



THE LONDON BOROUGH  
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DATE: 29 August 2023

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

Councillor Tony Owen (Chairman)

Councillor Thomas Turrell (Vice-Chairman)

Councillors Will Connolly, Christine Harris, Colin Hitchins, Tony McPartlan,  
Chris Price, Will Rowlands, Alison Stammers and Pauline Tunnicliffe

Non-Voting Co-opted Members

Tommy Velvick, Bromley Youth Council (Part 1 only)

A meeting of the Renewal, Recreation and Housing Policy Development and Scrutiny  
Committee will be held Bromley Civic Centre on **WEDNESDAY 6 SEPTEMBER 2023**  
**AT 7.00 PM**

TASNIM SHAWKAT

Director of Corporate Services & Governance

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be printed off at <http://cds.bromley.gov.uk>. Any member of the public  
requiring a paper copy of the agenda may request one in advance of the  
meeting by contacting the Clerk to the Committee, giving 24 hours' notice  
before the meeting.**

**Items marked for information only will not be debated unless a member of the  
Committee requests a discussion be held, in which case please inform the  
Clerk 24 hours in advance indicating the aspects of the information item you  
wish to discuss**

# A G E N D A

## **PART 1 AGENDA**

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

## **STANDARD ITEMS**

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

### **2 DECLARATIONS OF INTEREST**

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

In accordance with the Council's Constitution, members of the public may submit one question each on matters relating to the work of the Committee. Questions must have been received in writing 10 working days before the date of the meeting - by **5.00pm on Tuesday 22 August 2023.**

Questions seeking clarification of the details of a report on the agenda may be accepted within two working days of the normal publication date of the agenda – by **5.00pm on Thursday 31 August 2023.**

#### **a QUESTIONS FOR THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER**

#### **b QUESTIONS FOR THE CHAIRMAN OF RENEWAL, RECREATION AND HOUSING PDS COMMITTEE**

### **4 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 7 AUGUST 2023 (Pages 5 - 10)**

### **5 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME (Pages 11 - 16)**

### **6 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT**

#### **a HOUSING, PLANNING AND REGENERATION PORTFOLIO PLAN UPDATE - 2023/24 Q1 (Pages 17 - 50)**

### **7 PRE-DECISION SCRUTINY OF RENEWAL, RECREATION AND HOUSING PORTFOLIO REPORTS**

Portfolio Holder decisions for pre-decision scrutiny.

#### **a BUDGET MONITORING 2023/24 (Pages 51 - 58)**

#### **b CAPITAL PROGRAMME MONITORING - QUARTER 1 2023/24 (Pages 59 - 68)**

#### **c LIBRARY WORKS PROGRESS AND CROFTON ROMAN VILLA (Pages 69 - 78)**

d LOCAL PARADES UPDATE (TO FOLLOW)

8 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

- a ADOPTION OF THE BROMLEY TOWN CENTRE SUPPLEMENTARY PLANNING DOCUMENT (Pages 79 - 170)
- b HOUSING ALLOCATION SCHEME AND CHOICE BASED LETTINGS (APPROVAL TO PROCEED TO STATUTORY CONSULTATION) (Pages 171 - 226)
- c FEASIBILITY FUNDING FOR REGENERATION OF STAR LANE TRAVELLER SITE (Pages 227 - 236)
- d HOUSING DELIVERY UPDATE (TO FOLLOW)
- e HOUSING MANAGEMENT CONTRACT (APPROVAL TO PROCEED TO TENDER) (TO FOLLOW)

9 POLICY DEVELOPMENT AND OTHER ITEMS

- a PLANNING ENFORCEMENT PROGRESS AND MONITORING REPORT APRIL 2022 TO MARCH 2023 (Pages 237 - 246)
- b THEMATIC SESSION: DEEP DIVE ON LETTINGS

10 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**

- |    |  |   |
|----|--|---|
| 11 | <b>PLANNING ENFORCEMENT PROGRESS AND MONITORING REPORT APRIL 2022 TO MARCH 2023 - APPENDIX 1</b> (Pages 247 - 288) | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
|----|--|---|

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

Minutes of the meeting held at 7.00 pm on 7 August 2023

### **Present:**

Councillor Tony Owen (Chairman)  
Councillor Thomas Turrell (Vice-Chairman)  
Councillors Jonathan Andrews, Will Connolly,  
Christine Harris, Colin Hitchins, Tony McPartlan,  
Chris Price, Alison Stammers and Pauline Tunnicliffe

Jacob Fenwick-Read, Bromley Youth Council (Part 1 only)

### **Also Present:**

Councillor Alisa Igoe (observing)

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

Apologies for absence were received from Councillor Will Rowlands and Tommy Velvick, and Councillor Jonathan Andrews and Jacob Fenwick-Read attended as their respective substitutes.

#### **15 DECLARATIONS OF INTEREST**

There were no additional declarations of interest.

#### **16 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 15 JUNE 2023**

**RESOLVED:** That the minutes of the meeting held on 15 June 2023 be agreed and signed as a correct record.

#### **17 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS**

The Committee considered the following reports on the Part 1 agenda for the meeting of the Council's Executive on 9 August 2023:

##### **A PROCUREMENT STRATEGY FOR LEISURE CENTRE MAJOR WORKS PROGRAMME Report HPR2023/044**

The report outlined an in-principle strategy for the procurement of a contractor to deliver major works at the Walnuts and West Wickham Leisure Centres, subject to the decision being taken to proceed, with a view to reducing the

timeframe for the overall delivery of the project including potentially enabling a formal Contract Award decision to be sought within the planned October 2023 report.

In response to a question from a Member, the Regeneration Project Manager explained that the recommended Option 1: Appointing a Delivery Partner under a Development Agreement via the UK Leisure Framework would enable the appointment of the delivery partner and principle works contractor to be expedited. This would help ensure the major works programme was delivered at pace, addressing existing material damage and maintenance backlogs identified at both sites. Alliance Leisure Limited was the single supplier available through the UK Leisure Framework and due diligence work had confirmed its track record as a leading specialist in successfully delivering new, rebuilt and refurbished leisure developments across the UK. The Head of Regeneration advised that as well as working with the delivery partner, the Local Authority would also work directly with contractors to ensure successful completion of the project.

A Member underlined the importance of public consultation regarding the proposals for the refurbished leisure facilities and the Regeneration Project Manager was pleased to advise that an extensive six-week public consultation had been undertaken with users of both sites as well as local residents. The consultation had comprised of an extensive survey with 43 questions and had generated approximately 6000 survey responses. These were currently being analysed and would be presented to future meetings of the Renewal, Recreation and Housing PDS Committee and the Council's Executive to inform scrutiny and decision-making processes in relation to the Major Works Programme. Another Member raised the existing lease arrangements for the leisure centres and queried the plans for securing an operator once they had been refurbished. The Head of Regeneration confirmed that whilst the Local Authority was the freeholder of the two leisure centres, these were currently occupied and operated by Mytime Active on long-term commercial lease arrangements for which a break clause was in place. Before the works commenced, the Local Authority would look to address the question of the future operator for the leisure centres. This might include a Service Level Agreement, but as a minimum, a commercial rent would be sought that would generate income for the Local Authority.

A Member and Ward Councillor for Orpington welcomed the proposals and thanked Officers for their work in progressing the Leisure Centre Major Works Programme.

**RESOLVED: That the Council's Executive be recommended to:**

- **Note the intent to seek formal decision by October 2023 on proceeding with the Walnuts and West Wickham Leisure Centre project, including scope of works and agreed budget;**

- **Approve the in-principle procurement strategy set out in Option 1 (Paragraph 3.10 of Report HPR2023/044) for the delivery of the Walnuts and West Wickham Leisure Centre project by utilising a compliant framework to appoint a suitable delivery partner to deliver the project, including required works; and,**
- **Note that any formal award of contract arising from the in-principle procurement strategy will still be subject to decision by the Council's Executive and will not proceed except alongside, or subsequent to, the primary decision to proceed with the project.**

**B CHANGING PLACES FACILITIES ROUND 2 FUNDING  
Report HPR2023/045**

The report requested formal approval to accept and spend £185k of funding received in the second round of the Department for Levelling Up, Housing and Communities Changing Places scheme which funded changing places for people with complex and multiple disabilities in existing buildings or via new modular facilities. The Council had previously received £220k from the same grant fund to deliver four Changing Places facilities and the new funding would establish a further two Changing Places facilities in the Borough.

In response to a query from a Member, the Assistant Director: Culture and Regeneration advised that the Grant Officer had worked closely with colleagues in Social Care and the 'Need 2 Change' Community Group to identify suitable locations for Changing Places facilities. Both the grant requirements and the need for venues to cover ongoing maintenance costs made it difficult to identify suitable locations and the Metropolitan Police Hayes Sports Club and the Biggin Hill Leisure Centre were the only venues which had expressed interest in the second round of the Changing Places scheme. The 'Need 2 Change' Community Group were very positive about both bids. Whilst the Metropolitan Police Hayes Sports Club was a private venue, it hosted a number of community events and activities and had confirmed that non-members would be able to access the facilities. Consideration was being given to the eligibility of the refurbished Walnuts and West Wickham Leisure Centres for any future funding round of the Changing Places scheme and discussions were underway to explore other ways that Changing Places facilities could be included in the refurbished leisure centres. A Member suggested that the Changing Places scheme would be more attractive to potential venues if the Local Authority was offered assistance through the grant programme with ongoing revenue costs, and this would be fed back to the Grant Officer.

**RESOLVED: That the Council's Executive be recommended to:**

- **Approve the allocation and spend of the Changing Places Fund grant monies totalling £185k, in line with the interventions set out in the funding application and within Report HPR2023/045, to**

**enable the delivery of two further Changing Places facilities across the borough before 31 March 2024;**

- **Approve the distribution of funds to MyTime Active and to the Metropolitan Police Hayes Sports Club to deliver Changing Places facilities at Biggin Hill Leisure Centre and The Warren subject to signed management and maintenance agreements;**
- **Delegate authority to the Director of Housing, Planning, Property and Regeneration, in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to agree any changes to the delivery of Changing Places programme within the boundaries of the grant funding available and legal contract with the Department of Levelling Up, Housing and Communities; and,**
- **Approve a funding application for any additional funding rounds announced by the Department of Levelling Up, Housing and Communities where suitable locations can be found and secured with no ongoing revenue costs.**

## **PART 2 (CLOSED) AGENDA**

### **18 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**

### **19 EXEMPT MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE HELD ON 15 JUNE 2023**

The exempt minutes of the meeting of Renewal, Recreation and Housing PDS Committee on 15 June 2023 were agreed as a correct record.

The Meeting ended at 7.20 pm

Chairman

**RENEWAL, RECREATION AND HOUSING PDS COMMITTEE  
7 AUGUST 2023**

**QUESTIONS FOR CLARIFICATION**

**(A) QUESTIONS FOR WRITTEN REPLY**

**From Dermot McKibbin to the Portfolio Holder for Renewal, Recreation and Housing**

In relation to Item 4a: Procurement Strategy for Leisure Centre Major Works Programme:

If it is council policy to make all council owned building net zero, why does the report on the major works for these leisure centres not refer to this issue especially as the council is currently considering install solar panels at the spa and the pavilion leisure centres?

**Reply:**

*The report due to come before Executive in August considers the procurement strategy only. A report is due to come before Executive in October this year which will outline all recommendations regarding physical works to the Walnuts and West Wickham leisure centres. The October report will address the energy efficiency of the two buildings.*

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# Agenda Item 5

Report No.  
CSD23118

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

**Date:** 6 September 2023

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

**Title:** MATTERS OUTSTANDING & FORWARD WORK PROGRAMME

**Contact Officer:** Kerry Nicholls, Democratic Services Officer  
Tel: 020 8461 7840    E-mail: kerry.nicholls@bromley.gov.uk

**Chief Officer:** Tasnim Shawkat, Director of Corporate Services and Governance

**Ward:** All Wards

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1. Reason for report

1.1 This report deals with the Committee's business management including:

- Monitoring progress against actions arising from previous meetings; and,
- Developing the Committee's Forward Work Programme.

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2. **RECOMMENDATION(S)**

2.1 **That the Renewal, Recreation and Housing PDS Committee reviews and comments on:**

- **Progress on matters arising from previous meetings; and,**
- **The Forward Work Programme, indicating any changes or particular issues that it wishes to scrutinise for the year ahead.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: None
- 

### Transformation Policy

1. Policy Status: Not Applicable
  2. Making Bromley Even Better Priority (delete as appropriate): Not Applicable
- 

### Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £366k
  5. Source of funding: Revenue Budget
- 

### Personnel

1. Number of staff (current and additional): 6
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable: Non-Executive reports are not subject to call-in
- 

### Procurement

1. Summary of Procurement Implications: Not Applicable
- 

### Property

1. Summary of Property Implications: Not Applicable
- 

### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
- 

### Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
- 

### Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Not Applicable
- 

### Customer Impact

1. Estimated number of users or customers (current and projected): This report is intended primarily for the benefit of Committee Members.
- 

### Ward Councillor Views

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



### 3. COMMENTARY

#### Matters Outstanding from Previous Meetings

3.1. **Appendix 1** sets out matters outstanding from previous meetings (if any).

#### Work Programme

3.2 Each PDS Committee determines its own work programme, balancing the roles of (i) pre-decision scrutiny and holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. ERC PDS Committee has the additional role of providing a lead on scrutiny issues and co-ordinating PDS work.

3.3 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a select committee style meeting focused on a single key issue, or another method.

3.4 **Appendix 2** sets out the RRH PDS Committee Work Programme for the current municipal year, including: the provisional report title (or activity); the Report Author; and Committee's role. The Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate.

3.5 Other reports will be added to the Work Programme as items arise. In addition, there may also be references from other committees, the Renewal, Recreation and Housing Portfolio Holder, or the Executive.

<b>Non-Applicable Headings:</b>	Impact on Vulnerable Adults and Children, Transformation/Policy Implications, Financial Implications, Personnel Implications, Legal Implications, Procurement Implications, Property Implications, Carbon Reduction/Social Value Implications, Impact on the Local Economy, Impact on Health and Wellbeing, Customer Impact, Ward Councillor Views
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

**MATTERS OUTSTANDING FROM PREVIOUS MEETINGS**

<b>Minute Number/Title/Date</b>	<b>Action/PDS Request</b>	<b>Update</b>	<b>Action by</b>	<b>Expected Completion Date</b>
46a. HPR Portfolio Plan Update 2022/23 (23 January 2023)	The findings of a review of the Small Parades Improvements Scheme to be reported to Members.	To be considered at the Committee at its meeting on 6 September 2023.	Assistant Director: Culture and Regeneration	Completed.
4. Questions from Councillors and Members of the Public (15 June 2023)	Details of the Reporting Form for Damp/Mould to be recirculated to Members	Circulated to Members.	Assistant Director: Housing	Completed.
7a: HPR Portfolio Plan Update (15 June 2023)	Small Shopping Parades Workstream - Examples of capital projects that required little or no revenue/maintenance costs to be provided to Members	Circulated to Members.	Assistant Director: Culture and Regeneration	Completed.
8A: Lawn Tennis Association Parks Tennis Renovation Fund (15 June 2023)	Operator to be requested to make free access to tennis courts available to local schools and young people	To be taken forward with the operator.	Assistant Director: Culture and Regeneration	Completed.

**RENEWAL, RECREATION & HOUSING PDS COMMITTEE  
WORK PROGRAMME 2023/24**

<b>Meeting Date: November 2023</b>		
<b>Meeting Date: November 2023</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items
Budget Monitoring 2022/23	Financial Management	Pre-decision Scrutiny (PH Decision)
Quarter 2 Capital Monitoring	Financial Management	Pre-decision Scrutiny (PH Decision)
Housing IT Systems	Housing	Pre-decision Scrutiny (PH Decision)
Provision of Libraries – contract performance report (Bi-Annually)	Culture	Pre-decision Scrutiny (PH Decision)
Mottingham Learning Shop	Culture and Regeneration	Pre-decision Scrutiny (PH Decision)
Regeneration Strategy Update	Culture and Regeneration	Pre-decision Scrutiny (PH Decision)
Crystal Palace Update	Culture and Regeneration	Pre-decision Scrutiny (PH Decision)
Adoption of Leisure Strategy	Culture and Regeneration	Pre-decision Scrutiny (Executive)
Award of Contract : BEAM Ltd	Housing Service	Pre-decision Scrutiny (Executive)
HRA Business Plan and Policies	Financial Management	PDS Committee
Q2 Update for HPR Portfolio Plan, including grants register	Housing Compliance and Strategy	PDS Committee
Review of Parks Buildings (joint workstream with ECS)	Culture and Regeneration	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Contract Register ( <u>Public and Non-Public Reports</u> )	Culture and Regeneration	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
<b>Meeting Date: January 2024</b>		
<b>Meeting Date: January 2024</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items

Capital Monitoring Programme Q3	Financial Management	Pre-decision Scrutiny (PH Decision)
Local London Annual Update	Economic Development	Pre-decision Scrutiny (PH Decision)
Housing Allocation Scheme and Choice Based Lettings (Approval To Adopt New Policy)	Housing	Pre-decision Scrutiny (Executive)
Draft Budget 2024/25	Financial Management	PDS Committee
Q4 Update for HPR Portfolio Plan, including grants register (additionally, Risk Register reported bi-annually)	Housing Compliance and Strategy	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
Digital Infrastructure Work Plan Update (bi-annually)	Housing, Planning and Regeneration	Information Item (PDS Item for November 2023 as per PH request)
<b>Meeting Date: 21 March 2023</b>	<b>Division</b>	<b>Committee Role</b>
Matters Outstanding and Work Programme	Democratic Services	Standard Items
Budget Monitoring 2022/23	Financial Management	Pre-decision Scrutiny (PH Decision)
Contract Register ( <u>Public and Non-Public Reports</u> )	Culture and Regeneration	PDS Committee
Update for HPR Portfolio Plan	Housing Compliance and Strategy	PDS Committee
More Homes Bromley annual report	Housing Service	PDS Committee
Pinnacle annual contract performance report	Housing Service	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session – Housing Associations	Housing Service	PDS Committee

Report No.  
HPR2023/003

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 6 September 2023

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

**Title:** HOUSING, PLANNING AND REGENERATION PORTFOLIO  
PLAN UPDATE – 2023/24 Q1 UPDATE

**Contact Officer:** Shazel Choudhury, Compliance & Strategy Manager  
Tel: 020 8313 002 E-mail: shazel.choudhury@bromley.gov.uk

**Chief Officer:** Sara Bowrey, Director, Housing, Planning and Regeneration

**Ward:** N/A

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1. Reason for report

- 1.1 This report presents the Renewal, Recreation and Housing Policy Development and Scrutiny Committee with the update for Quarter 1 2023-24.
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2. **RECOMMENDATION(S)**

- 2.1 The Renewal, Recreation and Housing PDS Committee is asked to note progress on the actions associated with the Housing, Planning and Regeneration Portfolio Plan for Quarter 1 2023-24.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: There is no direct impact, however many of the initiatives set out in the Portfolio Plan support the provision of and access to suitable accommodation to meet the housing needs of, and safeguard, vulnerable adults and children. Additionally, services such as Libraries and the Resource Shops are community focussed and support this group.
- 

### Corporate Policy

1. Policy Status: Existing Policy
  2. MBEB Priority: For people to make their homes in Bromley, and for business, enterprise and the third sector to prosper, To manage our resources well, providing value for money, efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: No cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Renewal, Recreation and Housing Portfolio 2022/23 approved revenue budget and capital programme
  4. Total current budget for this head: £
  5. Source of funding:
- 

### Personnel

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

### Legal

1. Legal Requirement: None:
  2. Call-in: Not Applicable: No Executive Decision.
- 

### Procurement

1. Summary of Procurement Implications:
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All vulnerable adults and older people within Bromley
- 

### Ward Councillor Views

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

### 3. COMMENTARY

#### Background

- 3.1 The Housing, Planning and Regeneration Portfolio Plan is refreshed each year in line with the Council's Transformation Programme and Making Bromley Even Better. The Plan focusses on two ambition outcomes:
- For people to make their homes in Bromley, and for business, enterprise and the third sector to prosper
  - To manage our resources well, providing value for money, efficient and effective services for Bromley's residents.
- 3.2 Within each priority are a number of statements which are underpinned by actions and measures of success within the work of Housing, Planning and Regeneration.
- 3.3 Progress has been made on some actions within the Portfolio Plan in 2023-24 Quarter 1.
- 3.4 New items from the regeneration division have been added to the Strategic Project Tracker focused around library enhancements, support and advice for businesses, supply chain opportunities, labour shortages, and employment support for care leavers.

### 4 IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 There is no impact on vulnerable adults and children. However, the individual projects and service delivery areas will in many cases have an impact on this group.

### 5 POLICY IMPLICATIONS

- 5.1 There are no policy implications. However, the Portfolio Plan will reflect relevant Council adopted policies and statutory duties in relation to planning, housing need and homelessness.

### 6 FINANCIAL IMPLICATIONS

- 6.1 The Portfolio Plan will be delivered within the resources identified in the 2023/24 budget, including capital receipts, together with any external funding that has and will be secured.

### 7 LEGAL IMPLICATIONS

- 7.1 The Portfolio Plan includes the Council's statutory obligations in relation to this department's area of work.

### 8. PROCUREMENT IMPLICATIONS

- 8.1 There are no procurement implications. Individual projects will be subject to specific reports detailing the procurement route.

<b>Non-Applicable Sections:</b>	Personnel Implications, Procurement Implications
Background Documents: (Access via Contact Officer)	N/A

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# RRH Portfolio Plan 2023/24

## Strategic Project Tracker

Division	MBEB Ambition Supported	Key Projects	Description	Overall date	RAG Status MAR23 <i>(RAG Status not yet defined)</i>	RAG Status JUN23	2022				2023				2024				2025				2026				JUN23 Updates	
							01	02	03	04	01	02	03	04	01	02	03	04	01	02	03	04	01	02	03	04		
							A	M	J	J	A	M	J	J	A	M	J	J	A	M	J	J	A	M	J	J		A
Housing Policy Management	HPR	5	HRA Housing Management Contract	Phase 1.1: Issue soft market testing to inform the specification for the Housing Management Contract.	Dec-22	Completed	Completed																		Initial soft market testing was completed DEC22, however due to lack of responses from suppliers we are further engaging the market and re-publishing the questionnaire in APR23.			
				Phase 1.2: Issue soft market testing to inform the specification for the Housing Management Contract <i>(Re-publish)</i>	May-23	On-Track	Completed																				Completed MAY23. The incumbent provider has stated they will not extend beyond the current term.	
				Phase 2: Procure specialist legal and finance advice on the Beehive scheme.	Feb-23	Completed	Completed																					Legal advice is now being used to inform the future stock management appraisal.
				Phase 3: Preparation of documentation: Scope, specification, KPIs	Jul-23	On-Track	On-Track																					Work has commenced and is on-track.
				Phase 4: Gateway 1 report seeking authorisation to proceed with Housing Management tender	Sep-23	Not Started	On-Track																					A report requesting permission to proceed to tender is being finalised to go to the next RRH.
Compliance & Strategy	3	Homelessness Strategy Review	Undertake a review of the current Homelessness Strategy and implement a new 5 year strategy.	Apr-24	On-Track	On-Track																		The initial homelessness review continues and a first draft is in the process of being completed.				
HPR	3	HRA Tenancy and Policy Documents	Identifying and producing all documents and policies associated with the running of the Housing Revenue Account (HRA).	Mar-24	On-Track	On-Track																		Contract variation and additional funding approved by Members in June 23. Proceeding to 8 week consultation on Tenancy Strategy and Tenancy Management Policy to commence in Oct 23. Remaining documents are on track scheduled for completion by March 24.				
Housing	3	Allocations Scheme	Reviewing the existing allocations scheme and consulting on changes that need to be introduced.	Dec-23	On-Track for revised deadline	On-Track for revised deadline																		First Draft of scheme complete and with Legal for comments. Timescale established due final draft to be presented to Councillors on SEP-OCT23 (following wide consultation).				
HPR	3	Effective Management of HRA Properties	Contract performance and monitoring of existing/new housing stock.	May-23	On-Track	Completed																		Complete MAY23. Ongoing monitoring continues as a BAU process.				
Contracts	Housing	5	Supported Housing Contracts Review and Tenders Completed	Ensure that all supporting housing contracts are up-to-date and achieving the agreed aims and KPIs.	Jun-22	Completed	Completed																	Completed JUN22.				
Service	Compliance & Strategy	3	Roll out of Household Support Grant	Ensure the effective roll out of the Household Support Grant making sure funding is fully utilised.	Mar-23	Completed	Completed																	This tranche of funding has now closed.				
	Compliance & Strategy	3	Roll out of Household Support Grant tranche 4	Ensure the effective roll out and ongoing effectiveness of the Household Support Grant making sure funding is fully utilised.	Apr-24	On-Track	On-Track																	Application process with partner organisations opened on 05JUN23 and this is now in BAU.				
	Compliance & Strategy	3	Homes for Ukraine	Implementation and delivery of the Homes for Ukraine Programme, ensuring Government Guidance is followed and continually kept under review	Apr-24	On-Track	On-Track																	Programme continuing. Update report due for Executive in SEP23. Coffee Mornings have ceased as this has not met the original purpose - to form connections. Employment and Re-matching/PRS is the current focus.				
	Housing	3	Service Review Disabled Facilities Grants	Review, benchmark and propose changes to the scheme, then to be taken to Members for consideration and formal sign off.	Oct-23	On-Track	On-Track																	Finalising the Housing Assistance Policy, draft for internal review should be ready imminently. Final draft for Councillors still on target for OCT23.				
Planning	3	Planning Obligations SPD	Document that provides guidance on the council's general approach to planning obligations, and where relevant, sets out the requirements and mechanisms for securing contributions.	Jun-22	Completed	Completed																		SPD now adopted. Completed JUN22.				
	3	Orpington Town Centre SPD	Document that provides detailed guidance to assist with the implementation of adopted Development Plan policies - Bromley Local Plan and the London Plan - that relate to Orpington Town Centre.	Jul-23	On-Track for revised deadline	Completed																		Completed JUN23. Successfully went to Exec Committee.				
	3	Bromley Town Centre SPD	Document that provides detailed guidance to assist with the implementation of adopted Development Plan policies - Bromley Local Plan and the London Plan - that relate to Bromley Town Centre.	Phase 1: Preparing documents for consultation.	Sep-22	Completed	Completed																	Completed SEP22.				
			Phase 2: Documents out for consultation.	Jan-23	Completed	Completed																		Public consultation has been completed on JAN23. Progress made to Phase 3.				
			Phase 3: Review consultation responses, making any necessary changes before adoption.	Oct-23	On-Track for revised deadline	On-Track for revised deadline																			Review in progress. Committee date moved to OCT23 for adoption.			
	3	Urban Design Guide SPD	Document that provides guidance on urban design to inform and engage developers, applicants, planning officers and other interested parties in bringing forward proposals for development in	Phase 1: Preparing documents for consultation.	Sep-22	Completed	Completed																	Completed SEP22.				
				Phase 2: Documents out for consultation.	Dec-22	Completed	Completed																		Completed DEC22.			
				Phase 3: Review consultation responses, making any necessary changes before adoption.	Jul-23	On-Track for revised deadline	Completed																			SPD now adopted. Completed JUN23.		
	3	Local Plan Review	Review of the Bromley Local Plan to reflect new Council priorities and changes to national and regional planning policy.	Phase 1: Regulation 18 'Issues and Options' consultation - consultation covering each of the topic areas to be included in the Local Plan.	Mar-23	Not Started	Completed																		Completed JUN23.			
				Phase 2: Full draft Local Plan (Regulation 18) consultation - consultation on a detailed draft of the Local Plan, with draft policies.	Oct-23	Not Started	On-Track for revised deadline																			Revised deadline from SEP23 to OCT23.		
Phase 3: Submission draft Local Plan (Regulation 19); and submission to SoS - the final draft Local Plan that is intended to be submitted for Examination.				Mar-24	Not Started	Not Started																				Not yet commenced. Expected to commence JAN24.		
Phase 4: Examination - Independent examination by a planning inspector (or inspectors), including a series of examination hearings.				Sep-24	Not Started	Not Started																				Not yet commenced. Expected to commence MAR24.		
Phase 5: Inspector's Report and Adoption - if the plan is found 'sound' and legally compliant (set out in an inspector's report), it can then be adopted; this would be subject to any modifications required by the inspector in their report. Adoption of the Local Plan is a matter for Full Council.				Dec-24	Not Started	Not Started																					Not yet commenced. Expected to commence SEP24.	
5	New IT system	Procurement of case-management software that will enhance workflows, remove reliance on paper and improve interaction with both the public and other services.	Phase 1: Establishing requirements, specification and supplier research.	Nov-22	Completed	Completed																		Completed NOV22.				
			Phase 2: Authorisation and procurement of the management system.	Feb-23	Completed	Completed																			Completed in FEB23, contract with IT vendor has now been signed.			
			Phase 3: Preparation for installation and data migration.	Aug-23	On-Track	On-Track																			Preparation with Arcus in full swing and is on-track for completion by the end of AUG23.			
			Phase 4: Training, installation and implementation of the new software.	May-24	Not Started	On-Track																				Work has commenced and is on-track.		

HPR	③	Future Sites	Phase 1: Operational Property Review undertaken to be approved by Executive.	Nov-22	Completed	Completed		Completed NOV22.
			Phase 2: Feasibility work to be undertaken following the Operational Property Review report being approved by the Executive.	Sep-23	On-Track	On-Track		Options appraisals completed, meetings at end of AUG23 to review options appraisal. Report scheduled for SEP23 to determine viability on next phase of sites.
HPR	③	Meadowship Phase 1	Property purchasing scheme for homeless households and to reduce the use of temporary accommodation.	May-23	On-Track	On-Track for revised deadline		Last 15 properties in the scheme are progressing through conveyancing. All other properties are now tenanted.
HPR	③	Meadowship Phase 2	Phase 1: Create documents for the property purchasing scheme	Nov-22	Completed	Completed		Completed NOV22.
			Phase 2: Purchasing the properties to reduce the use of temporary accommodation	Jul-25	On-Track	On-Track		On-track and property purchasing underway.
Regen	③	Bushell Way	Housing site delivering 25 affordable units.	Jul-22	Completed	Completed		Completed JUL22.
Regen	③	Anerley	Housing site delivering 10 affordable units.	Jul-22	Completed	Completed		Completed JUL22.
Regen	③	Burnt Ash	Housing site delivering 25 affordable units.	Nov-22	Completed	Completed		Completed NOV22.
Regen	③	York Rise	Housing site delivering 35 affordable units.	Oct-23	On-Track	On-Track for revised deadline		Construction works continued, revised completion deadline as a result of delays to energisation works. Project team continues to work with LBB highways to mitigate risks where possible.
Regen	③	West Wickham Library and housing	Housing site delivering 14 affordable and 12 private units.	Nov-24	On-Track for revised deadline	On-Track for revised deadline		Constructions works commenced in line with construction contracts. There are anticipated delays due to neighbouring TIL works, the project team is continuing to mitigate risk to the overall programme.
Regen	③	Bromley North (appraisal)	Housing site being assessed for feasibility and planning application outcome delivering 38 affordable and 37 private units.	Oct-23	On-Track	On-Track		Anticipated DCC date 05OCT23. Final appraisal to scheduled for SEP23.
Regen	③	Beckenham Triangle (appraisal)	Housing site being assessed for feasibility.	Dec-23	On-Track	Off-Track		All documents for planning submission have been completed, however, public consultation still remains outstanding before planning can be submitted. Viability included in the SEP23 housing update report.
HPR	③	Travellers Sites Conditions Survey and Options Appraisal	Phase 1: To review the condition survey and options appraisals for the travellers sites	May-23	Completed	Completed		Completed MAY23.
			Phase 2: Complete refurbishment, options and feasibility appraisal	Nov-23	Not Started	On-Track		An initial site visit was undertaken by the Head of Regen lead and a risk assessment has been drafted that will need review. A visit to another site was also carried out. A Project Team has been setup. A report requesting initial funds for feasibility and clearance works scheduled for SEP23. Recruitment for a Project Manager is still ongoing.
Regen	③	Bromley High Street Improvement Works	Town centre capital works including electrics, planting, paving and lighting.	Sep-23	On-Track for revised deadline	On-Track for revised deadline		Works to be complete by end of SEP23, latest early OCT23. 18 projections to be prepared for display on the facade of the building.
Regen	③	Penge High Street Works	Town centre capital works including electrics, planting, paving and lighting.	Apr-23	On-Track	Completed		Main works complete - in final snagging period
Regen	③	Beckenham High Street Works	Town centre capital works including electrics, planting, paving and lighting.	Apr-23	On-Track	Completed		Main works complete - in final snagging period
Regen	③	Crystal Palace Park Regeneration	Phase 1: Regeneration of the historic 200 acre park. Planning permission secured and subway restoration completed.	Dec-23	On-Track	On-Track for revised deadline		Subway completion anticipated NOV23. Multi-disciplinary consultancy for delivery of wider regen works appointed JUN23, submission of reserve matter application DEC23 for determination in APR24.
			Phase 2: Restoration of the dinosaurs and the Italian terraces.	Sep-26	On-Track	On-Track		Multi-disciplinary consultancy for delivery of wider regen works appointed JUN23, submission of reserve matter application DEC23 for determination in APR24. Works to start on site NOV24.
Regen	③	Transfer of Crystal Palace Park Lease to Trust	New form of governance for Crystal Palace Park.	Sep-23	On-Track	On-Track for revised deadline		Agreement for lease and head lease now complete subject to inclusion of bye-laws enforcement schedule. All other legal documentation has been finalised.
Regen	③	Make small shopping parades improvements	Improvements to parades across the borough such as planters, pavers and CCTV works.	Sep-23	On-Track for revised deadline	Off-Track		All ward ctirs communicated with in JUN/JUL23 in advance of Autumn report setting out elements of schemes that have been undeliverable with reasons why.
Regen	③	Develop Orpington town centre including a refurbished or new leisure centre	Refurbish the Walnuts leisure centre.	Dec-28	On-Track	On-Track		2nd feasibility stage nearly completed AUG23. Report for procurement strategy going to AUG23 Exec. Recommendations for proceeding with works due to go to the OCT23 Exec.
Regen	③	Beckenham Public Hall	The future of this building is to be considered as part of the Operational Property Review.	Mar-23	Completed	Completed		Disposal agreed through OPR report.
Regen	③	Review potential for commercial and community uses of disused park buildings and instigate action plan to bring buildings back into use	Review to be undertaken in partnership with the parks team.	Apr-24	On-Track	On-Track		Economic development continue to support Parks team on this piece of work.

OPR and Strategy	Regen	③	Options Appraisal Community Resource Centres	Options on the future of the service.	Jul-22	Completed	Completed																	Committee report on findings of the options appraisal was presented to RR&H PDS in NOV22	
	Regen	③	Community Resource Centres	Review buildings suitable for relocation.	Feb-23	Completed	Completed																	A building review was undertaken and the libraries at Morningsham and St Paul's Cray were identified as the most suitable location. Castlecombe being considered for Morningsham longer term, so works have only commenced on the St Paul's Cray site.	
	Regen	③	Leisure Strategy and Review (Sport & Physical Activity Strategy)	Briefing paper to be prepared for Portfolio Holder and report for November cycle to also include Playing Pitch Strategy	Sep-23	On-Track	On-Track for revised deadline																	Leisure Strategy has been produced and is at the review stage. The review has shown that significant work still needed. It will be taken to RRH PDS in NOV23 with view of adoption.	
	Regen	③	Production of playing pitch strategy for the borough to support decision making particularly through planning and enable access to funding.	Playing Pitch Strategy to be incorporated into report for November cycle - seeking committee approval	Jul-22	Completed	Completed																	While the PPS is complete it has not been formally adopted by the Council. In the meantime an abridged PPS has been produced which planning officers can use.	
Culture Events	Regen	③	Platinum Jubilee	Programme of activity to celebrate HM Queen's jubilee.	Jun-22	Completed	Completed																	Activity programme successfully delivered to timescale and budget.	
	Regen	③	Access to Sport and Royal Visit	Part of the Platinum Jubilee, visit by HRH Duke of Gloucester to the Access to Sport HAF programme for disadvantaged young people.	Jul-22	Completed	Completed																	1500 local young people benefitted from the week, trying free, new activities with others, receiving nutritious, balanced food.	
	Regen	③	Cultural events and activity	Open House.	Sep-22	Completed	Completed																	Open House took place 08-21SEP23. The festival ran for a longer period of two weeks to celebrate its 30th Anniversary. 22 venues in Bromley participated.	
	Regen	③	Cultural events and activity	London Festival of Architecture.	Jun-23	On-Track	Completed																	Activity programme successfully delivered to timescale and budget.	
	Regen	③	Re-development of WW Leisure centre	Refurbishment of the West Wickham leisure centre site to a standard that allows the site to be leased for a rental income on a FRIL.	Dec-25	On-Track	On-Track																	2nd feasibility stage nearly completed AUG23. Report for procurement strategy going to AUG23 Exec. Recommendations for proceeding with works due to go to the OCT23 Exec.	
	Regen	③	Armed forces covenant	Production of new armed forces covenant. Adoption of the new covenant by the Council. Production and implementation of the accompanying action plan.	Dec-23	On-Track	On-Track																		New covenant written and signed at Signing and Flag Raising Ceremony in JUN23.
	Regen	③	Coronation	Programme of activity to celebrate the Coronation of King Charles the III.	May-23	On-Track	Completed																		Activity programme successfully delivered to timescale and budget.
Economic Development Team	Regen	③	Orpington BID renewal	Business improvement district re-ballot.	Jul-22	Completed	Completed																	Completed JUL22.	
	Regen	③	Penge BID renewal	Business improvement district re-ballot.	Oct-22	Completed	Completed																		Completed OCT22.
	Regen	③	Beckenham BID renewal	Business improvement district re-ballot.	Feb-23	Completed	Completed																		Completed FEB23. Outcome - BID to discontinue 31MAR23.
	Regen	⑤	Bromley Economic Evidence Base	Review of the borough's current economic position and opportunities.	Oct-22	Completed	Completed																		Completed OCT22.
	Regen	③	Night Time Enterprise Zone	GLA funded improvements to town centre to encourage evening activity.	Mar-24	On-Track	On-Track																		Programme continues with first claim submitted 26MAR23. Summer event successful.
	Regen	③	Business Friendly Licensing & Regulation Fund EOI	Grant application.	Oct-22	Completed	Completed																		Completed OCT22. Grant application was unsuccessful.
	Regen	③	CARF	COVID business support grants through business rate relief.	Aug-22	Completed	Completed																		Completed AUG22.
	Regen	③	FSB Local Government Awards	Award application.	Aug-22	Completed	Completed																		Completed AUG22.
	Regen	⑤	UKSPF business support project funding allocation specifications	Grant specifications submitted to the GLA.	Aug-22	Completed	Completed																		Completed AUG22.
	Regen	⑤	UKSPF Community & Place projects	West Wickham library enhancements	Mar-25	On-Track	On-Track																		Submitted Claim 2 Borough Return to GLA in July 2023 for UKSPF SLB and Community & Place programmes.
	Regen	⑤	UKSPF SLB Business Hub	Bromley online business support portal	Mar-25	On-Track	On-Track																		Submitted Claim 2 Borough Return to GLA in July 2023 for UKSPF SLB and Community & Place programmes.
	Regen	⑤	UKSPF SLB StartUp Bromley Advisor	StartUp Bromley 1:1 Business Advice for entrepreneurs/startups	Mar-25	On-Track	On-Track																		Submitted Claim 2 Borough Return to GLA in July 2023 for UKSPF SLB and Community & Place programmes.
	Regen	⑤	UKSPF SLB Business Advisors	Bromley 1:1 general business advice for existing 'everyday' businesses	Mar-25	On-Track	On-Track																		Submitted Claim 2 Borough Return to GLA in July 2023 for UKSPF SLB and Community & Place programmes.
	Regen	⑤	UKSPF SLB Local Supply Chains	Bromley 1:1 specialist business advice on supply chain opportunities	Mar-25	On-Track	On-Track																		Submitted Claim 2 Borough Return to GLA in July 2023 for UKSPF SLB and Community & Place programmes.
	Regen	⑤	UKSPF SLB Employment Land & Space Study	Bromley 1:1 specialist business advice on supply chain opportunities	Mar-25	On-Track	On-Track																		Submitted Claim 2 Borough Return to GLA in July 2023 for UKSPF SLB and Community & Place programmes.
	Regen	③	Procurement/supply chain	Support for SMEs to access opportunities in supply chains of larger organisations (UKSPF Business Support)	Mar-25	Not Started	Not Started																		Tender to be awarded to Newable. Currently in procurement stand still period
	Regen	②	Labour shortage	Jobs and skills brokerage delivered by LSEC at Orpington campus for economically inactive participants (UKSPF P&S)	Mar-25	Not Started	Not Started																		Currently in design period. Working towards finalising by mid-SEP23 for NOV23 launch.
Regen	①	Care Leavers employment support	1-1 trauma informed brokerage, working with Leaving Care team (UKSPF P&S)	Mar-25	Not Started	Not Started																		Joint produced specification with care leavers team, about to go to tender. Aim is to be live for delivery by Care Leavers week in October.	
Regen	⑤	Strategic Investment Fund (SIF) proposal to GLA	Investment in the development of local dark-fibre broadband network to enable upgrade of Council-owned sites/buildings to full-fibre, including extra capacity for additional commercial investment in the Borough	Aug-23	On-Track	On-Track																		Proposals from suppliers under review by GLA/TFL with dialogue meetings held with Council from JUL23.	

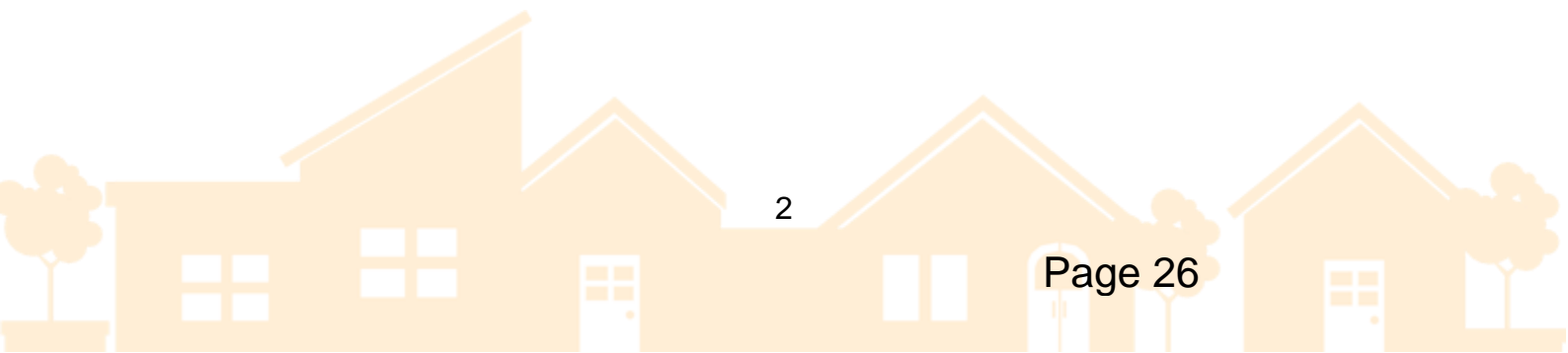
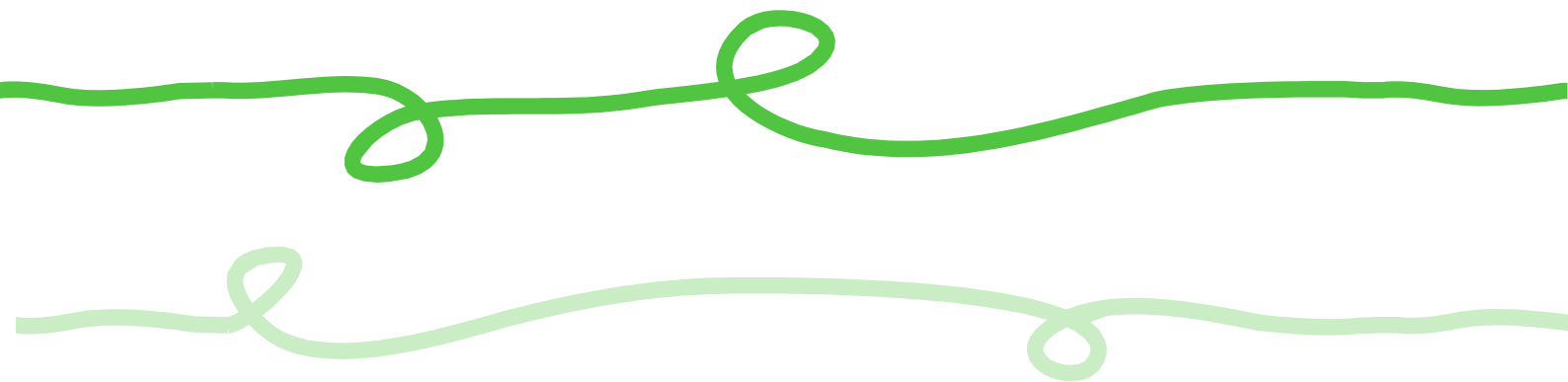
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# HPR Operational KPIs

Q4 2023/4 Apr-Jun

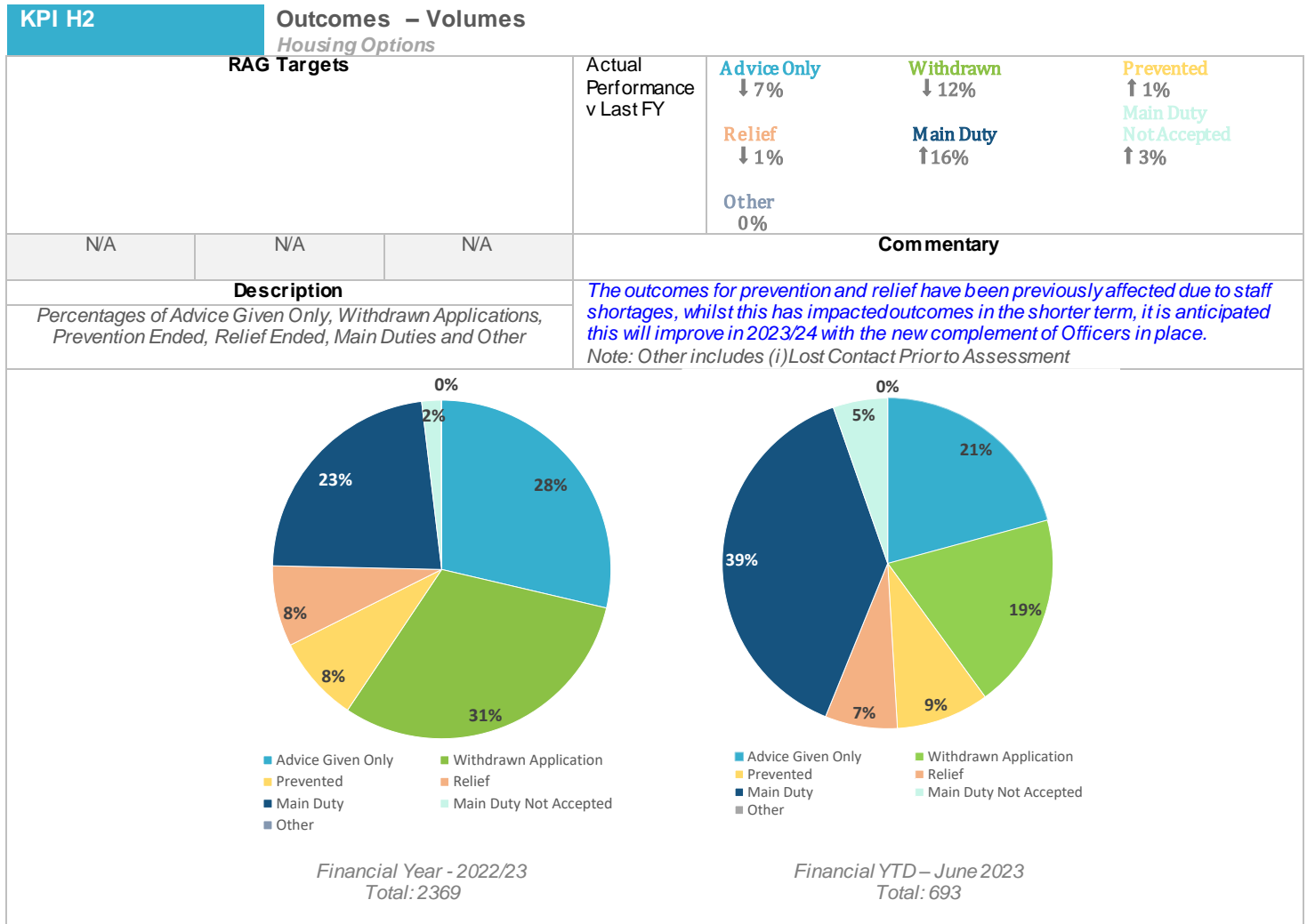
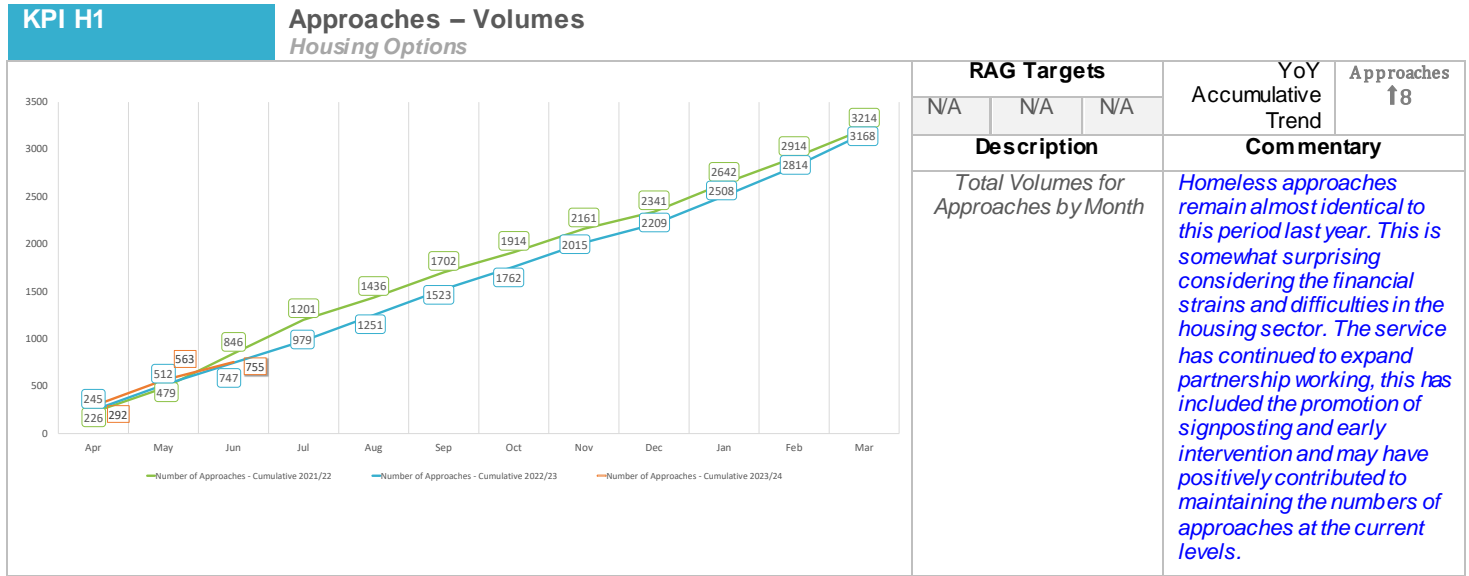
*Prepared by Compliance & Strategy*

# Housing KPIs



# RRH Portfolio Performance Report

## HPR Monthly Operational KPIs – June 2023

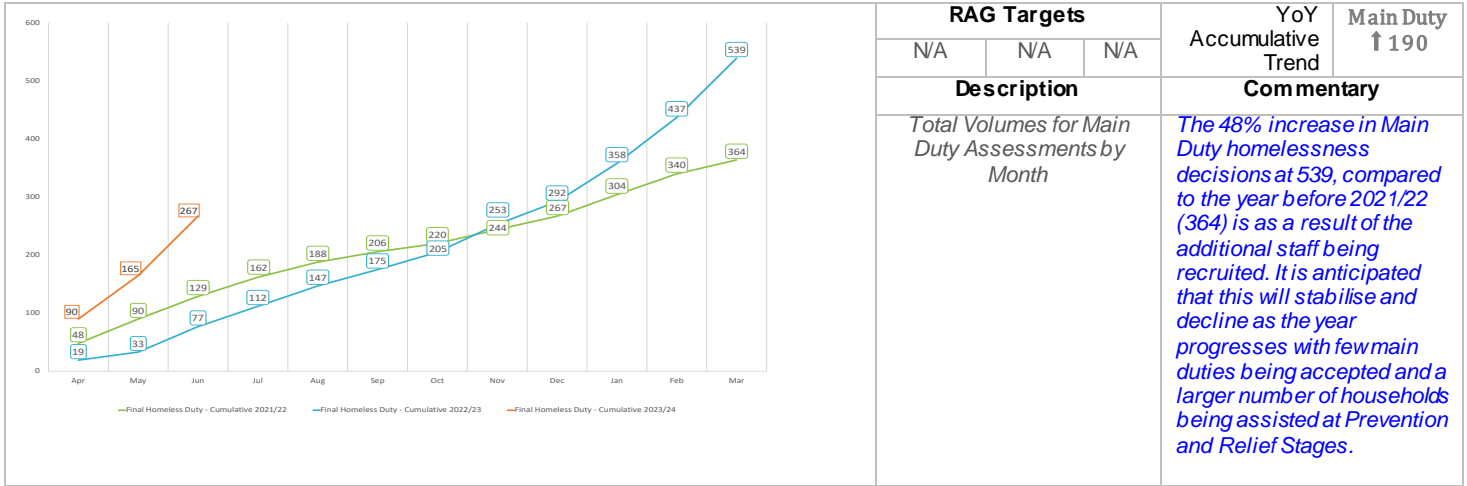


### KPI H3 Main Duty Assessments – Volumes

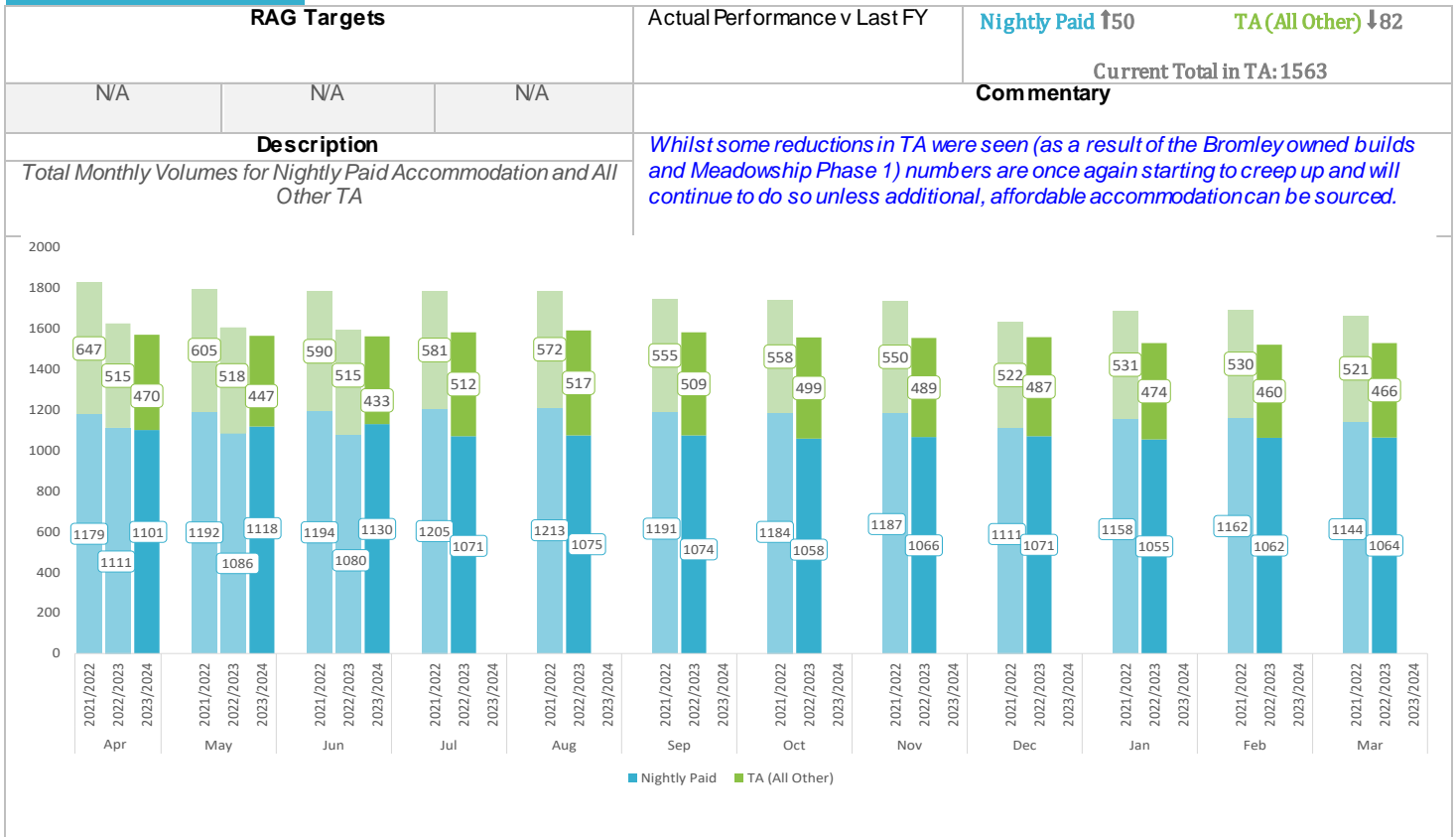
Housing Options

# RRH Portfolio Performance Report

## HPR Monthly Operational KPIs – June 2023



### KPI H4 Households In Temporary Accommodation – Volumes Housing Allocations



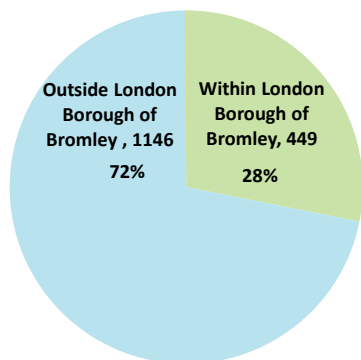


# RRH Portfolio Performance Report

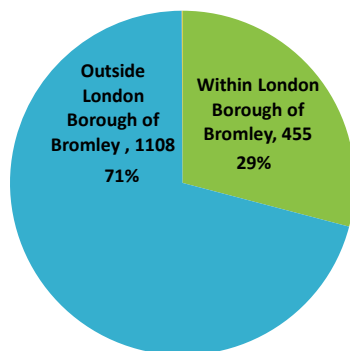
## HPR Monthly Operational KPIs – June 2023

### KPI H5

#### Total TA Placements – Volumes Housing Allocations



As at YTD June 2022



As at YTD June 2023

RAG Targets			Actual Performance v Last FY	In Borough ↑ 6  Out of Borough ↓ 38
N/A	N/A	N/A		
Description			Commentary	
Snapshot of Total TA Placements In v Out of Borough			No change to report.	

