the report contained additional, potentially commercially sensitive information in its commentary.

**RESOLVED that the Contracts Register appended to the Part 2 report containing additional, potentially commercially sensitive information in its commentary, be noted.**

#### **41 OPPORTUNITY SITE G DEVELOPMENT UPDATE**

##### **Report DRR17/059**

Members considered proposed action to be taken in relation to the Opportunity Site G Development Programme.

**RESOLVED that the report be noted and Member comments be provided to the Executive for consideration.**

The meeting ended at 8.50 pm

Chairman