#### Banding Key:

Band E = Emergency, Band 1 = High Need, Band 2 = Medium Need, Band 3 = Low Need, Band 4 = Reduced Priority

### KPI H6

#### Number on Register by Band And Bed Size – Volumes Housing Register

Total Number on Register by Band And Bed Size	0-1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	Total by Band 2023/24	Total by Band 2022/23	EoY 22/23 v YTD JUN23
	33.6%	27.5%	28.7%	9%	1%	0%	0%			
E	3	6	10	10	0	0	0	29	27	2
1	365	134	188	108	21	3	0	819	781	38
2	245	477	334	83	10	1	0	1150	1016	134
3	203	99	268	52	3	0	0	625	581	44
4	183	101	55	13	1	0	0	353	353	0
by Bed Size 2023/24	999	817	855	266	35	4	0	2976		
by Bed Size 2022/23	899	757	821	243	33	5	0		2758	
EoY 22/23 v YTD JUN23	100	60	34	23	2	-1	0			

RAG Targets			Actual Performance Month	Number on Register ↑ 218
N/A	N/A	N/A		
Description			Commentary	
Monthly Snapshot of Total Volumes on Register by Band and Bed Size			Approaches to the Housing Register have held broadly steady. The increase seen here predominately relates to the increased number of homeless decisions being made as the new staffing team beds in. Accepted Homeless Households are afforded a Band 2 priority on the Housing Register.	

# RRH Portfolio Performance Report

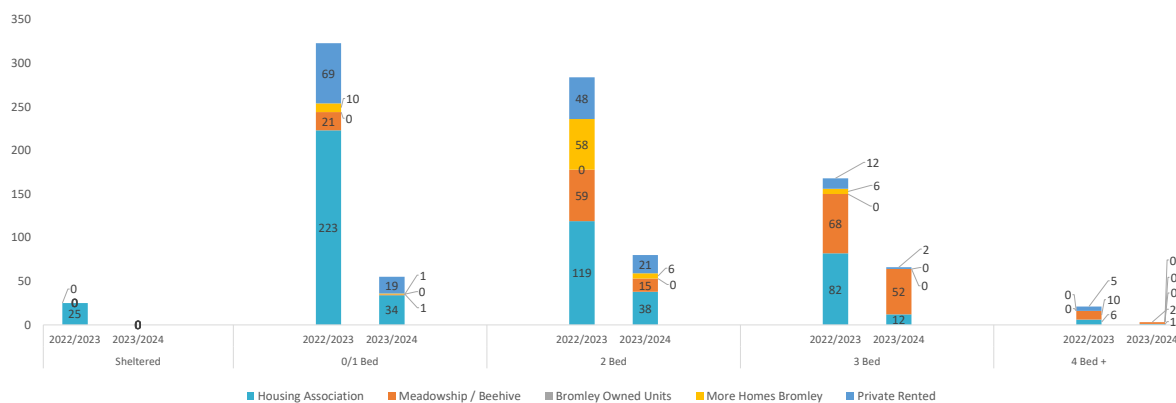
## HPR Monthly Operational KPIs – June 2023

KPI H7

### Housing Outcomes – Secured Housing – Volumes

Housing Register

RAG Targets			Actual Performance this Month	Commentary
N/A	N/A	N/A		
<b>Description</b>				
Last FY v YTD Housing Outcomes – Secured Housing Volumes				<p>Private rented sector procurement is broadly on track despite market challenges. There has been a slight reduction in Housing Association properties let, there have been ongoing reported reductions in the number of socially rented homes becoming available for letting. We were unable to separate out the Meadowship Homes and Beehive lets for the purpose of this report (this will be addressed in future releases) however the majority of cases listed below will be from the final stages of Meadowship Homes 1. This is concluding and purchasing has begun on phase 2 which should start to see more tenancies being offered in the upcoming months. It remains the case that we have insufficient numbers of properties becoming available to allow us to discharge our statutory duties and therefore numbers in TA are unable to reduce at the present time.</p>



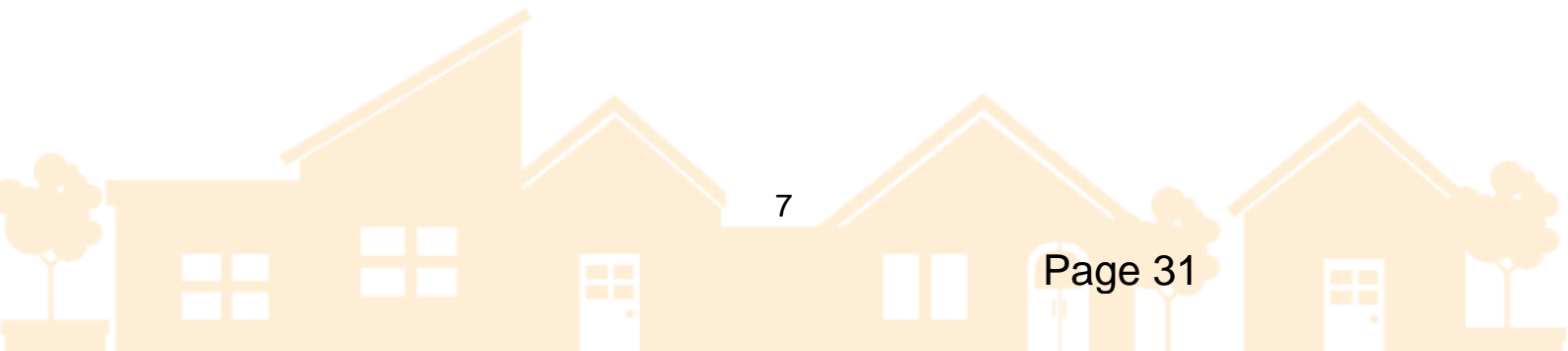
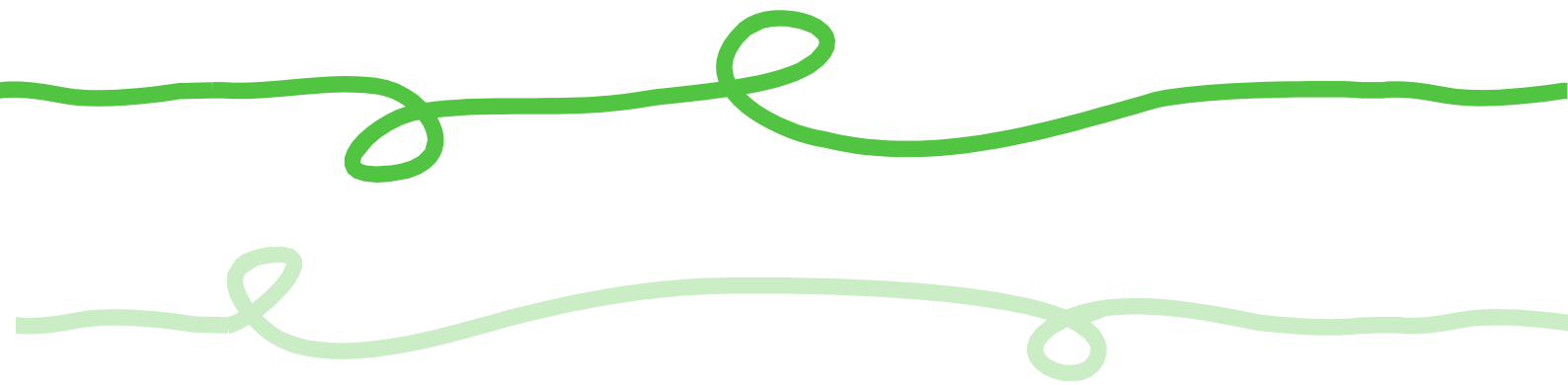
#### 2022/2023

	Sheltered	0/1 Bed	2 Bed	3 Bed	4 Bed +	
Housing Association (CBL)	25	223	119	82	6	455
Meadowship	0	19	58	67	10	154
Beehive	0	2	1	1	0	4
More Homes Bromley	0	10	58	6	0	74
Private Rented	0	69	48	12	5	134
Totals	25	323	284	168	21	821

#### 2023/2024

	Sheltered	0/1 Bed	2 Bed	3 Bed	4 Bed +	
Housing Association (CBL)	-	34	38	12	1	85
Meadowship / Beehive	-	1	15	5	2	23
Bromley Owned Units	-	0	0	0	0	0
More Homes Bromley	-	1	6	0	0	7
Private Rented	-	19	21	2	0	42
Totals	-	55	80	19	3	157

# Planning KPIs

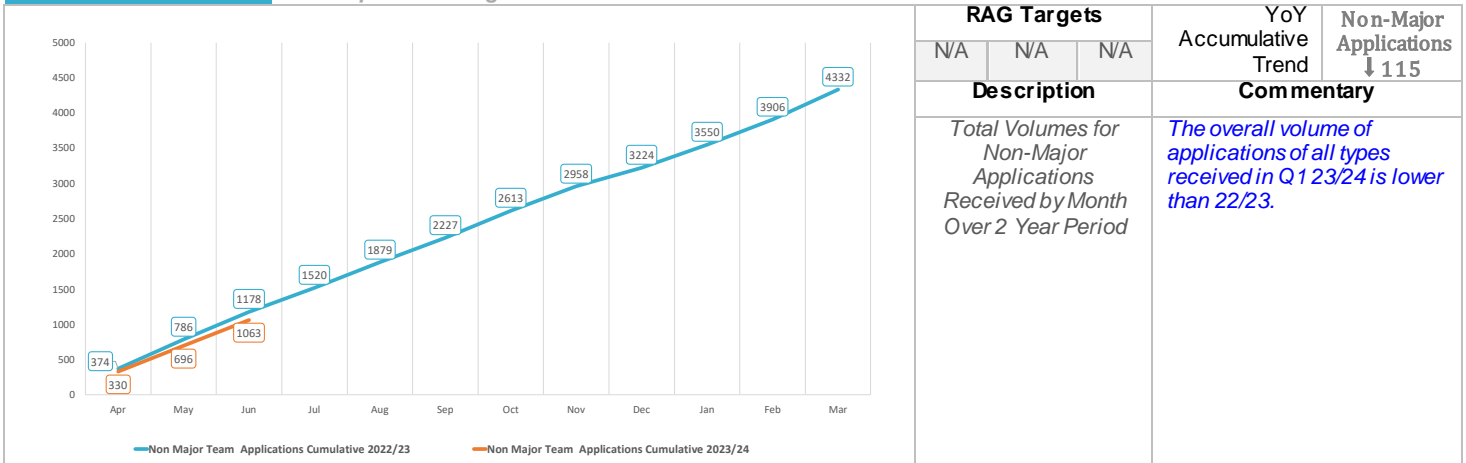


# RRH Portfolio Performance Report

## HPR Monthly Operational KPIs – June 2023

### KPI P1 Non-Major Team All Applications Types – Volumes

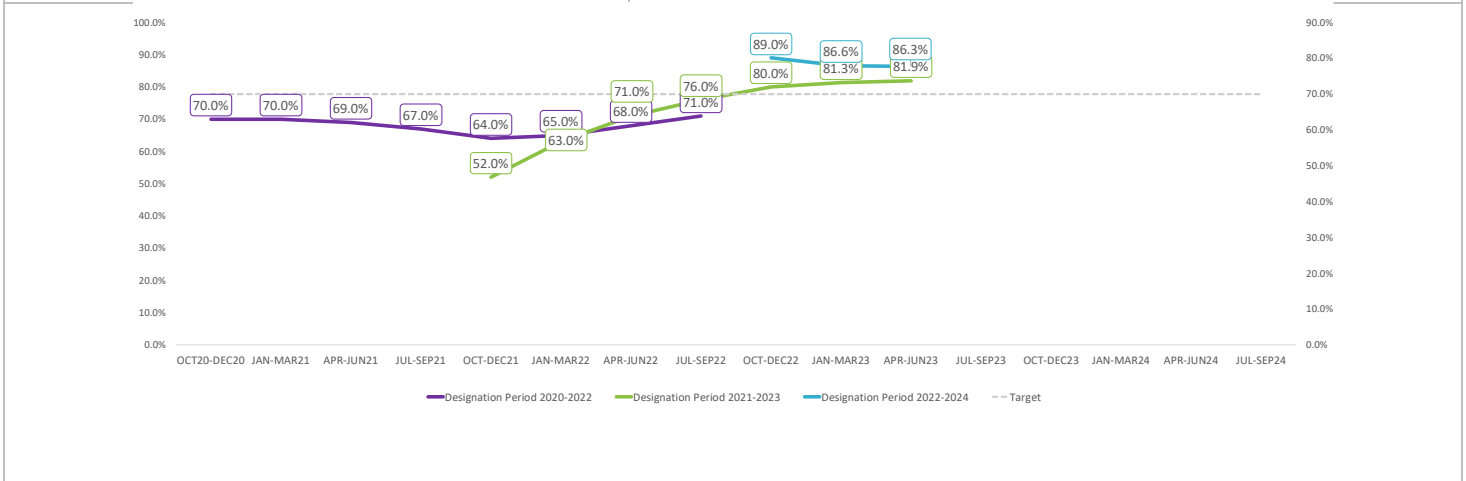
*Development Management*



### KPI P2 Non-Major Applications – Timeliness

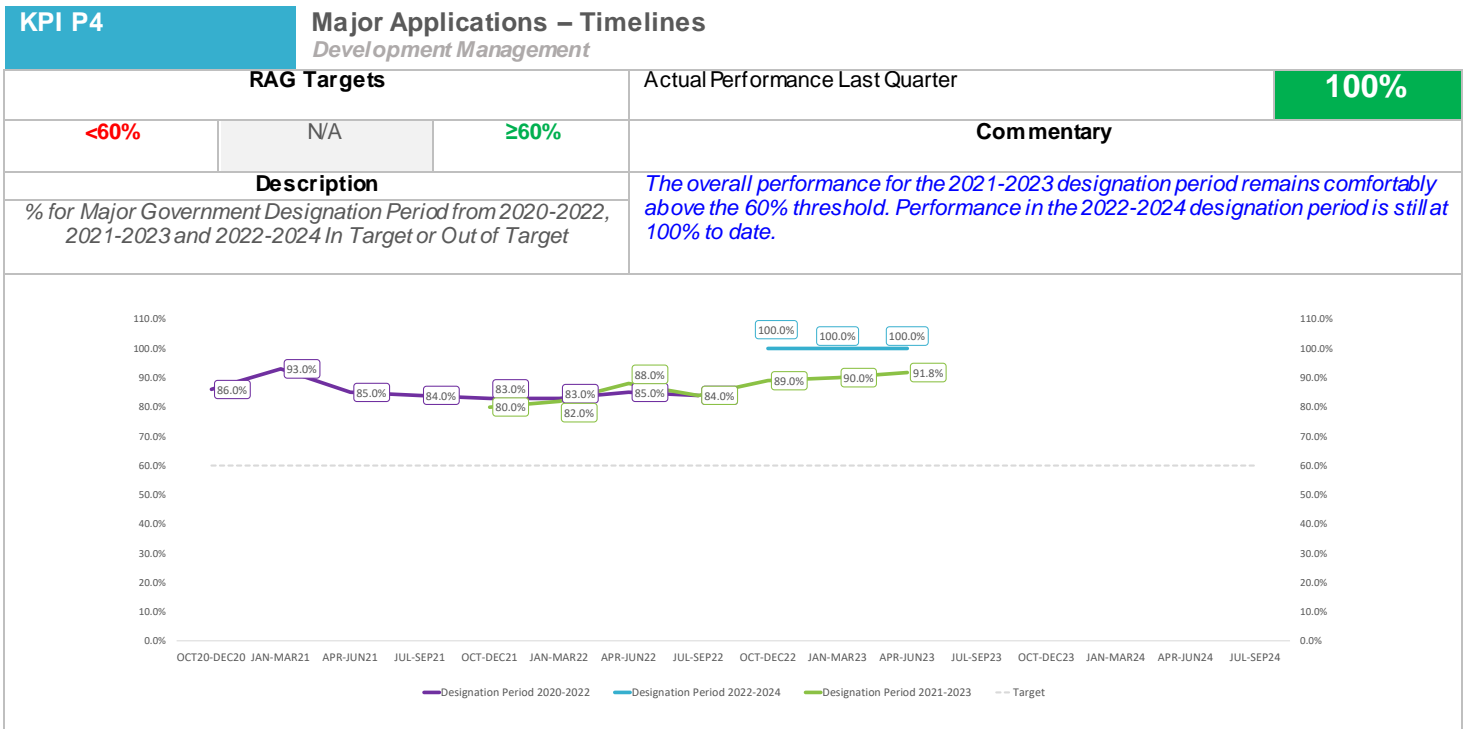
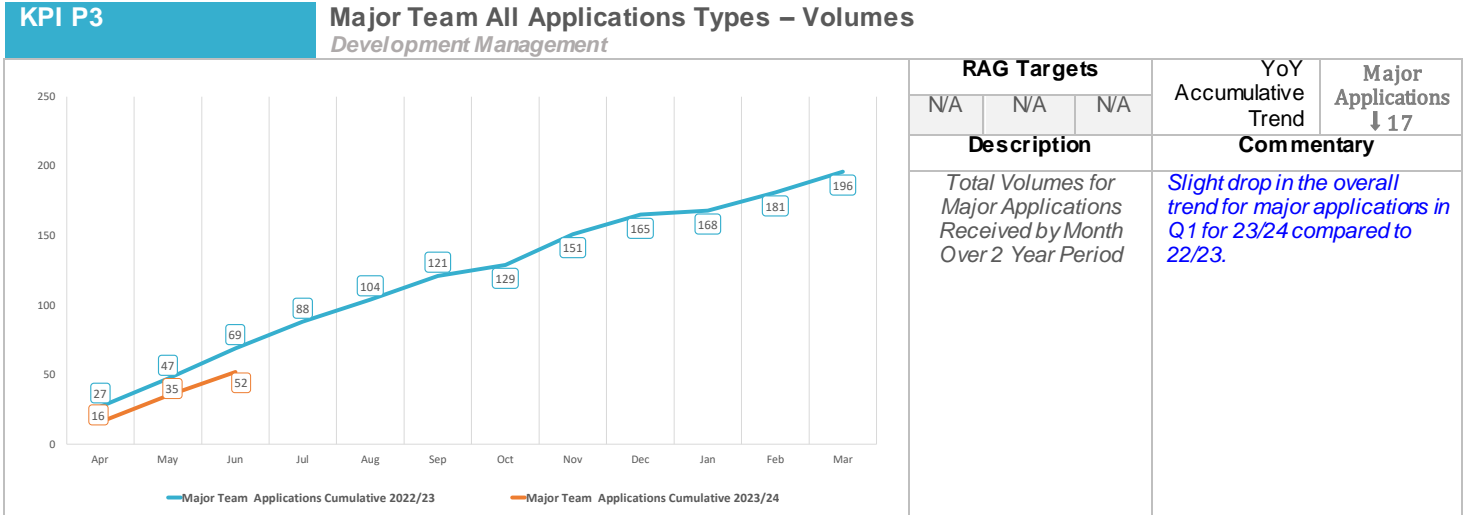
*Development Management*

RAG Targets			Actual Performance this Quarter
<70%	N/A	≥70%	85.7%
Description			Commentary
% for Non-Major Government Designation Period from 2020-2022, 2021-2023 and 2022-2024 In Target or Out of Target			Performance is still comfortably above the 70% target for the 2021-23 designation period and we are on track to remain above the threshold at the end of Q2. Performance in the 2022-2024 period remains comfortably over the 70% target.



# RRH Portfolio Performance Report

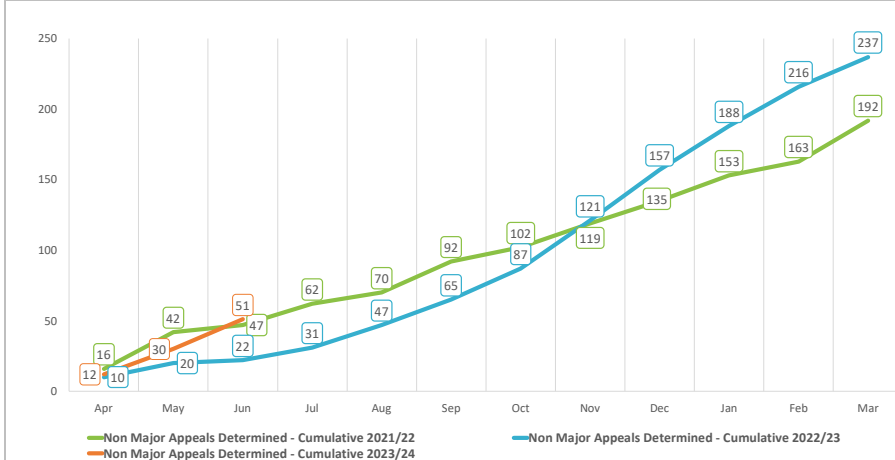
## HPR Monthly Operational KPIs – June 2023



# RRH Portfolio Performance Report

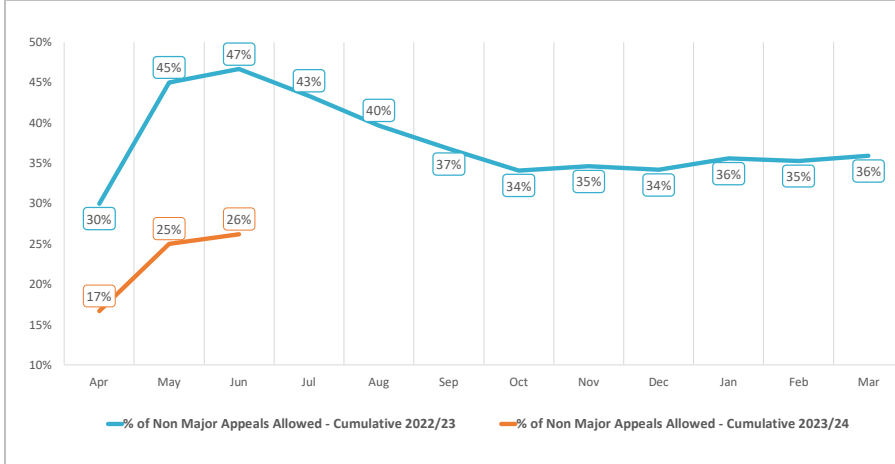
## HPR Monthly Operational KPIs – June 2023

### KPI P5 Non-Major Appeals Determined – Volumes



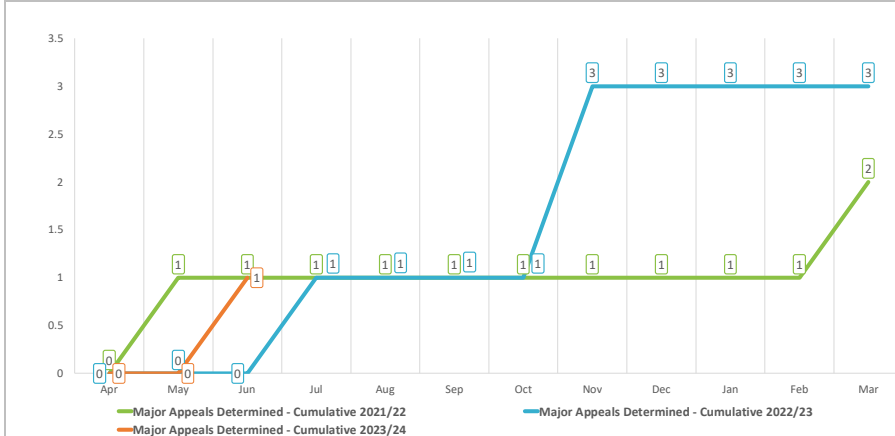
RAG Targets			YoY Accumulative Trend	Non-Major Appeals ↑ 29
N/A	N/A	N/A		
<b>Description</b>			<b>Commentary</b>	
Total Volumes for Non-Major Appeals Determined by Month			The number of appeals determined has increased slightly compared to last year as expected as more applications have been determined following the clearing of the application backlog	

### KPI P6 Non-Major Appeals Allowed – %



RAG Targets			Actual Performance this Month	Major Applications ↓ 21%
N/A	N/A	N/A		
<b>Description</b>			<b>Commentary</b>	
Percentages Average for Non-Major Appeals Allowed by Month Over 2 Year Period			Performance has improved partly due to a larger number of non-determination appeals being submitted last year following the post COVID application backlog, which has now been cleared.	

### KPI P7 Major Appeals Determined – Volumes

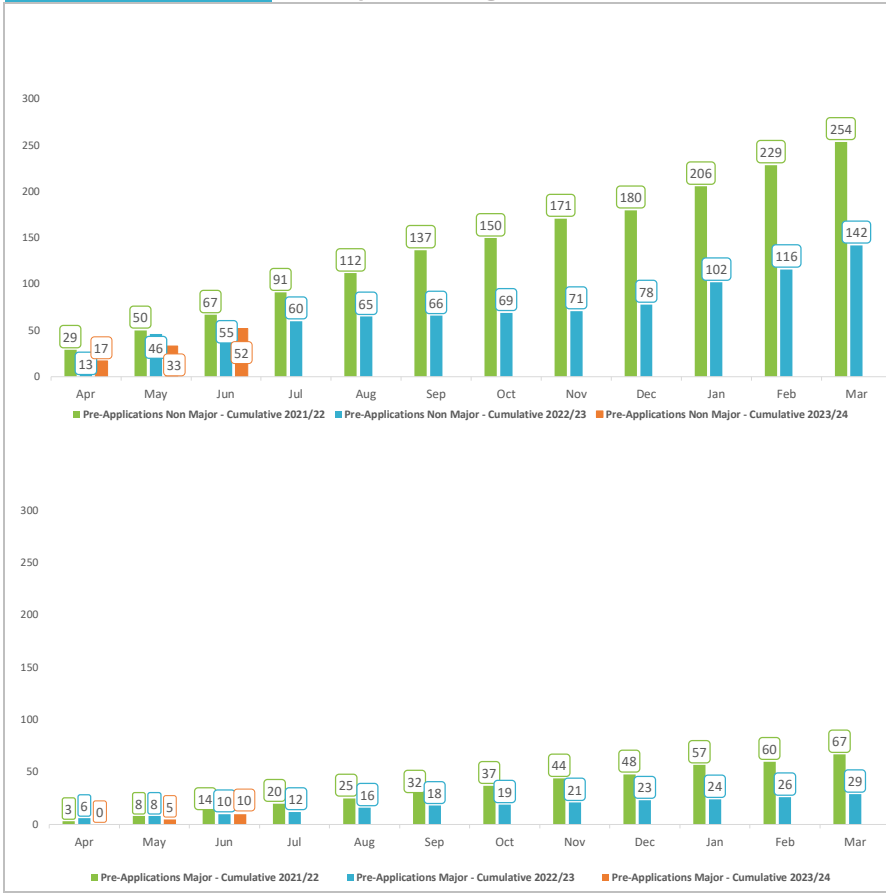


RAG Targets			YoY Accumulative Trend	Major Appeals ↑ 1
N/A	N/A	N/A		
<b>Description</b>			<b>Commentary</b>	
Total Volumes for Major Applications Received by Month			There is a consistently small number of major appeals following work by the major applications team to try to avoid refusals for major applications wherever possible by negotiation or encouraging withdrawal - this is a continuing trend.	

# RRH Portfolio Performance Report

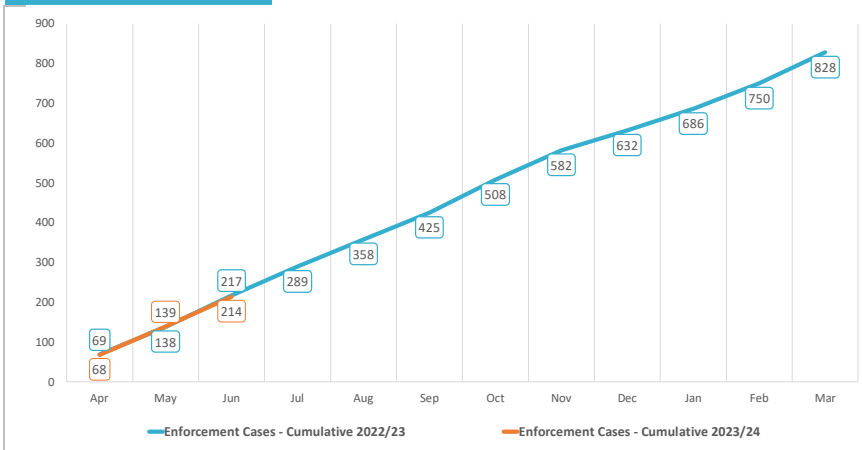
## HPR Monthly Operational KPIs – June 2023

### KPI P8 Pre-Applications Non-Majors and Majors – Volumes *Development Management*



RAG Targets			Actual Cumulative Performance YTD	Non-Majors Pre-Apps ↓ 33	Majors Pre-Apps ↓ 2
N/A	N/A	N/A			
Description			Commentary		
Total Volumes for Pre-Applications Received for Non-Majors and Majors in FY21/22, 22/23 against Non-Majors and Majors FY 2023/24			<p>The pre-application service was partially suspended in relation to non-major applications other than proposals for 5 or more residential units, explaining the reduction in submissions during 2022. The service is now resumed in full as of 1st January 2023.</p> <p>Note: There is currently no KPI for the determination of major pre-applications although we aim to deal with non-major pre-applications in 8 weeks but there is no specific target % that we seek to hit. Pre-applications are a non-statutory part of the service and have not been prioritised over planning applications, which have statutory determination targets.</p>		

### KPI P9 Enforcement Cases – Volumes *Enforcement*

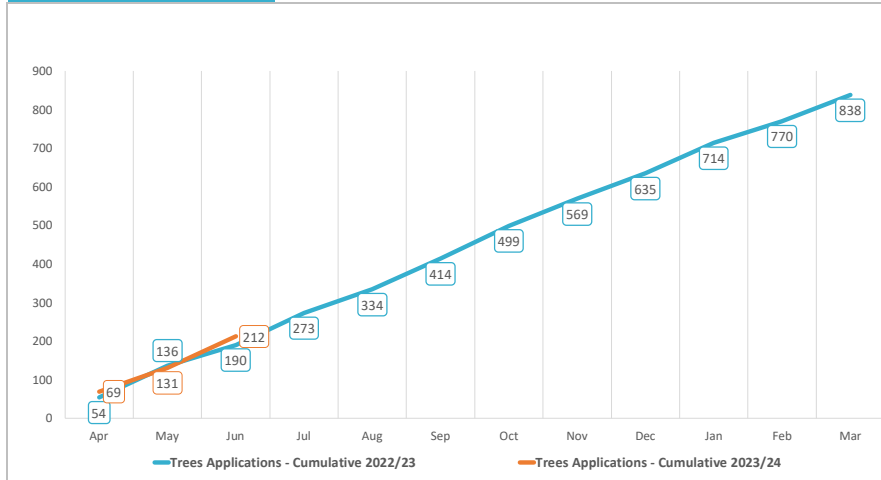


RAG Targets			YoY Accumulative Trend	Enforcement Cases ↓ 3
N/A	N/A	N/A		
Description			Commentary	
Total Volumes for Planning Enforcement Cases Logged by Month Over 2 Year Period			Steady uptrend this year as previous year but with lower volumes of cases logged applications, no major changes.	

# RRH Portfolio Performance Report

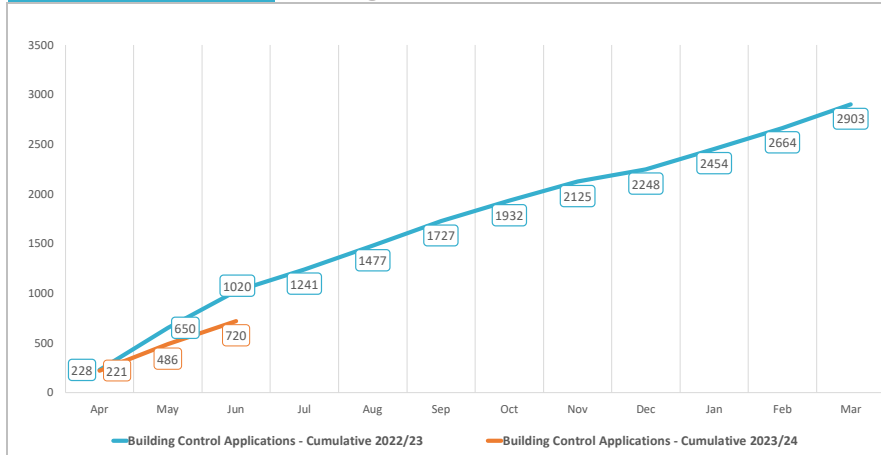
## HPR Monthly Operational KPIs – June 2023

### KPI P10 Trees Applications – Volumes



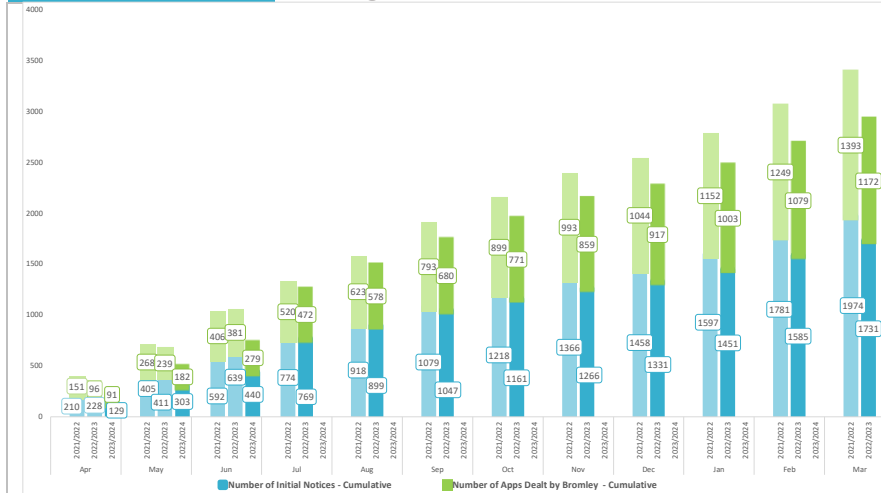
RAG Targets			YoY Accumulative Trend	Trees Apps
N/A	N/A	N/A		↑22
Description			Commentary	
Total Volumes for Tree Applications Received by Month Over 2 Year Period			The tree application numbers are broadly consistent with previous years.	

### KPI P11 Building Control Applications – Volumes



RAG Targets			YoY Accumulative Trend	Building Control Apps
N/A	N/A	N/A		↓300
Description			Commentary	
Total Volumes for Applications Received by Month Over 2 Year Period			The downturn in total number of applications compared with last year continues. This is expected given the current state of the economy.	

### KPI P12 Market Share – Volumes

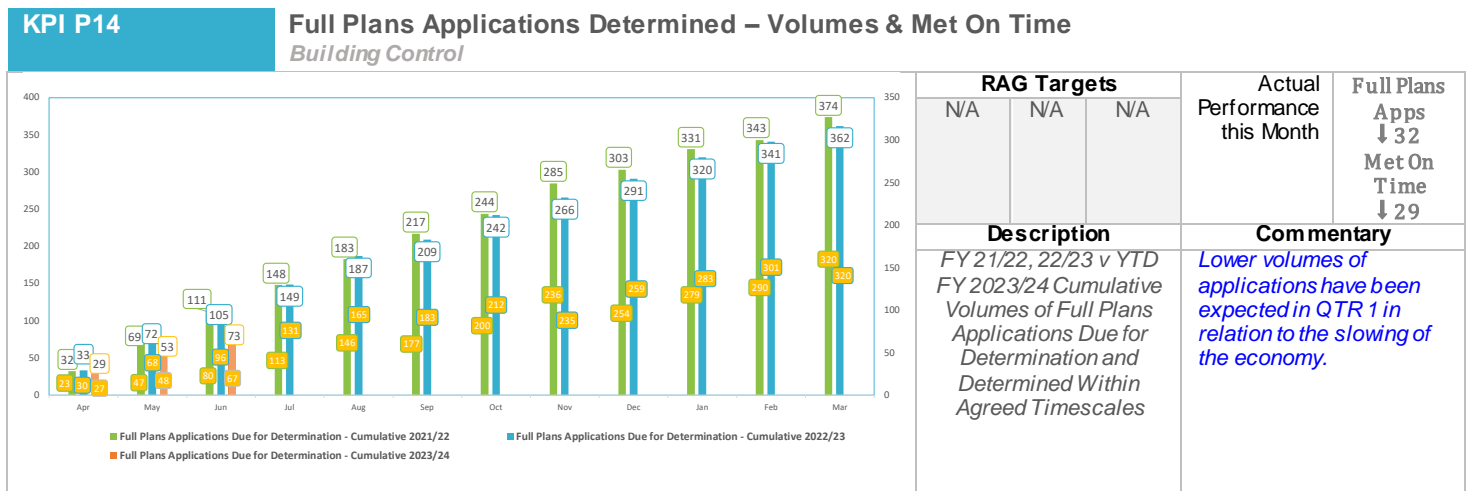
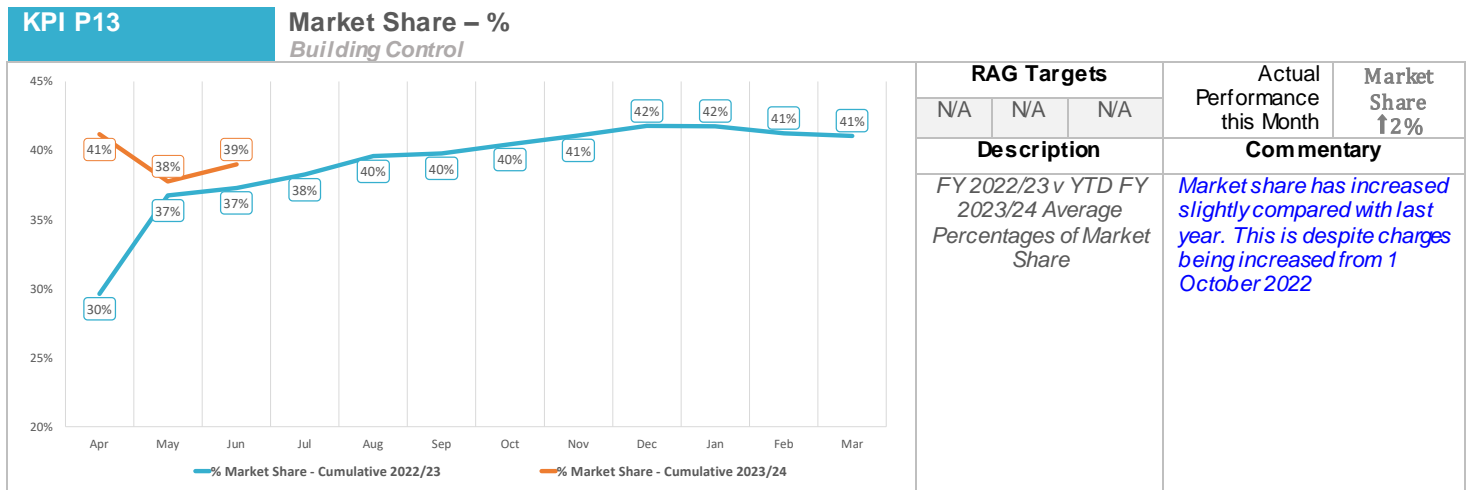


RAG Targets			Actual Performance this Month	Initial Notices
N/A	N/A	N/A		↓199
Description			Commentary	
FY 21/22, 22/23 v YTD FY 2023/24 Volumes for Number of Initial Notices, Number of Applications Dealt by Bromley and Percentages of Market Share Last FY and YTD			Market share continues to compare favourably compared with last year. This is despite charges being increased from 1 October 2022	
			Apps Dealt by Bromley ↓102	



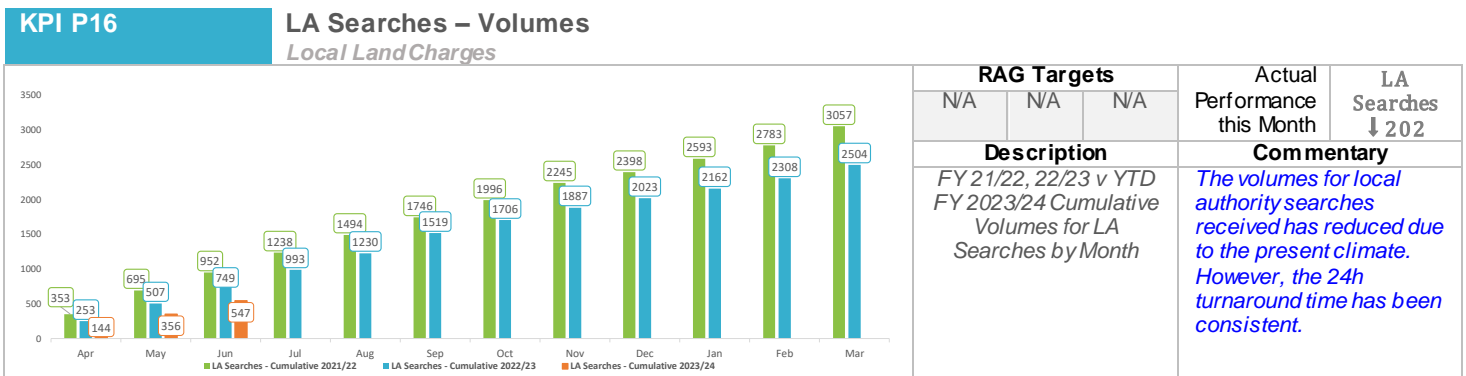
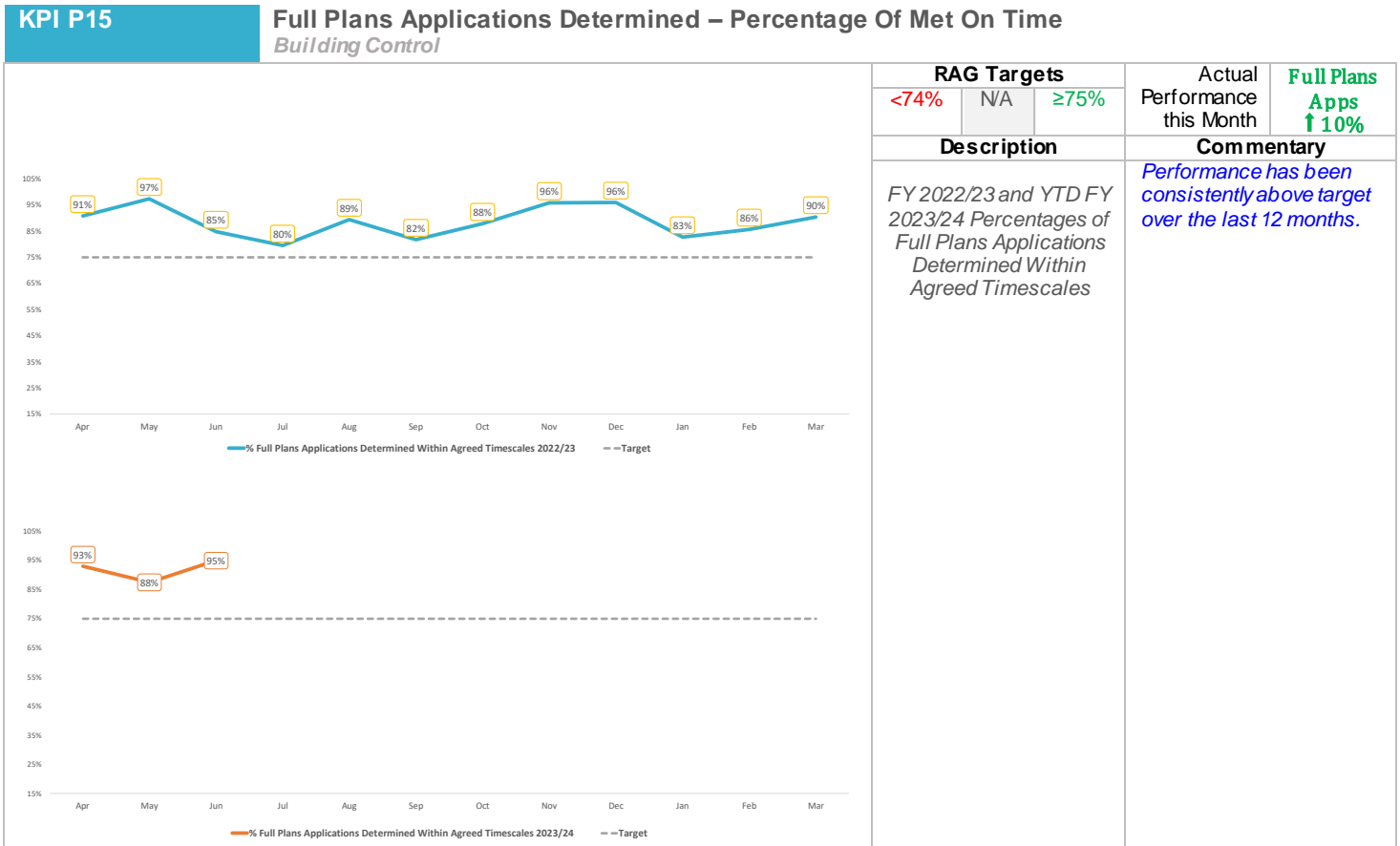
# RRH Portfolio Performance Report

## HPR Monthly Operational KPIs – June 2023



# RRH Portfolio Performance Report

## HPR Monthly Operational KPIs – June 2023



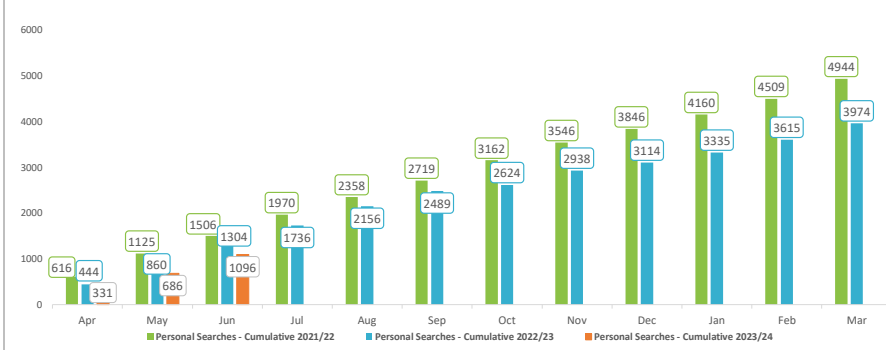
# RRH Portfolio Performance Report

## HPR Monthly Operational KPIs – June 2023

### KPI P17

### Personal Searches – Volumes

#### Local Land Charges



RAG Targets			Actual Performance this Month	Personal Searches ↓ 208
N/A	N/A	N/A		
<b>Description</b>			<b>Commentary</b>	
FY 21/22, 22/23 v YTD FY 2023/24 Cumulative Volumes of Personal Searches by Month			The volumes for personal searches received has reduced due to the present climate. However, the 5 working days turnaround time has been consistent throughout the year.	

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# Grants - Won/Live

Department	Name of Grant	Source of Grant (Agency/Organisation Name)	Grant available for following LBB Purposes	Intended LBB Use (Statement of Intent)	Latest Status (as at Jun-23)	Deadlines to Spend	Amount Applied For/Allocated	Amount Awarded	Matched Funding	Spend to Date (as at Jun-23)	Expired and Returned
Housing	Homelessness Prevention Grant	Ministry of Housing, Communities and Local Governments	Preventing / Resolving Homelessness 2023/24	Bromley has an established toolkit covering a range of initiatives which seek to prevent homelessness or secure alternative accommodation. For example, rental deposits assist in clearing existing rental arrears to prevent eviction.  Included within this funding is a dedicated Domestic Abuse Allocation of £100k for 2024/25 <small>2022-2023: £455,238, 2023-2024: £428,111, 2024-2025: £359,071, Total Sum total £455,238, £428,111, £359,071, £1,242,420</small>	Confirmed to receive £3,747,432 for Financial Year 2023/24.	Ongoing Annually	£3,747,432	£3,747,432	£0	£936,858	N/A - ongoing
Housing	Rough Sleeping initiative 5 (2022-2025)	Department for Levelling Up, Housing, and Communities	To build on the successes already established through RSI, to continue the work to reduce the number of rough sleepers and enhance services for those and them for those at risk of sleeping rough.	Employment support officer (ETE) £34,968, £47,256, £0, £82,224 Project Support Officer (ex-offenders) £53,550, £109,600, £115,228, £278,378 Rough Sleeping Team (Co-ordinator, and support workers) £121,260, £85,505 <small>2022-2023: £428,622.59, 2023-2024: £428,622.59, 2024-2025: £428,622.59, Total £1,285,868</small>	(a) Awarded amount of £1,242,420 is a 3 year funding (b) 2022/3 underspend of £42,662.59. This has been carried forward into 2023/24 budget.	Apr-25	£2,089,431	£1,242,420	£0	£35,938	No return required.
Housing	Youth Homelessness	Ministry of Housing, Communities and Local Governments	TBC	TBC	None spent to date. This has been carried forward to financial year 2023/24.	Mar-24	TBC Government allocate funding	£89,000	£0	£0	-
Housing	Disabled Facility Grant	DLUHC	Capital funding for the provisions of home adaptations to help older and disabled people to live as independently and safely as possible in their home.	Provision of home adaptations in line with Grant purpose	Capital budgets under review by Finance, full update should be available next quarter. NB Total figure includes 2.4million in this years award plus 3.7million funds carried forward.  Note(s): (a) Capital budgets under review by Finance full update should be available next quarter.	Ongoing	TBC Government allocate funding	£7,147,831	£0	£1,786,957	No return required.
Housing	AFEO Funding	DLUHC	Allowing the Council and Probation Services to boost its partnership work to find suitable and safe accommodation for ex-offenders and help to minimise repeat offending and rough sleeping.	House ex-offenders into PRS accommodation	MOU received	2023-2025	TBC Government allocate funding	£296,257	£0	£26,104	-
Compliance & Strategy	Homes for Ukraine	Department for Levelling Up, Housing, and Communities	People fleeing the war in Ukraine, following the Governments Homes for Ukraine Programme	Re-housing people from Ukraine into approved Sponsor Accommodation	BAU - ongoing project.  Note(s): The spending figure for this financial quarter also includes the additional Homelessness Prevention Grant, Homes for Ukraine Top-Up funding.	Ongoing	TBC Government allocate funding	£8,000,325	£0	£591,214	-
Compliance & Strategy	Household Support Fund	Department for Work & Pensions	Initially Covid response, now for cost of living	To assist those who are financially vulnerable and physical/mental vulnerability - e.g. benefit capped h/hold, domestic abuse, disabled households, FSM during school holidays	Due to roll out in June 2023, distribution proposal signed off at Exec in March 2023	Mar-24	TBC Government allocate funding	£3,735,765	£0	£70,416	-
Economic Development	Night Time Enterprise Zone	GLA	Improving footfall in Bromley town centre, with a focus on evening economy	Interventions include event programme and capital infrastructure investment in Bromley Town Centre	First claim for £46k submitted March 2023. Churchill Theater Lighting Project funded by GLA likely to miss milestone owing to decision making timeframe.	Mar-24	£130,000	£130,000	£110,000	£46,000	-
Economic Development	UKSPF - People and Skills	Local London	brokerage support for economically inactive residents	Care leavers programme, SEND programme and establishing labour shortage/employment and skills centre in Orpington with LSEC	Working on design of programmes before grant agreement. Care leavers programme out to tender.	Mar-25	allocation	£634,120	£0	£0	-
Regeneration	Changing Places Funding	DLUHC	Improving accessibility across the Borough	To improve access to toilet facilities for all, by providing 4 Changing Places facilities in strategic locations	£160k received by the Council August 2022. £185k more funding secured in early 2023 for 2 more facilities.  Note(s): (a) £10,000 matched funding from Crystal Palace Park Trust	Spend before March 2024	£405,000	£405,000	£10,000	£0	-
Regeneration	High Street for All	GLA	Improving footfall in Bromley town centre, with a focus on young people	To help create a vibrant town centre	August 23 update - Final claim forms approved in early August. Grant to be paid in 23/24 Q2.	Spend before end of July 2023	£200,000	£140,000	£0	£115,367	No return required.
Regeneration	Affordable Housing programme (1)	GLA	To improve delivery of Bromley homes for Bromley residents	To deliver affordable homes in Bromley	Total received to date Burnt Ash Lane, £2.5m Anesley, £1M Bushell, £2,120,502 York Rise (start on site only) £3,825m West Wickham (start on site only) £1,039m please note deadline to spend apply so start on site only which have all been achieved	Mar-24	£10,485,002	£11,160,002	£0	£10,485,002	No return required.
Regeneration	Affordable Housing programme (2)	GLA	To improve delivery of Bromley homes for Bromley residents	To deliver more affordable homes in Bromley	August 23 - confirmation received successful reallocation of funding.	Spend before end of March 2026-28	£37,500,000	£37,500,000	£0	£0	-
Regeneration	Strategic Investment Fund	City of London	For restoration and conservation of Crystal Palace Subway	For phase 1 of restoration and conservation of Crystal Palace Subway	Received to date £585k  Note(s): (a) Matched funding from Historic England Funding used	Jul-23	£2,340,000	£2,340,000	TBC	£500,000	-
Regeneration	Heritage at risk grant	Historic England	to remove the subway off the heritage at risk register	Restore subway and remove asset off at risk register	Received to date 639k  Note(s): (a) Matched funding from SIP funding used	Jul-23	£639,000	£639,000	TBC	£639,000	-
Regeneration	Heritage at risk grant	Historic England	to remove the subway off the heritage at risk register	Restore subway and remove asset off at risk register	Received £148k to date	Jul-23	£400,000	£320,000	SIP	£148,000	-
Culture	NTPs (Non Turf Pitches)	London Cricket Trust/England Cricket Board	Installation of Non-Turf Cricket Pitches in Parks	Installation of pitches at the following sites: Goddington Park, Poverest Park, Biggin Hill Recreation Ground, Alexandra Recreation Ground	Report to be presented at PDS on June 2023 recommending accepting the external capital funding. A decision will be made at July Executive	TBC	£40,000	TBC based on quotes for works	£0	£0	-
Culture	Parks Tennis Regeneration Fund	LTA (from DCMS)	Improve existing park tennis courts which refurbishment	Refurbish tennis courts at the following sites: Church House Gardens, Coney Hall Rec, Poverest Park, Goddington Park	Executive on 30th November 2022 agreed the external funding, currently reviewing legal terms with the funder.	Mar-24	£230,530	TBC based on quotes for works	£0	£0	-

Economic Development	UKSPF Borough Allocation - Supporting Local Business (SLB) and Communities and Place (C&P)	GLA	business support 1-1 advisory and regeneration supporting socio-economic outcomes	For business support; Employment land and space study, supply chain programme, business advisor support, start up continuation and online hub continuation. For communities and place, west wickham library scheme.	The second (Claim 2) for April - June 2023 was completed for SLB and Communities & Place in July 2023 and returned to GLA (following completion of the previous interim borough MI return for the previous financial year)	Mar-25	£1,622,550	£1,622,550	£0	£504,153	
Regeneration	National Lottery Heritage Fund	NLHF	To support heritage deficit in Crystal Palace Park	To support first phase of Regeneration Plan in CPP, funding it for a total of £4.95m, but given in development and delivery phase, Council have secured development first for now which is £304,350	Grant added to capital programme in April 2023. Deadline to spend Development Phase is May 25	May-25	£304,350	£304,350	£200,000	£0	
Regeneration	Changing Places Funding	DLUHC	Improving accessibility across the Borough	Sites identified, The Warren and Biggin Hill Leisure Centre	Projects in scoping, Biggin Hill will be a transfer to Myame.	Mar-24	£182,000	£182,000	£0	£0	
Regeneration	Brown Field Release Fund	One Public Estate	To Support development of Bromley North (affordable Housing site)	To support the delivery of affordable housing and unlocking a challenging brown field site	Funding awarded 01/08/2023. All contracts for site preparation works to be signed by end of FY with evidence provided to OPE by 12/04/2024	Mar-24	£720,000	£720,000	£0	£0	

## Grants - Outstanding

Department	Name of Grant	Source of Grant (Agency/Organisation Name)	5(1) Grant available for following LBB Purposes	Intended LBB Use	Latest Status	Amount Applied For	Matched Funding (Y/N)
Economic Development	GLA Strategic Investment Fund (SIF) proposal for dark fibre infrastructure	GLA	Investment in the development of local dark-fibre broadband network to enable upgrade of Council-owned sites/buildings to full-fibre, including extra capacity for additional commercial investment in the Borough.	To develop the local dark-fibre broadband network and enable upgrade of Council-owned sites/buildings to full-fibre, including extra capacity for additional commercial investment in the Borough.	At Boldyn negotiations now after success in GLA initial review stages. Indication a potential subcontractor is willing to provide additional 0.5M match (note tender process managed by Boldyn not LBB).	£1,000,000	£48,600
Compliance & Strategy	ESF FAST-CARE	European Social Fund - via DWP (London Councils have submitted a bid on behalf of all 33 London Boroughs)	Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine	Continued support of arrivals from Ukraine under the HFU scheme including transition support from sponsor accommodation to independent accommodation as required	Anticipating an update in June 2023	£788,424	£0
						<b>£ 1,788,424.00</b>	

**Total**

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## Housing, Planning and Regeneration Risk Register

REF	DIVISION	RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title)	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
1	All	<b>Failure to deliver against Housing Financial Strategy</b>	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Demand led statutory services which can be difficult to predict</li> <li>- High number of households meeting criteria for temporary accommodation</li> <li>- Lack of suitable housing</li> <li>- Increased costs at 2 Traveller Sites for repairs and maintenance</li> <li>- Impact and inflation and increased demand on accommodation for temporary accommodation across London</li> <li>- Temporary accommodation not keeping pace with increasing costs of temporary accommodation</li> </ul> <p>Increase number of households approaching</p> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to achieve a balanced budget</li> </ul>	Financial	5	5	25	<ul style="list-style-type: none"> <li>- Match financial planning to Council priorities</li> <li>- Plans to deliver increased housing supply through increased acquisitions</li> <li>- Conditions attached to s106 to ensure it is spent on additional affordable housing provision to reduce the reliance on temporary accommodation</li> <li>- Budget monitoring and forecasting</li> <li>- Regular reporting to CLT and Members via the Committee reporting process</li> <li>- Internal audit framework</li> <li>- Regular review of strategies to prevent homelessness and identify/develop temporary accommodation housing</li> <li>- Determination at planning stage to ensure collection of obligations due (S106)</li> <li>- Conditions attached to S106 funding received to ensure it is spent on preventing homelessness</li> <li>- Constantly reviewing service operations for potential efficiencies</li> <li>- All relevant statutory strategies implemented</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>- Ensure the continued delivery of the housing schemes as set out in the Transformation Board Housing Plan</li> <li>- Complete the feasibility studies for the Phase 2 housing development sites</li> <li>- Close monitoring required for homeless approaches. This will allow earlier identification of any changes in homelessness demand which could have an impact of adding further financial pressures</li> </ul>	Director, Housing, Planning and Regeneration (Sara Bowrey)
2	Housing Needs	<b>Failure to deliver effective Housing Needs services</b> The Council is unable to deliver an effective Housing Needs service to fulfil its statutory obligations	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- very demand led</li> <li>- difficulties in recruiting experienced staff</li> <li>- homelessness is increasing in number and complexity of cases needing maximisation of early intervention</li> <li>- Lack of awareness of where households need to approach services</li> <li>- Lack of suitable housing options.</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to fulfil statutory obligations</li> <li>- Impact on life chances and outcomes for individuals and families in need of Housing Services</li> <li>- Reputational damage</li> <li>- Legal challenge</li> <li>- Financial Impact</li> </ul>	Legal	4	4	16	<ul style="list-style-type: none"> <li>-The homelessness forum has been established and is taking forward the priorities of the homelessness strategy</li> <li>- Implementing the Homelessness Strategy - the multi-agency Homelessness Forum has been established and implemented and other priorities of the Strategy are being taken forward</li> <li>- Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money</li> <li>- Housing Transformation Board programme being implemented</li> <li>- Implementation of new Housing schemes to ensure the supply reduces the reliance on nightly paid accommodation</li> <li>- Provide a competitive private sector offer</li> <li>- All relevant statutory strategies implemented</li> <li>- Ensuring grant funding is pursued and properly utilised.</li> <li>- Comprehensive and flexible approach to managing homelessness with a range of schemes to support households to either remain in their own home or to secure affordable accommodation.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>-The majority of officers are now attending the office 2 + days per week.</li> <li>- North Block reception is now open and clients are being seen face to face on an appointment basis</li> <li>- Recruitment is progressing an a number of posts have been recruited to and contracts are commencing.</li> </ul>	Assistant Director, Housing (Lynnette Chamielec)
3	Housing Needs	<b>Temporary Accommodation</b> Inability to effectively manage the volume of people presenting themselves as homeless and the additional pressures placed on the homelessness budgets	<p><b>Causes:</b></p> <ul style="list-style-type: none"> <li>- Changes in government funding</li> <li>- Rising number of placements (approx. 15 per month)</li> <li>- Lack of local, affordable sustainable options</li> <li>- Increased homelessness and lack of access to accommodation</li> </ul> <p>- uncertainty around the impact of move on requirements for schemes such as Homes for Ukraine, Afghanistan resettlement programme</p> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to fulfil statutory obligations</li> <li>- Impact on life chances and outcomes for individuals and families in temporary accommodation</li> <li>- Increased risk of legal challenge due to provision of unsuitable accommodation (including shared accommodation)</li> <li>- Pressure on other services</li> <li>- Increase in the number of out of borough placements</li> </ul>	Legal	5	4	20	<ul style="list-style-type: none"> <li>- Focus on preventing homelessness and diversion to alternative housing options through:-</li> <li>- Landlord and Tenancy advice, support and sustainment</li> <li>- Assistance, (including financial aid) to access the private rented sector</li> <li>- Access to employment and training</li> <li>- Debt, money, budgeting and welfare benefits advice, including assistance to resolve rent and mortgage arrears</li> <li>- Sanctuary scheme for the protection of victims of domestic violence</li> <li>- Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money -</li> <li>- Development of social housing on LBB sites and implementation of Meadowship Homes acquisition</li> <li>- Implementing the Homelessness Strategy - setting up the multi agency Homelessness forum and taking forward the priorities of the strategy</li> <li>- New incentive campaign for private sector landlords embedded and benefits being realised</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- The Phase 1 Meadowship Homes scheme is almost at completion</li> <li>- Converting tenancies in the More Homes Bromley scheme from temporary to permanent</li> <li>- Complete the feasibility assessment for Phase 2 of the Bromley Housing Development Programme</li> <li>- Implement Phase 2 of Meadowship Homes Scheme, which will see the purchase of a further 200+ properties</li> <li>- Undertake a programme of the SLA agreements and quality assurance for temporary accommodation to ensure that accommodation procured meets all required accommodation standards</li> <li>- Review the requirement for block bookings to secure temporary accommodation supply</li> </ul>	Assistant Director, Housing (Lynnette Chamielec)
4	Housing Needs (Housing Strategy)	<b>Capital Grant</b> Failure to deliver the Council's affordable housing strategy in support of statutory obligations Lack of infrastructure in place where growth is occurring	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Lack of availability of external capital grant (Housing Associations) to deliver key housing schemes</li> <li>- Lack of available suitable sites within the borough on which to develop new affordable housing schemes over the short to medium term together with delays in completing developments</li> <li>- Potential fluctuations in house prices and supply chains</li> <li>- Schemes not granted planning permission to develop identified sites</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to fulfil statutory obligations</li> <li>- An inadequate supply of housing will lead to an inability to meet housing needs of a range of client groups in support of statutory housing and homelessness duties.</li> </ul>	Social	4	4	16	<ul style="list-style-type: none"> <li>-Participation in negotiations on the affordable housing provision on section 106 applications, ensuring that the affordable housing obligation reflects local adopted planning policy and local statutory and high priority housing need</li> <li>- Work underway to streamline the S106 process to ensure that the Council maximises the use of available funding to meet housing needs</li> <li>- Determination at planning stage to ensure collection of obligations due</li> <li>- Conditions attached to funding received to ensure it is spent on preventing homelessness</li> <li>- Development group with Housing Associations established to improve relationships with planners and developers to increase supply of affordable housing</li> <li>- Bromley Federation of Housing Association Meetings resumed.</li> <li>- Role on Recruitment and Retention Board</li> <li>- Review the recruitment/retention of housing staff including packages for retaining staff</li> <li>- Developing apprenticeship and trainee roles in Planning Services</li> <li>- Gratings and role responsibilities for key posts benchmarked</li> <li>- Promotion of employment prospects and career progression in Bromley enhanced</li> <li>- Working with specialist recruiters.</li> <li>- Salary benchmarking and key roles consideration</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>- Discussions held with individual registered providers.</li> <li>- Planning seeking to maximise affordable housing delivery through planning consents and s106 funding</li> <li>- Ongoing negotiations to maximise grant rates for affordable housing delivery</li> </ul>	Assistant Director, Housing (Lynnette Chamielec)
5	Housing, Planning and Regeneration	<b>Recruitment and Retention</b> Failure to recruit and retain key skilled staff with suitable experience/qualifications	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to compete with other organisations to recruit the highest quality candidates to build an agile workforce</li> <li>- Small pool of experienced workers</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to identify and meet service user needs</li> <li>- Provision of service to ineligible clients</li> <li>- Provision of service prior to/without appropriate authorisation</li> <li>- Lack of skill sets result in an inability to deliver effective housing services and planning services as well as progressing housing and regeneration schemes.</li> <li>- Impact on life chances and outcomes of families and young people.</li> </ul>	Personnel	5	4	20	<ul style="list-style-type: none"> <li>- Recruitment drive to convert locums to permanent staff</li> <li>- Council's recruitment web site includes a video virtual tour of the Council in housing</li> <li>- Support in effectively managing staff performance</li> <li>- Bespoke training for first line managers</li> <li>- Training and quality assurance of best practice</li> <li>- Role on Recruitment and Retention Board</li> <li>- Review the recruitment/retention of housing staff including packages for retaining staff</li> <li>- Developing apprenticeship and trainee roles in Planning Services</li> <li>- Gratings and role responsibilities for key posts benchmarked</li> <li>- Promotion of employment prospects and career progression in Bromley enhanced</li> <li>- Working with specialist recruiters.</li> <li>- Salary benchmarking and key roles consideration</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>- Consideration to be given around succession planning across the department</li> <li>- Recruitment and retention package developed.</li> </ul>	Director, Housing, Planning and Regeneration (Sara Bowrey)  Supported by Director, Human Resources (Charles Obazuaye)

## Housing, Planning and Regeneration Risk Register

REF	DIVISION	RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title)	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
7	Housing, Planning and Regeneration	<b>Business Interruption / Emergency Planning</b> Failure to provide Council services or statutory requirements of mass illness/fatalities scenario following a business interruption or emergency planning event	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Business Interruption could be caused by Loss of Facility (fire, flood etc.), Staff (illness, strike) or IT (cyber attack).</li> <li>- Mass fatalities or illness has a range of causes and this risk to the council could be caused by council staff being impacted resulting in failure to manage statutory requirements of mass illness/fatalities scenario (e.g. registering of deaths within timescales)</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Business interruption - failure to deliver services, loss of customer / resident satisfaction.</li> <li>- Emergency planning - failure to deliver statutory duties.</li> </ul>	Personnel	2	5	10	<p>Business Interruption</p> <ul style="list-style-type: none"> <li>- Civil protection and emergency planning policies in place at corporate level overseen by the Corporate Risk Management Group</li> <li>- Business Continuity Plans in place at service level. Reviewed and updated.</li> <li>- Contracts contain business continuity provision</li> <li>- Communication to all staff prior to all impending industrial action, informing of any possible service disruption as well as explaining implications of strike action for individual staff members</li> </ul> <p>Emergency Planning</p> <ul style="list-style-type: none"> <li>- Robust plans in place, including Outbreak Plan, Flu Plan and Pandemic Flu Plan</li> <li>- Alert system via the South East London Health Protection Unit (SEL HPU)</li> <li>- Annual Flu vaccination programme in place</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>- Business Continuity Plans reviewed annually</li> <li>- Review business continuity plan with key partner agencies</li> <li>- Undertake business continuity plan stress test exercise</li> </ul>	Director, Housing, Planning and Regeneration (Sara Bowrey)
8	Strategy, Performance and Corporate Transformation	<b>Data Collections</b> Failure to undertake statutory statistical data collections; including key housing and planning information, thereby adversely affecting government grant allocations and performance assessments	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Business Interruption</li> <li>- IT systems do not keep pace with legislative reporting requirements</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to commission effectively</li> <li>- Adverse impact on the timing and quality of decision making</li> </ul>	Data and Information	3	3	9	<ul style="list-style-type: none"> <li>- Schedule of statutory returns has been incorporated into the Performance and Information team's work programme</li> <li>- Specialist members of the team for each area</li> <li>- Other staff trained to provide 'back up' for specialist members of the team</li> <li>- Good project planning in place to co-ordinate all data collections including contributions from other services</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>- Complete contract extension for the Orchard Housing system to ensure operational continuity</li> <li>- Reports under continued improvement programme.</li> <li>- Acquire and implement new Planning IT system</li> </ul>	Director Housing, Planning and Regeneration (Sara Bowrey)  Supported by Assistant Director, Strategy, Performance & Corporate Transformation (Naheed)
9	Strategic Property	<b>Financial Performance</b> Failure to reach expected income through rental income and property disposal	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to lease all properties</li> <li>- Failure to eliminate rent arrears</li> <li>- Downturn in property market</li> <li>- Non-payment of rent on properties</li> <li>- Failure to realise anticipated sale values for property disposal programme</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Reduced rental income</li> <li>- Reduced capital income</li> <li>- Impact on overall Council budget</li> </ul>	Financial	3	5	15	<ul style="list-style-type: none"> <li>- A programme of rent reviews, lease renewals, new lettings, lease renegotiations, cost recharges and cost refunds is being carried out by the property team.</li> <li>- Rental deferrals monitored and repayment plans arranged from property portfolio.</li> <li>- Implementing the approved investment portfolio strategy to ensure investment properties are maintained to suitable standards to maximise income</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>- Implement the disposal programme as approved at November 2022 Executive, the revenue impacts of such disposals have been reported to Finance for their revenue impact monitoring (July 2023) over the financial years 2023/24 and 2024/25</li> </ul>	Assistant Director, Strategic Property (Amy Milton)
10	Strategic Property	<b>Health and Safety Regulations</b> Failure to comply with statutory regulations with regard to the built environment in Council occupied and leased properties	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Inadequate risk assessments</li> <li>- Lack of capacity to discharge the Council's H&amp;S responsibilities with regard to the built environment</li> <li>- Ineffective monitoring of risks</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Potential prosecution of Council and/or civil claims for compensation</li> <li>- Insurance claims</li> <li>- Potential accidents/fatalities</li> <li>- Corporate manslaughter</li> </ul>	Physical/ Legal/ Financial	3	5	15	<ul style="list-style-type: none"> <li>- Safety Policies reviewed and updated</li> <li>- Contractors held to account for managing Council premises to required legal standards</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>- Implementation of the agreed health and safety building maintenance work identified through the operational strategy review, to ensure council retained properties maintain statutory requirements</li> <li>- Programme is progressing on track, with the surveys being undertaken at present, and the outcomes reported back to Members for approval for draw down of capital spend in Autumn 2023.</li> </ul>	Assistant Director, Strategic Property (Amy Milton)
Page 46	Strategic Property	<b>Contractor Performance</b> Failure to deliver facilities management service	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Inadequate qualified staffing resources</li> <li>- Lack of capacity to deliver outcomes</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to deliver statutory obligations</li> <li>- Poor performance impacts on work of Council officers</li> </ul>	Contractual and Partnership - Operational	3	5	15	<ul style="list-style-type: none"> <li>- Regular monitoring of performance and key performance indicators</li> <li>- Contractors make regular reports to Members on delivery of contract</li> <li>- Contract reviewed and escalation for change available subject to Contract Change Notification</li> <li>- Business continuity plans in place and draft Exit Plan received</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>- New supply chain being formulated which include mitigation factors to ensure performance failure and service is de-risked.</li> <li>- July 2023 Exec approved FM strategy for new Churchill Court building making a direct award to Ascot Services who are the incumbent provider. This will be for a period of max 2 years whilst a full tender for a scope of works tbc can be facilitated.</li> <li>- An Exec Committee report will go forwards in Sept 2023 on the re-tendering strategy for all FM contracts as those that are in place at present were short term solutions following the insourcing of the FM function from the TFM contract. Intention is that a 2 contract provision for the Council's HQ estate and all other properties is market tested against a pre determined specification and comprehensive asset register for those properties the Council is retaining by April 2024 (with Churchill Court to follow in 2025) - Whilst this external procurement process continues a review of the existing FM team will need to be undertaken to move it into a functioning commissioning / intelligent client model team.</li> </ul>	Assistant Director, Strategic Property (Amy Milton)

## Housing, Planning and Regeneration Risk Register

REF	DIVISION	RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title)	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
12	Culture and Regeneration	<b>Outreach Service</b> Failure to provide service in Cotmandene and Mottingham	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Buildings vulnerable to water and sewerage issues</li> <li>- Small staff base vulnerable to stress and lone working</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to deliver full service</li> <li>- Closure of outreach centres</li> <li>- Impact on vulnerable adults</li> <li>- Closure of the Mottingham site and relocation with library with lack of space for both services</li> </ul>	Social	4	4	16	<ul style="list-style-type: none"> <li>- Staff experienced in successfully averting aggressive behaviour.</li> <li>- Regular Team Meetings to discuss issues and address staff wellbeing as well as participation in training opportunities to help wellbeing</li> <li>- Co-location opportunities agreed with libraries and integration of service with GLL: Mottingham relocated to Mottingham Library temporarily; Cotmandene collocated with St Paul's Cray Library permanently at refurbished site.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>- Progressing TUPE of staff to GLL and libraries contract variation to combine services</li> <li>- Refurbishment and relaunch of St Paul's Cray Library to operate as a co-located facility housing Library and Outreach Services</li> <li>- Review of Outreach Service provided at Mottingham Library after six months and twelve months, and scoping of alternative sites for permanent location</li> </ul>	Assistant Director, Culture and Regeneration (Lydia Lee)
13	Culture and Regeneration	<b>Vitality and Prosperity of Town Centres</b> Failure of town centres to attract footfall and spend for retail and leisure opportunities	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to redevelop High Streets and diversify the offer</li> <li>- National trend for decline in the traditional retail sector in town centres and competition from out of town developments and online shopping</li> <li>- Risk that established Business Improvement Districts do not succeed at renewal or that planned Business Improvement Districts do not get established resulting in reduced revenue spend to support businesses in town centre locations.</li> <li>- Poor development in town centres / - Lack of investment in town centre facilities and public realm.</li> <li>- Impact of external factors on local economy / - Supplier/contractor issues and increased contractor/supplier costs</li> <li>- Planning applications refused / - Lack of stakeholder interest and support for improvements</li> <li>- General site constraints preventing progress/project delivery / - Beckenham rebalot fails</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Reduction in town centre business occupancy and increase in vacancies</li> <li>- Loss of income from business rates and market charges, and reduction in income from parking charges</li> <li>- Poor public perception and negative publicity. / - Lack of private sector or inward investment.</li> <li>- Reduction in property value. / - Reduction in footfall and spend per head resulting in loss of business.</li> <li>- Delays delivering public realm improvements / - Public Realm Improvements projects have to be terminated</li> <li>- Potential costs to the Council to take on a town centre management service, and a lack of investment in the Town Centre</li> </ul>	Economic	4	4	16	<ul style="list-style-type: none"> <li>- Support to Business Improvement Districts through renewal or ballot processes.</li> <li>- Work in partnership with Business Improvement Districts to drive town centre activity that support business success and include programming and events in town centres.</li> <li>- Secure funding for and deliver public realm improvements in town centres</li> <li>- Work with developers to bring forward suitable development that supports the vitality of town centres</li> <li>- Secure developer contributions for the benefit of town centres.</li> <li>- Investigate options for Renewal opportunities in all town centres.</li> <li>- Prioritise investment in town centre leisure facilities.</li> <li>- Bromley Economic Partnership in place to identify issues affecting local economy</li> <li>- Terms of Reference to define relationship between the Business Improvement Districts have been created to better support the local economy.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>- Work with businesses to investigate the viability of a Business Improvement Districts in relevant locations</li> <li>- Terms of Reference to define relationship between the Council and BIDs under regular review to ensure it remains relevant.</li> <li>- Work with developers to bring forward sensitive town centre development that also secures improved facilities for community services.</li> <li>- Finalise town centre public realm improvement schemes.</li> <li>- Night Time Enterprise Zone to encourage vibrancy in Bromley Town Centre after 6pm</li> <li>- Night Strategy for the borough to be developed by DEC24</li> </ul>	Assistant Director, Culture and Regeneration (Lydia Lee)
14	Culture and Regeneration	<b>Capital Schemes</b> Failure to deliver housing schemes	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to gain approval from Members for business cases on use of land for housing</li> <li>- Failure to secure funding for schemes</li> <li>- Failure to deliver housing schemes on time and in budget</li> <li>- Issues with land ownership and usage</li> <li>- Planning permission not granted or granted with conditions which impact adversely on costs</li> <li>- Inflation and construction costs</li> <li>- Lack of interest from market in developing sites</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Failure to provide number of accommodation units identified</li> <li>- Failure to produced identified savings as part of Housing Transformation Board programme</li> <li>- Impact on vulnerable families and children</li> <li>- tennants remain in TA for long periods of time</li> <li>- increased revenue pressures on TA</li> </ul>	Financial/Social	5	5	25	<ul style="list-style-type: none"> <li>- The York Rise development is under construction</li> <li>- The West Wickham development is under construction</li> <li>- Additional resources in Regeneration and Renewals teams dedicated to assess and bring forward a range of housing sites across the borough.</li> <li>- Crystal Palace Regeneration strategy grant funding secured and consultancy team appointed. RIBA 2 due to complete September 23.</li> <li>- Regular liaison with GLA to negotiate grant rates which reflect increase costs due to inflation</li> <li>- Securing fix price tenders for housing delivery.</li> <li>- Bromley North submitted to Planning April 23, anticipated DCC 5/10/23. £720k secured from BLRF2 to support site preparation for this scheme.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- Further conversations required to be developed with services to understand short and longer term requirements of particular sites.</li> <li>- Legal advice sought on ownership and usage issues and actions identified.</li> <li>- Coordination across disposals programme to ensure revenue and housing targets can be met jointly.</li> <li>- Leadership team working with GLA on Crystal Palace.</li> <li>- Further upskilling and knowledge sharing across teams to bring forward development effectively.</li> </ul>	Assistant Director, Culture and Regeneration (Lydia Lee)
15	Culture and Regeneration	<b>Leisure Centres</b> Failure to facilitate and enable the provision of leisure centre services	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Service provider ceases to trade due to financial difficulties</li> <li>- Facilities have to close due to plant failure or other serious building maintenance issues</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Temporary cessation of leisure facilities in the borough</li> <li>- Adverse public response</li> <li>- Social impact on vulnerable adults and families along with the wider population using leisure facilities and activities for health and wellbeing benefits</li> </ul>	Legal Reputational Social	4	4	16	<ul style="list-style-type: none"> <li>- Alliance Leisure contracted to undertake feasibility works for Walnut and West Wickham sites. proposals due to Executive in October 23.</li> <li>- Draft leisure strategy and facility planning works in progress.</li> <li>- Playing pitch review complete.</li> <li>- Proactive Bromley established.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>- Continue regular informal contact with MyTime in addition to formal meetings and provide support to resolve issues as necessary.</li> <li>- Leisure strategy and associated documents completed.</li> </ul>	Assistant Director, Culture and Regeneration (Lydia Lee)
Page 47	Culture and Regeneration	<b>Library Service</b> Failure to provide statutory library service	<p><b>Cause(s):</b></p> <ul style="list-style-type: none"> <li>- Service provider ceases to trade due to financial difficulties</li> <li>- Council terminates contract because service provider fails to consistently meet KPIs</li> <li>- Service does not meet contracted levels because of industrial action</li> <li>- Ongoing projects affecting permanent library buildings causing relocations and changes to available services</li> </ul> <p><b>Effect(s):</b></p> <ul style="list-style-type: none"> <li>- Temporary cessation of library service in borough</li> <li>- Adverse public response</li> <li>- Possible impact on partners in shared use buildings</li> <li>- Social impact on vulnerable adults and families using library facilities and activities</li> </ul>	Legal Reputational Social	4	4	16	<ul style="list-style-type: none"> <li>- Ongoing monitoring of service provider to identify potential financial difficulties</li> <li>- KPIs monitored regularly: twice yearly reports to Members and monthly/annual review meetings with service provider.</li> <li>- Exit plan in place to manage any closure of contracted service and bring service in-house which is regularly reviewed and updated.</li> <li>- Library without Walls created as a response to COVID-19 has been retained as the 15th Bromley Library and continues to remain popular with users</li> <li>- Increased provision of activities and events for all age groups following reduction during COVID</li> <li>- Promotion of e-books, newspapers and magazines</li> <li>- Ongoing contact between Service Provider and LBB project teams where ongoing redevelopment projects interferes with usual library operations</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>- Continue regular informal contact with contractor in addition to formal meetings and provide support to resolve issues as necessary</li> <li>- Inclusion of service provider in regular project meetings and updating on timescales</li> <li>- Repair programme for library buildings to commence</li> </ul>	Assistant Director, Culture and Regeneration (Lydia Lee)

## Housing, Planning and Regeneration Risk Register

REF	DIVISION	RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title)	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
16	Planning	<b>Planning Service</b> Failure to deliver statutory requirements related to planning	<b>Cause(s):</b> - Failure of Planning IT service - Lack of suitably qualified staff to provide expertise within the service - Risk of bribery identified through internal audit  <b>Effect(s):</b> - Council enters 'designation' status due to poor performance on speed or quality of decision making, resulting in major or minor planning decisions being removed from Council decision-making process leading to income loss to Council and lack of local control - Failure to prevent unauthorised development - Failure to respond to planning applications within statutory timescales - Planning decisions overturned on appeal - Failure to enforce Tree Protection Orders, protect listed buildings and conservation areas - Adverse public response - Reputational damage to the council	Legal Financial Reputational	3	4	12	- Planning software upgraded annually and maintained by software developer. - Review of case management software underway with target date of May 2024 for completion of replacement - Staffing levels and skill set appropriate for current levels of demand - Planning Advisory Service (PAS) review of service in June 2019 resulted in an improvement plan which has been delivered to Members - Appeals reviewed and learning implemented. - Planning Advisory Service (PAS) returned to review improvement plan and committees in July 2021 and further recommendations and actions are being pursued. - Existing checking and sign off process in place - Bribery training carried out - Officers required to declare any interest	2	3	6	- Implementation of new Planning IT system - Ongoing monitoring of work volumes to ensure staffing levels are sufficient for work levels	Assistant Director, Planning (Tim Horsman)
17	Planning	<b>Community Infrastructure Levy</b> Failure to collect and spend local CIL and use for local infrastructure	<b>Cause(s):</b> - Failure to collect the local CIL - Failure to use local CIL appropriately  <b>Effect(s):</b> - Lack of funding for infrastructure to support new developments - Lack of funding to provide Infrastructure Delivery Team	Legal Financial	2	3	6	- Local CIL has been adopted and commenced in June 2021 - Experienced Infrastructure Delivery Scheme Manager in post to ensure successful adoption of agreed local CIL	2	3	6	- Monitor current impact of inflation on the number of developments coming forward	Assistant Director, Planning (Tim Horsman)
18	Planning	<b>Section 106 Agreements</b> Failure to complete S106 agreements for affordable housing	<b>Cause(s):</b> - Lack of appropriately qualified staff to ensure S106 agreements are implemented as appropriate - Lack of S106 Monitoring Officer in post  <b>Effect(s):</b> - Impact on level of supporting infrastructure in borough - S106 monies not being spent on appropriate infrastructure and housing schemes	Financial	3	3	9	- Officer group in place to monitor and maximise s106 spend - Infrastructure Delivery Team Leader in post acting as s106 monitoring officer and overseeing s106 agreements including financial receipts and payments	1	1	1	- Controls have been implemented and working effectively. The risk exists however given the control effectiveness it is no longer deemed to be a material risk and can be removed from being flagged in this risk register going forward.	Assistant Director, Planning (Tim Horsman)
19	Planning	<b>London Plan</b> Failure to deliver level of housing in Bromley contained in Mayor of London's plan	<b>Cause(s):</b> - Mayor of London's Plan requires greater levels of housing to be built in Bromley than in Local Plan - Planning permission for sufficient level of development not granted - Landbanking by developers resulting in targets of new houses not being met in a timely fashion  <b>Effect(s):</b> - Bromley penalised at planning appeal stage	Reputational Financial	5	3	15	- Local Plan policies being reviewed to identify suitable sites - Planning and Regeneration teams are seeking to promote appropriate housing development in the Borough	3	3	9	- Local Plan review has commenced	Assistant Director, Planning (Tim Horsman)
20	Compliance & Strategy	<b>Homes for Ukraine</b> Inability to effectively manage the volume of people, including unaccompanied minors who may present as homeless due to cessation of sponsor accommodation, safeguarding concerns and the resulting additional pressures placed on the homeless budgets and childrens social care	<b>Cause(s):</b> 1. Volume of refugees arriving increasing 2. Breakdown in relationship between sponsor and guest 3. Accommodation coming to an end at the pre-agreed period with no alternatives readily available, other than temporary accommodation or foster care  <b>Effect(s):</b> - Failure to fulfil statutory obligations - Impact on life chances and outcomes for individuals and families in temporary accommodation, particularly given the vulnerability of the refugees - Increased risk of legal challenge due to provision of unsuitable accommodation (including shared accommodation) - Pressure on Childrens Social Care if the sponsor placement fails and a Foster Placement is required	Housing Social	5	4	20	- Focus on preventing homelessness and diversion to alternative housing options through:- - Landlord and Tenancy advice, support and sustainment - Assistance, (including financial aid) to access the private rented sector - Access to employment and training - Debt, money, budgeting and welfare benefits advice, including assistance to resolve rent and mortgage arrears - Sanctuary scheme for the protection of victims of domestic violence - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Implementation of the More Homes Bromley initiative to ensure the supply reduces the reliance on nightly paid accommodation - Implementing the Homelessness Strategy - setting up the multi agency Homelessness forum and taking forward the priorities of the strategy - New incentive campaign for private sector landlords embedded and benefits being realised - Modelling taking place to forecast how many households may need accommodation around the 6 month mark - Expression of Interest data being utilised and home assessments and DBS checks will be carried out so that alternative sponsor accommodation is available	4	4	16	- Approval to progress housing development schemes and reopening of the HRA. First 3 schemes now in development phases with options appraisals in place for further sites. - Transformation Board action plan in place for next 3-4 years to increase available housing supply with an overall initial target of 1000 additional affordable homes. - Continue to develop partnership working with private sector landlords to assist households to remain in private sector accommodation. - Work innovatively with a range of providers to increase access to a supply of affordable accommodation. - Continue to focus on early intervention and prevention of homelessness assessing trends in approaches to tackle main causes of homelessness. - Beehive acquisition schemes has secured 90 new units of accommodation with Executive approval to enter into an acquisition programme with Orchard and Shipman for c250 homes. - Approval given to continue to operate the dedicated team for the next twelve months - Deliver incentive scheme for hosts prepared to extend sponsor placement - Continue to extend and deliver range of floating support schemes - Implement dedicated housing advice role to offer intensive support to families at risk of placement breakdown - Ongoing dialogue with sponsors to enable modelling of when placements may come to an end - Implementing the re matching service	Director of Housing, Planning and Regeneration (Sara Bowrey)

## Risk Assessment Guidance

Likelihood	Almost Certain (5)	5	10	15	20	25	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="background-color: red;">15+</td></tr> <tr><td style="background-color: orange;">10 - 12</td></tr> <tr><td style="background-color: yellow;">5 - 9</td></tr> <tr><td style="background-color: green;">1 - 4</td></tr> </table>	15+	10 - 12	5 - 9	1 - 4	<b>High Risk</b> - review controls and actions every month
	15+											
	10 - 12											
	5 - 9											
	1 - 4											
Highly likely (4)	4	8	12	16	20	<b>Significant Risk</b> - review controls and actions every 3 months						
Likely (3)	3	6	9	12	15	<b>Medium Risk</b> - review controls and actions every 6 months						
Unlikely (2)	2	4	6	8	10	<b>Low Risk</b> - review controls and actions at least annually						
Remote (1)	1	2	3	4	5							
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)						
		Impact										

Risk Likelihood Key					
	Score - 1	Score - 2	Score - 3	Score - 4	Score - 5
	Remote	Unlikely	Possible	Likely	Definite
Expected frequency	10 - yearly	3 - yearly	Annually	Quarterly	Monthly

Risk Impact Key					
Risk Impact	Score - 1	Score - 2	Score - 3	Score - 4	Score - 5
	Insignificant	Minor	Moderate	Major	Catastrophic
Compliance & Regulation	Minor breach of internal regulations, not reportable	Minor breach of external regulations, not reportable	Breach of internal regulations leading to disciplinary action Breach of external regulations, reportable	Significant breach of external regulations leading to intervention or sanctions	Major breach leading to suspension or discontinuation of business and services
Financial	Less than £50,000	Between £50,000 and £100,000	Between £100,000 and £1,000,000	Between £1,000,000 and £5,000,000	More than £5,000,000
Service Delivery	Disruption to one service for a period of 1 week or less	Disruption to one service for a period of 2 weeks	Loss of one service for between 2-4 weeks	Loss of one or more services for a period of 1 month or more	Permanent cessation of service(s)
Reputation	Complaints from individuals / small groups of residents Low local coverage	Complaints from local stakeholders Adverse local media coverage	Broader based general dissatisfaction with the running of the council Adverse national media coverage	Significant adverse national media coverage Resignation of Director(s)	Persistent adverse national media coverage Resignation / removal of CEX / elected Member
Health & Safety	Minor incident resulting in little harm	Minor Injury to Council employee or someone in the Council's care	Serious Injury to Council employee or someone in the Council's care	Fatality to Council employee or someone in the Council's care	Multiple fatalities to Council employees or individuals in the Council's care

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Report No.  
FSD23050

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING

**Date:** For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS Committee on 6 September 2023

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

**Title:** BUDGET MONITORING 2023/24

**Contact Officers:** John Johnstone, Head of Finance (Adults, Health & Housing)  
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Tel: 020 8461 3458 E-mail: [Murad.Khan@bromley.gov.uk](mailto:Murad.Khan@bromley.gov.uk)

**Chief Officer:** Director of Housing, Planning and Regeneration

**Ward:** All Wards

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1. Reason for report

- 1.1 This report provides the first revenue budget monitoring position for 2023/24 for the Renewal, Recreation and Housing Portfolio based on expenditure and activity levels for the first quarter of the financial year.
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2. RECOMMENDATION(S)

The Renewal, Recreation and Housing PDS Committee is requested to:

- 2.1 Note the projected net overspend of £2,479k on controllable expenditure based on information as at July 2023.

The Renewal, Recreation and Housing Portfolio Holder is requested to:

- 2.2 Agree the release of amounts carried forward from 2022/23 as set out in section 3.5.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: None directly arising from this report
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## Corporate Policy

1. Policy Status: Sound financial management
  2. MBEB Priority: To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents
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## Financial

1. Cost of proposal: Not Applicable
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: RR&H Portfolio Budgets
  4. Total current budget for this head: £15.9m
  5. Source of funding: Existing revenue budget 2023/24
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## Personnel

1. Number of staff (current and additional): 190 Full time equivalent
  2. If from existing staff resources, number of staff hours: Not applicable
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## Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002
  2. Call-in: Not 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): The services covered in this report affect all Council Taxpayers, Business Ratepayers, those who owe general income to the Council, all staff, Members and Pensioners.
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## Ward Councillor Views

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



### **3. COMMENTARY**

- 3.1 This report sets out the results of the quarterly revenue budget monitoring exercise for the 2023/24 financial year for the Renewal, Recreation and Housing Portfolio.
- 3.2 The position for quarter one for the Portfolio is showing a £2.5m overspend position based on financial information available at that time.
- 3.3 The projected outturn is detailed in Appendix 1A, which shows the forecast spend for each division within the Portfolio compared to the latest approved budget.
- 3.4 Appendix 1B provides further detail and commentary on each of the projected variations within each service.

#### **3.5 AGREEMENT TO RELEASE AMOUNTS CARRIED FORWARD FROM 2022/23 BY THE PORTFOLIO HOLDER**

##### 3.5.1 Homelessness Reduction Grant £89,000

This money was set aside in 2018/19 to fund work preventing and relieving homelessness for young people and will be required to implement the initiatives identified through the work with the DLUHC specialist adviser. The work has not been completed and it is requested to carry it forward to 2023/24 when it is expected that the work will be completed.

##### 3.5.2 Accommodation for ex-Offenders £63,669

A Private Rented Procurement and Sustainment is in post to lead on increased private sector accommodation for single people. This funding will be used to extend the secondment opportunity, for a further year to assist the Housing Options Team to meet their duties in preventing and relieving homelessness, under the Homelessness Reduction Act 2017.

##### 3.5.3 Rough Sleepers Initiative £42,663

This funding has been carried forward to bolster the delivery of rough sleeping funded work in 2023/24, primarily to secure private sector accommodation to prevent or relieve homelessness. A Private Rented Procurement Officer has been recruited to lead on this area of work.

##### 3.5.4 Homes for Ukraine grant £2,000,000

The Department for Levelling Up, Housing and Communities (DLUHC) launched the Homes for Ukraine scheme on the 14th of March 2022. The scheme allows people living in the UK to sponsor a Ukrainian national or family to come and live in the UK providing there is suitable accommodation available. The grant also covers any additional costs that the Authority may incur. Part of the funding was a one-off payment that can be carried forward into the new financial year to continue to support the Ukrainians living in Bromley.

##### 3.5.5 Defra Biodiversity Net Gain Grant £13,216

The Department for Environment, Food and Rural Affairs (Defra) awarded the Council an allocation of £43,467 of Biodiversity net gain grant in 2022/23. The Council incurred eligible expenditure of £30,251 in this financial year, and Defra has permitted the Council to claim the full 22/23 amount, on the basis that the unspent amount is ringfenced and the Council will provide evidence of spend in future.

### 3.5.6 New Homes Bonus Funded LEP Programme £72,521

Improvements to Penge High Street were one of four projects that the London LEP had agreed to fund from the New Homes Bonus top slice grant. These works were due to take place in previous years and £72,521 was carried forward from 2020/21. These improvements are now planned to be delivered until 2023/24, therefore the funding remained unspent in 2022/23. It is now requested to carry forward this funding to the current financial year and increase the Regeneration revenue budget accordingly to enable the final phase of the scheme to be completed.

### 3.5.7 Local Plan Implementation £120,000

A carry-forward is requested to meet costs associated with the review of the Local Plan, which has slipped into 2023/24.

## 4 POLICY IMPLICATIONS

- 4.1 One of the “Making Bromley Even Better” ambitions is to manage our resources well, providing value for money, and efficient and effective services for Bromley’s residents and to meet this we will need to maintain a relentless focus on efficiency, outcomes of services and prudent management of our finances..
- 4.2 The “2023/24 Council Tax” report highlighted the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised to minimise the risk of compounding financial pressures in future years.
- 4.3 Chief Officers and Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

## 5 FINANCIAL IMPLICATIONS

- 5.1 A detailed breakdown of the projected outturn by service area is shown in Appendix 1A with explanatory notes in Appendix 1B.
- 5.2 Overall, a £2.5m overspend position is projected based on the information available in the first quarter of the 2023/24 financial year.

<b>Non-Applicable Headings:</b>	Social Care, Legal, Personnel, Property & Procurement Implications
Background Documents: (Access via Contact Officer)	2023/24 budget monitoring files within RR&H Finance section

## Renewal, Recreation &amp; Housing Budget Monitoring Summary

2022/23 Actuals £'000	Division Service Areas	2023/24 Original Budget £'000	2023/24 Latest Approved £'000	2023/24 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	<b>PLACE DEPARTMENT</b>							
	<b>Planning</b>							
27	Building Control	70	70	266	196	1	0	0
Cr 63	Land Charges	Cr 117	Cr 117	Cr 47	70	2	0	0
1,823	Planning	986	1,106	1,391	285	3	0	0
<b>1,787</b>		<b>939</b>	<b>1,059</b>	<b>1,610</b>	<b>551</b>		<b>0</b>	<b>0</b>
	<b>Culture &amp; Regeneration</b>							
1,384	Culture	1,120	1,120	1,120	0		0	0
5,570	Libraries	5,174	5,365	5,365	0		0	0
87	Town Centre Management	44	44	44	0		0	0
<b>7,041</b>		<b>6,338</b>	<b>6,529</b>	<b>6,529</b>	<b>0</b>		<b>0</b>	<b>0</b>
	<b>Operational Housing</b>							
1,276	Housing Strategy, Advice and Enabling	1,522	1,522	1,522	0		0	0
Cr 1,502	Housing Benefits	Cr 1,586	Cr 1,586	Cr 1,586	0		0	0
Cr 54	Housing Improvement	Cr 20	Cr 20	Cr 20	0		0	0
7,046	Allocations and Accommodation	5,613	5,613	7,789	2,176	4	0	3,347
921	Supporting People	1,134	1,134	986	Cr 148	5	0	Cr 148
1,095	Housing Options and Support	1,671	1,671	1,571	Cr 100	6	0	0
<b>8,782</b>		<b>8,334</b>	<b>8,334</b>	<b>10,262</b>	<b>1,928</b>		<b>0</b>	<b>3,199</b>
<b>17,610</b>	<b>Total Controllable</b>	<b>15,611</b>	<b>15,922</b>	<b>18,401</b>	<b>2,479</b>		<b>0</b>	<b>3,199</b>
Cr 412	<b>TOTAL NON CONTROLLABLE</b>	Cr 541	Cr 541	Cr 541	0		0	0
5,691	<b>TOTAL EXCLUDED RECHARGES</b>	5,583	5,583	5,583	0		0	0
<b>22,889</b>	<b>TOTAL RR &amp; H PORTFOLIO TOTAL</b>	<b>20,653</b>	<b>20,964</b>	<b>23,443</b>	<b>2,479</b>		<b>0</b>	<b>3,199</b>

<b>Reconciliation of Latest Approved Budget</b>	<b>£'000</b>
<b>Original budget 2023/24</b>	<b>20,653</b>
<b>Carry Forward Requests approved from 2022/23</b>	
Homelessness Reduction Grant	89
Homelessness Reduction Grant	Cr 89
Accommodation for ex-Offenders Expenditure	64
Accommodation for ex-Offenders Grant	Cr 64
Rough Sleepers Initiative Grant expenditure	43
Rough Sleepers Initiative Grant income	Cr 43
Homes for Ukraine Grant	2,200
Homes for Ukraine Grant	Cr 2,200
Defra Biodiversity Net Gain Grant	13
Defra Biodiversity Net Gain Grant	Cr 13
New Homes Bonus Funded LEP Programme	73
New Homes Bonus Funded LEP Programme	Cr 73
Local Plan Implementation	120
<b>Central Contingency Adjustments</b>	
2023-24 Accommodation for Ex-Offenders expenditure	74
2023-24 Accommodation for Ex-Offenders income	Cr 74
2023-24 Rough Sleepers Initiative Grant expenditure	214
2023-24 Rough Sleepers Initiative Grant income	Cr 214
Homelessness Prevention Grant - 2023-24 additional allocation	363
Homelessness Prevention Grant - 2023-24 additional allocation	Cr 363
HPG– 2023/2024 Homes For Ukraine Funding Top-Up	1,117
HPG– 2023/2024 Homes For Ukraine Funding Top-Up	Cr 1,117
Inflation - Libraries contract	191
<b>Other</b>	
<b>Latest Approved Budget for 2023/24</b>	<b><u>20,964</u></b>

## **REASONS FOR VARIATIONS**

### **1. Building Control Dr £196k**

The fees were increased in 2022/23 in order to realign the budget income target with a more realistic outcome but in 2023/24 we introduced a saving which increased the Income budget target by £79k overall. Based on the activity in the past 3 months we anticipate that you will fall short of your overall income budget target by £196k. As the forecast is based on 3 months of actual income received and 9 months estimated if the activity improves the forecast will be adjust in Q2 and so on .

It must be noted that the £79k increase of income target was a saving agreed by Sara which may not have factored in the historic cost pressure that building control has been exposed too. If this saving was not applied, then the building control income forecast would be much closer than what forecasted.

### **2. Land Charges Dr £70k**

Like the above we anticipate a variation overspend of around £70k which historically this has been the case over the past a few years, but assuming the activity improves in the remaining 9 months and if the introduction of a fees review is completed within the current financial year and the implementation will reduce the variation.

It must be noted factoring the economic climax's we are going through with the increase in the budget income target by £4k, the difference in the shortfall of income in 2022/23 to what we are forecasting are very close.

### **3. Planning Dr £285k**

The economical climax, high interest rate cost of living is affecting the whole property and Planning building control, Local land charges income target forecast.

**Planning Pre-Apps & Planning 'Significant' Major Apps** We are forecasting a shortfall of income in 2023/24 which as it stands currently at DR £285k, even though it looks alarming we need to factor in with that the planning application fees draft regulations consultation which have been published and it noted that the government has stated that the regulations will be enacted in the autumn after the recess. As this is usually happen from 1st October so we can envisage that the fees will go up by 30% as recommended which will hopefully make a dent in reducing the shortfall of income.

<https://www.legislation.gov.uk/ukdsi/2023/9780348250404>

### **4. Allocations and Accommodation Dr £2,176k**

There is currently a forecast overspend of £2,369k in the Temporary Accommodation before projected savings from the continuation of the Transformation Programme. For this round of budget monitoring the number of Households in nightly paid Temporary Accommodation was 1,125. It is currently expected that this will increase to 1,302 by the end of the financial year, at a current average cost of £8,268 per household per annum.

These figures exclude other schemes like More Homes Bromley, Pinnacle (formerly Orchard & Shipman), ex-residential care homes, and the Bromley Private Sector Leasing Scheme. Once these have been included there are currently over 1,556 households in Temporary Accommodation.

Transformation Programme savings totalling £193k have been identified for 2023-24 with the following schemes planned to be completed to provide a longer term alternative to expensive nightly paid accommodation, Meadowship Homes Phase 2 £126k and York Rise £67k. Other earlier schemes in the programme have been completed and are contributing to the housing options available. The Full Year Effect of these savings is estimated at around £1.3m.

£'000

#### **Summary of overall variations within Allocations and Accommodation:**

Temporary Accommodation	2,369
Transformation Savings	Cr 193
<b>Total variation for Allocations and Accommodation</b>	<b><u>2,176</u></b>

## **5. Supporting People Cr £148k**

A £148k underspend is currently forecast in the Supporting People mainly as a result of procurement exercises during 2021/22 and 2022/23 containing costs within inflation that had accumulated in the budget. The full retendering exercise has been completed and the current underspend will remain in this budget to cover potential future pressures.

## **6. Housing Options and Support Cr £100k**

A £100k underspend is currently forecast in Housing Options and Support on salary costs. This relates to a number of difficult to fill vacancies in the service.

### **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 Corporate Services, the Director of Finance and the Director of Commissioning and (where over £100,000) approval of the Portfolio Holder and report use of this exemption to Audit Subcommittee 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.

Report No.  
FSD23055

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** PORTFOLIO HOLDER FOR RENEWAL, RECREATION AND HOUSING

**Date:** For pre-decision scrutiny by the Renewal, Recreation and Housing Policy Development & Scrutiny Committee on 6 September 2023

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

**Title:** CAPITAL PROGRAMME MONITORING - QUARTER 1 2023/24

**Contact Officer:** Sean Cosgrove, Principal Accountant  
Tel: 020 8313 4792 E-mail: [sean.cosgrove@bromley.gov.uk](mailto:sean.cosgrove@bromley.gov.uk)

**Chief Officer:** Director of Finance

**Ward:** All Wards

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1. Reason for report

- 1.1 On 20 September 2023, the Executive will receive a report summarising the current position on capital expenditure and receipts following the first quarter of 2023/24 and be asked to agree a revised capital programme for the five-year period 2023/24 to 2027/28. This report highlights changes to be put to the Executive in respect of the capital programme for the Renewal, Recreation and Housing portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are shown in Appendix B; while Appendix C details the variance between the 2022/23 budget and the outturn position at year end.
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2. RECOMMENDATION

- 2.1 The Portfolio Holder is asked to note and acknowledge the changes to be put to the Executive on 20 September 2023.

## Impact on Vulnerable Adults and Children:

### 1. Summary of Impact:

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#### Corporate Policy

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

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#### Financial

1. Ongoing costs: Not Applicable
2. Budget head/performance centre: capital programme
3. Total current budget for this head: £97.7m for the Renewal, Recreation and Housing Portfolio over the five years 2023/24 to 2027/28.
4. Source of funding: capital grants, capital receipts and earmarked revenue contributions

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#### Personnel

1. Number of staff (current and additional): 1FTE
2. If from existing staff resources, number of staff hours: 36 hours per week

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#### Legal

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

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#### Procurement:

1. Summary of procurement implications:

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#### 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? N/A
2. Summary of Ward Councillors' comments: N/A



### 3 COMMENTARY

#### Capital monitoring – variations to be put to the Executive on 20 September 2023

3.1 A revised capital programme will be put to the Executive on 20 September 2023, following a detailed monitoring exercise carried out after the first quarter of 2023/24. The base position is the programme approved by the Executive on 18 January 2023. All changes to schemes in the Renewal, Recreation and Housing portfolio programme are itemised in the table below and further details are included in paragraphs 3.2 to 3.5. The revised programme for the Renewal, Recreation and Housing portfolio is attached as Appendix A, whilst Appendix B shows actual spend against budget as at the third quarter of 2022/23, together with detailed comments on individual scheme progress; and Appendix C shows the outturn position for 2022/23.

	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Programme approved by Executive 18/01/23	12,401	10,886	8,650	8,650	0	40,587
Net underspend 22/23 rephased to 23/24	36,337	0	0	0	0	36,337
<b>Approved programme prior to Q1 monitoring</b>	<b>48,738</b>	<b>10,886</b>	<b>8,650</b>	<b>8,650</b>	<b>0</b>	<b>76,924</b>
<i>Net rephasing from 22/23 to future years (p 3.2)</i>	0	0	0	0	0	0
<i>Changes previously approved by Executive (p 3.3)</i>	4,483	Cr 1,000	0	0	0	4,483
<i>Changes requiring approval by Executive (p 3.4)</i>	2,443	0	0	0	0	2,443
<i>Changes in presentation - OPR - leisure (p 3.5)</i>	167	167	166	0	0	500
<i>Changes in presentation - OPR - libraries (p 3.5)</i>	3,709	3,708	3,708	0	0	11,125
<i>Changes in presentation- OPR – travellers' sites (p 3.5)</i>	1,061	1,061	1,062	0	0	3,184
<b>Revised RRH programme</b>	<b>60,601</b>	<b>14,822</b>	<b>13,586</b>	<b>8,650</b>	<b>0</b>	<b>97,659</b>

#### 3.2 Schemes re-phased between 2023/24 and future financial years

As part of the third quarter monitoring exercise, no budgets have been re-phased between 2022/23 and future years to reflect revised estimates of when expenditure is likely to be incurred. Comments on scheme progress are provided in Appendix B.

#### 3.3 Changes to the programme previously approved by the Executive (£3,483k total net increase)

##### 3.3.1 Changing Places Fund (£220k net increase)

In March 2022, the Council was awarded £220k grant funding from the Department of Levelling Up, Housing and Communities to deliver four Changing Places facilities at agreed locations across the borough. The use of funds, with pre-decision scrutiny, was agreed by the Portfolio Holder in October 2022. At their meeting in February 2023, Executive granted formal approval to accept and spend the grant monies in line with parameters of the funding application.

##### 3.3.2 West Wickham library and housing improvements (£3,959k net increase)

At the February 2023 meeting of the Executive, Members approved a supplementary capital estimate for this scheme of £3,959k, to cover construction price inflation since November 2021 when the project was originally added to the Capital Programme, and an increased contingency allowance. The financing was also restructured.

##### 3.3.3 Crystal Palace Park (£304k net increase)

An urgent report was taken to the March 2023 meeting of the Executive, asking for approval to accept a development grant of £304,350 from the National Lottery Heritage Fund to increase the scope of the Crystal Palace Park capital programme. This was subsequently approved

### 3.3.4 Chislehurst Library redevelopment (£1,000k net decrease)

This scheme has been removed from the capital programme in line with the report to the meeting of the ERC PDS of November 2022.

### 3.4 Additions to the programme requiring approval by Executive (£2,443k total net increase)

#### 3.4.1 Disabled Facilities Grant (£2,443k net increase)

A total of £2,443k for the Disabled Facilities Grant (DFG) has been received for 2023/24, and therefore approval will be sought to add this to the relevant capital scheme. DFG is provided for the provision of adaptations to disabled people's homes to help them to live as independently and safely as possible. The funding will enable additional schemes to provide physical improvements to clients' home environments and to assist with creating safer and healthier homes and reduce admissions to hospital.

### 3.5 Changes in presentation re: OPR (£14,809k net change, presentational only)

When the Operational Property Review (OPR) was added to the Council's capital programme in January 2023 it was presented for monitoring purposes as a single overarching project, with a separate budget for leisure centres, which fell within the Renewal, Recreation and Housing portfolio. Subsequent work has now disaggregated this larger budget and it has been decided to reflect projects in the appropriate portfolio. As such, two OPR schemes – travellers' sites and libraries – are now to be monitored in reports to the Renewal, Recreation and Housing portfolio holder. The budgets shown also include an element of the delivery budget, which has been apportioned out across schemes for reporting to the OPR Board; and this has now been added to the original leisure centre budgets. The total change, which is purely presentational and does not represent any extra resources, is £14,809k.

### 3.6 Post-completion reports

Under approved capital programme procedures, capital schemes should be subject to a post-completion review within one year of completion. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. The following post completion reports are currently due for the Renewal, Recreation and Housing portfolio and the relevant budget holders have been notified directly:

- Bromley My Time Investment Fund
- Relocation of Exhibitions - Bromley Museum
- Norman Park Athletics Track

## 4 POLICY IMPLICATIONS

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

## 5 FINANCIAL IMPLICATIONS

5.1 These will be reported in full to the Executive on 20 September 2023. The proposed increase in Disabled Facilities Grant in paragraph 3.4.1 will also be put to the Executive on this date.

<b>Non-applicable sections:</b>	Legal, Personnel and Procurement Implications, Impact on Vulnerable Adults and Children
<b>Background documents:</b> (Access via contact officer)	Capital programme monitoring Q4 2022/23 (Executive 05/07/2023) Capital programme monitoring Q3 2022/23 (Executive 18/01/23)

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q1 2324									
Scheme	Total approved estimate	Spend up till 31.03.23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Responsible officer	Remarks
	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Relocation of Exhibitions - Bromley Museum	395	393	2	0	0	0	0	Lee, Lydia	Approved by Executive 10/06/15
Biggin Hill Memorial Museum	3,202	3,091	111	0	0	0	0	Lee, Lydia	Approved by Executive 02/12/15. £106k funding from Treasury Grant, Executive 15/06/16 £157.4k Treasury Grant, £3.2k BHMM Trust
Chislehurst Library Redevelopment	0	0	0	0	0	0	0	Bowrey, Sara	Funded from capital receipts - removed from programme
<b>Sub-total - museums and libraries</b>	<b>3,597</b>	<b>3,484</b>	<b>113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Bromley MyTime Investment Fund	4,443	4,439	3	0	0	0	0	Munday, Alicia	Revenue contribution to capital works
Replacement of District Heating System Boilers & Works to Leisure centres - group 2	1,500	280	1,220	0	0	0	0	Watkins, Mike	Approved by Executive 10th July 2019
OPR libraries	27,600	27	1,290	8,817	8,816	8,650	0	Munday, Alicia	Put to Executive 18/01/23
Norman Park Athletics Track	11,125	0	3,709	3,708	3,708	0	0	Munday, Alicia	Put to Executive 18/01/23
West Wickham Leisure Centre	300	309	-9	0	0	0	0	Lee, Lydia	
<b>Sub-total - leisure and recreation</b>	<b>45,961</b>	<b>5,426</b>	<b>6,835</b>	<b>12,525</b>	<b>12,524</b>	<b>8,650</b>	<b>0</b>		
Gateway Review of Housing I.T System	679	1,047	-368	0	0	0	0	Bowrey, Sara	Approved by Executive 11/02/15
Payment in Lieu Fund - Properties Acquisitions	1,326	1,258	68	0	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Payment in Lieu Fund - Site K	672	672	0	0	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Affordable Housing	803	803	0	0	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Affordable Housing Unallocated	2,726	0	1,500	1,226	0	0	0	Bowrey, Sara	Funded from PIL (S106) receipts
Housing Development Feasibility Study	100	0	100	0	0	0	0	Bowrey, Sara	Funded from Growth Fund
Provision of Housing supply in Anerley	2,078	5,656	721	0	0	0	0	Munday, Alicia	Approved by Executive 21/05/19. Funded from £7.5m from the Housing Investment Fund earmarked reserve, and £0.9m identified in the 2018/19 Provisional Final Outturn
Provision of Library and Housing Improvements in West Wickham	13,600	440	13,160	0	0	0	0	Munday, Alicia	
Provision of Housing - Burnt Ash Lane	4,360	4,259	101	0	0	0	0	Munday, Alicia	Approved by Council 14/10/19. Funded from £500k S106 and £3.286m Investment Fund
Modular Build - York Rise	9,174	7,574	1,600	0	0	0	0	Munday, Alicia	Approved Council 15/07/19. Funded from £2.5m for Housing Investment fund and £3.5m Investment fund.
London private sector renewal schemes	2	3,383	359	0	0	0	0	Dodd, Philip	100% external funding
Banbury House demolition/site preparation	182	180	2	0	0	0	0	Watkins, Mike	
Empty Homes Programme	620	696	-76	0	0	0	0	Dodd, Philip	100% external funding
Renovation Grants - Disabled Facilities	25,627	18,168	7,459	0	0	0	0	Dodd, Philip	Govt grant £1,681k in 2016/17; Gov't grant £1,838k in 2017/18 (additional £178k received); Govt grant £1,995k in 2018/19
Bushell Site development	0	693	-693	0	0	0	0	Munday, Alicia	
<b>Sub-total - Housing</b>	<b>61,949</b>	<b>44,829</b>	<b>23,933</b>	<b>1,226</b>	<b>0</b>	<b>0</b>	<b>0</b>		

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q1 2324									
Scheme	Total approved estimate	Spend up till 31.03.23	Estimate 2023/24	Estimate 2024/25	Estimate 2025/26	Estimate 2026/27	Estimate 2027/28	Responsible officer	Remarks
	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Feasibility Studies	70	22	38	10	0	0	0	Lee, Lydia	
Bromley North Village	6,652	6,582	70	0	0	0	0	Lee, Lydia	Renewal and improvement of Bromley North; £3,298k TfL; £1,829k GLA Outer London Fund; £25k private sector; £1,500k Capital receipts.
Penge Town Centre	746	603	143	0	0	0	0	Munday, Alicia	Approved Executive 24/03/15 - funded by New Homes bonus
Orpington Town Centre - Walnut Centre & New Market infra	875	877	-2	0	0	0	0	Jackson, Hannah	Approved Executive 24/03/15 - funded by £400k New Homes bonus and £125k High Street Fund, Exec 30/11/16 £106k from S106 fund, Exec 06/12/17 £163k from S106 Fund
Bromley High Street Improvements- Growth Fund	4,599	3,056	1,543	0	0	0	0	Munday, Alicia	
Bromley High Street Improvements- S106 Fund	2,923	2,923	0	0	0	0	0	Jackson, Hannah	
Site G	24,292	4,969	19,324	0	0	0	0	Watkins, Mike	Funded from PIL (S106) receipts £0.360m), Growth Fund (£2.9m), Developer Contribution (£0.1m) & Capital Financing. Approved Executive 07/11/17 Council 11/12/17
Crystal Palace Park Improvements	2,583	2,612	-29	0	0	0	0	Lee, Lydia	
Crystal Palace Park - Alternative Management Options	1,185	1,195	-10	0	0	0	0	Lee, Lydia	
Crystal Palace Park Subway	3,538	1,014	2,524	0	0	0	0	Lee, Lydia	Approved by Executive 12/02/20. Potentially to be funded from £2.340m Strategic Investment Pot, £0.5m Historic England grant, £0.296m TfL Highway works, £0.005m Friends of Crystal Palace Subway
Crystal Palace Park - Regeneration	0	55	-55	0	0	0	0	Lee, Lydia	
Next Steps For The Crystal Palace Park Regeneration Plan	4,804	0	4,804	0	0	0	0	Lee, Lydia	New scheme -added as per Exec 290622
Changing Places	220	0	220	0	0	0	0	Lee, Lydia	
Chipperfield Road Development - St Paul's Cray	105	46	59	0	0	0	0	Watkins, Mike	Approved by Executive 18/10/16
OPR travellers' sites	3,184	0	1,061	1,061	1,062	0	0		
Star Lane Traveller Site	250	219	31	0	0	0	0	Bowrey, Sara	Urgent water and drainage works (statutory duty)
<b>Sub-total - other</b>	<b>56,026</b>	<b>24,174</b>	<b>29,719</b>	<b>1,071</b>	<b>1,062</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total - Renewal, Recreation and Housing portfolio</b>	<b>167,533</b>	<b>77,914</b>	<b>60,601</b>	<b>14,822</b>	<b>13,586</b>	<b>8,650</b>	<b>0</b>		

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q1 2324				
Scheme	Estimate 2023/24 as at Jan 2023	Actual at end Q1 2023/24	Estimate 2023/24 as at end Q1 23/24	Remarks
	£'000	£'000	£'000	
Relocation of Exhibitions - Bromley Museum	0	0	2	Finished - post-completion report due (UCR)
Biggin Hill Memorial Museum	0	0	111	
Chislehurst Library Redevelopment	0	0	0	
<b>Sub-total - museums and libraries</b>	<b>0</b>	<b>0</b>	<b>113</b>	
Bromley MyTime Investment Fund	0	0	3	Finished - post-completion report due (UCR)
Replacement of District Heating System Boilers & Works to	0	26	1,220	Works to the district heating plant at Orpington have been the subject of extensive review. Feasibility work continues in order to establish the best value route to replace or reconfigure the whole system, with consideration given to potential redevelopment plans. Partial reconfiguration has been allowed for within this year with the majority of works being concluded in 22/23.
Leisure centres - group 2	950	114	1,290	
OPR libraries	0	0	3,709	Not reported in RRH as at Jan 2023
Norman Park Athletics Track	0	0	-9	
West Wickham Leisure Centre	0	0	623	
<b>Sub-total - leisure and recreation</b>	<b>950</b>	<b>140</b>	<b>6,835</b>	
Gateway Review of Housing I.T System	0	0	-368	Exec 21/03/17 additional of £459k for purchase of Housing IT System. Phase one complete and final phase now live. Retention and final account costs higher than budgeted - £20k of H-CLIC grant used to finance this - remaining overspend to be transferred to revenue. Budget and Actuals to be reviewed by Finance as scheme currently overspending. This may be due to miscoding of spend.
Payment in Lieu Fund - Properties Acquisitions	0	0	68	
Payment in Lieu Fund - Site K	0	0	0	Scheme is complete with final payments made.
Affordable Housing	0	0	0	
Affordable Housing Unallocated	1,000	0	1,500	
Housing Development Feasibility Study	0	0	100	Budget is in relation to Housing acquisitions. Work has been tendered and stage one completed. Awaiting invoice for payment.
Provision of Housing supply in Anerley	0	0	721	Only snagging and retention left - any underspend to go across to Bushell as per the original workings/feasibility
Provision of Library and Housing Improvements in West Wickham	4,841	265	13,160	On budget, on track
Provision of Housing - Burnt Ash Lane	0	0	101	
Modular Build - York Rise	1,100	297	1,600	
London private sector renewal schemes	0	1	359	An exercise is underway with Finance to review this budget and identify any issues that may need rectifying. It may also be possible to identify funding that could be recycled into this budget.
Banbury House demolition/site preparation	0	0	2	Scheme completed - spend to be reviewed and moved to appropriate account.
Empty Homes Programme	0	3	-76	An exercise is underway with Finance to review this budget and identify any issues that may need rectifying. It may also be possible to identify funding that could be recycled into this budget. Currently considering whether this work could be better undertaken by Regeneration.
Renovation Grants - Disabled Facilities	0	394	7,459	
Bushell Site development	0	28	-693	
<b>Sub-total - Housing</b>	<b>6,941</b>	<b>987</b>	<b>23,933</b>	

RENEWAL, RECREATION & HOUSING PORTFOLIO - APPROVED CAPITAL PROGRAMME Q1 2324				
Scheme	Estimate 2023/24 as at Jan 2023	Actual at end Q1 2023/24	Estimate 2023/24 as at end Q1 23/24	Remarks
	£'000	£'000	£'000	
Feasibility Studies	10	0	38	£10k budget per year for feasibility works.
Bromley North Village	0	0	70	LL to check with AM on outstanding invoices; almost finished
Penge Town Centre	0	0	143	GLA funded, will be spent this year.
Orpington Town Centre - Walnut Centre & New Market infra	0	0	-2	
Bromley High Street Improvements- Growth Fund	0	14	1,543	
Bromley High Street Improvements- S106 Fund	0	0	0	
Site G	0	0	19,324	
Crystal Palace Park Improvements	0	0	-29	
Crystal Palace Park - Alternative Management Options	0	0	-10	
Crystal Palace Park Subway	0	585	2,524	
Crystal Palace Park - Regeneration	0	15	-55	
Next Steps For The Crystal Palace Park Regeneration Plan	4,500	0	4,804	
Changing Places	0	0	220	New scheme - added as per Exec Feb 2023
Chipperfield Road Development - St Paul's Cray	0	0	59	Approved by Executive 18/10/16
OPR travellers' sites	0	0	1,061	Not reported in RRH as at Jan 2023
Star Lane Traveller Site	0	0	31	Urgent water and drainage works (statutory duty)
<b>Sub-total - other</b>	<b>4,510</b>	<b>614</b>	<b>29,719</b>	
<b>Total - Renewal, Recreation and Housing portfolio</b>	<b>12,401</b>	<b>1,741</b>	<b>60,601</b>	

RENEWAL, RECREATION & HOUSING PORTFOLIO - CAPITAL PROGRAMME OUTTURN 2223				
Scheme	Estimate 2022/23 as at Jan 2023	22/23 outturn	Variance	Commentary
	£'000	£'000	£'000	
Relocation of Exhibitions - Bromley Museum	2	0	2	Underspend reprofiled into 2023/24
Biggin Hill Memorial Museum	111	0	111	Underspend reprofiled into 2023/24
Chislehurst Library Redevelopment	0	0	0	
<b>Sub-total - museums and libraries</b>	<b>113</b>	<b>0</b>	<b>113</b>	
Bromley MyTime Investment Fund	3	0	3	Underspend reprofiled into 2023/24
Replacement of District Heating System Boilers & Works to	1,326	106	1,220	Underspend reprofiled into 2023/24
Leisure centres - group 2	200	27	173	Underspend reprofiled into 2023/24
OPR libraries	0	0	0	
Norman Park Athletics Track	-9	0	-9	
West Wickham Leisure Centre	623	0	623	Underspend reprofiled into 2023/24
<b>Sub-total - leisure and recreation</b>	<b>2,143</b>	<b>134</b>	<b>2,009</b>	
Gateway Review of Housing I.T System	-368	0	-368	Underspend reprofiled into 2023/24
Payment in Lieu Fund - Properties Acquisitions	68	0	68	Underspend reprofiled into 2023/24
Payment in Lieu Fund - Site K	0	0	0	
Affordable Housing	0	0	0	
Affordable Housing Unallocated	500	0	500	Underspend reprofiled into 2023/24
Housing Development Feasibility Study	100	0	100	Underspend reprofiled into 2023/24
Provision of Housing supply in Anerley	1,041	321	721	Underspend reprofiled into 2023/24
Provision of Library and Housing Improvements in West Wickham	4,800	440	4,360	Underspend reprofiled into 2023/24
Provision of Housing - Burnt Ash Lane	533	432	101	Underspend reprofiled into 2023/24
Modular Build - York Rise	7,473	6,973	500	Underspend reprofiled into 2023/24
London private sector renewal schemes	385	26	359	Underspend reprofiled into 2023/24
Banbury House demolition/site preparation	2	0	2	Underspend reprofiled into 2023/24
Empty Homes Programme	-47	29	-76	
Renovation Grants - Disabled Facilities	7,148	2,131	5,016	Underspend reprofiled into 2023/24
Bushell Site development	-675	18	-693	
<b>Sub-total - Housing</b>	<b>20,961</b>	<b>10,371</b>	<b>10,590</b>	

RENEWAL, RECREATION & HOUSING PORTFOLIO - CAPITAL PROGRAMME OUTTURN 2223				
Scheme	Estimate 2022/23 as at Jan 2023	22/23 outturn	Variance	Commentary
	£'000	£'000	£'000	
Feasibility Studies	28	0	28	Underspend reprofiled into 2023/24
Bromley North Village	70	0	70	Underspend reprofiled into 2023/24
Penge Town Centre	166	23	143	Underspend reprofiled into 2023/24
Orpington Town Centre - Walnut Centre & New Market infra	-2	0	-2	
Bromley High Street Improvements- Growth Fund	1,636	93	1,543	Underspend reprofiled into 2023/24
Bromley High Street Improvements- S106 Fund	0	0	0	
Site G	19,699	375	19,324	Underspend reprofiled into 2023/24
Crystal Palace Park Improvements	-29	0	-29	
Crystal Palace Park - Alternative Management Options	35	45	-10	
Crystal Palace Park Subway	3,728	1,204	2,524	Underspend reprofiled into 2023/24
Crystal Palace Park - Regeneration	0	55	-55	Underspend reprofiled into 2023/24
Next Steps For The Crystal Palace Park Regeneration Plan	0	0	0	
Changing Places	0	0	0	
Chipperfield Road Development - St Paul's Cray	59	0	59	Underspend reprofiled into 2023/24
OPR travellers' sites	0	0	0	
Star Lane Traveller Site	131	100	31	Underspend reprofiled into 2023/24
<b>Sub-total - other</b>	<b>25,521</b>	<b>1,896</b>	<b>23,624</b>	
<b>Total - Renewal, Recreation and Housing portfolio</b>	<b>48,737</b>	<b>12,400</b>	<b>36,337</b>	



Report No.  
HPR2023/050

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE AND PORTFOLIO HOLDER FOR RENEWAL,  
RECREATION AND HOUSING

**Date:** For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS  
Committee on 6 September 2023

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

**Title:** LIBRARY WORKS PROGRESS AND CROFTON ROMAN VILLA

**Contact Officer:** Lydia Lee, Assistant Director Culture and Regeneration  
Tel: 020 8313 4456 E-mail: lydia.lee@bromley.gov.uk

**Chief Officer:** Director of Housing, Planning, Property and Regeneration

**Ward:** All Wards

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1. Reason for decision/report and options

- 1.1 This report provides an update on the library works programme, and information on repairs to Crofton Roman Villa. To enable the library works programme delivery pace to continue the Portfolio Holder and Executive is asked to agree to approve and delegate authority to enter into the contracts required to take forward repairs at Southborough and Beckenham libraries.

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2. **RECOMMENDATION(S)**

**That the Renewal, Recreation and Housing PDS Committee:**

- 2.1 Notes the contents of the report and make any comments available to the Portfolio Holder and the Executive.**

**That the Portfolio Holder for Renewal, Recreation and Housing:**

- 2.2 Agrees to delegate authority to award the library works multi-disciplinary consultancy contract, estimated value £800k, to the Director of Housing, Planning, Property and Regeneration;**
- 2.3 Agrees to proceed to tender for the works at Southborough Library at an estimated value £490k given how close this is to the £500k threshold; and,**

- 2.4 Delegates authority to the Director of Housing, Planning, Property and Regeneration, to award the works contract for Southborough Library given how close the estimated value is to the £500k threshold, as long as the winning tender is affordable within the Operational Property Review budget.**

**That the Council's Executive:**

- 2.5 Agrees to proceed to tender for the works contract for Beckenham Library at an estimated value of £1.4m;**
- 2.6 Agrees to delegate authority to the Director of Housing, Planning, Property and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to award the works contract for Beckenham Library, estimated value £1.4m, as long as the winning tender is affordable within the Operational Property Review library programme budget;**
- 2.7 Note the information on works to Crofton Roman Villa and the request as set out in para 3.19 to utilise the OPR budget for this site as match funding towards bids for grants to improve the information on site and improve visitor experience; and,**
- 2.8 Delegate authority to the Director of Corporate Services to enter into and manage legal matters relating to these works to allow works to progress.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The library service is free to access and available to all.
- 

### Transformation Policy

1. Policy Status: Existing Policy
  2. Making Bromley Even Better Priority:
    - (1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
    - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
    - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: Estimated Cost £2.69m
  2. Ongoing costs: Non-Recurring Cost
  3. Budget head/performance centre: Operational Property Review – Libraries budget
  4. Total current budget for this head: £11.016m
  5. Source of funding: Capital receipts
- 

### Personnel

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

### Legal

1. Legal Requirement: Statutory Requirement: Libraries are a statutory service
  2. Call-in: Not Applicable
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### Procurement

1. Summary of Procurement Implications: The approach is in line with the Council's policy.
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### Property

1. Summary of Property Implications: These works are included in the Operational Property Review previously agreed.
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### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Grant funding will be sought to include more sustainable energy sources.
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### Impact on the Local Economy

1. Summary of Local Economy Implications: Investment across the borough will have a positive economic impact, as will access to information for residents.
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### Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: N/A

### Customer Impact

1. Estimated number of users or customers (*current and projected*): The 2021 Census identified that 330,000 people live in London Borough of Bromley. There are currently 31,224 registered library members who used their library card to borrow an item in a Bromley library in 2022 representing 9.5% of the population of the Borough. This is an increase on 2021 figures.
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Ward Councillors for Southborough and Beckenham libraries are supportive of the recommendations. Ward Councillors for Crofton Roman Villa are also supportive of the report commentary.

### 3. COMMENTARY

- 3.1 A report was taken to the June Renewal, Recreation and Housing PDS on the library works programme. Report number HPR 2023/035.
- 3.2 Following this report officers went out to tender for the consultancy team to prepare the works specifications for the repair works to nine of the borough's 14 libraries. These libraries are: Beckenham, Burnt Ash, Chislehurst, Hayes, Mottingham, Orpington, Penge, Petts Wood and Southborough. The following libraries were not included: Biggin Hill (Mytime Active is responsible for the maintenance of this site), Shortlands, St Paul's Cray, West Wickham (subject to a separate redevelopment currently underway) and Central Library (this site is being considered separately).
- 3.3 The library estate is in poor repair and the Operational Property Review (OPR) process allocated a budget of £11.016m (including share of OPR consultancy costs budget) to the library works programme to bring the buildings up to a good standard, and this budget was agreed by the Executive on 30<sup>th</sup> November 2022 and then by Full Council.
- 3.4 The extent of repair works required mean that, to avoid future temporary building closures across the library estate from broken boilers and other issues, officers are working to complete the works programme within two years. Given that libraries are a statutory service, and therefore the works need to be staggered so that residents continue to be able to access libraries, it is important that, following the completion of the St Paul's Cray Library repair works, momentum is maintained and works begin this year on the next site.
- 3.5 The following works timetable sets out the order in which library works will be undertaken and the estimated dates for site closure whilst the repairs are made. Officers prepared this timetable based on the urgency of the works and geographical spread.

Nov 23 - Mar 24	Southborough
Jan 24 - Sep 24	Beckenham
Mar 24 - Jun 24	Hayes
May 24 - Feb 25	Orpington (including contact centre)
Jul 24 - Oct 24	Mottingham
Sep 24 - May 25	Chislehurst
Nov 24 - Mar 25	Burnt Ash
Jan 25 - Apr 25	Petts Wood
Mar 25 - Jun 25	Penge

- 3.6 The multi-disciplinary consultancy tender return deadline is Friday 8<sup>th</sup> September. Following the receipt of the tender returns officers are planning to evaluate and award the contract by mid-October to allow works to commence at Southborough Library by the end of November, and in Beckenham by the end of January 2024. Given the condition surveys have already been undertaken it is expected that the works specifications can be produced in good time.
- 3.7 To enable this pace of delivery, the Portfolio Holder and the Executive are asked to agree to delegate authority to the Director of Housing, Planning, Property and Regeneration to award: the programme consultancy contract; the works contract for Southborough; and the works contract for Beckenham. Members have indicated that they wish the library works programme to be undertaken as swiftly as practical given that some sites have in the last year experienced temporary closures due to building issues which impact on community access.

- 3.8 The estimated contract value for the multi-disciplinary consultancy contract is £800k. The estimated cost of the repair works to Southborough Library is £490k. The estimated cost of the repair works to Beckenham Library is £1.4m.
- 3.9 The procurement approach to the works contracts for both Southborough and Beckenham libraries will be the Request for Quote (RFQ) process. A minimum of three fixed price quotes will be sought from contractors with experience in the repair of library/leisure/cultural buildings. It will be a closed tender process. This approach is considered appropriate given the nature of the works is repairs, and there is no complex design element to these works. These works do not involve new build or extensions, they are building repairs and the renewal of end-of-life materials. The works contractor who undertook the repair of St Paul's Cray library, which is now complete, was procured via a Change Control Notice to the Greenwich Leisure Ltd contract.
- 3.10 There will be an additional cost to the Beckenham Library works scheme due to the provision of a temporary library facility, and the cost of this is factored into the overall £11.016m budget allocation. Temporary library facilities will be provided during the closure periods of Beckenham, Orpington and Chislehurst libraries. This is because the works at these three sites are particularly significant and therefore each site is expected to be closed for nine months. Given the length of these closure periods, and that libraries are a statutory service, temporary library facilities will be opened in these three locations, in the same way that they are being provided during the works closure for West Wickham Library, subject to suitable vacant premises being found.

#### St Paul's Cray Library

- 3.11 St Paul's Cray library repair works have now been completed, with remodelling of the site also undertaken to enable the move of St Paul's Cray Community Support Centre into the building. The works were completed under budget within the estimated cost envelope of £609k, and all items on the condition survey were replaced or repaired, and the site was fully redecorated including externally. As part of the works the layout was reconfigured to provide a public toilet. The site reopened on Tuesday 8<sup>th</sup> August.

#### Shortlands Library

- 3.12 Shortlands library continues to be assessed by the Property Team, and until the extent of the seasonal subsidence at the building is known, no repair works will be undertaken at this site until Property has concluded their investigations.

#### Additional grant funding

- 3.13 The regeneration team is actively seeking grant funding to complement the library repair programme. The type of grant funding that will be pursued will be: funding for specialist equipment, such as the Obie by Exergame already used at Mottingham Library; funding to bring Bromley Historic Collections items out of storage and on to public display; and funding to improve the energy efficiency of the buildings or install renewable energy sources.

#### Library service contract

- 3.14 The current ten-year service contract with Greenwich Leisure Ltd comes to an end on 31<sup>st</sup> October 2027. The repair works undertaken to the buildings will put the Council in a strong position when the contract is retendered, or renegotiated with GLL (there is an option to extend for five years). Ultimately the aim is for the library buildings to move to Full Repairing and Insuring leases, which this repair programme will enable. Whilst this is alone unlikely to lead to significant savings, it will reduce risk for the Council, and the repair works will lead to savings in relation to energy bills and reactive patch maintenance.

## Crofton Roman Villa

- 3.15 The libraries OPR budget of £11.016m includes funding not only for repair works to the library estate but also the Community Support Centre provision, and Crofton Roman Villa building. The original condition survey from 2021 undertaken at the villa site identified c£50k of repairs, although the OPR estimated that the works could cost up to £500k given the age of the mechanical and electrical systems and lack of heating, the lack of insulation, condition of the roof, the age of the windows, site security, as well as general wear and tear. Additionally sanitary facilities are required at this site to ensure it remains sustainable.
- 3.16 The Ancient Scheduled Monument (the Roman Villa), which the building protects, is itself in good condition and requires no works. The monument is cared for by Kent Archaeological and Rescue Unit (KARU). KARU have a license to manage the site on behalf of the Council and receive a small grant each year to cover basic costs.
- 3.17 Officers have visited the Roman Villa and spoken to KARU about the site and the need to ensure that it has a sustainable future. The Roman Villa is the only one in London open to the public to visit, and is extensively visited by local schools. The site is open between April and October each year and therefore any works undertaken would be planned for the winter months as far as possible.
- 3.18 An up-to-date condition survey is currently being undertaken for this site, after which a multi-disciplinary consultancy team will be appointed to prepare a works schedule for the site. Appropriate approvals will be sought once officers are ready to proceed to undertake the works.
- 3.19 Officers are also seeking authority to use the existing budget as match funding to apply for grants towards improving the interpretation and visitor experience at Crofton Roman Villa. This will be no additional cost to the Council but if successful could enhance facilities.

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

- 4.1 The Library works programme will have a positive impact on vulnerable adults and children. Libraries are a statutory service and are free to access. Libraries support learning, training, wellbeing and access to information on housing and other services.

## **5. TRANSFORMATION/POLICY IMPLICATIONS**

- 5.1 The repair programme will as far as possible provide opportunities for better, more intensive use of the library estate. For example at Orpington Library the Children's Contact Centre is expected to be moved onto the second floor as part of this works programme. At St Paul's Cray the library building now also hosts the local Community Support Centre.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The proposals contained within this report have a total value of approximately £2,690k (£1,400k Beckenham Library; £490k Southborough Library; £800k for cross-cutting multi-disciplinary consultancy contract.) These sums are fully contained within the total budget of £11,125k for libraries (including delivery costs which are on top of the £11.016m set out in this report) in the Operational Property Review programme, added to the capital programme reported to Executive in January 2022.
- 6.2 The proposals, as reported, have no impact on ongoing revenue budgets.

## **7. LEGAL IMPLICATIONS**

- 7.1 This report seeks approval to;

- a) delegate authority to award the library works multi-disciplinary consultancy contract, estimated value £800k, to the Director of Housing, Planning, Property and Regeneration.
- b) delegate authority to the Director of Housing, Planning, Property and Regeneration, to award the works contract for Southborough Library
- c) delegate authority to the Director of Housing, Planning, Property and Regeneration in consultation with the Portfolio Holder for Renewal, Recreation and Housing, to award the works contract for Beckenham Library, estimated value £1.4m, provided the winning tender is affordable within the Operational Property Review library programme budget.
- d) proceed to tender for the works at Southborough Library at an estimated value £490k
- e) proceed to tender for the works contract for Beckenham Library at an estimated value of £1.4m.

7.2 The background to this report is set out in Report number HPR 2023/035.

7.3 The Council has a duty under Section 7 of the Public Libraries and Museums Act 1964 to provide a “comprehensive and efficient” public library service, in particular that “facilities are available” and “encouraging adults and children to make full use of the library”. The Council has both an implied and a specific power under section 111 of the Local Government Act 1972 to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.

7.4 These are works contract, and the value of this procurement falls below the thresholds set out in the Public Contracts Regulations 2015 so is only subject to Part 4 of the Regulations. The procurement must comply with procurement principles of transparency and equal treatment.

7.5 Procurement colleagues have confirmed elsewhere within this report that the actions identified in this report are provided for within the Council’s Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

## **8. PROCUREMENT IMPLICATIONS**

8.1 This report sets out the rationale for the Delegated Authority to award the library works multi-disciplinary consultancy contract, currently out to tender.

8.2 This report further seeks the permission to Proceed to procure and Delegated Authority for Southborough and Beckenham Libraries, using a closed Request for Quotes process.

8.3 Due to the estimated contract value and the classification of the contract as a works contract, the procurement process shall comply with the Public Contracts Regulations 2015 for a below threshold procurement process.

8.4 The Council’s specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain the formal Approval of the following the Agreement of the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.

8.5 In compliance with the Council’s Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council’s e-procurement system.



8.6 The actions identified in this report are provided for within the Council's Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

## **9. PROPERTY IMPLICATIONS**

- 9.1 With the exception of Mottingham and Penge libraries the properties including Crofton Roman Villa are owned by the Council on a freehold basis. Mottingham Library is held on a 999 year lease expiring in 2991 and Penge Library in 2047. The Council should remain mindful of the leasehold requirements concerning works undertaken to those properties. Strategic Property are able to offer guidance where required in this regard.
- 9.2 The libraries are all let or sub-let in the case of Mottingham & Penge libraries to Greenwich Leisure Limited (GLL). The leases to GLL specify that the tenant has limited repairing obligations. A directory of the obligations to repair the libraries are clearly identified in the leases as to which party should bear responsibility for specific repairs. It is recommended that any works proposed are cross checked with the directory/schedules as set out in the leases.
- 9.3 Site access conditions should be considered. Occasionally there may be shared arrangements that are registered against the Council's freehold title. Corporate Services are able to interrogate HM Land Registry records and can report as appropriate.
- 9.4 Vacant or partial possession of the libraries may need to be secured to enable the works to be undertaken. Crofton Roman Villa has no lease in place thus a managed arrangement to secure a cleared site will be sufficient. Should the Council so wish, it is able to terminate the GLL leases on certain grounds from time to time. It is recommended that possession to facilitate any works should be managed by way of a formal agreement with the tenant.

## **10. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS**

- 10.1 The repair programme will improve the energy efficiency of the library buildings. Grant funding will be actively sought to fund renewable energy sources.
- 10.2 As part of the tenders for the consultancy contract a scored quality question was included on social value.

## **11. IMPACT ON THE LOCAL ECONOMY**

- 11.1 The repair of the libraries, given their geographical spread and number, will have a positive impact on wider regeneration across the borough.

## **12. CUSTOMER IMPACT**

- 12.1 The 2021 Census identified that 330,000 people live in London Borough of Bromley. There are currently 31,224 registered library members who used their library card to borrow an item in a Bromley library in 2022 representing 9.5% of the population of the Borough. This is an increase on 2021 figures. This does not include customers who used the library solely for purposes such as studying, activities or using public PC's.
- 12.2 Recently it was announced that Bromley is the highest book issuing authority in London beating Wandsworth, who have been number one for several years, to the top spot.

## **13. WARD COUNCILLOR VIEWS**

- 13.1 The views of the Farnborough and Crofton, Bickley and Sundridge, and Clock House ward councillors were sought, as well as the Beckenham Town ward councillors. All ward councillors who responded were positive about the report recommendations.

<b>Non-Applicable Headings:</b>	Personnel implications; impact on health and wellbeing;
Background Documents: (Access via Contact Officer)	HPR 2023/035

Report No.  
HPR2023/053

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**For Pre-Decision Scrutiny by the Renewal,  
Recreation and Housing PDS Committee and Development  
Control Committee**

**Date:** RRH PDS: 6 September 2023

DCC: 5 October 2023

Executive: 18 October 2023

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

**Title:** ADOPTION OF THE BROMLEY TOWN CENTRE  
SUPPLEMENTARY PLANNING DOCUMENT

**Contact Officer:** Ben Johnson, Head of Planning Policy and Strategy  
E-mail: [ben.johnson@bromley.gov.uk](mailto:ben.johnson@bromley.gov.uk)

**Chief Officer:** Tim Horsman, Assistant Director (Planning)

**Ward:** Bromley Town Ward and Plaistow Ward

---

## 1. Reason for report

- 1.1. This report recommends the adoption of the Bromley Town Centre Supplementary Planning Document (SPD). The SPD provides guidance to assist with the determination of planning applications in the Bromley Town Centre area, including guidance on design requirements.
  - 1.2. A draft SPD underwent public consultation from 28 October 2022 to 27 January 2023. A significant number of responses were received covering a number of issues. The final SPD includes a number of amendments in response to comments received.
  - 1.3. Upon adoption of the SPD, it is recommended that the Council writes to the Secretary of State for Levelling Up, Housing and Communities to request that the Bromley Town Centre Area Action Plan is revoked.
- 

## 2. RECOMMENDATION(S)

**For Renewal, Recreation and Housing PDS Committee and Development Control Committee:**

- 2.1 That Members note the Bromley Town Centre Supplementary Planning Document (shown at Appendix 1) will be presented to Executive for adoption.

**For the Council's Executive:**

- 2.2 That the Executive adopt the Bromley Town Centre Supplementary Planning Document (shown at Appendix 1) as a local development document, subject to any further minor changes (e.g. related to formatting or mapping) prior to adoption.**
- 2.3 That the Executive authorises officers to write to the Secretary of State for Levelling Up, Housing and Communities to request that the Bromley Town Centre Area Action Plan is revoked, as per the provisions of section 25 of the Planning and Compulsory Purchase Act 2004.**

## Impact on Vulnerable Adults and Children

1. Summary of Impact: No Impact
- 

## Transformation Policy

1. Policy Status: Existing Policy – document provides guidance to assist the implementation of adopted Development Plan policy set out in the Bromley Local Plan and the London Plan.
  2. Making Bromley Even Better Priority (delete as appropriate):  
(3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
- 

## Financial

1. Cost of proposal: Costs associated with publicising the adopted SPD will be met from the Planning Policy and Strategy budget.
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Planning Policy and Strategy
  4. Total current budget for this head: £0.568m
  5. Source of funding: Existing Revenue Budget for 2023/24
- 

## Personnel

1. Number of staff (current and additional): 10 FTE
  2. If from existing staff resources, number of staff hours: N/A
- 

## Legal

1. Legal Requirement: Town and Country Planning (Local Planning) (England) Regulations 2012
  2. Call-in: Applicable: Further Details – Executive Decision
  3. It is necessary to have due regard to the public sector equality duty, which sets out the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between people who share a protected characteristic and people who do not share it. It is not anticipated that adoption would adversely affect any of those objectives.
-

## Procurement

1. Summary of Procurement Implications: N/A
- 

## Property

1. Summary of Property Implications: N/A
- 

## Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: the SPD will assist the implementation of Development Plan policies which seek to reduce carbon emissions.
- 

## Impact on the Local Economy

1. Summary of Local Economy Implications: The Bromley Town Centre SPD supports the implementation of London Plan and Local Plan economic policies.
- 

## Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: The Bromley Town Centre SPD supports the implementation of London Plan and Local Plan policies relating to health and wellbeing.
- 

## 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 Councillors comments: Ward Councillors for Bromley Town and Plaistow (wards which cover the draft SPD area) have been engaged on this work; and provided feedback on an initial draft of the consultation document. Ward councillors from the four surrounding wards – Shortlands & Park Langley, Bickley, Hayes & Coney Hall and Bromley Common & Holwood – were also invited to comment on an initial draft of the consultation document, with several councillors providing feedback. A number of comments on an early draft document were received, and the consultation document was amended to reflect these comments where appropriate.

All ward councillors were notified of the consultation on the draft SPD. No comments were received.

### 3. COMMENTARY

#### Background

- 3.1 A report to Development Control Committee, Renewal, Recreation and Housing Policy Development and Scrutiny Committee (RRHPDS) and Executive in early 2020 set out the intention to prepare to produce a Supplementary Planning Document (SPD) to guide development in Bromley Town Centre<sup>1</sup>. This proposed approach was agreed in April 2020<sup>2</sup>.
- 3.2 A consultation exercise to inform the SPD was conducted between 15 July and 5 October 2020, seeking views on the future of Bromley Town Centre and what SPD should focus on. Details of the feedback received during the consultation, and how this feedback informed the draft SPD, is provided in the consultation statement at Appendix 3 (To Follow).

#### Consultation on the draft Bromley Town Centre SPD

- 3.3 Executive approved the draft Bromley Town Centre SPD for consultation at their meeting of 6 October 2022<sup>3</sup>. The Council consulted on the draft SPD from 28 October 2022 to 27 January 2023. The consultation statement (provided at Appendix 3 – To Follow) sets out details of how the consultation was undertaken (section 5); summaries of the responses received (section 6); and details of how the Council has addressed these responses in the final SPD (section 7).

#### Proposed adoption draft Bromley Town Centre SPD

- 3.4 The guidance in the SPD has been developed by the Council's policy and urban design officers, with consideration of the national, London-wide and local planning framework, including the emerging emphasis on design quality in national policy. The proposed adoption draft SPD at Appendix 1 includes a number of amendments in response to comments received during the public consultation, as well as additional amendments following further internal discussions.
- 3.5 The SPD first sets out relevant background information and a vision for the town centre. An amendment has been made to this section to clarify the role of 'development opportunities' included elsewhere in the SPD.
- 3.6 It then sets out the relevant local, London-wide and national policy framework which underpins the guidance and describes the context of the area with reference to townscape, topography and other important considerations. Additional policy and guidance references have been added following consultation.
- 3.7 The SPD then sets out the following six design principles that are considered essential components in delivering good quality design, and which are widely documented (e.g. in

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<sup>1</sup> TOWN CENTRE PLANNING POLICY STRATEGY: BROMLEY AND ORPINGTON, available from: [https://cds.bromley.gov.uk/documents/s50080729/20200310114417\\_017114\\_0037666\\_Executive010420DRAFTTownCentrePlanningPolicyStrategyBromleyandOrpi%2018.pdf](https://cds.bromley.gov.uk/documents/s50080729/20200310114417_017114_0037666_Executive010420DRAFTTownCentrePlanningPolicyStrategyBromleyandOrpi%2018.pdf)

<sup>2</sup> Statement of Executive Decisions on reports due to be considered at the cancelled Executive meeting on 1st April 2020 following consultation with PDS Committee Members, available from: <https://cds.bromley.gov.uk/documents/b50014566/Decision%20Statements%20Wednesday%2001-Apr-2020%2019.00%20Executive.pdf?T=9>

<sup>3</sup> BROMLEY TOWN CENTRE SUPPLEMENTARY PLANNING DOCUMENT – CONSULTATION DRAFT, available from: <https://cds.bromley.gov.uk/documents/s50100161/Exec%20210922%20Bromley%20Town%20Centre%20SPD%20Report.pdf>

Development Plan policy and national planning policy) as being among the key characteristics of successful well-designed places:

- Contextual (Character and Identity)
- Responsive (Architecture and Landscape)
- Connected (Movement and Connectivity)
- Inclusive (Access and Inclusion)
- Healthy (Health and Well-being)
- Sustainable (Sustainable Design, Adaptability and Resilience)

- 3.8 These principles mirror the design principles proposed in the adopted Urban Design Guide SPD. Having these consistent principles threaded through the borough's planning guidance is important as it creates consistency and sets out clear design parameters which development proposals should consider from the very first stages of designing a scheme.
- 3.9 The principles are supported by guidance notes which are a short summary of how the principles should be applied, and which cite specific policy and guidance which is relevant to the respective principles. In response to comments received during public consultation, amendments have been made to the design guidance notes relating to some of the principles, primarily the addition of further policy and guidance references.
- 3.10 The SPD then sets out four character areas and eight sub-areas within them. These areas were derived through consideration of the context of the wider area and represent those parts of the area which are considered to have similar characteristics. They are not intended to be finite boundaries; they are identified for the purposes of the SPD to set out relevant guidance applicable to each area. They have been drawn with deliberately 'soft' edges reflecting the fact that boundaries between character areas are fluid rather than 'fixed'. An amendment has been made to clarify that the sub-areas are not self-contained in terms of the impacts of development, and that proposals in one area can impact on another area, or areas.
- 3.11 There are a series of general guidance notes which apply across the character areas, relating to various topics including density, tall buildings and sustainability.
- 3.12 More specific guidance is also provided for each character area. This includes some key parameters to guide the development of specific sites in the areas (where appropriate) and the identification of potential development opportunities. The development opportunities are indicative, as only the Local Plan allocates sites. The character area guidance sets out detailed design considerations for the areas, including identification of relevant reference heights to inform the assessment of the height of proposals; details of specific public realm and green connections that should be provided; and, where appropriate, details of any prominent materials and design styles which could influence the style of new development.
- 3.13 Each character sub-area includes a plan of area which visualises the key elements of the specific character area guidance.
- 3.14 A number of amendments have been made to the character area sections including:
- Bromley North Gateway – clarity about the potential suitable height of a taller element on the site, including an additional reference that any taller element would be subject to detailed design considerations.
  - North High Street – minor amendment to clarify relevant heritage assets within the Site 3 boundary.



- High Street – amendment to state that new development should respect the setting of the Churchill Theatre, rather than being subservient to it. This amended wording ensures consistency with guidance elsewhere in this sub-character area section.
- Civic Centre / Palace – updated wording to reflect the imminent relocation of civic functions.
- Bromley South – additional wording to ensure that new development does not affect the operation of Bromley Police Station.

#### Revocation of Bromley Town Centre Area Action Plan (AAP)

- 3.15 The Bromley Town Centre AAP was adopted in 2010, based on evidence produced in the mid-2000s, and technically remains an extant Development Plan Document. The document is significantly out-of-date, and has been largely superseded by the adoption of the Local Plan and the London Plan. The adoption of the Bromley Town Centre SPD, which provides detailed guidance for development in the town centre, will mean that the AAP ceases to have any relevance and would be fully superseded.
- 3.16 As the AAP is technically extant, this has caused some confusion about its weight and relevance to planning applications. The weight of the document has, in reality, been negligible for some time, but certain applicants have placed undue reliance on some parts of the AAP, despite it not reflecting the Council's up-to-date planning policies and objectives relating to the development and use of land in Bromley Town Centre.
- 3.17 To avoid further confusion and to ensure that the Council's relevant policy and guidance for Bromley Town Centre is clear, it is considered that the AAP should be formally revoked upon adoption of the SPD. The Council cannot revoke the AAP itself and must ask the Secretary of State for Levelling Up, Housing and Communities to do so, as per the provisions of section 25 of the Planning and Compulsory Purchase Act 2004.

#### **4. TRANSFORMATION/POLICY IMPLICATIONS**

- 4.1 SPDs should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making. They should not add unnecessarily to the financial burdens on development.
- 4.2 The Bromley Town Centre SPD provides guidance to assist with the implementation of the Local Plan, London Plan, NPPF and other documents.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The production of the Bromley Town Centre SPD and the costs associated with adoption will be funded from the Planning Policy and Strategy budget.

#### **6. LEGAL IMPLICATIONS**

- 6.1 The SPD has been prepared in line with relevant planning guidance and regulations, including the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). If adopted, the SPD will be a material consideration in the determination of relevant planning applications. Any requirements relating to adoption will be undertaken in line with regulations.

- 6.2 A Screening Statement to determine the need for a Strategic Environmental Assessment (SEA) has been prepared by officers, in accordance with the requirements of European Directive 2001/42/EC; and the Environmental Assessment of Plans and Programmes Regulations 2004; this is provided at Appendix 2. The screening has concluded that an SEA does not need to be prepared as the SPD does not introduce new policies but provides further guidance on adopted Development Plan policy. This policy has been sufficiently appraised in the Sustainability Appraisals of the Local Plan and London Plan documents; it is considered that the Bromley Town Centre SPD will not result in any additional significant effects to those already identified through these higher-level Sustainability Appraisals.
- 6.3 This approach is consistent with national planning guidance which states that SPDs are only likely to require an SEA in exceptional circumstances, where they are likely to have significant environmental effects that have not already have been assessed during the preparation of the relevant strategic policies.
- 6.4 There is a requirement to consult three statutory consultation bodies designated in the SEA Regulations (the Environment Agency, Historic England and Natural England) on whether an environmental assessment is required. Officers have consulted each of the three bodies prior to the consultation on the draft SPD and as part of the draft SPD consultation. Comments received are set out in Appendix 2.
- 6.5 Officers have reviewed the SEA screening statement in light of the comments received, and consider that the responses to the SEA criteria set out in tables 1 and 2 remain appropriate as set out in the initial draft SEA screening statement. As noted above, officers consider that an SEA will not be required for the Bromley Town Centre SPD.

## **7. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS**

- 7.1 The Bromley Town Centre SPD supports the implementation of London Plan and Local Plan policies on carbon reduction. The SPD does not introduce new policy but will help to deliver existing policy in the Bromley Town Centre area and lead to positive outcomes.

## **8. IMPACT ON THE LOCAL ECONOMY**

- 8.1 The Bromley Town Centre SPD supports the implementation of London Plan and Local Plan economic policies, particularly policies which promote economic activity in town centres.

## **9. IMPACT ON HEALTH AND WELLBEING**

- 9.1 The Bromley Town Centre SPD supports the implementation of London Plan and Local Plan policies relating to health and wellbeing, including policies which aim to protect social infrastructure. The SPD includes the 'Healthy' design principle which notes that development proposals should seek to promote and prioritise health and well-being.

<b>Non-Applicable Sections:</b>	IMPACT ON VULNERABLE ADULTS AND CHILDREN; PERSONNEL/ PROPERTY/PROCUREMENT IMPLICATIONS; CUSTOMER IMPACT
Background Documents: (Access via Contact Officer)	<p>Bromley Local Plan 2019, available from: <a href="https://www.bromley.gov.uk/downloads/file/51/bromley-local-plan">https://www.bromley.gov.uk/downloads/file/51/bromley-local-plan</a></p> <p>Bromley Town Centre Area Action Plan (2010), available from: <a href="https://www.bromley.gov.uk/downloads/download/91/bromley-town-centre-area-action-plan">https://www.bromley.gov.uk/downloads/download/91/bromley-town-centre-area-action-plan</a></p> <p>London Plan (adopted 2 March 2021), available from: <a href="https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf">https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf</a></p> <p>National Planning Policy Framework (July 2021), available from: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf</a></p> <p>National Planning Practice Guidance – <a href="https://www.gov.uk/guidance/plan-making">https://www.gov.uk/guidance/plan-making</a></p> <p>The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) - <a href="https://www.legislation.gov.uk/uksi/2012/767/contents">https://www.legislation.gov.uk/uksi/2012/767/contents</a></p>

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# **Bromley Town Centre Supplementary Planning Document**

Adopted October 2023

Bromley Council

Bromley Town Centre Supplementary Planning Document – adopted 18 October 2023

For more information about this document, please contact:

Bromley Planning Policy Team

Email: [ldf@bromley.gov.uk](mailto:ldf@bromley.gov.uk)

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# 1. A Vision for Bromley Town Centre

## Introduction

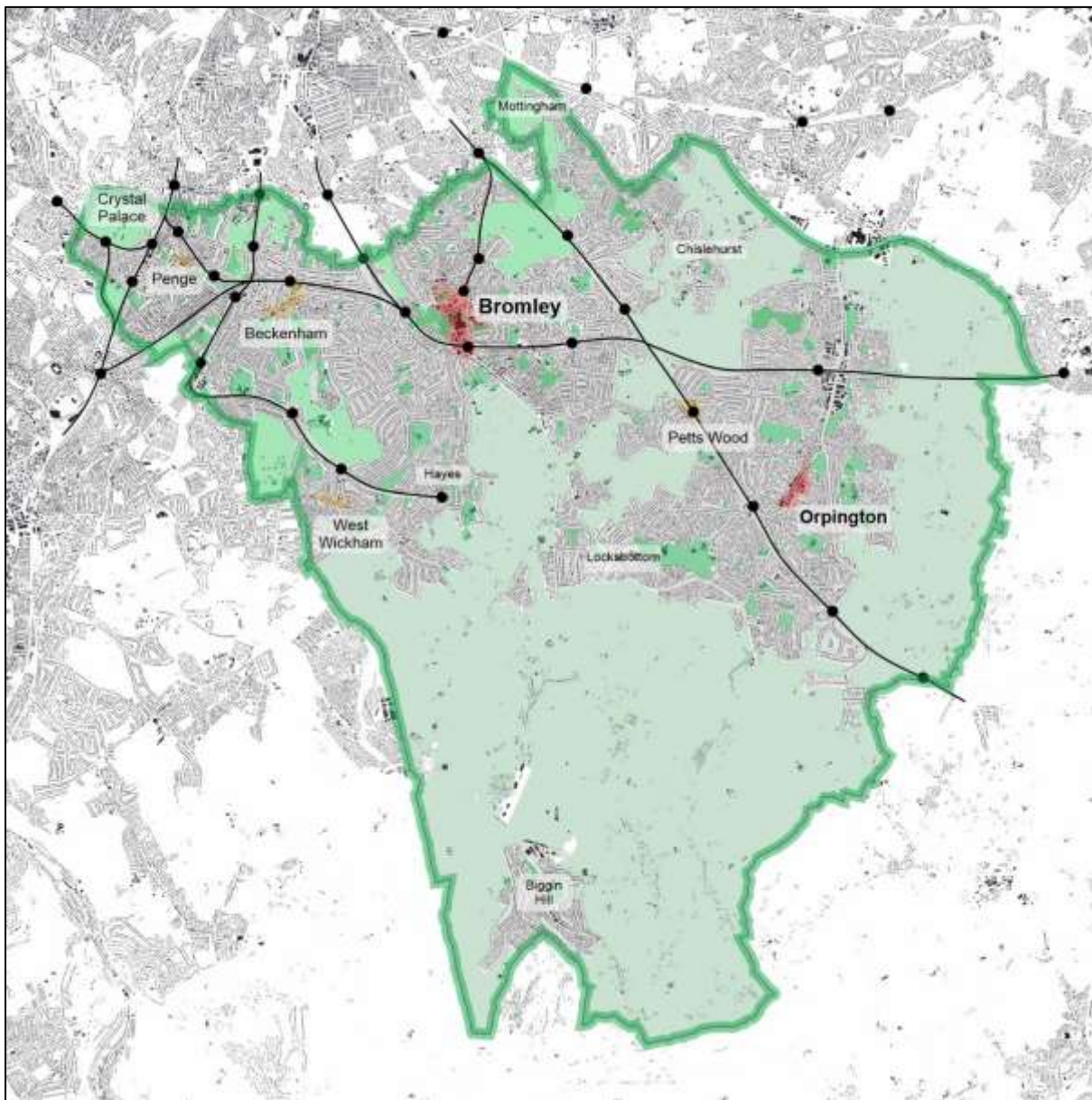
- 1.1 Bromley Town Centre is, historically and currently, the main retail centre for the borough, as well as being a significant location for office use. It also has a significant residential population. It is a Metropolitan town centre and Opportunity Area, as set out in the Bromley Local Plan<sup>1</sup> and the London Plan<sup>2</sup>, which together make up the statutory Development Plan for the Borough.
- 1.2 The nature of the London Borough of Bromley is predominantly suburban, with district centres interspersed with large areas of open Green Belt countryside, urban areas are mainly concentrated in the northwest of the borough. The two key centres; Bromley Town Centre and Orpington Town Centre each have distinct residential catchment areas with significant wedges of open space designated either Green Belt or Metropolitan Open Land separating the two areas.

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<sup>1</sup> Bromley Local Plan (adopted January 2019), available from:  
<https://www.bromley.gov.uk/downloads/file/51/bromley-local-plan>

<sup>2</sup> London Plan (adopted March 2021), available from:  
[https://www.london.gov.uk/sites/default/files/the\\_london\\_plan\\_2021.pdf](https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf)

Figure 1: Borough context map



- 1.3 This Supplementary Planning Document (SPD) provides guidance on the interpretation of adopted planning policies as they relate to the Bromley Town Centre area; it does not set out new planning policy, as this cannot be done in an SPD. The Council is undertaking a review of the Local Plan; this SPD will help to inform preparation of this document, in relation to policies for Bromley Town Centre and the surrounding area.
- 1.4 Guidance is provided through a number of ‘SPD guidance notes’ set out in later sections of the document; these guidance notes include references to relevant policies and guidance where appropriate (although these are not exhaustive and there may be other relevant policies and guidance which apply). The SPD assesses the varied characteristics of Bromley Town Centre by reference to character areas, and within them further sub-areas.
- 1.5 Some of the character areas include ‘development opportunities’ (including allocated and non-allocated sites). For non-allocated sites, the guidance does not equate to a site allocation. The intent of providing guidance for these non-allocated sites is to identify broad development parameters which may be suitable, but the guidance defers to the need for detailed justification to address relevant policy requirements in the adopted Development Plan.
- 1.6 The SPD will be a material consideration in the determination of relevant planning applications within the area covered by the document.
- 1.7 The Council also has a range of strategies which should be read alongside this SPD, including the Regeneration Strategy<sup>3</sup> and Economic Development Strategy<sup>4</sup>.

## Vision for Bromley Town Centre

- 1.8 The Bromley Local Plan sets out the Vision for the Borough through to the 2030’s, the majority of which is directly applicable to aspirations for Bromley Town Centre:

*“Bromley is known for the high quality of its living, working and historic and natural environments. The Council, local people, organisations and businesses work together to ensure that we all enjoy a good quality of life, living healthy, full, independent and rewarding lives.*

*Bromley values its distinctive neighbourhoods, ranging from the rural to suburban and urban. Neighbourhoods provide a choice of good quality homes, jobs and a range of shops and services appropriate to the different town, district and local centres.*

*The protection and enhancement of conservation areas and heritage assets, along with high quality new development have contributed to civic pride and wellbeing.*

*The Green Belt fulfils its purpose, and, together with other open spaces, contributes to protecting Bromley’s special character and the health and wellbeing of local residents and visitors alike.*

*Bromley has high levels of educational attainment, whilst strong and diverse businesses are able to invest to support a thriving economy.”*

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<sup>3</sup> London Borough of Bromley Regeneration Strategy 2020 to 2030, available from: <https://cde.bromley.gov.uk/documents/s50083012/RegenerationStrategy.pdf>

<sup>4</sup> London Borough of Bromley Economic Development Strategy 2021 to 2031, available from: <https://www.bromley.gov.uk/downloads/file/1749/economic-development-strategy-2021-to-2031>

- 1.9 Taking account of the Local Plan vision and consideration of Council priorities for the town centre and public consultation feedback, the following vision will underpin this SPD and sets out the key aspects of how Bromley Town Centre should develop:

## Vision for Bromley Town Centre

- The town centre will be the cultural, civic and economic heart of the borough, recognised for its cultural and leisure facilities and vibrant high quality shopping experience.
- Bromley Town Centre will develop a distinct residential character which will support the primary cultural, civic and economic role. The area will be home to a range of people and families living in high quality developments.
- Bromley Town Centre will be a place where heritage assets are respected and referenced by new development. The area has a strong historic environment with a number of listed buildings and a conservation area.
- Bromley Town Centre will maintain and enhance its role as a key office location in the Borough; it will provide a place to work and collaborate including grade A office space but also flexible, dynamic spaces for start-ups and creative workspace and spaces that are responsive to new working patterns post-pandemic.
- The town centre environment will comprise streets, squares, places, courtyards and ways, responsive to the human scale and easily navigable. Movement through key spaces should be easy and legible. Different areas will be recognisable due to the character and scale of surroundings, with buildings helping to define places and historic structures being a natural part of the town and how it is composed.
- Bromley Town Centre will be intertwined with nature, with a more ecologically rich and diverse environment. Parks and open spaces will be key spaces for people who live in, work in and visit the town centre; these spaces will be accessible to all, balancing wild nature with urban play, leisure and culture.
- Bromley Town Centre will be integrated and carefully connected to its surrounding suburbs and landscapes, though remaining distinct from these areas in terms of its role and character.
- Bromley Town Centre will be a people-focused town centre where pedestrian movement will be prioritised, and traffic impacts on public spaces will be minimised. The High Street (both the pedestrianised and non-pedestrianised parts), Market Square, Elmfield Road, and the northern part of the town centre around East Street and West Street should first and foremost be places to dwell and enjoy.
- Bromley Town Centre will be resilient and able to deal with social, environmental and economic challenges and changes, including mitigating and adapting to climate change, weathering economic cycles and enduring the changing nature of our town centres. Spaces and development types should promote cultural, economic, education, social and leisure activity without constraining future transformations.

## 2. Policy framework

- 2.1 The policy framework for Bromley encompasses planning policy and guidance at a national, regional and local level.

**Figure 2 – policy framework diagram**



### National planning policy and guidance

- 2.2 The National Planning Policy Framework<sup>5</sup> (NPPF) sets the national policy context for preparation of local plans. Local Plans must be consistent with national policy and should enable the delivery of sustainable development in accordance with the policies in the NPPF. The NPPF is also capable of being a material consideration in the determination of planning applications. The current version of the NPPF was published in July 2021. National Planning Practice Guidance<sup>6</sup> (PPG) provides further detail on various aspects of the NPPF.
- 2.3 The NPPF sets out a range of policies addressing matters including the areas of economy, town centres, sustainability and design; and advises that strategic policy-making authorities should “*set clear expectations for the quality of the places to be created and how this can be maintained (such as by following Garden City principles); and ensure that appropriate tools*

<sup>5</sup> National Planning Policy Framework (July 2021), available from: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

<sup>6</sup> Planning Practice Guidance, available from: <https://www.gov.uk/government/collections/planning-practice-guidance>



*such as masterplans and design guides or codes are used to secure a variety of well-designed and beautiful homes to meet the needs of different groups in the community.”* (Paragraph 73c).

- 2.4 The NPPF also advises that *“significant weight should be given to: a) development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes; and/or b) outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings.”* (Paragraph 134)
- 2.5 To support future design codes, the National Model Design Code<sup>7</sup> (NMDC) provides a framework for local authorities to develop their own localised codes; based on the ‘ten characteristics of a well-designed place’ as set out in the National Design Guide<sup>8</sup> (NDG) and expanded upon within the NMDC.
- 2.6 The Environment Act received royal assent in November 2021. Once the provisions of the Act are commenced in 2023, it will mandate a minimum 10% Biodiversity Net Gain (BNG) with the aim of leaving the natural environment in a measurably better state than beforehand. The Act also proposes the use of a recognised Biodiversity Metric to assist with calculating BNG

## London planning policy and guidance

- 2.7 The Mayor of London produces a spatial development strategy (known as the London Plan). The current version of the London Plan was adopted in March 2021. The London Plan forms part of the Development Plan for each of the London local planning authorities and is used to assess planning applications.
- 2.8 Bromley Town Centre is one of 14 Metropolitan centres in Greater London and the only one in the borough, making it the most significant town centre in the borough; the nearest equivalent centre is Croydon. Bromley is identified in the London Plan as a centre that should see strategically significant levels of commercial growth with strong demand and/or large-scale retail, leisure or office development in the pipeline and with existing or potential public transport capacity to accommodate it (typically PTAL 5-6).
- 2.9 Bromley Town Centre is designated an Opportunity Area with an indicative target of delivering 2,000 jobs and 2,500 new homes.
- 2.10 The London Plan also identifies Bromley Town Centre as an area with high potential for residential growth, either within or on the edge of the town centre. This is a broad strategic-level categorisation that Boroughs should have regard to when seeking opportunities for residential growth in and around town centres.
- 2.11 In addition, Bromley Town Centre is also identified as an area of mixed-use office potential with capacity, demand and viability to accommodate new office development, generally as part of mixed-use developments including residential use, and an area of regional or sub-regional significance in terms of the night-time economy.

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<sup>7</sup> National Model Design Code (July 2021), available from: <https://www.gov.uk/government/publications/national-model-design-code>

<sup>8</sup> National Design Guide (January 2021), available from: <https://www.gov.uk/government/publications/national-design-guide>

- 2.12 There are a number of relevant London Plan policies that could apply to development proposals in Bromley Town Centre. The following policies are of particular relevance:
- Policies D1-D9, which set out a design and character-led approach to growth;
  - Policy D12, which relates to fire safety and aims to ensure that the fire safety of development is considered at the outset.
  - Policy HC1 which seeks to protect heritage assets including conservation areas;
  - Policy HC5, which seeks to protect existing cultural venues, facilities and uses where appropriate and support the development of new cultural venues in town centres;
  - Policy G5, which sets out a requirement for certain development proposals to provide urban greening in line with a target 'Urban Greening Factor' score.
  - Policy T6, which stipulates that development in Major and Metropolitan town centres and in areas with a PTAL rating of 5-6 should be car-free; and
  - Policies SD6-SD9, which set out a number of policies for town centre development which follow a 'town centre first' approach to intensification and commercial uses.
- 2.13 The Mayor also has a number of adopted and draft London Plan Guidance (LPG) documents<sup>9</sup> which provide further detail on policies set out in the London Plan. This includes the Fire Safety LPG<sup>10</sup>.

## Local planning policy and guidance

- 2.14 The Bromley Local Plan was adopted in January 2019. The Local Plan sets out a number of planning policies, site allocations and land designations for the Borough, and along with the London Plan (2021) forms the Borough's Development Plan (used to assess planning applications). The Local Plan is accompanied by the Policies Map which illustrates geographically the application of the policies in the Local Plan.
- 2.15 The Local Plan identifies Bromley Town Centre as a focus for sustainable growth of retail, office, homes, and leisure and cultural activities, as well as allocating a number of sites for future development. Relevant policies supporting this requirement are set out below:
- Policies 13, 14 and 16 are relevant to Bromley Town Centre. The policies cover the Bromley Common Renewal Area, which closely adjoins the south-eastern corner of the town centre.
    - Policy 13 defines the purpose of Renewal Areas, including as places where proposals should provide demonstrable economic, social and environmental benefits and address identified issues and opportunities.
    - Policy 14 states that development in, or close to, Renewal Areas should demonstrate how their benefits asset out in Policy 13, and where appropriate be guided by Development Briefs or other guidance.
    - Policy 16 defines expectations of the Bromley Common Renewal Area:  
*“Proposals within the Bromley Common Renewal Area will be expected to maximise opportunities to create a successful transition zone from Bromley Town Centre to the suburban and semi-rural urban fringe and produce a positive gateway to Bromley Town Centre along the Hayes Lane / Homesdale Road / A21(Bromley Common) junction, supported by appropriate green infrastructure.”*

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<sup>9</sup> Available from: <https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs>

<sup>10</sup> Available from: <https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/fire-safety-lpg>



- Policy 20 supports the provision of accessibly located and designed facilities to meet community needs and resists the loss of community facilities.
- Policy 21 addresses opportunities for community facilities including ‘meantime uses’, community hubs and sports and recreation facilities in areas of deficiency or where they present a tool for renewal and recreation.
- Policy 22 expects new developments to provide social infrastructure appropriate to the nature and scale of the proposal.
- Policy 26 requires applications to maximise opportunities to support and enhance health & wellbeing, encouraging physical activity, providing accessible and adaptable new dwellings, ensuring appropriate access to open space, particularly in areas of deficiency, and optimising health benefits throughout scheme design.
- Policy 37 requires all development proposals to be of a high standard of design and layout.
- Policies 38 and 39 concern listed and locally listed buildings. There are a number of listed and locally listed buildings within the town centre.
- Policies 41 and 42 concern conservation areas and areas adjacent to such areas. The Bromley Town Centre conservation area covers the northern part of the town centre.
- Policy 48 identifies ‘Views of Local Importance’; the view of Keston Ridge from the southern section of Bromley High Street (looking south), and the view west and south from Martins Hill, Bromley. The Churchill Theatre and Library is a designated local landmark; views of this landmark are also protected by policy 48.
- Policies 59 and 79 are concerned with enhancing biodiversity and addressing deficiencies, based on the Local Plan’s assessment of Areas of Local Park Deficiency & Areas of Deficiency in Access to Nature. The eastern side of Bromley Town Centre has a deficiency in Local Parks (2 hectares or more) and the whole of Bromley Town Centre has a deficiency in access to nature. There is an existing sequence of Urban Open Spaces (Policy 55) and Local Green Spaces (Policy 56) (Queensmead, Martins Hill, Church House Gardens, College Green, Queens Gardens and Bromley Palace Park), three of which - Queensmead, Martins Hill and Bromley Palace Park - are also designated as Sites of Importance for Nature Conservation (Policy 69).
- Policy 73 notes the importance of trees. Proposals for new development will be required to take particular account of existing trees on the site and on adjoining land, which in the interests of visual amenity and/or wildlife habitat, are considered desirable to be retained.
- Policy 78 advises that the Council will assess the likely impact on the quality and character of green corridors through the Borough and will seek and support appropriate enhancement and management.
- Policy 84 aims to manage and improve the supply of high-quality office floorspace in the three Business Improvement Areas, and so proposals will not be permitted which result in the loss of Class B1(a) floorspace or which compromise the primary function of the BIA. There are three Business Improvement Areas within Bromley Town Centre. Three Article 4 Directions<sup>11</sup> to withdraw the permitted development right for change of use from office to residential in the three Business Improvement Areas came into force in July 2022. In addition, the Council has also made Directions to remove office to residential demolition (Class ZA) permitted development rights in the three Business Improvement Areas. The removal of PD rights through the Article 4 Direction enables the Council to plan properly and ensure uses which contribute significantly to economic growth are protected.
- Policy 90 sets out the intention to prepare an Opportunity Area Planning Framework for Bromley Town Centre to deliver a minimum of 2,500 homes and an indicative 2,000 jobs and maximise its contribution to the vision and objectives of the Local Plan.
- Policy 91 aims to limit town centre uses to town centre sites wherever possible, and to ensure proposed uses have a positive impact on town centre vitality and viability.

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<sup>11</sup> Available from: <https://www.bromley.gov.uk/planning/permitted-development>

- Policy 92 aims to preserve and enhance active frontages and ensure that changes of use away from A1 are carefully managed<sup>12</sup>, to different degrees for primary and secondary frontages. Criteria for secondary frontages are less onerous than those for primary.
- Policy 93 aims to preserve retail as the primary function specifically within The Glades shopping centre.
- Policy 97 sets out criteria for how proposals for conversion of upper floors in town centres will be assessed and aims to preserve office space where possible
- Policy 98 aims to ensure appropriate delivery of restaurants, pubs and hot food takeaways in town centres.
- Policy 99 aims to manage the change of use of town centre ground floors from retail to residential uses. Such proposals will be permitted subject to a number of criteria including not undermining retail vitality and viability.
- Policy 100 aims to retain market trading in town centres and encourage new markets, subject to criteria. Bromley has an historic street market operating on the High Street.
- Policy 101 aims to retain shopfronts of architectural merit and sets out criteria for the design of existing and new shopfronts.
- Policy 115 seeks to reduce flood risk including through the application of the sequential and exception tests to avoid inappropriate development in relation to flood risk. Parts of Bromley Town centre are within higher risk flood zones, including land at Bromley South. A number of main river culverts lie under the town centre area, including culverts in close proximity to allocated sites. The protection of these culverts is vital to reducing the risk developments pose to increasing flood risk elsewhere.

2.16 The Council has prepared the Urban Design Guide SPD to provide clear guidance on urban design to inform and engage developers, applicants, planning officers, residents and all other interested parties in bringing forward proposals for development in Bromley. The Urban Design Guide SPD will be relevant to development within Bromley Town Centre, including guidance on inclusive design, tall buildings, biodiversity, shopfronts, designing out crime and public realm; it is not necessary to repeat the detailed guidance in the Bromley Town Centre SPD, although the guidance in this document does reflect the six design principles set out in the Urban Design Guide SPD.

## Infrastructure delivery

2.17 The Community Infrastructure Levy (CIL) allows charging authorities in England and Wales to raise funds from developers undertaking new development, to help fund new or improved infrastructure required to support the growth identified in adopted Local Plans. CIL replaces much of the existing process of planning obligations commonly known as Section 106 (S106) agreements.

2.18 In Bromley, both a Mayoral CIL and local CIL are applied to relevant planning permissions (applications with an applicable charging rate which are determined after the relevant CIL charging schedule has come into effect). The Mayoral Community Infrastructure Levy<sup>13</sup> (known as MCIL2) took effect on 1 April 2019; and the Bromley Community Infrastructure Levy<sup>14</sup> (CIL) took effect on 15 June 2021.

<sup>12</sup> The former A1 Use Class has now been subsumed into Use Class E.

<sup>13</sup> Mayoral Community Infrastructure Levy, available from: <https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy>

<sup>14</sup> Bromley Community Infrastructure Levy, available from: <https://www.bromley.gov.uk/planning-policy/bromleys-community-infrastructure-levy>

- 2.19 The Infrastructure Delivery Plan (IDP) 2016 set out the infrastructure required to support planned growth identified in the Local Plan, over the period 2016-2031. The IDP was updated as part of the preparation of the Bromley CIL<sup>15</sup>.
- 2.20 The IDP identifies various infrastructure requirements relating to Bromley Town Centre, particularly those focused on improving connectivity and establishing Bromley Town Centre as a transport hub. This includes significant improvements to the public realm and localised junction improvements, particularly on the A21. As pressures and expectations evolve, there is likely to be an on-going need for a range of enhanced infrastructure, including green, transport, social, energy, waste and digital infrastructure.
- 2.21 The Local Plan sets out the Council's transport investment priorities, with aspirations for improved transport links to Bromley North and Bromley South, for example through the enhancement of the Docklands Light Railway and Tramlink along with extensions of the London Underground.
- 2.22 Planning obligations may still be sought on specific schemes, particularly to secure affordable housing, transport, open space, green infrastructure and carbon offsetting contributions, and to secure mitigation of any site-specific impacts (including through provision of any site-specific infrastructure necessary in addition to CIL). The Planning Obligations SPD<sup>16</sup> sets out the Council's approach to securing planning obligations.

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<sup>15</sup> Infrastructure Delivery Plan (IDP) Update Report 2020, available from:

<https://www.bromley.gov.uk/downloads/file/698/london-borough-of-bromley-infrastructure-delivery-plan>

<sup>16</sup> Planning Obligations SPD (June 2022), available from: <https://www.bromley.gov.uk/planning-policy/planning-obligations-supplementary-planning-document>

## 3. Context

- 3.1 Bromley Town Centre is a designated Metropolitan town centre and is the largest town centre in the Borough. The town centre offers a range of retail, leisure, cultural, office and residential provision, including The Glades Shopping Centre, the Churchill Theatre, a pedestrianised High Street area and Bromley North Village. Bromley Borough has a very strong architectural heritage which is reflected in the Bromley Town Centre conservation area, which includes a number of listed and locally listed buildings.

### Townscape and growth analysis

- 3.2 Bromley's role as a notable market town developed due to its location on a major coaching route to London. The town centre developed around the marketplace, located at today's Market Square, and grew along the old London to Hastings turnpike. Early maps show buildings grouped around the marketplace and the High Street.
- 3.3 Up to the mid-19th century, the town extended from Bromley College in the north, to Tweed Cottage, next to Aberdeen Buildings, in the south, with estate gardens abutting sections of the High Street. The opening of Bromley South railway station in 1858 and Bromley North railway station in 1878, and the subsequent suburban expansion of London, further encouraged growth as residential development radiated out from the historic town centre.
- 3.4 By the 1930s, the town centre had seen extensive development, including significant commercial and civic developments, with the High Street extending further south to connect with Masons Hill. Post-war, the town centre saw substantial redevelopment including post-Blitz reconstruction; this was largely within the existing development footprint. This included extensive new cultural, civic, and commercial facilities, such as the Churchill Theatre.
- 3.5 The commercial success of Bromley Town Centre altered the character of Bromley as a market town. The Glades Shopping Centre was completed in 1991 and the High Street was pedestrianised in the early 1990s to accommodate the popularity of Bromley as a commercial centre.
- 3.6 Pedestrianisation of the High Street was facilitated by the construction of Kentish Way in the early 1990s, to bypass the town centre and form a continuation of the A21; this created some severance issues between Bromley South and Masons Hill, and access to the east of the town centre towards the Civic Centre.
- 3.7 The creation of Kentish Way and the Glades Shopping Centre were significant interventions in the evolution of Bromley Town Centre influencing its present-day character.

### Topography

- 3.8 Topography is a key consideration for developments in the town centre. Bromley Town Centre has excellent accessibility via public transport, with various bus routes and two train stations. Bromley South Station is situated at the bottom of the High Street, at the lowest lying part of the Town Centre. Access to the heart of the town centre is via a moderately steep, but short, walking route. Future developments in the town centre should seek to address these

topographical challenges with the aim of providing new development which can be accessed by sustainable modes of transport, consistent with Development Plan policy.

- 3.9 The change in topography is a key characteristic of the town centre which will influence the layout, height, scale and massing of future development.

## Land use

- 3.10 Bromley is a Metropolitan town centre which serves a wide catchment area across the Borough and beyond into other Boroughs in London. It benefits from excellent accessibility to Central London and the wider South East by a variety of transport modes, particularly public transport.
- 3.11 The town centre provides a range of comparison and convenience retail, notably on the pedestrianised High Street and within the Glades Shopping Centre. The town centre is a focal point for offices, with concentrations of office use on Elmfield Road and around Bromley South and Bromley North stations and on London Road.
- 3.12 Leisure and cultural uses (including the Churchill Theatre), community facilities and civic functions (including Bromley Central Library) are also prominent in the centre.
- 3.13 Recent changes to the Use Classes Order (UCO) could have an impact on the retail offer in Bromley Town Centre, as shops can now convert to previously separate uses such as cafes, restaurants and estate agents without requiring planning permission. Additionally, new permitted development rights allow Class E uses to convert to residential use. The Council is putting in place Article 4 Directions to remove these new permitted development rights in Bromley Town Centre.
- 3.14 The town centre retail has proven resilient during the pandemic, with few long-standing vacant units remaining in the town centre.
- 3.15 Your Bromley is the Business Improvement District (BID) for Bromley Town Centre<sup>17</sup>. The BID was first established in 2015; the BID uses levy payments from local businesses to provide services and develop projects within the BID area, for the benefit of local businesses, residents and visitors.

## Scale and character

- 3.16 The central High Street area, which extends from Elmfield Road in the south to Market Square in the north, has a varied character. Some buildings have survived from the early 19th century; these tend to be modest two storey structures with traditional detailing. The remaining buildings are a mixture of late 19th century to early 20th century buildings; the former tend to be two to three storeys in height with narrow frontages following traditional building plots with well detailed commercial facades in brick.
- 3.17 Market Square has an intimate character; buildings are typically two to three storeys in height, including the prominent 1930's neo-Tudor building in the centre. The square is framed by several locally listed buildings of architectural merit.
- 3.18 The western side of the High Street contains large plots with post-war modernist buildings. The Glades Shopping Centre, built in the early 1990s, is a substantial structure contrasting

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<sup>17</sup> Details of Your Bromley are available from: <https://yourbromley.com/>

with the finer grain surroundings; the large footprint contributes to east-west severance within the town centre.

- 3.19 The majority of buildings in the northern High Street area, which runs from Market Square in the south to Bromley and Sheppard's Colleges in the north, date from the late 19th century; these are typically around three storeys in height with narrow frontages. A number of earlier buildings survive, typically timber framed two storey structures.
- 3.20 There are distinctive Victorian terraced dwellings in the area to the north of Market Square and in the vicinity of Bromley North Station. This area contains a number of important listed and locally listed landmark buildings including Bromley North Station, the former Town Hall, the former Public Library building and Bromley Baptist Church. Many of the buildings form part of a civic node; the original Victorian and Georgian architecture is attractively detailed and carefully executed.
- 3.21 Masons Hill was originally a distinct settlement to the south-east of the town centre, and currently connects the town centre with the Bromley Common Renewal Area. This area lacks a discernible character, in part due to the dominance of Kentish Way which runs through the area.

## Heritage

- 3.22 Heritage designations and assets in Bromley Town Centre reinforce local distinctiveness in the town centre.
- 3.23 Bromley Town Centre conservation area is centred on the historic marketplace at the centre of the town; the most significant concentration of listed buildings in the town centre are located here, including the Grade I listed Bromley and Sheppard's Colleges.
- 3.24 The conservation area includes large areas of historic landscape. Much of this is also protected through green / open space and nature conservation designation.
- 3.25 The Bromley Town Centre conservation area Statement SPG (2011) provides a detailed appraisal of the architectural and historic character of the conservation area; and an overview of planning policy and management guidelines on how this character should be preserved and enhanced in the context of appropriate ongoing change.
- 3.26 The SPG divides the conservation area informally into the following character areas:
  - High Street (central section) - *'a fine grained traditional shopping street, with individual shop fronts retained.'*
  - High Street (northern section) - *'a traditional shopping street, which is not dominated by large box illuminated signage and individual shop fronts.'*
  - Market Square – *'a market town with the appearance of single frontage shopfronts and non dominant signage.'*
  - Ravensbourne Valley - *'open/green and semi rural character.'*
  - Widmore Road (East) and Tweedy Road – *'a residential road on the edge of the Town Centre with elegant rows of houses either side of Widmore Road.'*
  - Queens Gardens and the Glades Shopping Centre - *'a quiet landscaped enclave with mature trees close to the busy shopping centre.'*
  - Bromley North - *'a village atmosphere with fine grain retail and residential leading to a gateway containing civic buildings and a church at the Junction of Widmore and Tweedy Road.'*

- 3.27 This subdivision and the analysis of the qualities and attributes of these areas, as set out in the SPG, is relevant for this SPD.
- 3.28 Other non-designated heritage assets as defined in the National Planning Policy Framework which are identified during the course of any proposals are important to consider.
- 3.29 The Local Plan (policy 46) identifies a number of areas which may have important archaeological remains surviving. If a proposed development takes place in these areas, then the preservation or recording of archaeological remains will be an important consideration. Historic England has recently reviewed Bromley's archaeological priority areas; this review will be a relevant material consideration for planning applications in Bromley Town Centre<sup>18</sup>, the majority of which is covered by an archaeological priority area. The London Plan policy HC1 will also be relevant to any development proposals within these areas.
- 3.30 The Palace on the site of the modern Civic Centre is a significant listed building in a historic landscape, with several listed structures also within the grounds. Despite its historic and civic role, it is somewhat severed from the rest of the town.

## Green networks

- 3.31 Bromley Town Centre includes extensive areas of public green space within and adjacent to the area, notably Queensmead, Martins Hill, Church House Gardens, Queens Gardens and Bromley Palace Park. The River Ravensbourne runs to the south of the Town Centre, including culverted sections. There are also several 'pocket parks' located within the town centre, including at the junction of Tweedy Road and London Road, and outside St Mark's Church at Bromley South.
- 3.32 However, the town centre is identified as deficient in access to nature. Small parts of the north, east and south of the town centre are identified as deficient in access to local parks.
- 3.33 Many site allocations and potential development sites sit adjacent to the town's existing network of green spaces, presenting a vital opportunity for development proposals to play a role in enriching biodiversity whilst boosting access and connectivity to and through these areas.

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<sup>18</sup> Further information is available on the 'Archaeology in Bromley' webpage, available from: <https://www.bromley.gov.uk/local-history-heritage/archaeology-bromley>



## 4. Design Principles

- 4.1 The Council has identified six overarching design principles (performance indicators) that are considered essential components in delivering good quality design, and which are widely documented as being among the key characteristics of successful well-designed places:
- Contextual (Character and Identity)
  - Responsive (Architecture and Landscape)
  - Connected (Movement and Connectivity)
  - Inclusive (Access and Inclusion)
  - Healthy (Health and Well-being)
  - Sustainable (Sustainable Design, Adaptability and Resilience)
- 4.2 The guidance notes which relate to the design principles set out relevant policy and guidance which is relevant to the principles; this is not an exhaustive list and there may be other policies and guidance that apply to development proposals.

### SPD guidance note 1

Development proposals should provide sufficient information to demonstrate how they have addressed the six design principles set out within this SPD and specific guidance relating to the character area within which they are located.

#### **Relevant policy and guidance includes:**

*Local Plan – policies 4, 26 and 37*

*London Plan – objectives GG1-GG6 and policies SD6-SD10; D2-D9; G1; T1, T2 and T4-T6; and DF1*

*NPPF – paragraphs 8-11, sections 5-9, 11-12 and 16*

### Contextual (Character and Identity)

- 4.3 Bromley Town Centre has a distinctive character arising from historic and architectural features and its role as a significant commercial and civic location. The success of new development in Bromley is largely dependent upon how well it relates to, and responds with, its surrounding context.
- 4.4 As set out in the NDG, well-designed places are based on a sound understanding of the surrounding context, influence their context positively and are responsive to local history, culture and heritage. Creating a positive sense of place helps to foster a sense of belonging and contributes to well-being, inclusion and community cohesion. Well-designed places respond to existing local character and identity and contribute to local distinctiveness.
- 4.5 There are a number of historic buildings of notable architectural merit and local significance, including several statutorily listed buildings. A key urban design objective is to preserve and enhance the existing qualities of the townscape, landscape, and streetscape character.



- 4.6 The nature conservation context of an area is an important part of its character. The retention of trees and other wildlife features of value, and the enhancement of biodiversity (for example through biodiversity net gain) can help to protect and enhance character. The replacement or relocation of species and habitats should only be a last resort, and replacement trees should reflect the existing value of the benefits of the trees removed.

## **SPD guidance note 2**

Development proposals should make a positive contribution to the existing townscape and character, by identifying existing physical, natural, social and cultural assets and seeking to strengthen them in the design of new schemes in order to reinforce local identity and sense of place.

### ***Relevant policy and guidance includes:***

*Local Plan – policy 37, 38, 39, 41 and 42*

*London Plan – objectives GG1 and GG2 and policies SD6-SD10; D2-D5, D8, HC1, G1, G6 and G7*

*NPPF – sections 12 and 16*

## **Responsive (Architecture and Landscape)**

- 4.7 Good design is about making places for people and should seek to evoke a sense of joy and delight. Well-designed places focus not just on the physical characteristics of buildings and spaces but by how they are used and experienced. Quality is measured as much by experience as it is by appearance.
- 4.8 As set out in the NDG, well-designed places use the right mix of building types, forms and scale of buildings and public spaces for the context and proposed density, to create a coherent form of development that people enjoy.
- 4.9 Historically, the juxtaposition of new buildings and spaces alongside the existing urban fabric demonstrates how traditional character and innovative design can coexist; with local identity highlighted rather than eroded by new interventions.
- 4.10 In order to achieve this careful consideration should be given to the key aspects of development; form, layout, scale, height and massing, appearance, and landscape. All new development should consider its relationship with both the immediate and wider context including neighbouring buildings, streetscape, townscape, urban grain, and local views, vistas and landmarks.
- 4.11 All new development should seek to reference local context to inform detail, materials, and landscape; incorporating and/or interpreting those elements that are attractive, valued and which contribute to the quality of the surrounding area. Architectural design and materiality should be sympathetic to the local vernacular and responsive to the surroundings so as not to undermine or compromise local character, identity and distinctiveness.

### **SPD guidance note 3**

The Council will seek to promote design excellence to ensure that new development achieves the highest standards of visual, functional and environmental quality to engage and inspire people, reflecting local identity, values, and aspirations.

All major development proposals should be subject to independent design scrutiny by an appointed Design Review Panel bringing together leading professionals in the fields of architecture, urban design, landscape architecture, and environmental sustainability providing independent, expert advice to support the delivery of high-quality development.

All major development proposals should be subject to meaningful collaboration and community engagement ensuring that residents and stakeholders have the opportunity to inform and influence new development.

#### ***Relevant policy and guidance includes:***

*Local Plan – policy 37*

*London Plan – policies D2-D9*

*NPPF – section 12*

### **Connected (Movement and Connectivity)**

- 4.12 Ease of movement is integral to well-designed places, influencing how places function and feel. Creating better connections allows people to have greater choices between different modes of transport and greater access to social and economic opportunities both within and beyond their communities.
- 4.13 As set out in the NDG, successful development depends upon a movement network that makes connections to destinations, places and communities, both within the site and beyond its boundaries.
- 4.14 Well-designed streets contribute significantly to the quality of the built environment and play a key role in the creation of sustainable communities. The Council will seek to promote healthy streets and active lifestyles in accordance with London Plan and Local Plan policies by encouraging walking and cycling and promoting sustainable modes of transport.
- 4.15 Legibility is a key aspect of movement and a key urban design objective. A legible place is a place that is easy to understand and move through, new development can promote legibility by providing recognisable routes, focal points, nodes, and landmarks which stitch into the existing urban fabric. All new development should promote accessibility, legibility, and ease of movement by creating places that connect well with each other and the wider area.
- 4.16 Future opportunities to enhance active travel and improve permeability would align with the aims of the 'Connected' design principle, prioritising walking and cycling to facilitate safe, efficient, ease of movement as part of an integrated transport network, particularly connections to and from public transport nodes and connections to the eastern part of the town centre that address the severance caused by Kentish Way.

## SPD guidance note 4

Development proposals should establish a clear hierarchy of permeable routes and spaces ensuring that new connections correspond with existing routes to promote greater ease of movement and improve wider connectivity.

### **Relevant policy and guidance includes:**

*Local Plan – policies 31 and 34*

*London Plan – policies T1-T7*

*NPPF – section 9*

## Inclusive (Access and Inclusion)

- 4.17 Inclusive design is integral to good design. The built environment should be safe, accessible, and convenient for all, it is therefore essential that new development considers inclusive design principles from the outset.
- 4.18 Inclusive design “*aims to remove the barriers that create undue effort and separation, enabling everyone to participate equally, confidently and independently in everyday activities*”<sup>19</sup>. It is integral to good design.
- 4.19 Inclusive design places people at the heart of the design process, acknowledges diversity and difference, offers more than one solution when required, provides for flexibility in use, and provides buildings and spaces that are convenient and enjoyable for everyone.
- 4.20 As set out in the NDG, well-designed places are those designed to be inclusive and to meet the changing needs of people of different ages and abilities. This includes families, extended families, older people, students, and people with physical disabilities or mental health needs. They provide well-integrated housing and other facilities that are designed to be tenure neutral and socially inclusive.

## SPD guidance note 5

Applicants should carry out meaningful engagement with relevant user groups at an early stage in the design process, which may include disabled people or older people’s organisations. Development proposals should achieve the highest standards of inclusive design, contributing to a built environment that is safe, accessible, and convenient for all.

### **Relevant policy and guidance includes:**

*Local Plan – policies 33 and 37*

*London Plan – objective GG1 and policy D5*

*NPPF – sections 8 and 12*

<sup>19</sup> See CABI guidance document ‘The Principles of Inclusive Design’, May 2006 - available here: <https://www.designcouncil.org.uk/resources/guide/principles-inclusive-design>

## Healthy (Health and Wellbeing)

- 4.21 The places in which we live and work affect our health and well-being. Adopting healthy placemaking principles which prioritise our long-term health is an essential part of good urban design.
- 4.22 As set out in the NDG, well-designed places include well-located public spaces that support a wide variety of activities and encourage social interaction, to promote health, well-being, social and civic inclusion. Well-designed homes and buildings are functional, accessible and sustainable. They provide good quality internal environments and external spaces that support the health and well-being of their users.
- 4.23 New development can help to provide strong, vibrant, sustainable communities by creating healthy environments which support both physical and mental health. In particular, the link between healthy homes and access to green open space and mental well-being is well documented. Good design can also help to reduce the perception, and incidences of, crime and disorder, which can have significant detrimental impacts on local communities.
- 4.24 The Council will promote healthy living by ensuring that new development seeks to maximise opportunities to support and enhance health and well-being, encouraging physical activity, providing accessible and adaptable homes, ensuring social inclusion and access to open space particularly in areas of deficiency, and optimising health benefits throughout each stage of the design process. New development can also help to combat loneliness, for example through design which delivers community infrastructure and which fosters social interaction<sup>20</sup>.
- 4.25 Objective GG3 of the London Plan advocates use of Health Impact Assessments, which are used as a systematic framework to identify the potential impacts of a development proposal, policy or plan on the health and wellbeing of the population, and to highlight any health inequalities that may arise. Health Impact Assessments should be undertaken as early as possible in the design process to identify opportunities for maximising potential health gains, minimising harm, and addressing health inequalities.

### SPD guidance note 6

Good design can significantly improve quality of life. Development proposals should seek to promote and prioritise health and well-being, demonstrating how Local Plan Policy 26a has been addressed. Major development proposals are encouraged to submit a Health Impact Assessment (HIA) to assist with the determination of health-related aspects of the proposed development. The scope of the HIA should be agreed with the Council at pre-application stage; this should include consideration of any best practice guidance for producing HIAs, including guidance produced by the NHS.

#### **Relevant policy and guidance includes:**

*Local Plan – policies 17 and 26*

*London Plan – objective GG3 and policies SI 1 and SI 4*

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<sup>20</sup> 'Tackling Loneliness: A strategy for Bromley 2022 to 2026' sets out various actions the Council is taking to tackling the issue of loneliness, and may be a useful reference for applicants preparing planning applications. It is available at: <https://www.bromley.gov.uk/downloads/file/1165/tackling-loneliness-a-strategy-for-bromley-2022-to-2026>

- 4.26 Bromley Town Centre’s numerous green and open spaces are a fantastic asset which add value to the town centre’s offer and also support improved physical and mental health. Development proposals should seek to enhance access to nature and access to green space, including through improving connections between existing spaces.
- 4.27 Other opportunities to provide high-quality public space and support outdoor recreation should be prioritised, to enrich the appearance and public life of the town centre. Public space should take advantage of views and underused spaces – including spaces above ground floor level; this will allow larger and taller development to have public amenity value beyond street level.

### **SPD guidance note 7**

Development proposals should explore opportunities to provide or enhance spaces which are publicly accessible and promote health and wellbeing. This might be in the form of public parks, tree planting, squares and gardens, pocket parks, and, where taller buildings are considered appropriate, public space at height such as viewing terraces, and rooftop gardens.

#### ***Relevant policy and guidance includes:***

*Local Plan – policies 26 and 59*

*London Plan – objective GG3 and policies D3, D9, G1, G4 and G7*

*NPPF – section 8*

### **Sustainable (Sustainable Design, Adaptability and Resilience)**

- 4.28 The NPPF highlights three interdependent overarching planning objectives in achieving sustainable development; economic (supporting growth), social (supporting communities), and environmental (protecting and enhancing our natural and built environment) that need to be considered collectively.
- 4.29 A key urban design objective is to ensure that new development achieves the highest standards of sustainable design and construction in accordance with national, London and local plan policies, to improve environmental performance by reducing energy demand, improving resource efficiency, and by encouraging the efficient use of buildings and previously developed land.
- 4.30 The London Plan highlights the importance and multifunctional benefits of green infrastructure (an important element of sustainable design) which include promoting physical and mental health, enhancing local biodiversity, and its role in helping to adapt to the impacts of climate change. Air quality, cooling, and flood mitigation can all be addressed in part with green infrastructure. Consideration of groundwater sensitivity is also important, to ensure that water resources are not contaminated by polluting developments.
- 4.31 As set out in the NDG, well-designed places and buildings conserve natural resources including land, water, energy and materials. Their design responds to the impacts of climate

change, is fit for purpose and adaptable over time and adopts technologies to minimise their environmental impact.

- 4.32 The most successful places are those that are adaptable to change and are able to continually evolve in order to remain vibrant. Places need to be adaptable at every scale.

### **SPD guidance note 8**

Development proposals should be designed to allow for future social, economic, and environmental change to accommodate the needs of both existing and future communities. Development proposals should achieve high sustainability standards in line with the London Plan and relevant LPGs. This should include adopting circular economy approaches to promote resource efficiency and address the challenge of climate change, and the use of Whole Lifetime Carbon Assessments.

Development proposals are encouraged to follow a 'Retrofit first' approach from the outset of designing the proposal, to fully investigate whether existing buildings can be re-purposed (either wholly or in part) instead of demolishing and rebuilding which has more significant impacts in terms of carbon emissions and waste.

***Relevant policy and guidance includes:***

*Local Plan – policies 112-118 and 123-124*

*London Plan – objective GG6 and policies G1, G6, SI2-SI5 and SI7*

*NPPF – paragraphs 8 and 174, and section 14*

# 5. Character areas

## Character areas and sub-areas

- 5.1 The SPD divides Bromley Town Centre into a series of character areas, as shown on Figure 3. These areas have been derived through consideration of the context of the wider area and represent those parts of the area which are considered to have similar characteristics – these are explained below.
- 5.2 The character areas and sub-areas are not intended to be finite boundaries; they are identified for the purposes of this SPD to set out relevant guidance applicable to each area. They have been drawn with deliberately 'soft' edges reflecting the fact that boundaries between character areas are fluid rather than 'fixed'. These areas are not self-contained in terms of the impacts of development; proposals in one area can impact on another area, or areas.



Figure 3: Bromley character areas and sub-areas



**Character Areas and Sub Character Areas**

- |   |                      |   |                      |
|---|----------------------|---|----------------------|
|  | <b>Bromley North</b> |  | <b>Bromley East</b>  |
|  | <b>Bromley West</b>  |  | <b>Bromley South</b> |



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## Bromley North

### **Bromley North Gateway**

5.3 An area centred upon Bromley North Station and bordering residential areas to the northeast of the town centre.

*Key characteristics:*

- Land use – Bromley North Station, office uses
- Prevailing building height – generally three to four storeys with individual taller buildings of six and ten storeys
- Development potential – high

### **North Village**

5.4 A predominantly low-rise and fine-grain area set between the High Street and the A21, North Village comprises residential, commercial and social uses. The area is home to several heritage assets including Bromley and Sheppard's College.

*Key characteristics:*

- Land use – mix of uses, predominantly retail and leisure
- Prevailing building height – two to three storeys
- Development potential – low

### **North High Street**

5.5 The High Street north of Market Square includes commercial and office space stretching up London Road.

*Key characteristics:*

- Land use – mix of uses, predominantly office, retail and leisure
- Prevailing building height – three to four storeys
- Development potential – low to medium

## Bromley West

### **High Street**

5.6 This area includes the part of Bromley High Street south of Market Square, up to Bromley South Station.

*Key characteristics:*

- Land use – significant concentration of retail, cultural and leisure uses, with a mix of other uses including Bromley Library. Bromley Charter Market operates at the north of the sub-area
- Prevailing building height – three to four storeys with individual taller element at Churchill Theatre (nine to ten storeys)
- Development potential – medium to high

### **Church House**

5.7 Church House is an area west of the High Street which descends toward the River Ravensbourne, including public gardens/parkland and low-density housing development west of the High Street.

*Key characteristics:*

- Land use – public park, low-rise residential houses
- Prevailing building height – N/A for Church House Gardens, two storeys in adjacent residential area
- Development potential – low

## **Bromley East**

### ***The Glades & Elmfield Road***

5.8 Mid to late 20<sup>th</sup> Century development between the High Street and Kentish Way including the Glades shopping centre, retail units at the Mall, the Pavilion leisure centre and various office buildings. The sub-area also includes Queens Gardens, a well-used green space.

*Key characteristics:*

- Land use – significant concentration of retail, cultural and leisure uses at the Glades, and significant concentration of office uses on Elmfield Road
- Prevailing building height – generally four to five storeys with several taller buildings along Elmfield Road (the tallest being 10 storeys)
- Development potential – high

### ***Civic Centre / Bromley Palace***

5.9 An area formed of the former estate of the Bishop's Palace, currently serving as Bromley's Civic Centre, includes various council buildings in addition to the Palace, a historic landscape and a multistorey council car park facing Kentish Way. The area is bordered by low-rise housing.

*Key characteristics:*

- Land use – civic uses and public park
- Prevailing building height – three to four storeys on the Civic Centre site with two storey semi-detached housing to the north and south of the sub-area
- Development potential – medium

## **Bromley South**

### ***Bromley South***

5.10 Bromley South comprises the land around Bromley South Station at the bottom of the High Street. To the east, the area connects to Mason's Hill.

*Key characteristics:*

- Land use – Bromley South Station, mix of commercial, retail and residential uses
- Prevailing building height – varied building heights across the sub-area. Broadly three to six storeys with two tall buildings (17 and 19 storeys)
- Development potential – high

## General guidance for character areas

- 5.11 Further to the guidance for each character area – set out in the following sections of the SPD – there is general guidance which applies across all of the character areas.

### Heritage and conservation

- 5.12 The historic environment in Bromley Town Centre adds significantly to the character and distinctiveness of the area. It is an integral part of achieving sustainable development in the area.
- 5.13 Bromley Town Centre has a number of heritage assets, including a designated conservation area, a number of statutory listed buildings and locally listed buildings and an archaeological priority area.

#### SPD guidance note 9

Development proposals must clearly set out any positive and/or adverse impacts on heritage assets, including the Bromley Town conservation area. A Heritage Statement will be required in certain circumstances, as set out in the Council's validation requirements; all applications are encouraged to submit a Heritage Statement where the proposed development is in close proximity to a heritage asset. The level of detail should be proportionate to the asset's importance and no more than is sufficient to understand the potential impact of the proposal on its significance.

##### ***Relevant policy and guidance includes:***

*Local Plan – policies 38-43 and 45-46*

*London Plan – objectives GG1 and GG2, and policies HC1 and HC3*

*NPPF – section 16*

### Density

- 5.14 All development proposals should follow a 'design-led' approach in order to establish appropriate density and site capacity, with a focus on context and character, in accordance with the London Plan.
- 5.15 Establishing appropriate densities for sites in Bromley Town Centre should result from a creative, design-led approach which responds to the particular characteristics of the site, its surroundings and the needs of future residents, rather than applying general density standards.

#### SPD guidance note 10

Development proposals should seek to optimise site capacity ensuring that development is of the most appropriate form and land use for the site, responding to context and capacity for growth, with a focus on quality of place over quantum of development.

**Relevant policy and guidance includes:**

*Local Plan – policies 4 and 37*

*London Plan – objectives GG1, GG2 and GG3, and policies D3 and D4*

*NPPF – sections 11 and 12*

**Tall buildings**

- 5.16 Tall buildings are those that exceed the general height of their surroundings and cause a significant change to the skyline. As set out in the London Plan, this may vary in different parts of London but should not be less than 6 storeys or 18 metres measured from ground to the floor level of the uppermost storey.
- 5.17 Well-located and well-designed tall buildings can provide important urban landmarks and much needed homes at increased densities. They can also facilitate wider regeneration benefits. However, due to their scale and prominence, tall buildings have the potential to significantly alter local character and impact on the setting of heritage assets and conservation areas, and impact negatively on local environmental conditions and amenity (micro-climate effects).
- 5.18 The existing prevailing heights in an area are particularly important in determining suitable heights for new development proposals. It is essential that proposals for tall buildings respond appropriately in terms of their height, scale and massing - to both neighbouring buildings and the wider context of the town centre. Guidance on building heights which the Council considers to be suitable is provided in relation to specific character areas (where appropriate).
- 5.19 Topography is a particularly relevant consideration for tall buildings in Bromley Town Centre, given the difference in levels between the north and south of the area. Generally, taller buildings are likely to be more acceptable around Bromley South, correlating with the lower lying areas of the town centre. It should also be noted that the character to the north of the town centre, including in the Bromley North Gateway, North Village, North High Street and High Street character areas, also differs to that of Bromley South and features a higher concentration of listed and locally listed heritage assets; tall buildings are therefore less likely to be considered acceptable within this context.
- 5.20 In addition to location, architectural design quality and demonstration of wider benefits, a detailed justification for all tall building proposals will be required; this may include townscape contribution - providing visual emphasis, marking thresholds or land use.
- 5.21 Tall buildings should be grounded in their context, they require articulation and a clear narrative informed by local character and identity which should be reflected within the architecture, materiality and detailing - particularly those which form part of an established built-form frontage, as opposed to stand-alone buildings which may, where appropriate, convey a different identity.

**SPD guidance note 11**

Development proposals for tall buildings must provide detailed justification relating to their visual, functional, environmental and cumulative impact, in line with Policy D9 of the London Plan. Proposals will be required to make a positive contribution to the townscape

ensuring that their massing, scale and layout enhances the character of the surrounding area.

Tall buildings will need to achieve exemplary architectural design quality and be appropriate to their local location and historic context, including taking account of 'Views of Local Importance'; the view of Keston Ridge from southern section of Bromley High Street (looking south), and the view west and south from Martins Hill, Bromley. The Churchill Theatre and Library is a designated local landmark; views of this landmark must also be a key consideration when considering tall building proposals.

***Relevant policy and guidance includes:***

*Local Plan – policies 37, 38, 39, 40, 41, 42, 47 and 48*

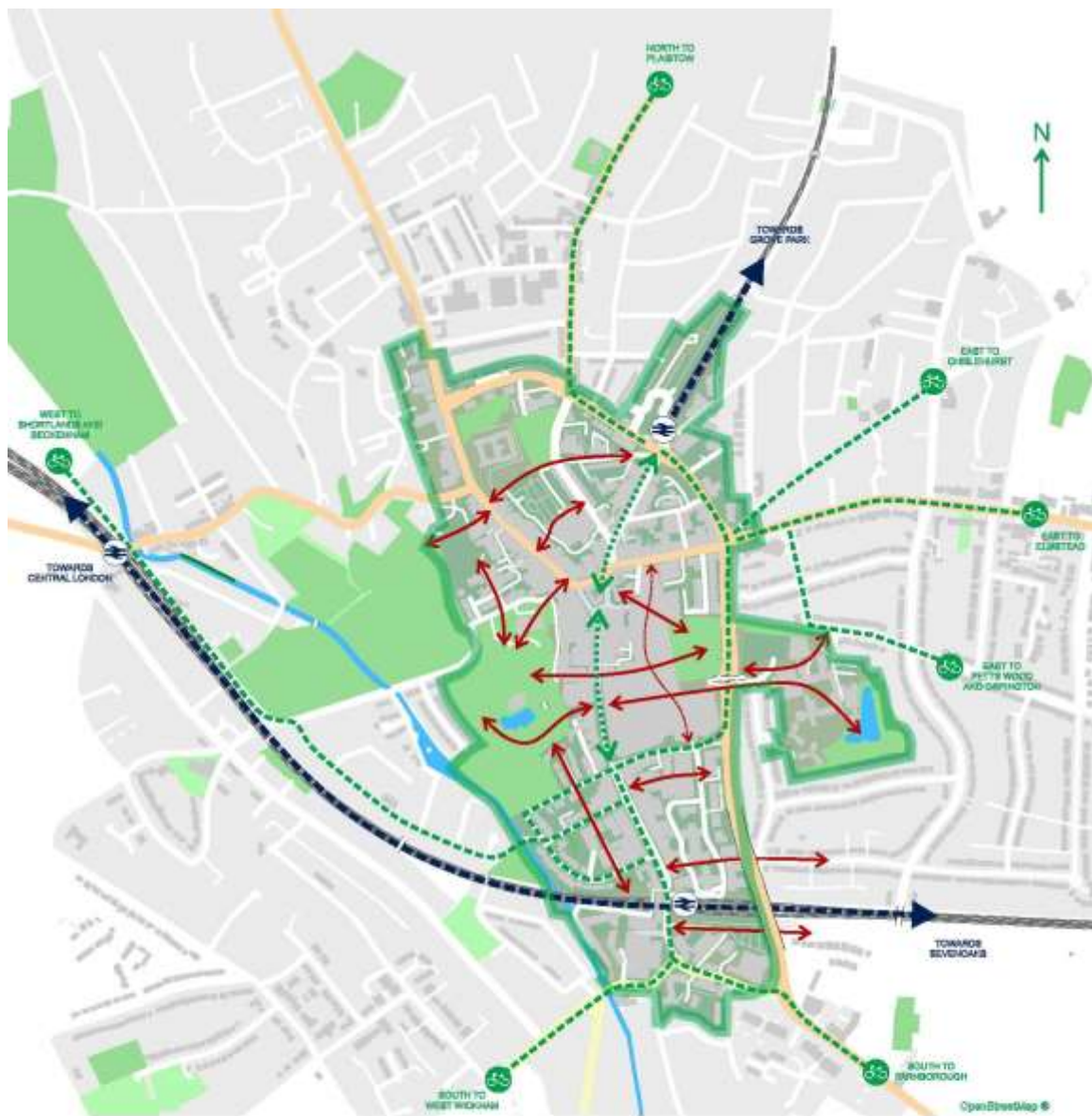
*London Plan – objectives GG1, GG2 and GG3, and policies D2, D3, D4, D9 and D12*

*NPPF – sections 12 and 16*

## **Transport and connectivity**

5.22 Figure 4 sets out a number of key connections and potential new connections. Development proposals should have regard to both existing and emerging connections and movement patterns from the outset. Development proposals should seek to enhance these connections to improve movement and connectivity within and across Bromley Town Centre.

Figure 4: Bromley Town Centre key connections and potential connections<sup>21</sup>



**Key Connections**



Existing good connectivity



Key connectivity improvements

Please note, arrows are indicative.



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<sup>21</sup> Please note that the key connectivity improvements shown on Figure 4 are indicative not literal; they set out the broad locations/directions where connectivity improvements may be sought as part of any development proposals that may come forward.

- 5.23 Bromley Town Centre benefits from excellent accessibility via various modes of transport, particularly walking, cycling and public transport. Connectivity within the town centre is improved by the pedestrianised stretch of the High Street and other recently improved public realm, including around East Street to the north of the town centre.
- 5.24 At a wider scale, various London Cycle Network Routes – Routes 27, 28, 63 and 75 - connect Bromley Town Centre with other parts of the Borough and to Greenwich, Lewisham and other Boroughs in London.
- 5.25 Kentish Way causes various severance issues, especially in terms of facilitating east-west movement to the Civic Centre site and the suburban area beyond. Development proposals should seek to address this, including through public realm interventions which enhance the areas beneath the road.
- 5.26 Masons Hill/Westmoreland Road junction capacity improvements are identified as a potential transport improvement in the Local Plan, policy 36. This could help to address accessibility issues in the south of the town centre, particularly from/towards Masons Hill and Bromley Common (which is the busiest junction in the borough).
- 5.27 As noted in paragraph 2.21, the Local Plan sets out the Council's transport investment priorities, with aspirations for improved transport links to Bromley North and Bromley South.
- 5.28 The Glades shopping centre provides a series of connections across the central part of the town centre but the consolidation of these connections within a single large 'mall' complex can be confusing due to a lack of clear natural wayfinding.

### **SPD guidance note 12**

Development proposals should link with existing pedestrian and cycling key routes, and should seek to improve these routes or create new routes where appropriate (particularly major developments). Improvement of east-west routes will be a particular priority.

Public realm schemes which improve pedestrian and cycle infrastructure and access to public transport would be consistent with local, regional and national planning policy; the delivery of any future schemes would be a separate decision for the Council, subject to funding and consultation.

#### ***Relevant policy and guidance includes:***

*Local Plan – policies 31, 32 and 36*

*London Plan – objective GG2 and policies T1 and T2*

*NPPF – paragraphs 92 and 104*

### **Green infrastructure and biodiversity**

- 5.29 The extensive green spaces within Bromley Town Centre are a significant asset for the town centre and offer a range of opportunities to develop an environment-focused approach for the town centre, maximising the potential offered by green spaces and routes within and beyond the town centre. This links with other opportunities, notably the opportunities to enhance connectivity and active travel.



- 5.30 However, these spaces currently do not provide adequate access to nature; as highlighted above, Bromley Town Centre is designated as an 'Area of Deficiency in Access to Nature'. Improvements to connectivity between existing green spaces in the town centre and the creation of new green infrastructure, such as green spaces (including pocket parks) which provide linked habitats and green corridors, creating opportunities for biodiversity to flourish through linkages between local Sites of Importance for Nature Conservation (SINCs). Opportunities for new and improved spaces could result from development in proximity to these spaces; a number of site allocations and potential development sites sit adjacent to the town's existing network of green spaces, presenting potential opportunities for future development proposals to play a role in enriching biodiversity whilst improving 'human' connections.
- 5.31 There is potential to enhance the role of Queens Gardens and Bromley Palace Park, through better connections, environmental improvements, and, where possible, enlargement of the green space; such enhancements would be demonstrably positive for the town centre as a whole, and would help to address the deficiency in Local Parks (of more than 2 hectares) on the eastern side of Bromley Town Centre.
- 5.32 The Bromley Biodiversity Plan (BBP) 2021-2026<sup>22</sup>, seeks to promote coordinated action for biodiversity at the local level. The BBP is a relevant material consideration for planning applications in relation to biodiversity issues. The BBP details the priority habitats and species in the borough and should be read in conjunction with idverde Bromley Biodiversity Action Plan (iBBAP) written by idverde<sup>23</sup>, who manage Bromley owned land. The iBBAP provides detailed actions and targets for Bromley owned land but these are also generally applicable to habitats under different ownership.

### SPD guidance note 13

Applicants should demonstrate how their development proposals enhance the ecological richness of the local environment using the Government's published Biodiversity Metric, to achieve a biodiversity net gain in line with relevant legislation and policy. Proposals near to existing green and open spaces should maximise opportunities to enhance biodiversity and create a joined-up sequence of functional, publicly accessible green spaces through the town centre and beyond.

#### **Relevant policy and guidance includes:**

*Local Plan – policies 37c, 59, 71, 72, 73, 74, 78, 79*

*London Plan – objective GG3 and policies G1, G4, G5 and G6*

*NPPF – paragraphs 130, 131, 174 and 180d*

## Sustainability

- 5.33 Development Plan policy, particularly policy set out in the London Plan, is underpinned by the need to deliver sustainable design. Good Growth objective 6 of the London Plan notes the

<sup>22</sup> Available from: <https://www.bromley.gov.uk/planning-policy/biodiversity-bromley>

<sup>23</sup> Available from: <https://www.bromleyparks.co.uk/wp-content/uploads/2017/11/Bromley-Biodiversity-Action-Plan-Public-Version-Branded.pdf>



need to improve energy efficiency and support the move towards a low carbon circular economy, contributing towards London becoming a zero-carbon city by 2050. To achieve this, the objective notes the need to ensure that buildings and infrastructure are designed to adapt to a changing climate, making efficient use of water, reducing impacts from natural hazards like flooding and heatwaves, while mitigating and avoiding contributing to the urban heat island effect.

- 5.34 In line with the ‘Sustainable’ design principle, new development should minimise its energy use and maximise carbon reduction, both in terms of its design and materials and its future use. London Plan policy SI2- and accompanying GLA guidance requires major development proposals to undertake an energy assessment and develop a carbon reduction strategy, aiming to be “zero carbon”. In accordance with the policy, reductions should be made on site where possible, although there is provision for off-site mitigation and/ or a carbon off-setting payment where agreed. Smaller scale developments should also aim to reduce their carbon footprint and are strongly encouraged to demonstrate how they have been designed to accord with the energy hierarchy.
- 5.35 Development proposals in Bromley Town Centre should strive to provide exemplary sustainable design in line with Development Plan policy; this is particularly the case for larger schemes, which, due to their scale, offer the opportunity to deliver significant sustainability benefits.
- 5.36 The potential for overheating should be considered in all developments, in line with London Plan policy SI3. The cooling hierarchy clarifies that the design of buildings is crucial to minimising overheating, and that air conditioning (active cooling) should be a last resort. As noted above, green infrastructure should be investigated for its multiple benefits to the town centre, as set out above, including increasing shading and improving comfort for residents and visitors.
- 5.37 Bromley Town Centre is within an Air Quality Management Area (AQMA), which are areas declared by the Borough in response to modelled or measured existing exceedances of legal air quality limits. Part of the town centre – Tweedy Road A21/High Street/Widmore Road A222 – is identified as an Air Quality Focus Area (AQFA), an area where the risk of exceeding pollution limits is high and where there is also high human exposure. London Plan policy SI1 sets out specific requirements to tackle poor air quality, including a requirement for major development proposals to submit an Air Quality Assessment. The Bromley Air Quality Action Plan 2020-2025<sup>24</sup> outlines the actions the Council is taking to improve air quality in the borough.

### **SPD guidance note 14**

The London Plan sustainable infrastructure policies must be addressed in full, with provision of detailed and timely information to enable assessment against the relevant policy criteria.

The energy hierarchy is the starting point for future-proofing development in Bromley Town Centre, increasing energy efficiency and minimising carbon emissions. The same principles apply to refurbishments of existing buildings as to new buildings.

<sup>24</sup> Available from: <https://www.bromley.gov.uk/pollution-control-air-quality/air-quality-bromley>

Development proposals must be designed in accordance with the energy hierarchy, prioritising design solutions which minimise the energy demand of the proposal in line with the hierarchy priorities.

Opportunities for retrofitting of existing buildings should be robustly investigated ahead of demolition and rebuild; this could reduce the need for new materials, as long as the resulting development is fit for purpose, efficient and comfortable for users. Otherwise, the replacement of a building should reuse demolition materials on site and take advantage of the potential for a more energy efficient construction and design.

The heat and power needed for users should be provided as efficiently as possible and through low or zero carbon technologies. Where feasible, new developments should link to any local heat and energy networks, or plan for connection in the future.

The comfort of users should be a key part of designing development proposals, minimising the need for heating or powered cooling in particular.

New developments located in areas of flood risk will be expected to implement the recommendations set out in Bromley's latest Strategic Flood Risk Assessment (SFRA).

***Relevant policy and guidance includes:***

*Local Plan – policies 112-117 and 123-124*

*London Plan – objective GG6 and policies SI2-SI5, SI7 and T7*

*NPPF – paragraph 8 and section 14*

## **Use Class E and permitted development rights**

- 5.38 The introduction of Use Class E has the potential for some positive benefits for Bromley Town Centre, by increasing flexibility to allow for the introduction of a wider range of commercial uses, but conversely it could undermine planning policy and local strategies for the town centre, where particular types of uses are prioritised.
- 5.39 The UCO changes are a blunt tool which do not allow consideration of the potential adverse impacts of the new use, particularly in those predominantly retail areas which continue to perform strongly. Unrestricted change of use in Bromley Town Centre could ultimately have adverse impacts on the vitality and viability of the area, for example, by reducing the provision of shops which provide essential services.
- 5.40 Permitted Development rights also have the potential to undermine Development Plan policies, with potentially significant adverse impacts on local amenity resulting from the loss of designated retail and employment areas. In particular, the designated Business Improvement Areas (BIAs) in Bromley Town Centre could be affected. The BIAs feature significant amounts of office floorspace; the Local Plan aims to manage and improve this floorspace and resists redevelopment proposals which result in the loss of office floorspace or compromise the function of the area.
- 5.41 In particular, Part 3, Class MA PD rights (which allow Class E uses to convert to residential use) could fundamentally alter the face of the town centre, with the likely loss of a significant

amount of economic and retail floorspace. This would undermine the ability of the Council to deliver on economic growth aspirations set out in the adopted Local Plan and other strategies. It would also mean that the likely demand for new retail services from new town centre residents may not be able to be met, due to a lack of retail units.

- 5.42 The Council intends to utilise planning conditions to restrict permitted development rights and changes within Use Class E, to ensure that such changes will require planning permission and can therefore be assessed against relevant Development Plan policy.

### **SPD guidance note 15**

Where considered necessary to protect the vitality and viability of the town centre and assist with the implementation of Development Plan policies, planning conditions will be used to remove the provisions of Use Class E and to remove specific permitted development rights.

A planning condition may be imposed on new development proposals involving Class E uses to restrict the operation of Section 55(2)(f) of the Town and Country Planning Act 1990 and require that the premises subject to the application shall only be used for a specific use(s) within Class E, therefore limiting the ability to change to other Class E uses without planning permission.

Planning conditions may be imposed on new development proposals to remove permitted development rights, particularly Part 3, Class MA permitted development rights which allow Class E uses to change to residential use.

#### ***Relevant policy and guidance includes:***

*Local Plan – policies 20, 85, 91-92 and 98-99*

*London Plan – objectives GG1-GG3 and GG5, and policies SD6-SD10, E1, E9 and HC5-HC7*

*NPPF – sections 6-8*

# 6. Bromley North

## Bromley North Gateway

- 6.1 This sub-area sits on the A21, a significant route that divides the town centre from residential areas to the north. Bromley North Station is located within the sub-area.
- 6.2 Local Plan Site Allocation 2 allocates Bromley North Station and adjacent land for mixed-use redevelopment for 525 residential units, 2,000sqm of office space, with community and retail uses. The allocation also sets out a clear requirement for the development of a transport interchange.
- 6.3 In the north of the sub-area, beyond the A21, former railway lands have become residential areas, predominantly made up of houses including larger family homes.
- 6.4 There are a number of office and commercial buildings along Tweedy Road and on Newman Road and Sherman Road. These areas are covered by a Business Improvement Area under Local Plan policy 84. The Council will seek to manage and improve the supply of high-quality office floorspace in these areas. Redevelopment proposals resulting in the loss of office floorspace or which compromise the primary function of the BIA will not be permitted.
- 6.5 The existing office and commercial buildings could lend themselves to a retrofit-first approach, which would ensure that impacts from existing embodied carbon are significantly reduced, compared to a proposal involving demolition of the existing buildings.

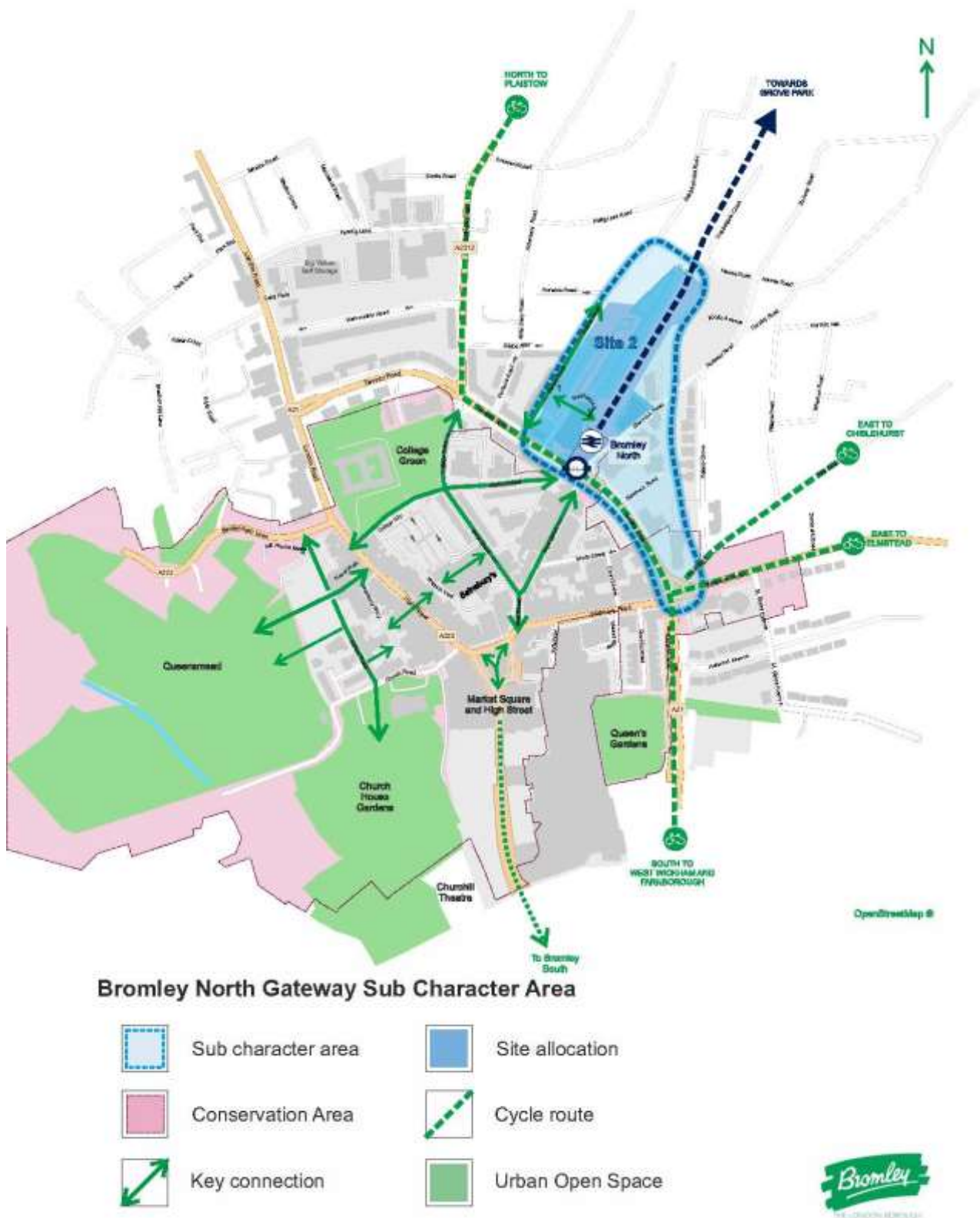
## Development opportunities

### Site 2

- 6.6 Proposals for the Bromley North site (Site 2) will be expected to provide a sensitive and effective transition between the adjoining low rise residential areas and the higher density town centre; and respect and enhance the setting of the Grade II listed Bromley North Station building. Taking into account the local context (including the proximity of the listed station building) and relevant reference heights, the Council considers that high density development of around 4 to 8 storeys would be appropriate for this location. A taller element of around 10 storeys may be suitable for part of the site, referencing the existing 10 storey Northpoint House although this would be subject to detailed design considerations.
- 6.7 Careful consideration should be given to how larger blocks are experienced at ground level and perceived in townscape terms; ground floor animation and 'visual breaks' in the skyline will be particularly important to avoid the appearance of an unbroken 'wall of development' adjacent to the railway line.
- 6.8 Development of this scale would allow for the square in front of the station to become the heart of the sub-area, a functional, usable public space surrounded by development of a human scale. There is an opportunity for this square to reach across the road toward East Street and create connections to make the area a place to linger and dwell close to the station. This would support office, leisure and other commercial uses in the area, and could facilitate development of new or expanded office, leisure or commercial uses.

- 6.9 Development on the western side of the railway line should respond to both the existing context to the west of the site and any future emerging context to the east. In particular, the relationship with the existing two storey properties on Station Road, Babbacombe Road and neighbouring streets to the west is key in terms of townscape and amenity impact.
- 6.10 Development proposals for this site should accord with the following key parameters:
- Permeability through the sub-area (in accordance with inclusive design principles) will be a key consideration. Publicly accessible connections to and through the site should be explored, to improve pedestrian and cycling access and to create a pleasant and easily navigable environment.
  - Development proposals should incorporate green infrastructure into the public realm and movement network to support rainwater management, reducing exposure to air pollution and increasing biodiversity.
  - Development proposals should be of exemplary design quality, referencing the existing context and character of the surrounding area which includes several notable civic buildings which should inform the choice of materiality and detailing for new development and/or the redevelopment of existing buildings.
  - A retrofit first approach - utilising existing buildings rather than demolishing and rebuilding them - should be considered for Northside House and Northpoint House, should these buildings come forward for redevelopment. However, Northside House currently restricts permeability and connectivity to Bromley North Station; as such, the redevelopment of this building may be appropriate as part of a wider placemaking vision.

Figure 5: Bromley North Gateway sub-area



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## North Village

- 6.11 This sub-area is covered by the Bromley Town Centre conservation area and has a distinct historic character. The area includes significant concentrations of retail and leisure uses, particularly along East Street, Widmore Road and at the Sainsbury's site accessed from West Street. These uses are in close proximity to low-rise residential uses.
- 6.12 Bromley and Sheppard's College, a Grade I Listed building, lies to the north of the sub-area, surrounded by College Green, an important green open space in terms of recreation and biodiversity.
- 6.13 The Grade II listed Bromley Old Town Hall is located to the east of the sub-area, on Widmore Road. Planning permission was granted in 2021 to convert the Old Town Hall building to a hotel, with new residential development on the adjacent car park site<sup>25</sup>.
- 6.14 Opportunities for new development in the sub-area should be sensitively balanced with the aim to protect and enhance the sub-area's historic character, townscape and listed buildings. The Bromley Town Centre conservation area SPG will be a strong material consideration in the determination of planning applications within this sub-area; and also, for applications outside the sub-area which may affect its setting or detract from views into or out of the area.
- 6.15 There may be opportunities for small-scale and infill residential and/or commercial development on primary streets in the area, including upwards extensions of existing buildings. Where such opportunities do come forward, any increase in height should be modest and reference prevailing heights in the vicinity, which is generally two to three storeys. Developments of a similar height may be acceptable subject to detailed design considerations.
- 6.16 In terms of acceptable uses, it is expected that any proposals that do come forward would maintain an active frontage at ground floor level for retail, leisure, night-time economy uses or other commercial uses, particularly along East Street, High Street and Widmore Road. On upper floors, residential use may be appropriate where such uses can be accommodated without affecting the operation of adjacent commercial uses and where high-quality residential units are provided which provide a good level of amenity for future occupiers.
- 6.17 Opportunities to enhance College Green, in terms of improved links to and through the space or expansion of the space itself, should be considered as part of new development proposals. Urban greening, particularly new street trees, will be supported, whilst maintaining a clear pedestrian thoroughfare in line with inclusive design principles.
- 6.18 The public realm in the area is of good quality, with recent improvements around East Street creating an attractive and pedestrian-friendly retail and leisure environment. Further public realm improvements will be supported where they lead to improved pedestrian accessibility and more inclusive design. Increases in pavement activity and outdoor facilities linked to restaurants, bars or pubs are acceptable in principle, as they can help to support the vitality and viability of these uses, but they should not lead to adverse impacts for pedestrian access and connectivity.

## Development opportunities

### Sainsbury's site and Walters Yard

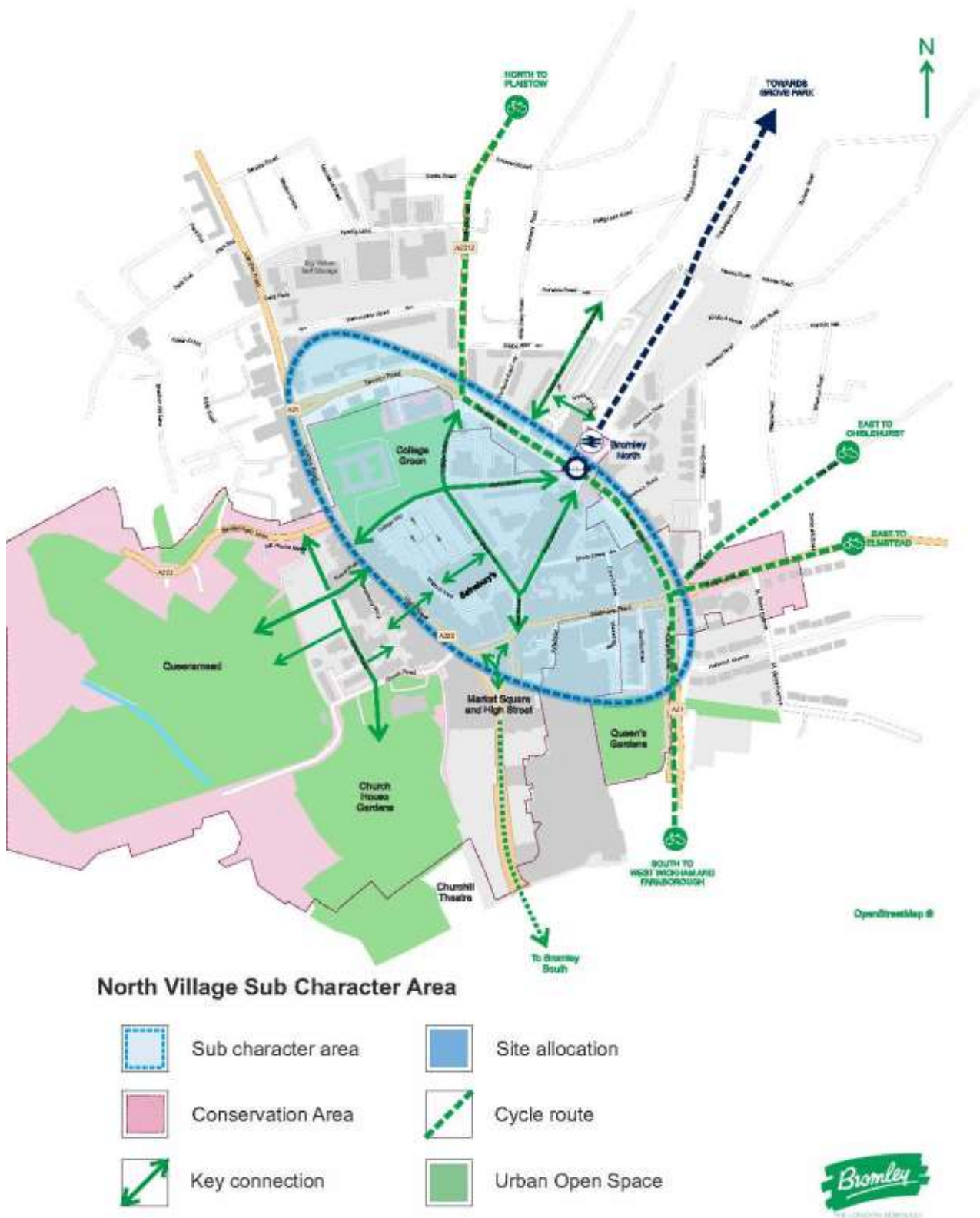
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<sup>25</sup> Planning permission reference: 19/03545/FULL1

- 6.19 The Sainsbury's store and car park occupies a significant site at heart of the sub-area. There could be an opportunity to redevelop this site for mixed-use retail and residential development, with provision of improved links across the town centre and new green spaces linking to College Green.
- 6.20 The protection and enhancement of the historic environment is a key requirement. Development proposals should respond appropriately to the local context, which is characterised by low-rise buildings. The Council considers that low to mid-rise development, predominantly 2 to 3 storeys but with potential for taller 4-5 storey elements where designed and sited sensitively, would be appropriate in this location.
- 6.21 Development proposals should seek to improve the interface with the surrounding streets, stitching new connections into existing street patterns. The current Sainsbury's store presents a blank frontage onto a large part of West Street. New development should seek to create an active frontage along West Street, with high quality public realm linking north to College Green and south towards the High Street/Market Square.
- 6.22 The existing car park could be rationalised and repurposed for improved public realm and green infrastructure opportunities, provided that any adverse impacts that may arise due to the loss of the existing parking and servicing space are mitigated. Limited development may be acceptable on the southeast part of the car park adjacent to the current store's location; however, the site should retain a sense of openness to avoid adverse impacts on College Green and Bromley and Sheppard's College. There may be potential to create a continuous publicly accessible green space linking any new development with College Green.
- 6.23 Improved public realm should be prioritised along Walters Yard. Currently, this road is used for servicing access for Sainsbury's, and servicing and parking for shops on the High Street. There may be opportunities to utilise this space to create new areas of activity and help facilitate improved vitality and viability on the High Street itself, although such opportunities should be balanced with any continuing need for servicing access. This could include measures such as pocket parks, improved greening and outdoor seating, which offer a place to dwell and relax for people visiting the town centre. Opportunities for improved permeability through to the High Street should be explored.



Figure 6: North Village sub-area



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## North High Street

- 6.24 This sub-area has a linear boundary which runs along the High Street from Market Square and then along London Road up to the junction with Tweedy Road. It also includes parts of Church Road and Beckenham Lane. The sub-area is largely covered by the Bromley Town Centre conservation area.
- 6.25 The sub-area includes several heritage assets including the Grade II\* listed Church of St. Peter and St. Paul, the Grade II listed Partridge Public House and Royal Bell Public House. The Royal Bell has planning permission for the refurbishment of the public house and an extension to provide a new nine storey hotel development<sup>26</sup>. The Grade I listed Bromley and Sheppard's College, which is within the North Village sub-area, is also in close proximity.
- 6.26 There are a number of office and commercial buildings along London Road to the north of the sub-area. These areas are covered by a Business Improvement Area under Local Plan policy 84. The Council will seek to manage and improve the supply of high-quality office floorspace in these areas. Redevelopment proposals resulting in the loss of office floorspace or which compromise the primary function of the BIA will not be permitted.
- 6.27 North High Street also includes a Local Plan site allocation - Site 3, Hill Car Park and Adjacent Lands. Local Plan policy 1 and appendix 10.2 identify the site for 150 residential units. Development proposals will be expected to respect the local historic character and heritage assets; integrate the site into the wider town centre; and minimise adverse impacts on the designated Local Green Spaces of Martins Hill and Church House Gardens to the west.
- 6.28 This sub-area has a strong commercial function, with a number of office, retail and leisure uses (including several independent businesses). This commercial function should be maintained and enhanced, through protection of existing frontages and commercial uses, and prioritising new uses where development comes forward. New commercial uses could include provision of smaller retail units conducive to occupation by independent operators, and a range of different office/workspace typologies (for example, co-working space).
- 6.29 On upper floors along the High Street, residential use may be appropriate where such uses can be accommodated without affecting the operation of adjacent commercial uses and where high-quality residential units are provided which provide a good level of amenity for future occupiers.
- 6.30 There may be opportunities for small-scale and infill residential and/or commercial development along and to the rear of the High Street, including upwards extensions of existing buildings. Where such opportunities do come forward, any increase in height should be modest and reference prevailing heights in the vicinity, which is generally three to four storeys. Developments of a similar height may be acceptable subject to detailed design and heritage impact considerations.
- 6.31 Development proposals should seek to improve east west connections, particularly connections between the High Street and Church House Gardens.
- 6.32 There may be opportunities for utilising parts of backland sites, particularly along Harmony Way and other areas to the rear of the western side of the High Street, to provide outdoor facilities linked to restaurants, bars or pubs, or provision of new workspaces; this could help to

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<sup>26</sup> Planning permission reference: 18/03252/FULL1

support the vitality and viability of these uses. Such opportunities should not lead to adverse impacts for pedestrian access and connectivity.

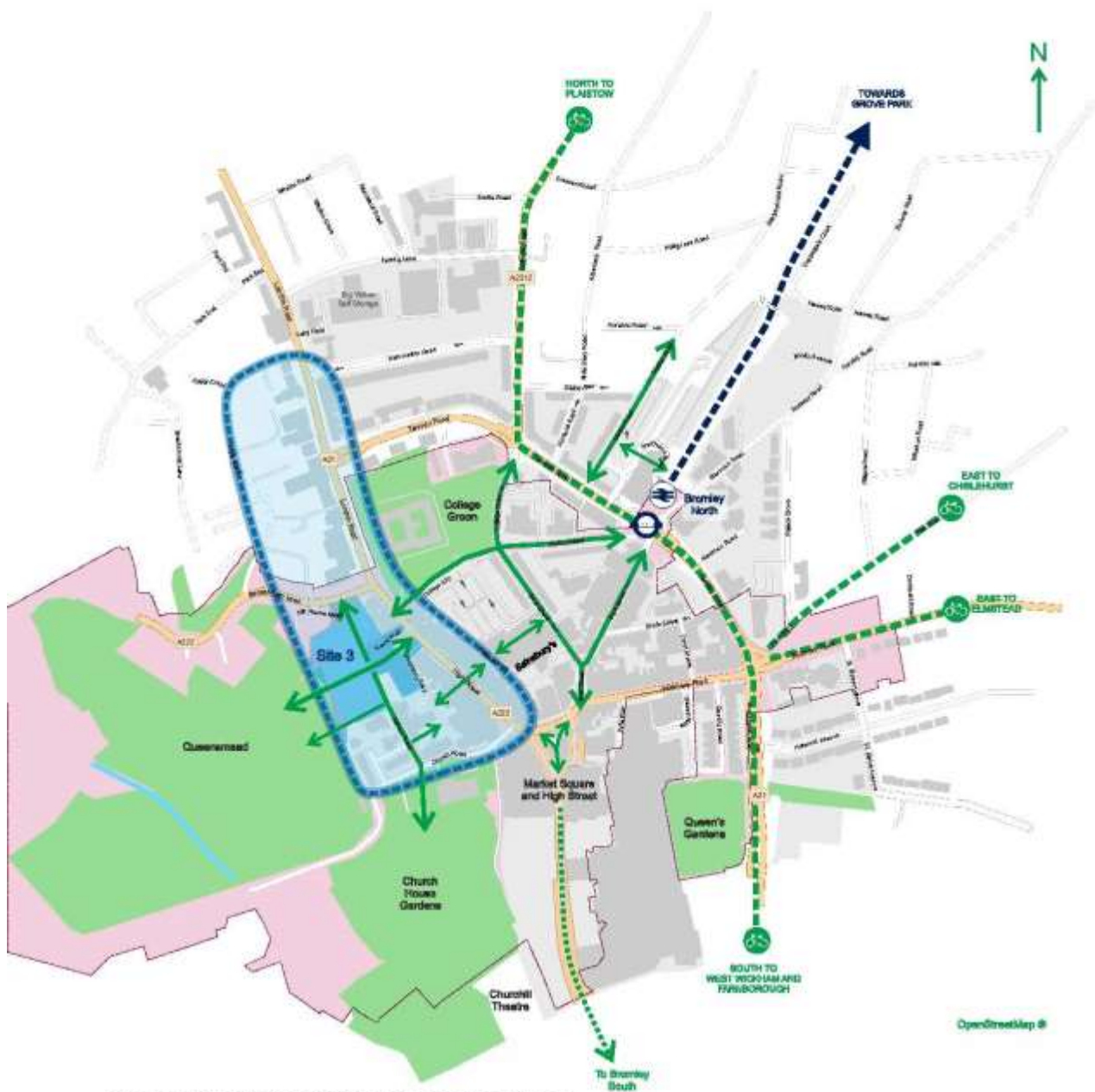
- 6.33 Development proposals should respond to the existing context and character of the area which should be used to inform the choice of materiality and detailing for new development and/or the redevelopment of existing buildings. Scale and materiality should be carefully considered and sympathetic to that of the North Village character area.

## **Development opportunities**

### Site 3

- 6.34 Site 3 is currently occupied by a large multi-storey car park (three storeys in height). The site occupies a prominent position at the top of Beckenham Lane, hence consideration of the topography of the site will be key, especially in relation to building heights.
- 6.35 The site is adjacent to three storey residential development immediately to the west, with predominantly three storey buildings fronting the High Street to the east. Respecting the scale of existing buildings should be a key design consideration of any future development proposal on the site. A maximum height of four to five storeys may be acceptable subject to appropriate scale and massing and detailed design considerations.
- 6.36 Activation at the corner of Beckenham Lane and Bromley High Street through provision of commercial uses is encouraged, potentially coupled with utilising the rear of High Street properties to complement retail and leisure uses on the High Street.
- 6.37 Improvements to public realm and improved permeability will be a key consideration for any future development, to better integrate the site into the town centre as per the requirements of the site allocation. In particular, development of site 3 offers potential for a new North-South route along Edison Road; and east west route providing a direct connection to Martins Hill. New routes should seek opportunities for greening where appropriate.
- 6.38 The site is partially within the Bromley Town Centre conservation area, and a significant part of the site is immediately adjacent to the conservation area. The local listed Bromley Picturehouse is within the site boundary, while the statutorily listed Swan and Mitre Public House is immediately adjacent to the site boundary. Any development within site 3 must have regard to these, and other, important heritage assets, preserving and enhancing their setting as well as ensuring that development does not detract from any key views to or from the assets in question.
- 6.39 The site allocation seeks car parking for public use and for any future residents. The allocation pre-dates the London Plan which requires car-free development in Metropolitan town centres; therefore, it would be expected that any future residential units would be car-free (with the exception of disabled parking provision). In terms of the existing public parking, loss of existing provision may be acceptable, particularly where this would help to optimise development on the site and lead to better design outcomes. However, any proposal for loss of parking must be mindful of potential impacts on the function, vitality and viability of the town centre; evidence may be required to justify loss, for example a parking stress survey.
- 6.40 The architectural language should reference the character and materiality of the surrounding town centre locality, particularly the prominent use of red brick.

Figure 7: North High Street sub-area



**North High Street Sub Character Area**

- |   |                    |   |                  |
|---|--------------------|---|------------------|
|  | Sub character area |  | Site allocation  |
|  | Conservation Area  |  | Cycle route      |
|  | Key connection     |  | Urban Open Space |



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# 7. Bromley West

## High Street

- 7.1 The High Street sub-area encompasses the main pedestrianised section of Bromley High Street, from Market Square in the north to Bromley South Station in the south. The sub-area has a strong commercial character, particularly retail, cultural and leisure uses; it is a key reason for the town centre's 'Metropolitan' status, alongside the Glades Shopping Centre. The majority of the High Street sub-area is within the Bromley Town Centre conservation area.
- 7.2 The historic Bromley Charter Market operates at the north of the sub-area, around Market Square, every Thursday, Friday and Saturday. The ongoing operation of the market is an essential component of a well-functioning, attractive and diverse town centre; any development which risks the ongoing operation of the market will be resisted.
- 7.3 The Churchill Theatre and Library is a key cultural use located just off the High Street. The building itself is a designated local landmark, which means that developments are required to protect or enhance the quality of views of the building. New development should respect the setting of the Churchill Theatre and Library, so as not to diminish its presence as a civic landmark building.
- 7.4 The High Street sub-area also includes the majority of Local Plan site allocation 10, West of Bromley High Street and land at Bromley South. Local Plan policy 1 and appendix 10.2 identify the site for 1,230 residential units, offices, retail and a transport interchange<sup>27</sup>. Any proposals will be expected to incorporate a sensitive design which respects the adjoining low rise residential development whilst optimising its key town centre location; improve Bromley South Station; provide a high-quality public realm and accessibility to and through the site; provide an attractive and active frontage to the High Street; and be accompanied by a Masterplan to show how the proposed development is consistent with a comprehensive development of the site.
- 7.5 The High Street should remain a predominantly commercial area given its importance to the town centre commercial offer. However, some diversity of commercial uses could be acceptable, for example the introduction of new office, leisure, sports or community uses, pending assessment of any amenity impacts and provided the overarching retail function of the centre is retained. An element of residential uses may be acceptable at upper floor levels, provided they do not cause adverse impacts on existing commercial uses; adverse impacts could arise through the loss of commercial space (including ancillary space), and by introducing noise sensitive uses in close proximity to existing commercial uses. Agent-of-change considerations will be important when assessing any residential uses.
- 7.6 There may be opportunities for upwards extensions of existing buildings along the High Street, to facilitate new residential and/or commercial uses; proposals for residential uses should demonstrate that they can be accommodated without affecting the operation of adjacent commercial uses and where high-quality residential units are provided which provide a good level of amenity for future occupiers. Where upwards extensions do come forward, any increase in height should be modest and reference prevailing heights in the vicinity, which is

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<sup>27</sup> Planning permission has been granted for a site within the Site 10 boundary, at 66-70 High Street (planning permission reference: 19/04588/FULL1)

generally three to four storeys. Developments of a similar height may be acceptable subject to detailed design considerations.

- 7.7 The High Street has an established pattern of built form characterised by a lower well-structured urban edge (typically three to four storeys) with taller elements set-back behind. Taller blocks set behind lower finer grain buildings is a clearly distinguishable feature of this sub-area; the human scale feel of the High Street contributes to its unique character which should be retained and reinforced.
- 7.8 New development which includes taller elements should follow this pattern; ensuring the form and massing of the buildings is set back from the main High Street frontage and sensitive to the ridge profile of the town centre topography.
- 7.9 This form reinforces a sense of townscape continuity, value, and coherent streetscape pattern; it is important to avoid disjointed breaks from inappropriate height and scale which would disrupt the established urban pattern and negatively impact on local character and identity.
- 7.10 New development should also respond to the low-rise residential character of the existing neighbourhood. In particular, development should step down in scale to address the existing residential neighbourhood to the west. Transitions in height and scale should be sympathetic and proportionate.
- 7.11 Development proposals in the southern part of Site 10 should acknowledge and respond to local context; however, they should not be competing with the tallest stand-alone buildings in Bromley South in terms of height and scale. It should be noted that Bromley South has a very different character to the High Street and the town centre; the Churchill Theatre is considered to be a more appropriate benchmark for proposals in the High Street sub-area (as the tallest building in the town centre which has a civic role). Development which seeks to exceed this height will require a strong townscape justification.
- 7.12 Improving connections within the town centre and to its surroundings is key to ensuring that the town centre can continue to function effectively and remains an attractive environment for pedestrians. In particular, improved east west permeability – to Church House Gardens in the west, and Queens Gardens and the Civic Centre site to the east – is a key opportunity and such improved connections should be considered as part of any relevant development proposals.
- 7.13 There may also be potential for improved north-south connections, both improvements to existing routes and potential for the creation of new routes; the delivery of Site 10 in particular offers potential for the creation of new routes parallel to the High Street. Any new routes should prioritise urban greening and create an accessible playable environment; new routes may also create potential for additional commercial activity, either through new uses or through space to support existing High Street uses.
- 7.14 The High Street has an eclectic mix of architecture, composed of buildings of multiple eras, styles, materials and scales. The character of the Bromley Town Centre conservation area and various listed and locally listed buildings will be key considerations for the design of development proposals in the sub-area. Whilst there is no single definitive architectural style within the High Street, development proposals should seek to reference aspects of the surrounding context to inform an appropriate design language. Materiality and architectural detailing is key in this regard, taking cues from local character and context to ensure that new development does not appear unrelated or alien within the streetscene.

## **Development opportunities**



- 7.15 Site 10 is the key development opportunity within the sub-area, but this site is made up of a series of smaller sites. The allocation expects proposals within the site 10 boundary to be accompanied by a Masterplan to show how the proposed development is consistent with a comprehensive development of the site. This SPD provides broad guidance which would help to fulfil part of this masterplan role, i.e. it sets out key design principles which development should accord with and guidance for the sub-areas which the allocation is within.
- 7.16 Individual development sites within the site 10 boundary should not be designed in isolation; development proposals will be expected to demonstrate that they have considered the site in question holistically in order to deliver the allocation requirements, setting out clearly how each site relates to other existing sites within the site 10 boundary including sites which have permission or plans to redevelop. There is no set form that this information should take, although it is expected that it should include evidence of engagement with relevant landowners of other sites. Use of visuals and 3D modelling is encouraged to clearly indicate the relationship that a proposed development will have with other existing and planned development in the allocation boundary.
- 7.17 Development must respect the landscape character of the Church House Gardens to the west.

#### Site 10 (Churchill Quarter)

- 7.18 The Churchill Quarter sits at a key location within Bromley Town Centre, adjacent to the Churchill Theatre and linking the open green space of Church House Gardens to the High Street. Development proposals should seek to enable greater east-west permeability into and across the site to improve the relationship between the High Street and Church House Gardens.
- 7.19 New development should seek to provide a mix of commercial uses at ground floor level to support the creation of new public realm and amenity spaces. Existing community facilities such as the Bromley Town Church should be re-provided on-site or relocated within the town centre in an area of at least equal accessibility.
- 7.20 The scale and massing should respond to the existing context, focusing height within the centre of the site where there is less sensitivity, particularly with respect to lower-lying areas in the vicinity given the higher ground location of the site. Careful consideration should be given to how larger blocks are experienced at ground level and perceived in townscape terms; ground floor animation and 'visual breaks' in the skyline will be particularly important to avoid the appearance of an unbroken 'wall of development'.
- 7.21 The Council considers that maximum building heights should be proportionate to that of the Churchill Theatre – an important local landmark at around 10 storeys – although this would be subject to detailed design considerations. Building heights should step down towards the north and south in response to Church House Gardens and Ethelbert Road. The relationship with Ethelbert Road should be carefully considered in order to avoid an abrupt transition in scale.
- 7.22 Development should be of a high architectural quality, informed by local character and respectful of the adjacent conservation area setting. Referencing local context with site specific architectural detailing is key.
- 7.23 Development proposals should provide high quality amenity space proportionate to the scale and quantum of development proposed. There is an opportunity to create a new piece of public realm to the south of the Churchill Theatre to support civic and/or community uses, the design of which should respect the strong landscape character of Church House Gardens.

7.24 The creation of a hierarchy of spaces across the site each with their own function and character is encouraged. Further public realm improvements to Library Gardens should be incorporated into any future comprehensive re-development of the site.

#### Site 10 (other sites)

7.25 In addition to the guidance provided above on height, scale and massing, the following parameters apply to all other sites within the site 10 boundary, noting the overarching need for any individual sites to consider how they fit with the delivery of site 10 holistically:

- Development proposals should incorporate green infrastructure into the public realm and movement network to support rainwater management, reducing exposure to air pollution and increasing biodiversity.
- A retrofit first approach - utilising existing buildings rather than demolishing and rebuilding them - should be prioritised where sites come forward for redevelopment. Such an approach may be particularly suitable for those buildings on the western side of the High Street, from the corner of Ethelbert Road.



Figure 8: High Street sub-area



**High Street Sub Character Area**

- |   |                    |   |                  |
|---|--------------------|---|------------------|
|  | Sub character area |  | Site allocation  |
|  | Conservation Area  |  | Cycle route      |
|  | Key connection     |  | Urban Open Space |



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## Church House

- 7.26 This sub-area is framed around Church House Gardens, a unique green space which adds significant value to the Bromley Town Centre offer, for residents, workers and visitors alike. It is designated as an Urban Open Space in the Local Plan, as it provides an important break within the surrounding built-up area. The majority of the area is also a designated Local Green Space, a designation akin to Green Belt which has particular value and significance to the local community because of special qualities identified in a Statement of Significance (set out in the Local Plan, Appendix 10.8, site 59).
- 7.27 A designated SINC covers the majority of the area, which includes sites with biodiversity value. It is also almost entirely covered by the Bromley Town Centre conservation area.
- 7.28 Improved connections through the park, particularly to the High Street, is a key objective, and should be prioritised as part of any improvement works or as part of development in the vicinity (such as Site 10 in the High Street sub-area). New connections should prioritise greening interventions and support improved biodiversity.
- 7.29 The River Ravensbourne runs north-south along the western edge of the park, partly culverted. Greater utilisation of the Ravensbourne is supported, in terms of increasing functionality and access and making it more prominent within the wider landscape (including de-culverting), although this would be dependent on available funding.
- 7.30 The large number of constraints makes development in the park unlikely, particularly any large-scale development. The former Council depot site to the northeast of the park may be suitable for development, consistent with its designation as an Urban Open Space; suitable development is likely to be small-scale, reflecting the current building footprint. Any development on the depot site must have regard to the setting of the Grade II\* Listed Church of St. Peter and St. Paul immediately to the north. The site also has limited means of access through public parkland or via Tetty Way, a narrow service road with no adjacent footpath which along with significant level changes creates a poor pedestrian environment.
- 7.31 It is important that the sensitivity of the setting is reflected in the scale, type and architectural approach of any future development proposals; building on the 'urban edge' of the park and retaining an open aspect to the south and west to retain the openness of the 'wider' park setting would be a more favourable approach. Given the significant constraints, the site is considered to be more suited to cultural/community use facilities linked to the existing park amenities and amphitheatre rather than a separate self-contained residential development.
- 7.32 Although the depot site is a private site, there is little to distinguish it from the wider Church House Gardens. Where development does come forward on this site, the creation of new green, functional, publicly accessible parkland should be a key priority.
- 7.33 Use of the amphitheatre for cultural uses is supported. This could have positive impacts for the wider town centre, although any significant intensification of use must prevent adverse impacts on Church House Gardens, particularly any impacts on ecology and biodiversity.
- 7.34 The sub-area also includes roads to the south of Church House Gardens - Ethelbert Road, Ravensbourne Road and Ringers Road. These roads largely consist of semi-detached dwellings but have larger-scale buildings nearer to the High Street. Any development in this part of the sub-area should reflect the existing low-rise character and the landscape character of Church House Gardens. Sites at the High Street end of these roads (namely those within the Site 10 boundary) should be assessed using the guidance set out in the High Street sub-area, as these sites accord more with the character of the High Street sub-area.

Figure 9: Church House sub-area



**Church House Sub Character Area**

- |   |                    |   |                  |
|---|--------------------|---|------------------|
|  | Sub character area |  | Site allocation  |
|  | Conservation Area  |  | Cycle route      |
|  | Key connection     |  | Urban Open Space |



# 8. Bromley East

## The Glades & Elmfield Road

- 8.1 The Glades & Elmfield Road sub-area includes two of the most significant commercial areas in the Borough. The Glades Shopping Centre is a key retail and leisure destination which forms a key part of the justification for Bromley's Metropolitan town centre status. The Pavilion Leisure Centre adjoins the Glades and provides important leisure facilities including a swimming pool.
- 8.2 Queens Gardens is an important green space adjacent to the Glades. It is designated as an Urban Open Space in the Local Plan, as it provides an important break within the surrounding built-up area. The majority of the area is also a designated Local Green Space, a designation akin to Green Belt which has particular value and significance to the local community because of special qualities identified in a Statement of Significance (set out in the Local Plan, Appendix 10.8, site 62). It is also within the Bromley Town Centre conservation area.
- 8.3 Elmfield Road has a number of office and commercial buildings, covered by a Business Improvement Area under Local Plan policy 84. The Council will seek to manage and improve the supply of high-quality office floorspace in these areas. Redevelopment proposals resulting in the loss of office floorspace or which compromise the primary function of the BIA will not be permitted. New office development is strongly encouraged where sites come forward for redevelopment.
- 8.4 Several buildings on Elmfield Road have planning permission for redevelopment or are subject to live applications. Wells House<sup>28</sup> has planning permission for demolition of an existing office building and the construction of a new building providing over 10,000sqm of office floorspace. Prospects House has planning permission<sup>29</sup> for demolition of an existing office building and the construction of a mixed-use building providing around 1,700sqm of Use Class E(g)(i) office floorspace and 61 residential units.
- 8.5 The balance of uses on recent applications on Elmfield Road has strayed towards residential-led mixed-use, which, if it continues, could fatally undermine the function of the Business Improvement Area. The Council strongly encourages commercial or commercial-led schemes in this area in order to maintain the areas business function. Elements of other uses may be acceptable where they do not threaten this function. Policy D13 of the London Plan (relating to agent of change) states that development should be designed to ensure that established noise and other nuisance-generating uses remain viable and can continue or grow without unreasonable restrictions being placed on them. This could be particularly relevant where residential uses are proposed in close proximity to existing office/commercial uses.
- 8.6 The Glades currently acts as a significant barrier to east-west connectivity across the town centre, with a large section of inactive frontage facing Queens Gardens. Interventions to improve connectivity and activate frontages are supported; such interventions should seek to maximise greening and biodiversity and create playable environments.

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<sup>28</sup> Planning permission reference: 19/03620/FULL1

<sup>29</sup> Planning permission reference: 20/04296/FULL1

- 8.7 In terms of land uses, the Glades should retain a commercial character given its importance to the town centre commercial offer. However, some diversity of commercial uses could be acceptable, for example the introduction of new office, leisure, sports or community uses, pending assessment of any amenity impacts and provided the overarching commercial function of the centre is retained.
- 8.8 The Glades has an extensive car park which serves the Glades itself and the wider town centre. Loss of existing provision may be acceptable, particularly where this would help to optimise the site for development of new uses and lead to better design outcomes. However, any proposal for loss of parking must be mindful of potential impacts on the function, vitality and viability of the town centre; evidence may be required to justify loss, for example a parking stress survey.
- 8.9 The Bromley Town Centre conservation area surrounds the Glades on three sides. Any development of the Glades, be that limited enhancements of the existing building, or partial or wider redevelopment, should address this 'gap' in the conservation area by referencing key features of the conservation area to inform heritage-led proposals. Any development must have regard to the amenity of adjacent residential uses at Queens Road and Lownds Court.
- 8.10 Increased activation of the Queens Gardens frontage is supported. Currently, the Glades presents a large expanse of blank frontage onto Queens Gardens. Opportunities for new or improved connections from Queens Gardens to the Glades and through to the High Street should be explored.

## **Development opportunities**

### The Mall

- 8.11 The potential redevelopment of The Mall provides an opportunity to support the Business Improvement Area designation set out in the Local Plan, which could have wider benefits for the town centre as a whole. New office uses are considered to be the most appropriate development in terms of enhancing this function, therefore the Council strongly encourages an office-led scheme.
- 8.12 In terms of design, development at this site should improve permeability across the site from east to west which is currently inhibited by the existing large building footprints, creating a physical barrier between the High Street and Elmfield Road.
- 8.13 Future development proposals will be expected to consider wider movement patterns (both existing and emerging) in order to improve legibility and permeability and to help stitch new development into the existing urban fabric.
- 8.14 This site forms part of a larger urban block with street frontages and key junctions on all 4 sides which should be suitably framed by built form. The site should be considered in its entirety as part of a coherent whole regardless of individual site/land ownership issues.
- 8.15 The scale and height of new development should respect the established townscape hierarchy with buildings stepping down to the east to provide a transition in scale between the taller elements of the town centre and the low-rise residential properties east of Kentish Way.
- 8.16 The principle of concentrating taller elements to the north following a gradual transition in scale from the south as reflected by recently consented schemes on the eastern side of Elmfield Road is accepted in principle subject to detailed design considerations. The height of the existing building (around 12 storeys) is considered appropriate in this location;

development proposals which seek to exceed this height would require a strong townscape justification.

- 8.17 The relationship between buildings and spaces is key; there is an opportunity for future landscape proposals to stitch into the emerging public realm improvements along Elmfield Road and to enhance the existing public realm fronting the Glades Shopping Centre.

#### Elmfield Road (general)

- 8.18 In line with the area's Business Improvement Area designation, opportunities for new office floorspace are strongly encouraged. A retrofit first approach - utilising existing buildings rather than demolishing and rebuilding them - should be prioritised where buildings come forward for redevelopment.
- 8.19 Buildings on Elmfield Road should follow a consistent pattern in terms of building heights, respecting and responding to the established townscape hierarchy. Building height and massing should be appropriate both in terms of the relationship with neighbouring buildings (immediate context) and the relationship with the wider context (townscape/skyline). The Council considers that development of around 7 to 10 storeys would be appropriate on Elmfield Road, subject to townscape impact and detailed design considerations.
- 8.20 Elmfield Road slopes down from north to south, which should be a key factor determining suitable building heights and massing. Heights should be stepped gradually following the topography; the transition in heights from north to south should be proportionate to that of the neighbouring buildings (which may include schemes which have been permitted but not yet built).
- 8.21 Buildings should step down to the east to provide a transition in scale between the taller elements of the town centre and the low-rise residential properties east of Kentish Way (Palace Estate).
- 8.22 All development proposals which come forward should accord with the following key principles:
- Improve permeability through the sub-area (in accordance with inclusive design principles) by exploring the potential for new connections to improve pedestrian and cycling access and create a pleasant, easily navigable environment.
  - Respond appropriately to the established townscape hierarchy to create a considered and coherent transition in scale from north to south and east to west.
  - Provide active frontages to animate the public realm on Elmfield Road and appropriate design measures to mitigate the impact on amenity from Kentish Way.
  - Adopt an integrated 'joined-up' approach to delivering landscape/public realm improvements on Elmfield Road by engaging with neighbouring landowners where possible.
  - Incorporate green infrastructure into the public realm and movement network to support rainwater management, reducing exposure to air pollution and increasing biodiversity. Opportunities to improve the pedestrian environment with street trees and urban greening should be maximised.



Figure 10: The Glades & Elmfield Road sub-area



**The Glades & Elmfield Road Sub Character Area**

- |   |                    |   |                  |
|---|--------------------|---|------------------|
|  | Sub character area |  | Site allocation  |
|  | Conservation Area  |  | Cycle route      |
|  | Key connection     |  | Urban Open Space |



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## Civic Centre / Palace

- 8.23 The Civic Centre / Palace sub-area encompasses the Bromley Civic Centre buildings and their surrounding grounds. The Civic Centre site includes the Old Palace, a Grade II Listed Building, and several other listed structures which are currently on Historic England's Heritage at Risk register. It also includes Ann Springman and Joseph Lancaster Halls (informally known as the 'Y Blocks') which were constructed in the 1960s and have been used for civic uses. Prior approval for change of use from office to residential use was granted in 2021<sup>30</sup>.
- 8.24 The Civic Centre / Palace sub-area includes Local Plan site allocation 1, Bromley Civic Centre, Stockwell Close. Local Plan policy 1 and appendix 10.2 set out expectations for the site, split into three parts (A, B and C):
- Part A - Partial redevelopment of the northern section for civic centre facilities, offices and related activities. Retention of North Block, the Stockwell Building and the multi-storey car park.
  - Part B - Development of the central section for around 70 residential units, including the sensitive reuse of the Grade II listed Old Palace.
  - Part C - Retention of the south-eastern section as a public park.
- 8.25 The Old Palace grounds are designated as an Urban Open Space in the Local Plan, as they provide an important break within the surrounding built-up area. The eastern part of the grounds is also a designated Local Green Space, a designation akin to Green Belt which has particular value and significance to the local community because of special qualities identified in a Statement of Significance (set out in the Local Plan, Appendix 10.8, site 45). A designated SINC covers the majority of the area.
- 8.26 The allocation also expects proposals to retain public access across the site from Stockwell Close and Rafford Way and to minimise impacts on the Urban Open Space, Local Green Space, SINC and listed buildings. Improved pedestrian and cycling connections to the palace grounds, particularly from the main part of Bromley Town Centre to the west, is a key objective, and should be prioritised as part of any improvement works or as part of development in the vicinity. New connections should prioritise greening interventions and support improved biodiversity. Such improvements would ensure a significant positive impact on the local area's access to nature and open space, increasing the importance of the Old Palace grounds and their contribution to the wider town centre.
- 8.27 These improvements could also enable better integration of the Old Palace Grounds and Queens Gardens (within the Glades & Elmfield Road sub-area), which historically were part of the same landscape. Kentish Way is a significant barrier to physical integration of the spaces; however, through public realm works at street level to rebalance the space in favour of pedestrians and through provision of greening such as street tree planting, this could establish a strong visual continuity across Kentish Way.

### Development opportunities

#### Site 1, Part A

- 8.28 Part A of the current site allocation includes the Civic Centre car park and several buildings in office and civic use. The current allocation seeks retention of these uses, although redevelopment may be acceptable.

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<sup>30</sup> Planning permission reference: 21/03120/RESPA



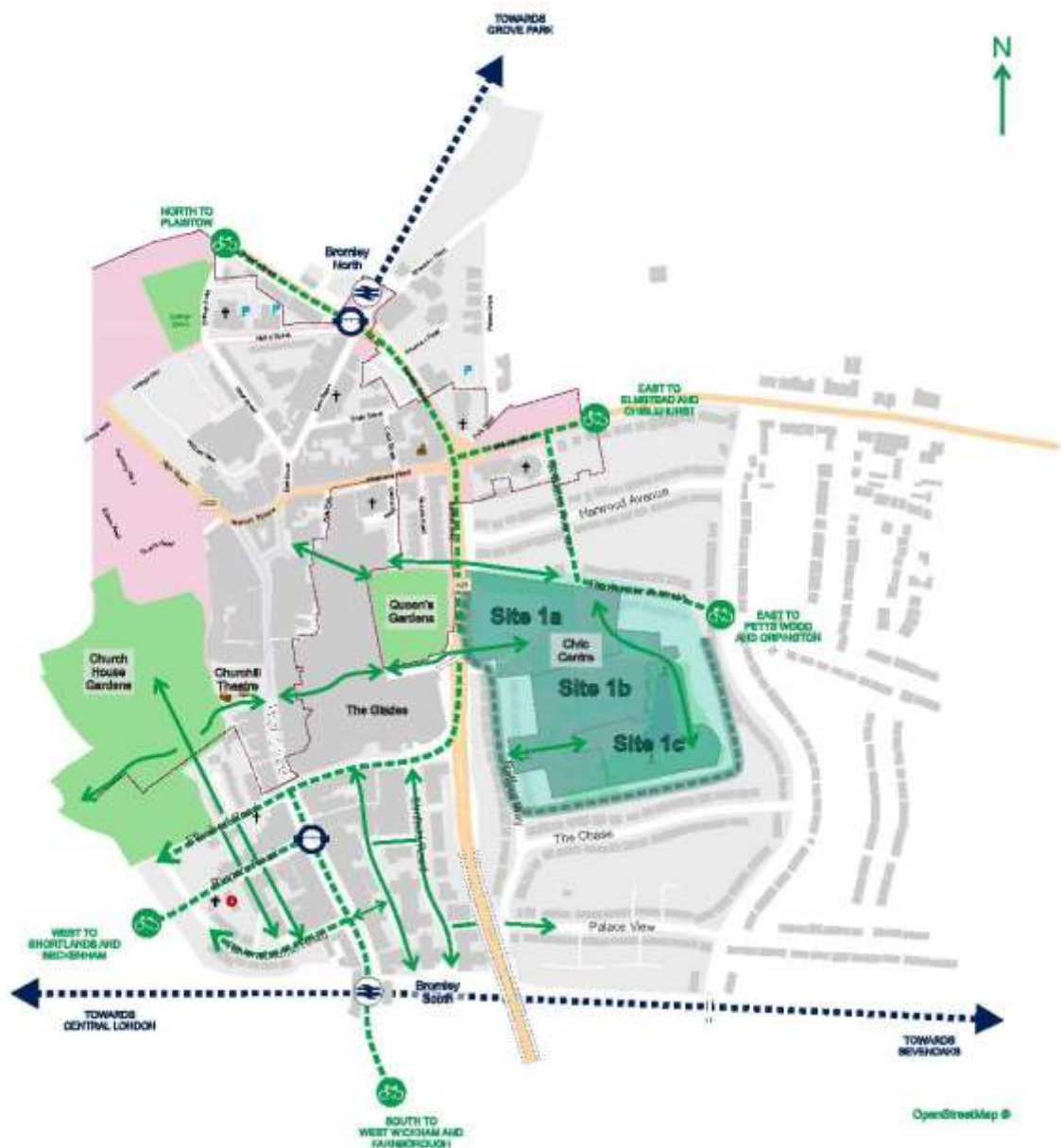
- 8.29 The site allocation seeks car parking for public use and for any future residents. The allocation pre-dates the London Plan which requires car-free development in Metropolitan town centres; therefore, it would be expected that any future residential units would be car-free (with the exception of disabled parking provision). In terms of the existing public parking, loss of existing provision may be acceptable, particularly where this would help to optimise development on the site and lead to better design outcomes. However, any proposal for loss of parking must be mindful of potential impacts on the function, vitality and viability of the town centre; evidence may be required to justify loss, for example a parking stress survey.
- 8.30 The site is adjacent to two storey semi-detached housing to the north and south. The Bromley Town Centre conservation area lies to the west (across Kentish Way) with the statutorily listed Bromley Old Palace and a designated SINC to the south-east. These constraints should form a key part of the design considerations of any future proposal on the site, particularly in terms of building heights. A maximum height of three to four storeys may be acceptable subject to appropriate scale and massing and detailed design considerations.
- 8.31 Redevelopment of this part of the allocation offers potential for improved connectivity across the Civic Centre site, particularly east-west connections. Connectivity improvements should be a key priority as part of any redevelopment.

#### Site 1, Part B

- 8.32 Part B includes the Old Palace and the Y Blocks. As set out in the allocation, the Old Palace should be retained, but sensitive re-use may be appropriate.
- 8.33 The Y Blocks has an extant prior approval permission to convert to 73 residential units. Any development of the Y Blocks, including extensions or larger-scale redevelopment, must have regard to the heritage assets in the immediate vicinity, particularly the Old Palace but also the various other listed structures; opportunities to improve the condition of these structures is encouraged, to enable them to be removed from the Heritage at Risk register.
- 8.34 The Urban Open Space designation means that any significant redevelopment must address policy 55 of the Local Plan. Where the replacement of existing buildings is proposed, any replacement buildings should not exceed the site coverage of the existing development.
- 8.35 The site constraints should form a key part of the design considerations of any future proposal on the site, particularly in terms of building heights. The current height of three storeys is considered generally acceptable, but there may be potential for a small increase in height up to four storeys - either through extensions or redevelopment - depending on the massing strategy, which should respond sensitively to the heritage setting, site topography, key views, and neighbouring residential properties.
- 8.36 Protection of the SINC should also form a key part of any development proposals. Measures to enhance the biodiversity value of the SINC should be investigated.
- 8.37 The introduction of new uses, particularly residential uses, must ensure a good level of amenity for future occupiers, for example, preventing or mitigating noise and disturbance.
- 8.38 Retention of public access across the site is a key requirement of the allocation. This is especially important in terms of access to the grounds, which are an important green and recreational asset for the town centre. Development of the Y Blocks could negatively impact on public accessibility by inadvertently creating a closed-off 'private' feel (real or perceived); such real or perceived barriers to access could reduce the wider use of the grounds. There may be an opportunity to improve the legibility of the existing public access route as part of future landscape proposals. Boundary treatments would require careful consideration.

8.39 Safety is also an important consideration; primary and secondary routes must be safe to use at various times of the day and night, utilising passive surveillance where possible. The provision of defensible space and privacy for any future occupiers of the Y Blocks would be a key requirement. It is essential that an appropriate balance is struck in order to achieve the aims of the allocation.

Figure 11: Civic Centre / Palace sub-area



**Civic Centre / Palace Sub Character Area**

- |   |                    |   |                  |
|---|--------------------|---|------------------|
|  | Sub character area |  | Site allocation  |
|  | Conservation Area  |  | Cycle route      |
|  | Key connection     |  | Urban Open Space |



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# 9. Bromley South

## Bromley South

- 9.1 This sub-area is focused around Bromley South Station, a key transport hub for the Borough with excellent connections to other parts of Bromley, Central London and the wider South East.
- 9.2 The station is included within Local Plan site allocation 10, West of Bromley High Street and land at Bromley South<sup>31</sup>. Local Plan policy 1 and appendix 10.2 identify the wider site allocation for 1,230 residential units, offices, retail and a transport interchange. Any proposals will be expected to incorporate a sensitive design which respects the adjoining low rise residential development whilst optimising its key town centre location; improve Bromley South Station; provide a high-quality public realm and accessibility to and through the site; provide an attractive and active frontage to the High Street; and be accompanied by a Masterplan to show how the proposed development is consistent with a comprehensive development of the site.
- 9.3 There are a number of office and commercial buildings in the sub-area, which are covered by a Business Improvement Area under Local Plan policy 84 (linking with the Business Improvement Area on Elmfield Road (within the Glades and Elmfield sub-area). The Council will seek to manage and improve the supply of high-quality office floorspace in these areas. Redevelopment proposals resulting in the loss of office floorspace or which compromise the primary function of the BIA will not be permitted.
- 9.4 The sub-area also includes a large Waitrose store with associated parking, and Bromley South police station and a number of commercial buildings along Mason's Hill. 1 Westmoreland Road is an allocated site for education in the Local Plan (Site 30).
- 9.5 There has been a significant amount of residential development within the sub-area in recent years, notably the 19 storey St. Mark's Square development to the west of the sub-area, and the 17 storey Perigon Heights development on St. Mark's Road. These new buildings form a gateway to the town centre when approaching from the southwest and southeast.
- 9.6 The Bromley Common Renewal Area begins on Mason's Hill close to the sub-area. Policy 16 of the Local Plan states:
- "Proposals within the Bromley Common Renewal Area will be expected to maximise opportunities to create a successful transition zone from Bromley Town Centre to the suburban and semi-rural urban fringe and produce a positive gateway to Bromley Town Centre along the Hayes Lane / Homesdale Road / A21(Bromley Common) junction, supported by appropriate green infrastructure."*
- 9.7 Policy 14 of the Local Plan concerns development affecting Renewal Areas, which could apply to proposals within the Bromley South sub-area. Development close to Renewal Areas are required to demonstrate that they maximise their contribution to economic, social and environmental improvements in the Renewal Area.

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<sup>31</sup> The remaining (majority) part of the allocation is within the High Street sub-area.

- 9.8 The sub-area includes the Grade II listed former St. Mark's School and the locally listed St. Mark's Church. Development within sub-area should also respond to the need to preserve or enhance views as set out in the Local Plan, especially to Keston Ridge.
- 9.9 The sub-area features a mix of architectural styles and building heights. There may be opportunity for further tall buildings (6 storeys or 18 metres, and above) at the Waitrose site (see below). In other locations within the sub-area, buildings of up to six storeys may be acceptable, depending on proposed massing and consistency with other design policy requirements. Development proposals which seek to exceed this height would require a strong townscape justification. Any development must reflect the heritage assets at the south of the sub-area and the impact on local views. The sub-area immediately adjoins a large area of two storey residential properties which have a distinct suburban character; this character must also inform consideration of appropriate building heights.
- 9.10 A retrofit first approach - utilising existing buildings rather than demolishing and rebuilding them - should be prioritised where buildings come forward for redevelopment. This approach may be particularly suitable for buildings to the west of the sub-area, including Churchill Court.
- 9.11 Opportunities for improving pedestrian and cycling connections should be prioritised, both north-south connections to the rest of the town centre and improved connections to adjoining areas to the south of the town centre. Currently, the existing road layout acts as a barrier to connections from the south, particularly on Mason's Hill at the Westmoreland Road and Kentish Way junctions. Local Plan policy 35 identifies A21/Mason's Hill/Westmoreland Road junction capacity improvements to tackle congestion and facilitate new development. New development in the sub-area may be required to contribute to delivery of these improvements.
- 9.12 Public realm improvements around the station, including provision of new public realm as part of any development of the Waitrose and Bromley Police Station site, are key to ensuring high quality design. Public realm improvements should also seek to incorporate green infrastructure. Existing and emerging development should be stitched together with a clear hierarchy of routes and spaces reflecting pedestrian movement patterns and desire lines, improving connectivity and the street level experience between the High Street, Bromley South Station, and Masons Hill.

## **Development opportunities**

### Site 10 (Bromley South station)

- 9.13 Site 10 is the key development opportunity within the sub-area, which is made up of a series of smaller sites. The majority of site 10 falls within the High Street sub-area; Bromley South Station forms the remainder of site 10.
- 9.14 The allocation expects proposals within the site 10 boundary to be accompanied by a Masterplan to show how the proposed development is consistent with a comprehensive development of the site. This SPD provides broad guidance which would help to fulfil part of this masterplan role, i.e. it sets out key design principles which development should accord with and guidance for the sub-areas which the allocation is within.
- 9.15 Individual development sites within the site 10 boundary should not be designed in isolation; development proposals will be expected to demonstrate that they have considered the site in question holistically in order to deliver the allocation requirements, setting out clearly how each site relates to other existing sites within the site 10 boundary including sites which have permission or plans to redevelop. There is no set form that this information should take, although it is expected that it should include evidence of engagement with relevant landowners of other sites. Use of visuals and 3D modelling is encouraged to clearly indicate

the relationship that a proposed development will have with other existing and planned development in the allocation boundary.

- 9.16 Bromley South Station is a civic focal point within the town centre, where many town centre visitors arrive. High quality public realm is therefore a key priority, potentially through the creation of a public square, to strengthen the role of the station as a civic space and to support improved connections to the south. The principle of small-scale retail and leisure uses fronting improved public realm is supported.
- 9.17 In terms of larger-scale redevelopment of the station, this is supported in principle but would be a longer-term proposal given the complex nature of the site and the need to mitigate impacts on the operation of the station. Potential for mixed-use redevelopment will be explored as part of the preparation of the new Local Plan, in discussion with Network Rail and other key stakeholders.

#### Waitrose and Bromley Police Station

- 9.18 New development proposals should acknowledge that the surrounding context is changing significantly and respond accordingly. These sites should not be seen as stand-alone sites considered in isolation; they are part of a larger urban block which is evolving. The historic prioritisation of vehicular movement, blank building frontages which 'turn their back' on adjacent developments, and peripheral public realm spaces are no longer appropriate. Proposals which seek to simply replicate existing site conditions will not be supported.
- 9.19 Pedestrian movement should be a key driver in determining the optimum site layout for future development proposals, which should reflect desire lines and movement patterns based on both the existing and emerging context. It is important to establish a clear hierarchy of routes; movement to and through these sites is key and should align with the wider urban design objective of improving connectivity (and street level experience) from the station to Masons Hill.
- 9.20 The ongoing operation of Bromley Police Station should not be adversely impacted by development proposals in the vicinity. In particular, issues relating to public realm and site access arising from new development should be addressed, to ensure that the police station can continue to function, and to ensure the safety of users and occupiers of new development.
- 9.21 Careful consideration should be given to the relationship with any recently permitted or constructed neighbouring residential/mixed-use schemes – e.g. Perigon Heights - in terms of layout, height, scale and massing. In response to the emerging context, there is an opportunity to rethink the existing Waitrose store servicing access arrangements and vehicular access/roads serving the Police Station to align more closely with the changing character of St. Mark's Road and new public realm spaces.
- 9.22 The opportunity for taller buildings marking the station and edge of the town centre to signify a sense of arrival at Bromley South is accepted in principle subject to detailed design considerations. The Council considers that the Waitrose site could potentially accommodate taller buildings as townscape and wayfinding markers. However, building heights should step down towards the eastern and southern edges in response to the lower rise character of the High Street and Masons Hill environs.
- 9.23 The height, scale and massing of new development proposals should respond to both the immediate site setting (establishing an appropriate relationship with existing buildings) and the wider townscape context of Bromley Town Centre (recognising existing townscape principles/tall building hierarchy and safeguarding key views).

## Site 30

- 9.24 Site 30 – 1 Westmoreland Road – is allocated, in whole or in part, for education use. A mix of uses including education may be suitable on the site; given the Business Improvement Area designation of the site, offices uses should be prioritised. An element of residential use may also be suitable.
- 9.25 Where education uses are provided as part of a mixed-use development, there must be clear evidence that the different uses on site can function effectively, without adverse impacts. Partial education use should not be tokenistic and should address education needs in the borough. The Council will expect applications to be accompanied by evidence of education need, including evidence of discussions with the Council’s Education Team as well as any other relevant stakeholders.
- 9.26 Proposals including no education provision would not address the site allocation and would also be contrary to Local Plan policy 27(b), which safeguards such allocations for education purposes for the period of the plan. The Council is commencing a review of the Local Plan which will include a review of existing site allocations; however, proposals for alternative uses in the meantime would need to be supported by robust evidence demonstrating that circumstances have changed since the allocation was adopted and that the loss of the site will not impact current or future education needs. Any evidence submitted must include evidence of discussions with the Council’s Education team as well as any other relevant stakeholders; such evidence could be a material consideration with regard to the non-provision of education uses.
- 9.27 There is an opportunity for new development proposals to improve the relationship with the street (with an active frontage and permeable links); respond to the emerging context of Bromley South and provide an appropriate gateway marker to the High Street (with appropriate scale and massing); and to transform the existing car-dominated setting (with high quality landscape and amenity space).
- 9.28 The geometry of the site may lend itself to one or more blocks; where larger linear blocks are proposed efforts should be made to break up the massing whilst maintaining a strong relationship with the street. The need to retain access to a culvert running through the centre of the site is a key constraint that would need to be considered.
- 9.29 The site is a key node where the High Street, Westmoreland Road, and Masons Hill intersect and is therefore considered to be a suitable location for a taller element to provide a visual marker – marking the end of the High Street. The Council considers a maximum height of 8-9 storeys to be appropriate for this setting in order to mediate between the surrounding contrasting scales (subject to detailed design considerations).
- 9.30 Building heights should step down towards the east and the south to respond to the surrounding low-rise context, breaking up the massing with variations in height to avoid the perception of a large ‘barrier’ block fronting Sandford Road. It is also important to consider the relationship with the adjacent Grade II listed former St Mark’s School to the east; a maximum height of 3 storeys is considered to be appropriate adjacent to this heritage asset. The tallest element should be located to the north of the site and clearly delineated from other elements of the building(s) creating a visual marker from the High Street.
- 9.31 Opportunities to improve the public realm with urban greening should be maximised. There may be potential to create a permeable green link through the site to improve pedestrian connectivity between Masons Hill and Sandford Road; however, careful consideration would need to be given to the treatment of public and private space thresholds.

Figure 12: Bromley South sub-area



**Bromley South Sub Character Area**

- |   |                    |   |                  |
|---|--------------------|---|------------------|
|  | Sub character area |  | Site allocation  |
|  | Conservation Area  |  | Cycle route      |
|  | Key connection     |  | Urban Open Space |



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# **Bromley Town Centre Supplementary Planning Document**

Strategic Environmental Assessment Screening  
Statement – July 2022 (with post-consultation  
update August 2023)

## 1. Purpose of Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA)

- 1.1. This Strategic Environmental Assessment (SEA) screening is being prepared in accordance with the requirements of European Directive 2001/42/EC (“the Directive”); and the Environmental Assessment of Plans and Programmes Regulations 2004 (“the Regulations”). The following guidance has also been taken into account:
- The National Planning Policy Framework (NPPF) (July 2021)<sup>1</sup>.
  - The National Planning Practice Guidance (PPG) in relation to SEA/SA<sup>2</sup>.
  - A Practical Guide to the Strategic Environmental Assessment Directive (ODPM, 2005)<sup>3</sup>.
- 1.2. Sustainability Appraisal (SA) is the process by which the Directive is applied to Local Plan documents. An SA is required under the Planning and Compulsory Purchase Act 2004 for all Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). The Directive also requires a SEA to be carried out on certain types of plans with significant environmental effects.
- 1.3. Both SA and SEA processes are undertaken during the preparation of a plan or strategy to aid the implementation of sustainable development. The main difference between them is that while an SEA has more of an environmental focus, the SA should focus on social, economic and environmental issues.
- 1.4. Although SA and SEA are distinct requirements, government guidance has recommended a single appraisal process. The SA process for planning documents translates the requirements of the Directive, and Government guidance on undertaking SAs has been prepared so as to incorporate the requirements of the SEA Directive.
- 1.5. Bromley’s Development Plan consists of the Bromley Local Plan and the London Plan. The Bromley Local Plan and the London Plan have both been subject to a SA/SEA
- 1.6. The PPG<sup>4</sup> states that:

*“Supplementary planning documents do not require a sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the relevant strategic policies.*

*A strategic environmental assessment is unlikely to be required where a supplementary planning document deals only with a small area at a local level (see regulation 5(6) of the Environmental Assessment of Plans and Programmes*

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<sup>1</sup> Available from:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

<sup>2</sup> Available from: <https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal>

<sup>3</sup> Available from:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7657/practicalguidesea.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7657/practicalguidesea.pdf)

<sup>4</sup> Paragraph: 008 Reference ID: 11-008-20140306, available from:

<https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal>

*Regulations 2004), unless it is considered that there are likely to be significant environmental effects.”*

## 2. Bromley Town Centre SPD

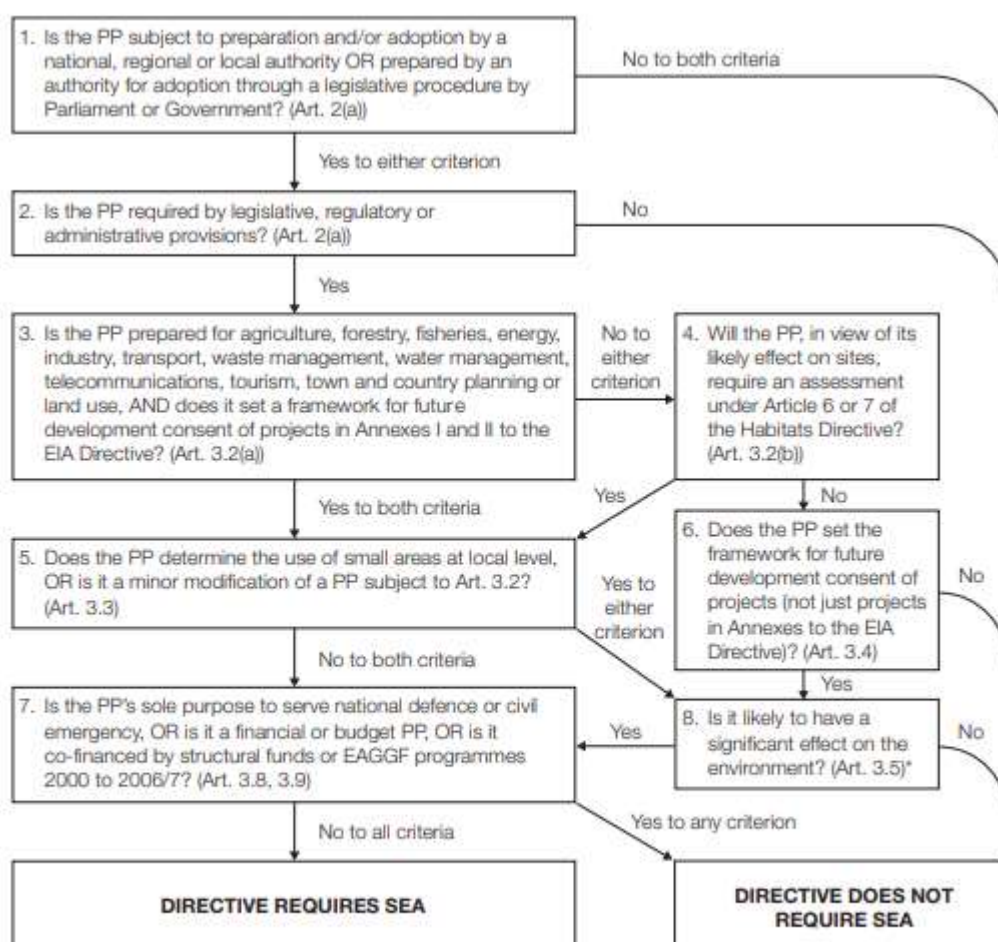
- 2.1. The Bromley Town Centre SPD provides guidance on the interpretation of adopted planning policies as they relate to the Bromley Town Centre area.
- 2.2. The SPD sets out a number of design principles derived from existing Development Plan policies and national policy:
  - Contextual (Character and Identity)
  - Responsive (Architecture and Landscape)
  - Connected (Movement and Connectivity)
  - Inclusive (Access and Inclusion)
  - Healthy (Health and Well-being)
  - Sustainable (Sustainable Design, Adaptability and Resilience)
- 2.3. These design principles are considered essential components in delivering good quality design, and which are widely documented as being among the key characteristics of successful well-designed places:
- 2.4. The SPD divides the Bromley Town Centre area into a series of character areas, which have been derived through consideration of the context of the wider area and represent those parts of the area which are considered to have similar characteristics. Guidance is provided for each character area, derived from existing planning policies, including guidance on existing site allocations and some further potential development opportunities. General guidance is also provided which applies across all character areas, covering topics such as heritage and conservation, green infrastructure and biodiversity and sustainability.

## 3. The Screening Process

- 3.1. Though not part of the statutory Development Plan, SPDs can cover a range of issues, which generally interpret policies in the Development Plan. If an SPD is considered unlikely to have significant environmental effects through the screening process, then the conclusion will be that the SEA is not necessary.
- 3.2. To assess whether an SEA is required the Responsible Authority (Bromley Council) must undertake a screening process based on a standard set of criteria. Where the Responsible Authority determines that the plan or programme is unlikely to have significant environmental effects, and therefore does not need to be subject to full SEA, it must prepare a statement showing the reasons for this determination.
- 3.3. This must be subject to consultation with Historic England, the Environment Agency and Natural England. Following consultation, the results of the screening process must be detailed in a Screening Statement, which is required to be made available to the public. The three consultation bodies were consulted during the preparation of this SEA screening statement, prior to consultation on the draft SPD; details of their responses are provided at Appendix 1.
- 3.4. The Council then consulted on the SEA screening statement as part of the draft SPD consultation. The three consultation bodies were specifically consulted as part of this consultation exercise; their responses are set out at Appendix 2.
- 3.5. Following the consultation on the draft SPD and the representations made, the Council has reviewed this SEA screening statement, to ascertain whether any changes are necessary in light of representations received.

- 3.6. Key to the screening decision is the determination of whether the SPD is likely to have significant environmental effects. To assess this, the Council has taken a two-step approach:
- First, to assess the plan against the guidance set out in 'A Practical Guide to the Strategic Environmental Assessment Directive'<sup>5</sup>. The guidance sets out a flow chart to guide application of the Directive to plans and programmes (shown in Figure 1); the screening questions from the guidance are set out in Table 1, alongside the Council's response in relation to the Bromley Town Centre SPD.
  - Second, using the criteria set out in Schedule 1 of the Regulations to determine whether the SPD will have significant environmental effects. These criteria are set out in Table 2, alongside the Council's response in relation to the Bromley Town Centre SPD.

**Figure 1: flow chart to assist with the application of the SEA Directive to plans and programmes**



\*The Directive requires Member States to determine whether plans or programmes in this category are likely to have significant environmental effects. These determinations may be made on a case by case basis and/or by specifying types of plan or programme.

<sup>5</sup> Ibid

## 4. Screening assessment

**Table 1: assessment against criteria in A Practical Guide to the Strategic Environmental Assessment Directive**

	Screening Question	Screening Assessment
1	Is the SPD subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority through legislative procedure by Parliament or Government?	Yes. The SPD will be prepared and adopted by the London Borough of Bromley in its role as Local Planning Authority.
2	Is the SPD required by legislative, regulatory or administrative provisions?	No. The preparation of a SPD is optional. However, once adopted by the London Borough of Bromley, it will be a material consideration in the determination of planning applications.
3	Is the SPD prepared for agricultural, forestry, fisheries, energy, industry, transport or waste management, telecommunications, tourism, town and country planning or land-use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive?	<p>Yes. The SPD will not create new policy or land use designations, but it will provide further guidance to support the Local Plan and London Plan, which is the town planning policy framework for its area and includes policies for land-use. However, the Local Plan and London Plan has been subject to full SA (including SEA).</p> <p>The SPD does set out character areas within Bromley Town Centre, but these are not land use designations; they are broad areas which share similar characteristics, which have been identified for the purposes of providing further guidance in relation to land use and design.</p>
4	Will the SPD, in view of its likely effects on sites, require an assessment under Article 6 or 7 of the Habitats Directive?	No. The Local Plan and London Plan were subject to screening for the need for assessment under the requirements of the Habitats Directive and it was concluded that such assessment was unnecessary. As the SPD will not change or add to policy, proposals or designations within the Core Strategy it is not considered that further screening for such assessment is necessary as there would be no likely effects on European Sites.
5	Does the SPD determine the use of small areas at local level, OR is it a minor modification of a plan subject to Article 3.2?	No. The SPD will complement the policies that have already been set within the Local Plan and London Plan. No aspects of the SPD will modify existing adopted policies nor seek to change existing site allocations, nor add new ones. The SPD will provide guidance on interpreting a number of Development Plan policies in relation to Bromley Town Centre, particularly land use and design guidance. This includes guidance for development opportunities on unallocated sites, but these will not constitute site allocations – they will apply relevant Development Plan policy to these sites to guide potential development.
6	Does the SPD set the framework for future	No. This framework is already set within the Development Plan. The SPD will provide further

	Screening Question	Screening Assessment
	development consent of projects (not just projects in Annexes to the EIA Directive)?	guidance on the implementation of these policies.
7	Is the SPD's sole purpose to serve the national defence or civil emergency, OR is it a financial or budget plan, OR is it co-financed by structural funds or EAGGF programmes 2000-2006/7?	No. The SPD does not fall into any of the criteria listed.
8	Is it likely to have a significant effect on the environment?	It is not likely that the SPD will have any significant effect on the environment, beyond those effects that have already been assessed through the SA (including SEA) of the Local Plan and London Plan.

**Table 2: assessment against SEA Directive criteria**

SEA Directive Criteria and Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004	London Borough of Bromley Response
<b>1. Characteristics of the draft Bromley Town Centre SPD having particular regard to:</b>	
The degree to which the SPD sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.	The SPD will provide supplementary guidance to the Local Plan and London Plan which provide the overarching framework for assessing development in the Borough (and which were both subject to an SA/SEA)
The degree to which the SPD influences other plans and programmes including those in a hierarchy.	The SPD is a non-statutory document, subsidiary to policies in the adopted Local Plan and London Plan, and therefore will have limited (if any) influence over other plans and programmes, including national policy in the NPPF.
The relevance of the SPD for the integration of environmental considerations in particular with a view to promoting sustainable development.	The SPD provides guidance on environmental issues, derived from policies in the adopted Development Plan, including open space and green infrastructure, transport, and energy infrastructure.
Environmental problems relevant to the SPD.	The SPD will provide further guidance on environmental Development Plan policies, with reference to Bromley Town Centre.
The relevance of the SPD for the implementation of community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The SPD will not impact on the implementation of community legislation on the environment.
<b>2. Characteristics of the effects and of the area likely to be affected, having particular regard to:</b>	
The probability, duration, frequency and reversibility of the effects.	The overall impact of the SPD will be positive, by ensuring that development in Bromley Town Centre addresses key policy requirements and delivers sustainable development.
The cumulative nature of the effects of the SPD.	Cumulative effects have been assessed through the Local Plan and London Plan SA/SEAs. The SPD is unlikely to have specific cumulative effects which differ from those assessed as part of the Local Plan and London Plan; the effect of the SPD will therefore be neutral.
The trans-boundary nature of the effects of the SPD.	The SPD will apply to developments in Bromley Town Centre, and will therefore have limited, if any, transboundary impacts.
The risks to human health or the environment (e.g. due to accidents)	No significant risks to human health are envisaged through the application of this SPD.
The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected) by the SPD.	The likely minor positive effects of the SPD will be localised to the Bromley Town Centre area, through the interpretation of relevant adopted policies.
The value and vulnerability of the area likely to be affected by the SPD	The SPD will be consistent with the Development Plan approach that seeks to conserve and enhance



<b>SEA Directive Criteria and Schedule 1 of Environmental Assessment of Plans and Programmes Regulations 2004</b>	<b>London Borough of Bromley Response</b>
<p>due to:</p> <ul style="list-style-type: none"> <li>i. Special natural characteristics or cultural heritage;</li> <li>ii. Exceeded environmental quality standards or limit values; or</li> <li>iii. Intensive land use.</li> </ul>	<p>the borough's heritage assets in a manner appropriate to their significance. This includes the Bromley Town Centre Conservation Area.</p> <p>Bromley Town Centre includes SINC designations at Church House Gardens and the Old Palace grounds. The Development Plan has policies which protect SINCs; the SPD will assist with the implementation of these policies.</p> <p>Bromley Town Centre is within an Air Quality Management Area and part of the Town Centre is identified as an Air Quality Focus Area. The SPD provides guidance on how air quality policy requirements will be delivered.</p> <p>The SPD will interpret the policies within the adopted Development Plan to set out appropriate land uses for the Bromley Town Centre area. The SPD will not result in a significantly more intensive land use than that expected via application of the adopted Development Plan policies.</p> <p>The overall likely effect of the SPD will be positive by securing the positive environmental effects of development and minimising or avoiding negative impacts.</p>
<p>The effects of the SPD on areas or landscapes which have recognised national, community or international protection status.</p>	<p>There are no areas or landscapes in or around Bromley Town Centre which have recognised national, community or international protection status.</p>

## 5. Statement of Reasons for Determination

- 5.1. The Council believes that the impact of the draft SPD, through responses to the Criteria identified in Tables 1 and 2, will not have significant environmental effects (positive or negative) on Bromley, further to the effects that have already been assessed during the preparation of the Local Plan and the London Plan. In addition, the draft SPD is not setting new policy; it is supplementing and providing further guidance on existing policies. Therefore, it is considered that an SEA will not be required for the draft Bromley Town Centre SPD.
- 5.2. As noted in paragraph 3.5, the Council has reviewed this screening statement following the consultation on the draft SPD. We consider that the responses to the SEA criteria set out in tables 1 and 2 remain appropriate, and these responses have remained unchanged from the initial draft SEA screening statement.
- 5.3. Appendix 2 sets out the Council's response to the specific consultation responses received during the consultation on the draft SPD.

## Appendix 1: responses to draft SEA screening statement from Historic England, the Environment Agency and Natural England

Consultee	Response	LBB comment
Environment Agency	No response	N/A
Historic England	No response	N/A
Natural England	<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p><u>Screening Request: Strategic Environmental Assessment</u></p> <p>It is our advice, on the basis of the material supplied with the consultation, that, in so far as our strategic environmental interests (including but not limited to statutory designated sites, landscapes and protected species, geology and soils) are concerned, that there are unlikely to be significant environmental effects from the proposed plan.</p> <p><b>Natural England is in agreement that “as the SPD does not formulate new policy and the effects of the SPD are likely minor in nature, an SEA will not be necessary”.</b></p> <p>We have checked our records and based on the information provided, we can confirm that in our view the proposals contained within the plan will not have significant effects on sensitive sites that Natural England has a statutory duty to protect.</p> <p>We are not aware of <u>significant</u> populations of protected species which are likely to be affected by the policies / proposals within the plan. It remains the case, however, that the responsible authority should provide information supporting this screening decision, sufficient to assess whether protected species are likely to be affected.</p> <p>Notwithstanding this advice, Natural England does not routinely maintain locally specific data on all potential environmental assets. As a result the responsible authority should raise environmental issues that we have not identified on local or national biodiversity action plan species and/or habitats, local wildlife sites or local landscape character, with its own ecological and/or landscape advisers, local record centre, recording society or wildlife body on the local landscape and biodiversity receptors that may be affected by this plan, before determining whether an</p>	Noted

Consultee	Response	LBB comment
	<p>SA/SEA is necessary.</p> <p>Please note that Natural England reserves the right to provide further comments on the environmental assessment of the plan beyond this SEA/SA screening stage, should the responsible authority seek our views on the scoping or environmental report stages.</p> <p>This includes any third party appeal against any screening decision you may make.</p>	

## Appendix 2: responses to draft SPD that relate to SEA

Consultee	Response	LBB comment
Environment Agency	No comments provided on SEA screening statement.	N/A
Historic England	We can confirm that Historic England agrees with the Council's assessment of SEA and do not consider that the proposed SPD would have sufficient outcomes to require full SEA and the guidance set out in the document provides further advice on how existing policies should be interpreted and implemented.	Noted
Natural England	A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance. Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.	Comments noted. The Council considers that an SEA is not required, as set out above.

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Report No.  
HPR2023/049

## London Borough of Bromley

### PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**Date:** For Pre-Decision Scrutiny by Renewal, Recreation and Housing PDS Committee on 6 September 2023

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

**Title:** HOUSING ALLOCATION SCHEME AND CHOICE BASED LETTINGS (APPROVAL TO PROCEED TO STATUTORY CONSULTATION)

**Contact Officer:** Michelle Bowler, Head of Housing Schemes  
Tel: 0208 464 3333 E-mail: [michelle.bowler@bromley.gov.uk](mailto:michelle.bowler@bromley.gov.uk)

**Chief Officer:** Sara Bowrey, Director of Housing, Planning and Regeneration  
Tel: 0208 313 4013 Email: [sara.bowrey@bromley.gov.uk](mailto:sara.bowrey@bromley.gov.uk)

**Ward:** All Wards

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1. Reason for decision/report and options

- 1.1 The current Allocation Scheme was first published in 2012, amended in 2015 and the last formal update made in 2017 following the introduction of the Homelessness Reduction Act (2017). In order to ensure that the Scheme is contemporary and meets all current legislative requirements a review of the Council's Allocations Scheme was approved in November 2022.
- 1.3 This report accompanies the Draft Allocations Policy (Appendix 1) and identifies key changes alongside the indicative project delivery timescales.
- 

2. **RECOMMENDATION(S)**

- 2.1 The Renewal, Recreation and Housing Policy Development and Scrutiny Committee is asked to review the Draft Allocations Policy and make any comments available to the Council's Executive.
- 2.2 The Council's Executive is requested to:
- Approve the Draft Allocations Policy for eight weeks public consultation; and,
  - Note that the results of the consultation together with any suggested amendments arising from this consultation will be reported back to the Executive for final approval and adoption of the Allocations Policy.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The Allocation Scheme ensures that the Council is able to meet its statutory responsibilities in respect of housing. That priority for housing is fairly and consistently prioritised in accordance with all legal and statutory responsibilities.
- 

### Transformation Policy

1. Policy Status: Existing Policy
  2. Making Bromley Even Better Priority (delete as appropriate):  
To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: nil
  2. Ongoing costs: nil
  3. Budget head/performance centre: Operational Housing
  4. Total current budget for this head: £8.3m
  5. Source of funding: Revenue budget
- 

### Personnel

1. Number of staff (current and additional): None
  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. Summary of Procurement Implications: None
- 

### Property

1. Summary of Property Implications: None
- 

### Customer Impact

1. Estimated number of users or customers (current and projected): More than 5,000 households' approach with housing difficulties which could lead to homelessness each year. At present there are just under 3000 households included on the Housing Register. There are currently approximately 1500 households in Temporary Accommodation these are predominantly located outside the borough. This includes c.1,100 households in costly nightly paid Temporary Accommodation. It costs the Council an average of £8,268 per household in Nightly Paid accommodation, this in turn puts a strain on LBB's budgets which impacts on other services. Officers believe the proposed changes will be clearer to those approaching the Council and more reflective of the current landscape, we understand that it is very difficult to navigate a CBL system that doesn't have high levels of property availability, under the proposed changes the Council will be able to better manage customer expectations.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Pending
2. Summary of Ward Councillors comments: All Councillors will be invited to participate in the formal consultation once it goes live.



### 3. COMMENTARY

- 3.1 The Local Authority is required by the Housing Act 1996 (as amended) to have an Allocation scheme for determining priorities and for defining the procedures to be followed in allocating housing accommodation. This scheme enables the Council to consider the individual needs of those applying for housing while making best use of the very limited housing resources available to it.
- 3.2 The Council assess all applications, if the client/s are eligible and qualify for inclusion, they are placed on our housing register. This enables officers to award priority based on housing need. The Allocations policy sets out:
- I. How to apply for housing
  - II. Who is eligible to be accepted onto the housing register
  - III. Who qualifies to be accepted onto the housing register
  - IV. Who does not qualify
  - V. How and at what level priority is awarded
  - VI. The size of property that will be allocated
  - VII. The processing of offering a property
  - VIII. How often an application will be reviewed.
  - IX. How to request a review of a decision.
- 3.3 The Housing Allocation Scheme aims to ensure that, the assessment process for inclusion onto the Housing Register is clear. Our procedures and practices are clear, and customers understand what they can expect of us and what their rights are. This enables the Council to manage expectations regarding the availability of social housing and promote awareness of alternative housing options and solutions, whilst making best use of all available social housing stock.
- 3.4 In June 2023, officers produced a Housing Allocations briefing paper to Members (HPR2023/043) this paper detailed the findings of the Allocations review in partnership with external consultants Campbell Tickell, alongside the proposed delivery model and indicative project delivery timescales. In line with the previous report officers are now able to share with members the 'Draft Allocations Policy' for review, with approval, this policy will be subject to statutory consultation.
- 3.5 The key changes in the scheme are as follows:
- I. Legislative updates – such as the Data Protection Act 2018 and contained within the General Data Protection Regulation 2018 (GDPR) and the Domestic Abuse Act 2021
  - II. Requirements for tenants as the Council now once again has its own housing stock and tenants including matters such decants, successions or under occupation.
  - III. Adjustments to the priority awarded to homeless households in order to support a reduction in the use of temporary accommodation.
  - IV. Revision of the priority bandings
  - V. A hybrid allocation approach and the limiting of choice in some instances.
  - VI. Adjustments to support the armed forces covenant and domestic abuse bill.
- 3.6 Not all properties that become available will be advertised and offered through the choice-based lettings system (CBL). In adopting a 'hybrid allocations policy' the majority of lets to those households with a moderate to high level of housing need, will be made via direct lets. This allows the Council to control the homeless challenge as well as making offers to specific applicants or for particular property types. The remainder of the properties will be advertised on Bromley Housing Portal; our choice-based lettings system.

- 3.7 As part of the Policy implementation process (post member approval and consultation) all applicants would be reassessed against the new Policy. Many applicants often forget to tell the Council of changes to their housing needs, it is envisaged that some applicants will be removed from the Housing Register as they may have sourced their own accommodation or had a change in circumstance since the last re-registration took place.
- 3.8 With just under 3000 applicants on the Housing Register this will be an extremely large task for officers to complete. The current staffing team is incredibly lean, consisting of just two Housing Register Officers, which will need to remain under consideration to proactively manage the function of the Scheme going forward. Greater resourcing within these areas would allow for a robust annual review of all those included on the Register, greater pre-allocation checks to ensure that any changes of circumstances are correctly addressed and enhanced support and assistance to ensure that offers are made and accepted.
- 3.9 As part of the Policy review consideration will also need to be given to the Council's Housing IT systems and their ability to support any proposals. Further details will be made available to Members in due course.
- 3.10 The Council seeks to identify any gaps for inclusion and gather evidence of the potential impact of proposed changes to the Housing Allocations Policy. This includes understanding the strength of feeling on the changes, for existing and potential social housing tenants and local providers of social and affordable housing.
- 3.11 Local Authorities are required to undertake formal consultation when proposing to introduce a new Housing Allocations Policy. The aim is for this to run for 8 weeks from October to November 2023 during which we will consult with a number of key stakeholders:
- I. Applicants on the Housing register some of whom may be impacted by the revisions if approved.
  - II. Residents of the borough.
  - III. Elected members.
  - IV. Registered providers with stock in the borough.
  - V. External agencies who work with the council or on behalf of residents of the borough.
  - VI. Internal stakeholders within the Council.
- 3.12 We are proposing to undertake the consultation with residents of the borough and specifically housing applicants via an online survey hosted by Campbell Tickell Ltd. The document will be sent to other stakeholders for their comments via an email poll.
- 3.13 We will monitor the results during the consultation period and on its conclusion analyse the results. These will be discussed within the Council and will fall into one of the following categories for action:
- I. If there is overall agreement; we will adopt the change.
  - II. If there is disagreement; this may inform a change in the proposed document provided there are no legal or operational barriers to doing so.
  - III. If we cannot adopt something; this will be flagged for council's attention when they consider the document for approval.
  - IV. At a later date the council will need to publish the results of the consultation.
- 3.14 Following the consultation we will finalise the Housing Allocations Policy and it will be presented for approval in January 2024. It will be accompanied by a full stakeholder consultation report and an equalities impact assessment. The Council is aiming to implement the new scheme in April 2024.

3.15 The table below provides an indicative timetable of dates for consultation and subsequent reports will be made available.

Date	Meeting	Action
<b>6th September</b>	RR&H PDS	To seek approval for 8 week consultation.
<b>20th September</b>	Executive	To seek approval for 8 week consultation.
<b>2nd October</b>	N/A	To commence public consultation - close 27th November 23
<b>22nd January 24</b>	N/A	Paper and final documents to be circulated via Democratic Services
<b>31st January 24</b>	RR&H PDS	To seek approval for final allocations policy
<b>7th February 24</b>	Executive	To seek approval for final allocations policy

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

- 4.1 The Allocation Scheme ensures that the Council is able to meet its statutory responsibilities in respect of housing. That priority for housing is fairly and consistently prioritised in accordance with all legal and statutory responsibilities.
- 4.2 Included in the review of the Allocations Policy, officers will complete an exercise to assess the impact of any changes to our live waiting list and undertake an Equality Impact Assessment.

#### **5. TRANSFORMATION/POLICY IMPLICATIONS**

- 5.1 In accordance with the Housing Act 1996 Housing Authorities are required to have an Allocation Scheme for determining priorities and for and for defining the procedures to be followed in allocating housing accommodation; and they must allocate in accordance with that scheme. This is required regardless of whether they own their own housing stock or contract out the delivery of any of their allocation functions.

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

- 6.1 There are no direct financial implications arising from this report.

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

- 7.1 Part 6 of the Housing Act 1996 and other associated legislation and guidance, requires the Council to develop housing allocation schemes which give reasonable preference to certain categories of applicants. Section 166A(13) of the Housing Act requires all stakeholders to be consulted on any changes to a Housing Allocations Policy.
- 7.2 Officers instructed external lawyers to consider the draft Allocations Policy as the Council's in-house legal service do not currently possess the expertise to advise.

## 8 CUSTOMER IMPACT

- 8.1 More than 5,000 households' approach with housing difficulties which could lead to homelessness each year. At present there are just under 3000 households included on the Housing Register. There are currently approximately 1500 households in Temporary Accommodation these are predominantly located outside the borough. This includes c.1,100 households in costly nightly paid Temporary Accommodation. It costs the Council an average of £8,268 per household in Nightly Paid accommodation, this in turn puts a strain on LBB's budgets which impacts on other services. Officers believe the proposed changes will be clearer to those approaching the Council and more reflective of the current landscape, we understand that it is very difficult to navigate a CBL system that doesn't have the availability, under the proposed changes the Council will be able to better manage customer expectations.

<b>Non-Applicable Headings:</b>	Procurement Implications, Property Implications, Personnel Implications, Carbon Reduction/Social Value Implications, Ward Councillor Views
Background Documents: (Access via Contact Officer)	Housing allocations briefing paper HPR2023/043



**London Borough of Bromley  
Housing Allocations Scheme 2023**

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## Part 1: Introduction

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### 1.1 The Housing Allocation Scheme

This document sets out the London Borough of Bromley Housing Allocations Scheme. The local authority is required by the Housing Act 1996 (as amended) to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating housing accommodation.

This scheme enables the council to consider the individual needs of those applying for housing while making best use of the very limited housing resources available to the council. We assess all applications and if they are eligible and qualify for inclusion, place them on our housing register. This enables us to award priority based on housing need.

It sets out:

- How to apply for housing
- Who is eligible to be accepted onto the housing register
- Who qualifies to be accepted onto the housing register
- Who does not qualify
- The size of property that will be allocated
- The processing of offering a property
- How often an application will be reviewed.
- How to request a review of a decision.

The Housing Allocation Scheme aims to ensure that:

- The assessment process for inclusion onto the Housing Register is clear.
- Our procedures and practices are clear.
- Customers understand what they can expect of us and what their rights are.
- We manage expectations regarding the availability of social housing and promote awareness of alternative housing options and solutions.
- We promote independence and provide fair access to our services regardless of race, gender, disability, age, religion, nationality, social background or sexuality.
- We minimise the use of temporary accommodation, particularly shared or bed and breakfast type dwellings.
- We and partner organisations contribute to the development and maintenance of sustainable communities.
- We encourage long term and consistent partnership working on a local and sub-regional level.
- We make best use of all available social housing stock.

### 1.2 The Legal Framework

In framing the Housing Allocations Scheme, we have complied with and fully considered the following housing legislation, regulations, and statutory guidance:

- The Housing Act 1996, Part 6 as amended by Localism Act 2011 (England)
- The Housing Act 1996, Part 7 as amended by the Homelessness Reduction Act 2017
- Allocation of Accommodation: Guidance for Local housing Authorities in England (2012, DCLG) “the Code”

- Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England (DCLG, December 2013) “Supplementary Code”
- Allocation of Housing (Procedure) Regulations 1997, SI 1997/483 Allocation of Housing (England) Regulations 2002, SI 2002/3264
- Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, SI 2006/1294 and all subsequent amendments
- Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012, SI 2012/1869
- Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012, SI 2012/2989
- The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015
- ‘The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019 (SI 2019/861)’
- Equality Act 2010.
- Data Protection Act 2018 and contained within the UK General Data Protection Regulation 2018 (GDPR).
- Care Act 2014
- Human Rights Act 1998
- Domestic Abuse Act 2021
- Children and Social Work Act 2017
- Anti-Social Behaviour Crime and Policing Act 2014

### 1.3 Allocation of a tenancy

This scheme sets out arrangements for allocating accommodation within the meaning of Part 6 of the Housing Act 1996 (as amended).

The council allocates accommodation when it:

- Selects a person to be a secure or introductory tenant of accommodation (including flexible tenancies) held by the council. As a flexible tenant, you have tenancy for a fixed period. This is usually for at least 5 years, though in some cases it may be between 2 and 5 years.
- Nominates a person to be a secure or introductory tenant of accommodation held by another local authority. ‘Secure tenant’ includes a person with a flexible tenancy granted under s.107A of the Housing Act 1985 (as amended).
- Nominates a person to be an assured tenant of accommodation held by a registered provider. The term ‘assured tenant’ includes a person with a periodic tenancy, or a fixed term tenancy for a period of 5 years, or 2 years in exceptional circumstances.
- For applicants fleeing domestic violence, they will be nominated to a tenancy aligned with the one they had to vacate. If this was a lifetime tenancy, they will be granted a new lifetime tenancy.

Lettings not covered by the housing allocation scheme [are outlined in appendix 1](#).

#### 1.4 Data Protection

We will ensure the personal information of all applicants (new, existing and former) is:

- a) Stored lawfully
- b) Processed in a fair and transparent manner
- c) Collected for a specific, explicit and legitimate purpose
- d) The data will be kept up to date and held until it is no longer required
- e) Shared only with other organisations for legitimate processing, the prevention of fraud or with the person's explicit consent.

Our Privacy Notice can be located online at: [www.bromley.gov.uk](http://www.bromley.gov.uk).

#### 1.5 Equalities, Diversity and Accessibility

We are committed to ensuring this policy is non-discriminatory and that all applicants are able to access the service, especially taking account of any vulnerability or other specific needs, and also the needs of different groups protected by the Equality Act 2010; the Human Rights Act 1998; and for Children, Section 11 of the Children Act 2004. To identify the needs of our applicants the application contains specific questions relating to vulnerability, ethnic origin, sexual orientation, disability and other relevant criteria. The information obtained will be used to monitor the impact of the policy on minority and specific needs groups and to evidence the need for amendments, as may be required.

Under the Equality Act 2010 and in particular section 149 of the Public Sector Equality Duty, we are required to give due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations between those who share a protected characteristic and those who do not, when exercising a public function such as a Housing Allocations Scheme. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy complies with the council's Equality Policy which is located online at:

<https://www.bromley.gov.uk/equality-diversity/equality-policy>

This scheme was subjected to an Equalities Impact Assessment before being adopted. The impact will continue to be monitored throughout the administration of the policy.

#### 1.6 Force Majeure

We will not be liable for any delay in performing our obligations under this policy if the delay is caused by a Force Majeure (chance occurrence or unavoidable accident for example), provided that reasonable action and notification to customers is taken by the council. More fully, this means, circumstances beyond reasonable control of that party, including without limitation, strikes, lock outs, acts of God, cyber-attack, the act or omission of any governmental or other competent authority, war or national emergency.

## **1.7 Changes to the Housing Allocations Scheme**

All major changes to the Housing Allocation Scheme must be approved at a council cabinet meeting. Minor changes may be approved by a nominated council Officer in consultation with the Portfolio Holder for Housing. Where necessary, the Director of Housing is authorised to make changes to the Scheme in the interest of remaining compliant with the statutory and operational obligations. Where we need to make a significant change to the Scheme, we will measure the impact to households already on the housing register and we will undertake formal consultation.

## **1.8 Statement on Choice**

The Council is committed to offering choice in the allocation of social housing. We will consider preference where possible and practical for direct offers. We will also advertise some homes on our choice based lettings system for applicants to place bids.

We reserve the right not to advertise, or withdraw from advertising, a property that is required in order to proceed with a specific allocation. This will include, for example, emergency or public protection allocations.

## Part 2: Options for Housing in Bromley

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### 2.1 Hybrid Allocations to Social Rented Accommodation

Bromley has a hybrid allocations policy which means the majority of lets in band 2 and above are made via direct lets where we identify a property and make the applicant a direct offer. We reserve the right to let properties using this method as it allows us to control the homeless challenge facing the council as well as making offers to specific applicants or for particular property types. The remainder of the properties will be advertised on Bromley Housing Portal; our choice based lettings system.

### 2.2 Housing Register

A Housing Register is a way of recording the details of households who have applied to the council for rehousing. Data from a Housing Register can be used to monitor trends, assess demand and provide grounds for future housing development and the creation of tailored housing advice services. Bromley administers a Housing Register in order to fairly assess and record the needs of those who apply for housing assistance.

Whilst having a Housing Register helps to organise the details of those requiring housing it does not in itself increase the number of properties that become available to be let each year. Unfortunately there is insufficient social housing available to meet the needs of all those that approach us for assistance, we use a priority banded system to assess those most in need. Only a small number will be moved via the Housing Register, the wait may be considerable and many of you will need to explore other options to resolve your housing need.

For those who are ineligible or do not qualify to join the Housing Register, advice and access to alternative housing options will be provided by housing staff and the Bromley Housing Portal website.

### 2.3 Other Housing Options

There is a limited supply of social housing available for letting each year. You are strongly advised to consider all your options for your future housing. The council can help you consider your options by providing information and advice on the range of alternatives available to you.

Some possible alternatives include:

- a. Private rented housing. Around one third of households in Bromley live in private rented housing and you may be able to find good quality accommodation that is available to move into straightaway. You can contact local lettings agencies, respond to adverts in local or London papers and look online to find a home for rent.
- b. Low cost home ownership. There are various types of low cost home ownership including shared ownership which allows you to buy a share in the property and pay rent on the remaining share.
- c. Moving out of the area. There are a range of options available if you would like to move out of the Bromley area and you may be more successful.
  - Housing Moves Scheme; for social tenants wishing to move into another London local authority.

- Seaside and Country Homes Scheme; if you are a social tenant, 55 or over, and interested in moving out of London.
- Home swapper; where one social tenant can swap with another social tenant with both landlords permission. You must be either an assured or secure tenant.

For more information go online at [www.bromley.gov.uk](http://www.bromley.gov.uk).

## **2.4 Bromley owned stock**

Bromley has a small number of properties, which were built in 2022. Over the next few years, we aim to increase the number of properties and have an active development programme to assist us to achieve this aim.

## **2.5 Partnership working**

Bromley transferred the bulk of its housing stock in 1992. We work in partnership with a variety of external and internal partners to ensure the fair and equitable allocation of social housing within our borough, this includes:

- Council Members including the Policy, Development and Scrutiny Committee and the Housing Portfolio Holder
- A cross section of departments within the council including Housing, Children and Young People, Adult Care Commissioning, Extra Care Housing and Libraries
- Registered Providers
- Representatives from the voluntary and advocacy sectors
- National Witness Mobility Service (NWMS)
- Multi-Agency Public Protection Arrangements (MAPPA)
- Pan London working.

## **2.6 Registered Providers of Social Housing**

We work with registered providers within a nomination agreement where we give the council a percentage of their empty homes to allocate to applicants on the Housing Register. Each registered provider will have their own administration arrangements, and you will be notified of these should you be nominated to one of them.

## **2.7 National Witness Mobility Service (NWMS)**

In order to assist the police both nationally and locally to tackle serious crime and to support witnesses in the legal process, Bromley works in partnership with colleagues in the National Witness Mobility Service (NWMS) and will, as required and where able to do so, accept referrals from this source. Such cases will have been assessed and verified by the NWMS and referrals will only be accepted with the agreement of a named officer within the council's Housing Needs Team. There are particular confidentiality considerations for such cases. Any proposed offer will be checked for suitability by the NWMS before the offer is formally made and details of successful lettings may be anonymised or not be made available for public consumption.

## **2.8 Multi-Agency Public Protection Arrangements (MAPP)**

If an applicant is shown to be a danger or potential danger to themselves or to others, then appropriate safeguards will be put into place. This may include preventing the applicant from bidding for accommodation, making a direct offer and/or identifying the risk factors on the application and sharing this information with relevant named parties or partner services. Applicants within this category may include, amongst others, those who are referred via the Multi-Agency Public Protection Arrangements (MAPP) service. Under MAPP the local authority has a duty to co-operate and when such cases are referred to us a judgement will be made to establish if the client meets the eligibility criteria as set out in this Allocation Scheme and whether they are suitable for general needs social housing. Otherwise, such clients may fall within the category of those who are ineligible for housing. Offers made to MAPP households will be verified as suitable with the appropriate authorities.

## Part 3: Eligibility and Qualification

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### 3.1 Eligibility

Only applicants that are eligible in accordance with S160ZA of the Housing Act 1996 (as amended) and Eligibility Regulations can be included on the register. Eligibility is explained in detail within statutory guidance – “Allocation of Accommodation: guidance for local housing authorities in England”

You will **not** be eligible to join the housing register if you:

- Are subject to immigration control
- Only have a right to reside in the UK because you (or a member of your household) are a jobseeker
- Are not habitually resident in the UK
- Have a right to reside in the UK of less than three months
- Are not allowed to claim housing benefit under s115 of the Asylum and Immigration Act 1999

Applicants should note that their eligibility could change over time, and we reserve the right to verify your immigration status at any point whilst you are on the housing register.

### 3.2 Right to Move

Under the Right to Move, existing social housing tenants that currently live outside of the borough boundaries but who need to move into Bromley to take up employment or an offer of employment are assessed in accordance with the criteria below:

- The distance and/or time taken to travel between work and home: in accordance with the guidance set out by the Job Centre Plus we consider that a commute of 90 minutes or under (no more than 3 hours per day) is reasonable.
- The availability and affordability of transport, taking into account level of earnings: this will be assessed on a case by case basis.
- The nature of the work or work-based apprenticeship and whether similar opportunities are available closer to home: this will be assessed on a case by case basis. Consideration will also be given to those cases where an offer of work has been made and where the applicant can demonstrate, to the local authority’s satisfaction, that there is a genuine intention to take up that offer.
- Other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move this will be assessed and will take into account how child care and medical needs are currently managed.
- The length of the work contract: this must be for a minimum of 12 months and the applicant must work 16 hours or more per week.
- Whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship: this will be assessed on a case by case basis.



We must be satisfied that your circumstances meet the above criteria **and** that it is the case that you not just wish to move but need to move in order to avoid hardship.

The following will be excluded from consideration;

- Volunteering e.g. work that is unpaid.
- Work that the local authority considers marginal in nature by either virtue of the hours worked, or job undertaken.
- Work that the local authority considers to be ancillary in nature for example where the applicant works for a period of time within the borough but where this is not their main place of work such as those who are self-employed or who work from home.

Households where the total income of all adults exceeds £90,000 either through employment or benefits will not be considered. [Further details can be found at: Right to Move and social housing allocations - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](#).

### 3.3 Special Arrangements for 16-18 year olds

- a. Anyone over the age of 16 is eligible to join the Housing Register if their current address is their only home, or sole residence, and they are not already registered through someone else's housing application.
- b. Applicants under 18 cannot legally hold a tenancy. If they are under the jurisdiction of Children Services and owed a duty under the Children Act, Children Services will act as a guarantor for those within 6 months of their 18<sup>th</sup> birthday under an existing protocol. This is subject to their ability to live independently and manage their tenancy. Children Services will need to provide a support package to prevent the risk of losing the tenancy. The tenancy will be held in trust until they reach 18.
- c. Those not owed a duty of care under the Children Act, may still be granted a tenancy provided they can nominate a suitable person to act as a guarantor such as a parent, legal guardian or relative and also show a willingness to engage with the levels of support identified to help them sustain the tenancy. The guarantor will accept responsibility for the tenancy and for the support where necessary, whilst the tenancy is held in trust until the applicant reaches 18.

### 3.4 Qualification Rules

In order to join the housing register, you must be eligible as set out in [section 3.1](#) and have a recognised housing need which means you must meet one or more of the following criteria:

- a. The statutory reasonable preference rules:
  - People who are homeless (within the meaning of Part 7 Housing Act 1996 (as amended)) and owed a homeless duty.
  - People who are owed certain homeless duties by any authority.
  - People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
  - People who need to move on medical or welfare grounds (including any grounds relating to a disability).

- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)
  - Those accepted under the Right to Move Scheme.
- b. Local preference rules:
- Tenants of the council or registered providers looking to downsize to smaller accommodation (also known as under-occupiers).
  - Tenants of the council or registered providers looking to free up an adapted property they do not need.
  - Tenants of partner registered provider identified as part of a decant programme.
  - People aged 50 or over who wish to move to older persons' or sheltered housing.

The council reserves the right to review the local preference categories in order to include additional or time limited local preference categories in order to pilot new schemes or to meet the needs of a newly identified priority group. Equally we may remove or suspend preference to any of the local preference groups listed above if there are sufficient grounds to do so.

- c. Additional preference will also be given to serving, or those who have recently served with the armed forces including surviving spouses/civil partners who fall within the reasonable preference categories and are in urgent housing need.
- d. A local connection to Bromley as shown below:
- Have resided in the borough, 5 continuous years at the point of application.
  - A care leaver under 24 years who has been looked after by the council for at least 2 years, including some time before they turned 16, under section 22A of the Children Act 1989.
  - You are a young person looked after by the council and have been placed in care outside the borough
  - You are in receipt of adult social care services provided by the council and have been placed out of the borough in a hospital or residential care or other accommodation under ongoing social care duties with Bromley.
  - Be either giving high levels of support or receiving it from someone living in the borough and it is only possible if they live in Bromley and have evidence to support this.
  - Have resided in the borough for 3 years or more immediately prior to incarceration on conviction or institutionalisation.
- e. Be a gypsy or traveller (as defined in the Caravan Sites Act 1968) who has habitually resided to Bromley.

### 3.5 Armed Forces Covenant



The London Borough of Bromley is a signatory of the Bromley Armed Forces Covenant. It is a voluntary statement of mutual support between the civilian community and the local armed forces community.

The council has created a Covenant Pledge to demonstrate its support, as an employer of choice, to the armed forces community. We believe that those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

In undertaking this covenant, we:

- ❖ Disregard injury and disability payments; whether these are periodic or a lump sum when considering the income of an applicant.
- ❖ Overlook lack of connection to the borough allowing members of the armed forces and their families to qualify.
- ❖ All applications qualify from current or former members (having left service within the preceding 5 years, as defined by s.374 of the Armed Forces Act 2006)
- ❖ If you are divorced, separated or a civil partner of service personnel required and are required to move out of Ministry of Defence accommodation, you will qualify.
- ❖ If you have to move from an unsuitable property as a result of injuries sustained while in the Armed Forces, you will be awarded the highest possible medical priority.
- ❖ If you have a reasonable preference, and you also meet the local connection rules, we will award additional preference and place you in a higher band than you would qualify for.

### 3.6 Non - Qualification Rules

You will not qualify to join the housing register if you fall into one of the following categories set out below.

#### 3.6.1 Out of borough applicants

Anyone currently living outside of the London Borough of Bromley will not normally be included on or placed into a priority band on the Housing Register. Anyone wishing to apply to the London Borough of Bromley who currently resides outside of the borough boundaries should in the first instance seek the support of their own local authority or social housing provider (if applicable) in order to resolve their housing needs.

If your local authority or social housing provider agrees that you have an urgent need to secure accommodation in the London Borough of Bromley, in accordance with their own Allocation Scheme or Transfer Policy, they should submit a request for assistance to the Councils Housing Register team supporting your application. In most instances we will only agree to assist an out of borough applicant where their own borough or landlord is prepared to enter into a reciprocal agreement with us.

This means that, if we are able to assist you to secure accommodation, they will normally offer a property (of the same size and type as you require) for advertisement on Bromley Housing Portal or for use as a direct offer in order to benefit a local resident. Applications will not normally be considered for those not supported by their local authority or social housing provider by way of a reciprocal agreement.

### 3.6.2 People who are guilty of anti-social or unacceptable behaviour

#### Definition of anti-social behaviour

- a) *conduct that has caused, or is likely to cause, harassment, alarm or distress to any person,*
- a) *conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, or*
- b) *conduct capable of causing housing-related nuisance or annoyance to any person.*

#### Definition of unacceptable behaviour:

*Those who are guilty of behaviour serious enough to make them unsuitable to be a tenant of a social housing provider at the time of their application.*

The following are examples of what is considered anti-social or unacceptable behaviour:

- Noise nuisance;
- Perpetrating domestic violence;
- Harassment, for example on the grounds of race, religion, disability, gender or sexuality;
- Intimidation;
- Drug dealing;
- Gang related activities;
- Causing damage to property;
- Rent or mortgage arrears where the wilful actions of the occupier have caused the arrears to accumulate.

You will not qualify to join the Housing Register if we are satisfied that you or any member of your household, including children, have a history of or are currently engaging in any of the behaviour outlined above.

In reaching a decision that an applicant does not qualify on the grounds of anti-social or unacceptable behaviour we will take into account:

- a. The circumstances at the time of the application.
- b. The needs of the household including dependents or medical requirements.
- c. Relevant supporting information including police or landlords' records.
- d. Timescales i.e. is the alleged behaviour current or historical.
- e. Likelihood of reoccurrence.
- f. Whether or not the behaviour was such that, had the person in question been a secure local authority tenant, a court would have considered it reasonable to grant an outright possession order (under s84 of the Housing Act 1985, Part 1, Schedule 2 excepting Ground 8)

### 3.6.3 Home owners

A person who owns their own home will not normally be included on the housing register. They will be offered advice and be signposted to suitable agencies in order to resolve their underlying housing difficulties. Only in exceptional circumstances, where a person has a need for rehousing in accordance with the reasonable preference categories and where all other options have been fully explored and ruled out will a person who owns their own home be included onto the housing register. Any outstanding legal interest in their home would normally have to be disposed of prior to them successfully securing alternative accommodation via the housing register.

### 3.6.4 Financial resources

In considering how to address the shortfall between the supply and demand for social housing it is essential that we take into account the financial circumstances of those that approach us for assistance. Whilst we retain the right in exceptional situations to use our discretion regarding income, capital and savings, in the majority of cases, we will only consider social housing those on lower incomes and with less financial resources available to them i.e. those that are likely to be less able to pursue alternative housing options such as shared ownership or a move to the private rented sector.

When considering what housing options are available to you, we will take into account the incomes (including benefits), savings and capital of all members of the household aged 18 and over. We will not normally include on the housing register households with an income of £90,000 or more.

### 3.7 Exceptional or Mitigating Circumstances

Each application will be assessed individually. Exceptional and/or mitigating circumstances will be considered at our discretion. If it can be shown that you now qualify, you will be placed in a suitable band. However, if there is still concern in relation to their behaviour or ability to pay the rent, their application may be suspended or made inactive for bidding until a suitable pattern of behaviour has been demonstrated over a period of 6 months or more.

We will consider some of the following mitigating circumstances:

- If you are experiencing harassment or violence or your home requires essential repairs, and these cannot be carried out whilst you reside in the property.
- If you are vulnerable or have a disability.

### 3.8 Removal or Suspension from the Housing Register

If we decide that an applicant has become ineligible in law or no longer qualifies to remain on the housing register; we may suspend or remove your application. We will confirm our decision in writing, giving clear grounds for taking the action and how to request a review of the decision.

### **3.9 Safe Surrender Agreements**

Possession of a property should be a last resort and every effort should be made to sustain the tenancy where possible. We recognise that may not be possible where the housing needs of the individual may be complex and not suited to the accommodation. We will work with registered landlords and private landlords to find a way to keep tenants in their home and where this is not possible to identify a satisfactory solution which may involve a safe surrender agreement. A surrender is a voluntary agreement between the landlord and tenant that the tenancy has come to an end. It is sometimes known as a mutual surrender. A surrender terminates the tenancy, whether it is fixed term or periodic.

## Part 4: Applications and Assessments

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### 4.1 Registering an application for housing

In order to apply for housing, you must register an application online at:

<https://bromleyhousing.bromley.gov.uk/default/www/dashboard>

There is guidance on how to complete the form and information we will need to assess your application. The system will acknowledge your registration, please keep a note of the reference number. If your household is accepted onto the housing register, you are responsible for keeping your records up to date, failure to do so may result in us being unable to offer you accommodation or removal from Housing Register.

If you find it difficult to submit your application online or after reading the guidance, you still need more information, we will be able to help if email us at:

[Bromleyhomeseekers@bromley.gov.uk](mailto:Bromleyhomeseekers@bromley.gov.uk) or call us on 020 8313 4098 during office hours.

### 4.2 Who can be included on your application

Household members who can be included on your application:

- Your partner, providing they are aged 16 or over. This includes married, unmarried and same sex partners. You will be able to make an application jointly unless we consider that one of you is ineligible or has an interest in another property.
- Close relatives including parents, siblings, adult children and grandparents. In order to be included on your application your relative must normally already be living with you and deemed to be a permanent member of the household.
- Consideration may be given to relatives who are living elsewhere and are no longer able to live independently and require a higher level of care and support such as dependent children under the age of 18.
- It must be evidenced to our satisfaction that any children included on your application will be residing with you on a permanent basis i.e. more than 50% of each 7 day week. When considering the residency of children and in order to determine whether or not they qualify to be included as part of your household we will take into account:
  - a. The benefits and tax credits you receive in respect of your children.
  - b. Confirmation from the Courts regarding residency or parental responsibility.
  - c. Referrals from social services in respect of fostering or adoption placements.
  - d. Where the children currently reside.
  - e. Whether or not the children are already included on any applications for rehousing.

Anyone included on your application must not have a legal interest in any other property. You or any member of your household cannot be included on more than one active Housing Register application at any one time.



### 4.3 People you cannot include on your application

The following are household members who would not normally be included on your application:

- Anyone who does not have recourse to public funds, is an asylum seeker or is not resident in the UK.
- Anyone who does not intend to move into any accommodation offered to you.
- Cousins, aunts, uncles, nieces, nephews, friends, acquaintances, lodgers, sub-tenants. We will give individual consideration where we are satisfied that there are exceptional and reasonable grounds for including one of these on your application.

#### 4.3.1 Carers

A carer is someone who, with or without payment, provides help and support to a partner, relative, friend or neighbour who would not be able to cope independently without their help. This could be due to age, physical or mental health, addiction or disability. In all cases the carer must have been identified by the applicant as the person who is primarily responsible for providing them with care. It must be demonstrated that the carer is able to provide the level of support required and that it is essential for them to live with or close to the person that they are caring for.

Even if a carer is in receipt of a Carer's Allowance it may not be essential for them to reside with the person who is being cared for. A request to include a carer as part of the household will normally only be considered if the carer has been assessed by Social Care as needing to provide overnight support. It is the responsibility of the applicant to provide supporting evidence in order to have any such request considered.

In exceptional circumstances it may be possible to consider cases where the carer is not in receipt of Carer's Allowance. Under these circumstances it will still be necessary for the applicant to demonstrate that the person looked after is in receipt of a recognised disability benefit and it is essential for them to reside with the person.

We will determine whether or not it is essential for a carer to be included as part of your household. As well as taking into account the information listed above consideration will also be given to your current circumstances and that of the person you have listed as your carer.

This may include:

- The level of care that is currently being provided and could reasonably be expected to be provided in the future.
- The ability of your carer to provide the level of stated care required.
- The current residence of you and your carer.



#### **4.3.2 Separated households**

If you have included someone on your application who does not currently live with you, we will consider that you are a separated household. In order to assess your eligibility and priority on the Housing Register we will assume that you are living at the address occupied by one of the applicants and that we consider to be most suited to your households combined needs. Your application will be assessed as if all household members are resident at that one address. When considering which home would be most suitable, we will take into account:

- i. The size of each property
- ii. Any medical needs of the household
- iii. Any proven risk to the household at either location.

#### **4.4 False information**

We will robustly investigate any circumstances that we believe to be fraudulent. It is an offence to obtain, or attempt to obtain, a tenancy by deception. S.171 of the Housing Act 1996 makes it an offence to knowingly or recklessly provide or withhold information when applying for housing and subsequently if your circumstances should change.

If we discover that you or someone acting on your behalf has supplied false information or have failed to provide us with information that is relevant to your application in order to gain a priority or accommodation, we will immediately cancel your application.

If you have obtained accommodation through the Housing Register and it is discovered that you or someone acting on your behalf has supplied false information or failed to provide us with information that would have been relevant to your ability to secure that accommodation, we will work with your landlord to end your tenancy.

Anyone suspected of giving false information or withholding relevant information is also liable to be prosecuted and may be fined.

#### **4.5 Requesting, sharing and verifying information**

We will verify your application and the evidence you provide in support of application, checking that we have what we need to assess your application as well its authenticity. We may conduct arranged and unannounced home visits to confirm that what you have told us about your circumstances is true.

We will do this:

- When you register an application.
- If we review your application.
- If you report a change of circumstances.
- Before we offer you accommodation.

In completing the online application form you, or a person acting on your behalf, gives the council permission to request further information, share information given with appropriate third parties and make further enquiries in order to correctly assess the application or verify the information or the circumstances presented.

In order to offer you appropriate advice and to assess your application, it may also be necessary to contact those people or organisations whose details you have provided in addition to any other relevant parties whose details come to light during our enquiries.

This may include but is not restricted to:

- ✓ Cross checking the information you have given against the Bromley Register of Electors or any other council.
- ✓ Cross checking the information you have given with other departments such as Housing Benefit and Council Tax.
- ✓ Contacting current and previous landlords.
- ✓ Sharing information with registered providers.
- ✓ Sharing information with other local authorities.
- ✓ Cross checking with data matching companies and credit reference agencies. These agencies will record details of any search made whether or not the application proceeds.
- ✓ Other third parties considered relevant to your application.
- ✓ Your employer or prospective employer.

You will be asked for evidence in relation to you application:

- Photographic ID of everyone in your household.
- Proof of benefits and income for all household members over 18.
- Birth certificates for each household member.
- National Insurance numbers for each household member over 18.
- Proof of your current and/or previous addresses.
- Immigration documents where relevant.
- Documents relating to any property ownership.

This list is not exhaustive, full details are provided on our online registration process.

Where appropriate, any information that you provide may be shared with Registered Providers and prospective landlords. Failure to provide information when required to do so or in the event that we are unable to contact the relevant person or organisation or are not satisfied with the information that is provided may mean that;

- i. There is a delay in the assessment of your application
- ii. There is a reduction of any priority awarded to you
- iii. An offer of accommodation is withdrawn
- iv. An offer of accommodation will be treated as a refusal.
- v. Your application is cancelled.

#### **4.6 How priority is determined**

In order to assess your housing needs and priority we will:

- Check your eligibility to join the housing register.
- Confirm you qualify under reasonable, local or additional preferences.
- Place you in an appropriate band with a category of need.
- Assess the size of home you require.

## 4.7 The Bands

Anyone who applies to the Housing Register will be assessed and placed into a band in accordance with their housing priority, where the emergency band is the highest and band 4 is the lowest. In all cases we will only consider those circumstances that are made worse or prevented from improvement by your current housing circumstances.

### 4.7.1 Emergency Band

Very few applicants will qualify for this level of priority. This is an emergency band and represents those with only the most critical and immediate need to move.

Examples include but are not limited to:

- i. Where an applicant is homeless and in temporary accommodation and owed a section 189B (2) Relief duty or 193(2) Main duty under the Housing Act 1996 and the council wishes to make a direct let to move applicants out of temporary accommodation to manage any budgetary or legal impact.
- ii. Situations where urgent rehousing is required due to an applicant's existing property being uninhabitable, or where there are serious health and safety or personal protection issues that need to be addressed, or to discharge a statutory homelessness duty.
- iii. Urgent housing need situations where, given the applicant's circumstances, it would not be reasonable to wait for a successful bid through the CBL system to deliver an offer.
- iv. Direct offers to persons who a partner council has a duty to rehouse under section 39 of the Land Compensation Act 1973.
- v. Where an applicant is not being realistic in the areas they are bidding for, failing to bid, placing limited bids, or refusing suitable offers of accommodation.
- vi. Where a vacant adapted property, or a property designed to disability standards, becomes available and that property could be allocated to an applicant whose disability needs best match that property regardless of the date they were registered.
- vii. Where the decision of the Council is that it is inappropriate for the applicant to participate in CBL. For example, a vulnerable applicant nominated by Adult Social Care or Children Services where the outcome of an assessment is that a direct let is the best letting solution for that applicant.
- viii. Other examples, including individual circumstances of some applicants subject to Multi Agency Public Protection Arrangements (MAPPA), or it is assessed presents a risk to themselves or others.
- ix. Sheltered housing cases where some older applicants are less confident in using the CBL system to increase take up of sheltered schemes.
- x. To facilitate a decant programme.

- xi. A management transfer priority identified for either a council or partner registered provider.

#### 4.7.2 Band 1

This represents those households with a high level of housing need where an urgent move is required to significantly improve their quality of life or to free up accommodation.

Housing Priority	Description
Decants	Council tenants or a partner registered provider tenant subject to decant proceedings within 6 months and where a relevant reciprocal arrangement has been agreed.
Underoccupation	Underoccupiers in council or partner registered provider who are: <ul style="list-style-type: none"> <li>Downsizing within general needs or adapted housing.</li> <li>Moving from general needs into sheltered accommodation.</li> </ul>
Release of an adapted property	Council and partner registered providers tenants who are moving from fully adapted into general needs or sheltered accommodation.
Move on from a supported housing scheme	Where the council wishes to provide move on someone from a supported housing schemes to which the council has nomination rights. These include referrals for the following households: supported housing move on, leaving care and learning disability, who have been assessed as ready for independent living.
Prevention homelessness duty	People who are owed a prevention duty by the local authority under the homeless legislation and we are satisfied that all other reasonable options have been explored and where priority is required in order to prevent homelessness within a specific timescale.
Overcrowding (2 or more bedrooms needed)	Households who are overcrowded by two or more bedrooms.
Severe Medical Need	Households with severe medical needs including those requiring adapted accommodation and whose current homes are not and cannot be suitably adapted to their needs.

#### 4.7.3 Band 2

This represents those households with a moderate level of housing need where a move is necessary but not urgent.

Housing Priority	Description
Relief homelessness duty	People owed a relief duty and placed in temporary accommodation under the homeless legislation.
Main homeless duty	People who are unintentionally homeless and in priority need (within the meaning of Part VII of the 1996 Act).
Decants (longer than 6 months)	Council and partner registered provider tenants subject to decant proceedings with a need to move that is longer than 6 months.
Welfare and Hardship	People who need to move on welfare grounds to a particular locality in the district of the local authority, where failure to meet that need would cause hardship (to themselves or to others).

#### 4.7.4 Band 3

This represents those households with a low level of housing need where a move is desirable but not essential.

Housing Priority	Description
Non priority homeless	People who are homeless but not in priority need (within the meaning of Part VII of the 1996 Act).
Overcrowding (needing 1 bedroom)	Social housing tenants who are lacking one bedroom and whose landlord has entered into a reciprocal agreement with the local authority.
Rehousing guarantee	Council tenants who have relinquished property and where the council has agreed to rehouse. This includes deferred transfers of council tenants who have been convicted and have been incarcerated or tenants who have been institutionalised.
Sheltered or Specialist Accommodation	Older people, including existing social housing tenants, who are not classed as underoccupiers but who wish to move from general needs into sheltered housing.

#### 4.7.5 Band 4

This represents those with a significantly reduced level of housing need.

Housing Priority	Description
Intentionally homeless	People who are intentionally homeless (within the meaning of Part VII of the 1996 Act) .
Not ready to move	Those who are awarded a priority in accordance with a reasonable preference category but are not yet ready for move on or may be in rent arrears.
Right to Move Scheme	Those included under the Right to Move. In most instances, unless otherwise notified, applicants who receive this priority will not be able to bid for accommodation and will instead be made a direct offer of accommodation.

#### 4.7.6 Determination of your Effective Band Date

Waiting time determines your position within a band. It begins from the date that the current banding priority was awarded. We call this your effective band date. In order to determine your effective band date, and provided there is no delay in providing the information required within the time stipulated, we use the following:

- ✓ Your first assessment, we will use the date we verified your application.
- ✓ If you have a change of circumstances and your priority need changes and you go up a band, we will use the date we verify your change.
- ✓ If you have a change of circumstances and your priority need changes and you go down a band, we will use the effective band date you already have, and it will remain unchanged.
- ✓ An assessment and award of priority cannot take place without the supporting evidence. If you fail to provide this at the point of submission or the date you advised us of the change of circumstances, we will use the date we verify your application.
- ✓ If you are statutory homeless, the effective band date will be the date you approached the council.

- ✓ In the unlikely event more than one applicant bids for the same property and they have the same effective band date, we will consider the type of priority awarded and the urgency of the priority to determine who will be allocated the property and the earlier registration date. This is rare because all applications are time stamped.

#### 4.7.7 Multiple needs

Your circumstances may be such that you would qualify for priority under more than one reasonable or local preference category. If this is the case your application will be placed into the highest band, reflective of your need, as assessed in accordance with the Housing Allocation Scheme.

#### 4.8 Bedroom Requirements

Bedroom requirements, overcrowding and under-occupation are assessed in accordance with the following reasonable preference and local preference categories:

- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- Council or registered provider tenant looking to downsize to smaller accommodation (also known as underoccupiers).

This is how we assess how many bedrooms you need:

- i. *Underoccupation*; if you have more rooms available than your household is assessed to need, you are under-occupying the property.
- ii. *Overcrowding*; if you have fewer rooms available than your household is assessed to need, you are overcrowded.

In accordance with the Bedroom Standard assessment regarding the number of bedrooms allocated to a household we allow one bedroom for each of the following; where each person is only counted once and for the purpose of statutory overcrowding, we will count a separate dining room or living room as a bedroom:

- ✓ a person living together with another as husband and wife or partner (whether that other person is of the same or opposite gender)
- ✓ a person aged 21 years or more
- ✓ two persons of the same gender aged 10 years to 20 years
- ✓ two persons (whether of the same gender or not) aged less than 10 years
- ✓ two persons of the same gender, where one person is aged between 10 years and 20 years and the other is aged less than 10 years, except in instances where the relationship is that of parent and child
- ✓ any person aged under 21 years in any case where he or she cannot be paired with another
- ✓ a child who is a main carer and currently sharing with a sibling
- ✓ a bedroom is needed for essential medical equipment.
- ✓ Applicants who approved foster carers will be entitled to one extra bedroom than their household would ordinarily be entitled to as follows:
  - where a child is placed with them
  - in between placements for up to a period of 52 weeks from the date of the last placement

- newly approved foster carers waiting for their first placement, for a period of up to 52 weeks from the date of the approval
- Prospective foster carers will not be entitled to an additional bedroom until they have been approved.
- Proof of approved status will be required before an additional bedroom entitlement will be awarded.
- If the applicant is no longer an approved foster carer, this entitlement will cease.

## **4.9 Category of Need**

### **4.9.1 Underoccupation**

Since the introduction of the Welfare Reform Act in 2012 social housing tenants who are underoccupying their homes have been required to pay an extra room subsidy in their council tax. Many incur financial hardship as a result of the subsidy and wish to move to smaller properties. Some need to give up their general needs home and move into sheltered or specialist accommodation.

There is a shortage of affordable family sized accommodation within the borough, and we are committed to ensuring that the best use is made of the current housing stock. To this end those underoccupying general needs will be given an underoccupation priority which is higher when releasing a larger property and the council is able to enter into a reciprocal arrangement their social landlord. We may also make direct offers where we can facilitate a chain of moves.

### **4.9.2 Overcrowding**

We award a priority for overcrowding based on the severity. Households that are statutorily overcrowded as deemed by the legislation will be placed in band 1. Those overcrowded by 2 or more bedrooms will be placed in band 2, those overcrowded by one bedroom with a reciprocal arrangement in place will be placed in band 3.

We will also explore other options where a household needs a very large family sized property because very few 4 bedroom or larger properties become available for letting. As a result larger families may wait many years before they can secure a move into suitably sized accommodation.

Example of options may be:

- i. We may suggest that an older household member considers sheltered accommodation.
- ii. We may suggest children over the age of 18 consider seeking accommodation in their own right.

In such instances we will seek to house the smallest household first, once they have accepted a new property, we will reduce the priority of the larger household.



### 4.9.3 Homelessness

Applicants presenting as homeless within the meaning of Part 7 of the Housing Act 1996 as amended by the Homelessness Reduction Act will be subject to a homeless assessment. The council must give a reasonable preference to homeless households and award a priority award on the housing register. Bromley has can exercise discretion as to which award, they will give. Bromley awards the following:

- i. Homeless households owed a prevention duty will be placed in band 1.
- ii. Homeless households awarded a main duty and placed in temporary accommodation under s189b relief duty will be placed in band 2 in recognition of the need to move households quickly especially families and the cost of temporary accommodation to the council.
- iii. Homeless households awarded a s193 main duty will be placed in band 2.
- iv. Non-priority homeless households will be placed in band 3.
- v. Intentionally homeless and non-priority homeless will be placed in band 4

In the first instance all those who are homeless, threatened with homelessness, fleeing violence, subject to harassment, leaving institutional care or the armed forces will have their circumstances considered under the homelessness legislation and an investigation will be undertaken.

Not all households who are accepted as being homeless will be housed via the Housing Register. The Localism Act allows local authorities to fully discharge the full housing duty by a 'private rented sector offer' (s193(7AA)-(7AC) Housing Act 1996 as amended by s.148(5)-(7) Localism Act 2011. The offer must be deemed suitable in line with legislation. If the homelessness duty is discharged into the private sector the household will not be given a priority on the housing register.

### 4.9.4 Priority on Health Grounds

Priority on health or disability grounds will only be awarded after an assessment if someone in the household has a severe long-term limiting illness, or a permanent and substantial disability **and** their health or quality of life is severely affected by the home they live in.

A priority medical award is not given on the basis of the medical condition or disability alone but upon the effect the housing circumstances are having on a long term and serious medical condition or disability. We will also consider if where you live now can be reasonably adapted to meet your needs. It may also be that there are combinations of serious health or disability concerns that mean that the health or quality of life of a household is being severely affected.

The assessment will be made by the Housing Allocations Team in consultation with any medical evidence you provide or reports from health professionals such as Housing Occupational Therapists. Any evidence you supply will be considered fully and further evidence may be requested.

There are two levels of additional priority on medical grounds linked to housing circumstances that can be awarded.



Health Priority	Description
Emergency Medical Award	<p>This is the highest priority award and will normally be considered where the criteria for a priority medical award is met and one or more of the following conditions also applies:</p> <ul style="list-style-type: none"> <li>✓ someone is in hospital/residential care and cannot return home because it is not suitable</li> <li>✓ risk to life</li> <li>✓ extreme exceptional circumstances</li> <li>✓ former members of the armed forces</li> </ul>
Priority Medical Award	<p>This recommendation will normally be considered if you, someone on your application or for whom you provide care, has a severe long-term limiting illness or permanent and substantial disability. Health or quality of life must be severely affected by the place you live in now.</p>

Other recommendations that can be made on health grounds such as:

- a. The type of property that is most suitable and essential on health grounds. This can include access, space, location, or access to a garden.
- b. When a property with one of these features is advertised, preference for it may be given to applicants where a recommendation by health advisors has been accepted.
- c. Use of a garden for safe supervised outdoor play area by a child under 18 in your household with one of the following:
  - a permanent and substantial physical disability
  - severe long-term limiting illness
  - the severest forms of learning disabilities
  - the severest forms of behaviour problems.
- d. Use of a garden for an adult in the following circumstances:
  - if they have a severe cognitive impairment that means they do not sense danger
  - at risk of wandering and so need constant supervision
- e. A garden may be recommended if:
  - if they have a severe, permanent and substantial disability or severe long-term limiting illness
  - limiting illness and caring for children is causing concern such that their continued residence is at risk
  - stress of caring for them is exacerbating the health problems
  - they have a sensory impairment and/or a guide dog and they live alone or only with others with disabilities.
- f. Extra space may be recommended if:
  - you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or the severest forms of behaviour problems and it is unreasonable for you to share a bedroom as it would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health
  - you are having health treatment at home that needs large machinery or a stock of health supplies to be stored e.g. you are having renal dialysis at home

- you need a full-time Carer to provide support night and day
  - you have a permanent and substantial disability or long-term limiting illness or severe learning disability and need additional space for specialist equipment
  - you have a severe long-term limiting illness and sharing a bedroom will exacerbate your health problems e.g. you have an immune deficiency.
- g. An additional recommendation that can be made is that an applicant must have ground floor on health or disability grounds or must have a ground floor property that is wheelchair accessible category A or B. This may be recommended if you have a permanent and substantial disability or severe long-term limiting illness that means that your mobility or exercise tolerance is so severely restricted you cannot safely manage any stairs.

#### **4.9.5 Decants**

If you are a council or partner registered provider tenant, and we are advised that you need to move as part of a decant programme you will be given band 1 if you need to move within 6 months or band 2 if you have longer.

You will normally only be allowed to bid for the size of accommodation that your household is deemed as requiring in accordance with the Allocation Scheme. This may be different from the size of property that you are being decanted from or that you are being offered by your landlord (if also being considered for an internal transfer).

If you fail to move within the proposed timescales your landlord may request that you be made a direct offer of accommodation. If you then fail to accept the direct offer your landlord may seek to terminate your tenancy.

For further information regarding decants please contact your landlord directly.

#### **4.9.6 Insanitary housing conditions**

If your home is in a state of disrepair, you will not normally be awarded a priority on the Housing Register. Irrespective of who your landlord is, in the first instance you will be expected to report the problem to your landlord and work with them in order to resolve it.

If your landlord will not discuss these problems with you or is not carrying out the appropriate repairs to your home, then you can contact the Council's Housing Enforcement Team. They may assess your situation either by speaking to you over the phone or by arranging a home visit. If necessary, they will work with both you and your landlord to resolve any outstanding issues.

When making an application to join the Housing Register, you will need to confirm that you have already been in touch with your landlord, and that they have failed to resolve the works that are outstanding within a reasonable timescale, and that you have contacted the Housing Enforcement Team who have made an assessment and deemed the property unfit for habitation. We will ask to see these reports.

Priority on the Housing Register will only be awarded in exceptional circumstances where your home is assessed as having an irresolvable category 1 hazard and where a Prohibition Notice is required or has been sought on the grounds that the property is deemed prejudicial to health and where continued occupation poses a significant threat to the health and safety of the occupiers.

If you are a homeowner, you are responsible for maintaining it and will not normally be awarded a priority on the Housing Register. The Council's Housing Enforcement Team can offer you advice and assistance as well as details of any current schemes and initiatives to help you maintain and remain in your home.

#### **4.9.7 Welfare and social grounds**

A priority on welfare and social grounds can be considered in two ways:

- If you need to move closer to a specialist support or services such as a school that is named as essential in a statement of special educational needs or to move nearer someone who will care for you enabling, you to live independently.
- If you need to move to closer to Bromley resident who needs support/care.

When considering whether or not to award a priority on welfare and social grounds we will consider the following:

- i. The ease with which you can travel to be supported or provide support.
- ii. The level of support that is currently provided including details of any care packages and carers allowances.
- iii. The capability and time of the person offering the support
- iv. When considering access to a school that is highlighted in a statement of special educational needs, we will look at the age of the child/children and how long they will remain at the school in question.

There must be exceptional reasons why the support needed cannot be met within their current circumstances or why this support cannot be made available through a reliance on public or personal transport. In order to award a priority of the basis of a welfare and social need we must be satisfied that the support provided is so significant that, without it, the person in question would be at risk of significant harm or would no longer be able to live independently.

#### **4.9.8 Those owed a duty of care by the local authority**

People who are owed a duty by any local authority under section 190(2), 193(2) or 195(2) of the Housing Act 1996 (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any local authority under section 192(3) of the 1996 Act will be assessed in accordance with reasonable preference.

The housing team and social care work together for cases where the council owes a duty of care. Consideration will also be given to referrals from other local authorities where evidence is submitted to support a move to our borough. These will include, but are not exhaustive of, the following:

- Care leavers.
- Those with learning disabilities.

- Those approved for fostering or adoption where a home is required to meet the needs of a particular child or children. [See section 4.8 on bedroom requirements in relation to fostering.](#)
- Children in need in accordance with the Children Act 1989

#### 4.9.9 Moving to Older Persons Accommodation

Applicants must be aged 50 or over and not currently occupying sheltered or older persons accommodation. A priority award for sheltered will be awarded to applicants who will require this type of housing on the proviso that they can **only** be considered for this type of accommodation and will not be able to bid on general needs accommodation unless otherwise notified.

#### 4.10 Council or Registered Provider Employees, Elected Members or their Relatives

Council and registered provider employees, elected members and their relatives are allowed to apply to join the housing register and to have their circumstances assessed in accordance with this Housing Allocations Scheme. Their application will be assessed in the same way as all other applicants and they will not gain any advantage, receive any preferential treatment or be disadvantaged in the course of their application.

We will apply the following:

- An employee who applies for housing must have no direct input into the processing of their application. This includes not inputting, amending, prioritising or making decisions.
- Elected members must have no direct input into processing of their application or of their relatives. This includes not inputting, amending, prioritising or making decisions.

The application will be clearly identified as belonging to an employee, elected member or their relative. Offers must be authorised by a senior member of the housing needs team who is not related to the applicant. Offers made by a registered provider must be authorised by a senior member of their staff.

#### 4.11 Pitches for Gypsies and Travellers

The council owns and manages two traveller sites, containing a mixture of single and double pitches, within the borough.

In addition to the eligibility criteria in section 3.1 applicants wishing to be considered for a pitch on one of the sites must be a Gypsy or Traveller, either by ethnic group or under the current legal definition.

The allocation of pitches on a Gypsy and Traveller site is in accordance with the priority given to all applications. However, additional priority for pitches will be given to close family members of existing licensees, who already live on site, to relieve overcrowding and to maintain family connections on the site.

All applications for pitches will be assessed and registered with the appropriate priority. Applicants must then check on the council's website for information about available pitches and place bids for any pitches they would like to be allocated. The pitch will be allocated to the eligible applicant in the highest priority band and with the earliest priority date in that band.

The ongoing sustainability of the site community will be taken into consideration before any formal offer of a pitch is made.

#### **4.12 Notification of your assessment**

We aim to assess your application within 28 days. You will be advised of your band, reasonable preference and effective band date. You will also be advised of the size of property you are entitled to.

#### **4.13 Change in Circumstances**

If your circumstances change, you must inform the council. You can do this on the Bromley Housing Portal website against your application. Examples of change(s) you should tell us about include:

- The birth of a child
- A change of address
- Someone joining or leaving the household
- The purchase or acquisition of an interest in a home
- A change in the health or welfare of the main applicant and/or a member of their household
- Or any circumstances that affect either eligibility or qualification or disqualification to the housing register.

#### **4.14 Cancellation of an Application**

Applications will be cancelled for one or more of the following reasons:

- a. The applicant requests cancellation
- b. The applicant's circumstances change, and they are no longer eligible or no longer qualifies.
- c. The applicant has not responded to a review of their application within the 28 days requested.
- d. The applicant is found to have made a false or deliberately misleading statement, or to have withheld information in connection with their application.
- e. The applicant has not placed a bid for 12 months.
- f. The applicant has not responded to contact from the Council within the 28 days requested.
- g. The applicant has failed to provide the evidence required to assess their application.

#### **4.15 Deliberately or worsening circumstances**

In the event that your actions cause your circumstances to worsen or prevent them from improving we may reduce your priority or cancel your application. In some instances we may choose to disregard any circumstances that you have made worse when assessing your priority.

Some examples are listed below:

- i. Applicants who have allowed family members or others to move into their property, who previously had suitable accommodation or the financial means to secure their own accommodation, and this has resulted in the property being overcrowded.

- ii. Applicants who have moved from previously suitable or more suitable accommodation which it was reasonable for them to continue to occupy, into a less suitable property.
- iii. Homeowners who have intentionally transferred their property to another family member in order to join the housing register.
- iv. Applicants who have given up affordable and suitable private rented accommodation which they are able to maintain, to move in with other relatives or friends, creating a situation of overcrowding and/or sharing of bathroom/kitchen and/or a split household.
- v. Requesting or colluding with a landlord or family member to issue them with a Notice to Quit.
- vi. Homeowners who have transferred the title to their property to a Trust; remain the beneficiaries of that trust.
- vii. Failing to allow repairs to your home to be carried out.
- viii. Unreasonably withholding or failing to make rent or mortgage payments.
- ix. Unreasonably failing to follow advice given by the council in order to prevent homelessness.
- x. Refusing an offer of privately rented accommodation which was made in order to prevent homelessness.
- xi. Refusing an offer of social housing which was made in order to prevent homelessness.

## Part 5: Allocations and Lettings

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### 5.1 Direct lets

Not all properties that become available will be advertised and offered through the choice-based lettings system (CBL). The majority will be direct lets, and, in exceptional circumstances, outside of the band and date order criteria set out in this policy. Specifically, this would be where there are urgent operational or financial reasons to depart from the CBL system of lettings.

### 5.2 Choice based lettings

The remainder of empty properties will be let through choice-based lettings where the property is advertised to allow applicants to bid on them. A shortlist is collated of people that bid in priority order. An offer is made to the most suitable applicant.

### 5.3 Advertising a Property

Bromley works in partnership with registered providers and other local authorities to advertise properties online. All of the information submitted, including details regarding the number of bedrooms, property type, available facilities, timescales and adaptations, is provided by the social landlord. Whilst we will do all that we can to ensure that the information provided is correct Bromley does not accept responsibility for any inaccurate information supplied another landlord.

Properties will be advertised online during the bidding cycle. Details of when the bidding cycle starts and ends can be found on the website. A weekly property advert sheet can also be downloaded from the website, during

#### 5.3.1 Targeted Adverts

In order to meet the annual or a local lettings plan adverts some adverts may be targeted. It may also state that preference will be given to people of a certain age, for example, if the property is categorised as sheltered or that preference will be given to those with a disability, for example, if the property is adapted or suitable for adaptations. This may mean when we shortlist, that someone from a lower band may be selected for an offer because they meet the criteria.

#### 5.3.2 Withdrawing a property

In exceptional circumstances we may have to withdraw a property that has been incorrectly advertised or where an applicant has been nominated to a registered provider. We may also withdraw a property in order to make an urgent direct offer for a priority household at any point provided it has not yet been offered.

### 5.4 Bidding

The sections below only apply where we have advertised a property on our choice based lettings system.



#### 5.4.1 Number of bids

You will be able to place up to **two bids** during each bidding cycle. It is essential that you bid each week in order to increase your chance of moving as quickly as possible. However, even if you bid each week, you may still experience a lengthy wait particularly if you do not place sensible bids. Social housing stock is very limited and, in some areas, very few or no homes become available. If you have very specific preferences regarding the type or location of your home, you may find that it is easier to secure a move via the private rented sector or through another housing option such as shared ownership.

#### 5.4.2 Number of bedrooms

You will normally only be able to bid on the size of property that we have assessed as meeting your requirements under this scheme. Occasionally though there may be some exceptions to this, such as if you require a 4 bedroom home or larger you will normally be able to place a bid on a property that is one bedroom smaller than you are assessed as needing, as long as your household does not exceed the maximum number of persons permitted within the home.

#### 5.4.3 Bidding position

Your position on the bid list may alter as the bidding cycle progresses. Bids are held in band order and within each band, date order. If you place your bid as soon as the bidding cycle opens, you may find that your bid position is different once bidding has closed. Your bid position will drop if someone with a higher band or the same band (who has held that band for a longer period of time) bids on the same property as you.

#### 5.4.4 Assisted bidding

Where someone is vulnerable or needs additional help placing bids to ensure the property is suitable for their needs, you will receive assistance from the Housing Register Team. This is because we recognise that it is important to manage the process to get the best result for you when bidding for a suitable property, especially when assisting homeless households. This is called assisted bidding.

#### 5.4.5 Grouped bids

We will use a single advert for identical properties. Where there are grouped advertisements, applicants who place one bid will be considered for all properties within the group.

#### 5.4.6 Withdrawing your bid

When you have placed a bid, you will be able to withdraw it, whilst the bidding cycle is open. You will not be able to withdraw a bid after the bidding cycle has closed. Any such bid will be treated formally in accordance with the guidance set out within the Housing Allocation Scheme. If we assist you with bidding, you will not be able to withdraw your bid.



## **5.5 Shortlisting**

### **5.5.1 Closing date**

Each bidding cycle opens at 6pm on a Wednesday and closes the following Monday at 4pm. Between these times you are able to place a maximum of 2 bids on properties in which you meet the advert criteria for. You can withdraw any bids made, provided the withdrawal happens before 4pm on the Monday. Anything after this deadline cannot be removed or amended. When the bidding cycle closes a shortlist of the top bidders is prepared and we will automatically take into consideration any recent changes to your application if these have taken place since the bidding closed.

### **5.5.2 Bypassing a bid**

Your bid may be bypassed if:

- Your circumstances do not match the “preference given to” criteria outlined in the property advert.
- You have already been successfully shortlisted for another property.
- There are public protection concerns.
- You, or a member of your household, are involved in anti-social behaviour.
- It is identified that you require an adapted home, and we are notified by the social landlord that the property cannot be sufficiently adapted.
- You have rent arrears and are not keeping to an agreed payment plan.

In the case of rent arrears we will normally allow you to be shortlisted for a property if:

- You have less than 4 weeks rent arrears and with a payment plan which you have adhered to consistently for 3 months.
- You have more than 4 weeks rent arrears with a payment plan which you have adhered to consistently for 6 months.

If there are extenuating circumstances, we may allow not to bypass for rent arrears if the move is required urgently. Households with high rent arrears may be suspended so that they cannot bid until we are satisfied that you are adhering to a payment plan. If you are in a council property or temporary accommodation and move before you are rehoused, we will pursue the debt as a former tenant arrear.

### **5.5.3 Successful bidders**

More than one bidder will normally be selected to view the property. You will be told if you have been selected for a multiple viewing and what your listed position is. This will enable you to see how likely you are to secure the property. For example if you are shortlisted as 1<sup>st</sup> out of 6<sup>th</sup> you have the best chance of securing the property. If you are shortlisted as 6<sup>th</sup> out of 6<sup>th</sup> you will be less likely to secure the property.

You can only be shortlisted in first place for one property at a time, all subsequent bids will be bypassed, whilst the first bid is resolved. If we feel there are exceptional reasons, we may allow you to be shortlisted for more than one first bid.

Each registered provider follows their own viewing, offer and sign up process. Some will invite you to view the property first, whilst others may arrange a home visit or request that you attend a meeting at their offices prior to allowing you to view a property. You will be contacted either by phone, email or in writing. You will be advised of what information you will need to take with you to any meetings or viewings.

#### **5.5.4 Unsuccessful bidders**

You will not be contacted if your bid is not shortlisted. You will be able to bid during the next bidding cycle as normal. If your bid is bypassed, you will be able to see the reason your bid was unsuccessful by logging into your Homeseekers Account and reviewing your bids.

#### **5.5.5 Rejection by a Registered Provider**

If your bid is rejected by a registered provider or you were nominated and then rejected, they must notify us of their reasons before offering the property to another bidder. If the council is satisfied that the reasons are acceptable in accordance with the Housing Allocation Scheme and nominations agreement, the decision will stand, and you will be notified of the outcome.

If we believe the registered provider has been unreasonable, we will ask them to review their decision and allow your bid to proceed. We will attempt to resolve all areas of dispute with them and take the relevant steps, where this is not possible.

#### **5.6 Sensitive lets**

Sensitive lets are rare and likely to be due to two main reasons:

- i. Where a household requires careful placement for their safety or the safety of others, we may need to consider where we place in order to minimise any risks.
- ii. Where a property has a management history which requires the careful selection of the next tenant to ensure harmony in the area where it is located. In these cases we may target the advert and select only the most suitable applicants.

#### **5.7 Reciprocal arrangements**

The Allocations Management Team may authorise approaching another authority or registered provider with a view to entering into a reciprocal arrangement where this would assist the council to house someone who needs to move. Reciprocals are a way of obtaining a nomination to another council or registered provider and in turn, Bromley will need to provide a matching property. In either case, the property offered should meet the recipient authority's (or registered providers)) normal rules as to property size, and it should be noted that it is up to the other council/registered provider whether they agree to enter into such an agreement.

##### **5.7.1 Reciprocals initiated by Bromley (i.e. outgoing) - factors to take into account:**

- a. Is the case an emergency case or otherwise particularly urgent?
- b. Have alternative options been exhausted?
- c. Does another authority or registered provider "owe" the council a reciprocal nomination, if so, is this a good opportunity to get them to discharge that reciprocal nomination

5.7.2 Reciprocals initiated by other councils or registered providers (i.e. incoming) - factors to take into account:

- a. Is the case an emergency case, or particularly urgent or important?
- b. Can rehousing be achieved by the other council or registered provider using their own stock?
- c. Does Bromley “owe” the other authority or registered provider a reciprocal nomination, if so, this is an opportunity to discharge the debt to them.
- d. Is the council likely to be in a position to assist within the required timeframe, we will not allow these to take place over a prolonged period of time.

## 5.8 Offer of accommodation

An offer of accommodation must be deemed suitable. This will take into consideration:

- Household type and size
- Rent and service charges
- Property type, size and condition
- Medical need
- Area in relation to employment and education
- Affordability checks [see Appendix 3](#)

An offer is made in writing (often sent by email) containing all the details of the property. If you view before an offer is made an offer letter will be sent after the viewing. It will be subject to a clear rent account or where the applicant is reducing the debt in line with a repayment arrangement.

## 5.9 Limited Offers

We limit the number of offers made to each applicant to one reasonable offer in order to ensure that those on the housing register are able to move within a reasonable period of time. An offer is deemed to be reasonable if it matches area, bedroom allocation, floor level, property type for household, criteria for health priority award, takes into account young children, and is an average standard or repair or more. Where an offer is agreed as not reasonable it will be withdrawn and will not count as one of the limited offers.

If you fail to accept the property offered to you, we will review your application. At that stage we may either:

- Reduce or remove your priority.
- Where there is a legal duty to do so, make you one final offer before discharging duty.
- Cancel your application and remove your details from the Housing Register.

We do not consider the following to be one of your limited offers:

- We bypass your bid.
- The registered provider rejects your bid.
- Someone short listed above you accepts the property.
- The property is withdrawn.

## 5.10 Refusals

The following are considered refusals:

- You fail to attend a viewing.
- You fail to attend an interview with a registered provider
- You fail to provide the information requested by a registered provider.
- You are offered a property and you decline it.

The consequences of refusing an offer of accommodation will depend on the circumstances in which the offer is made. It is important for a homeless household to understand that the refusal of a suitable offer of accommodation is highly likely to result in cessation of the homeless duty, the potential loss of any temporary accommodation, and a change to their entry under this Housing Allocation Scheme.

For all other applicants, a refusal may result in suspension, reduced priority or removal from the Housing Register.

## 5.11 Tenancy determination

A tenancy determination involves identifying what type of tenancy you will be granted. Each landlord will have a tenancy management policy which will outline the tenancies they grant. You will be told in advance of the tenancy type and the conditions attached to the agreement.

The general principles will be:

- i. If you have never held a social tenancy before, or we feel you will benefit from support in the first year of your tenancy, you will be granted an Introductory Tenancy for 12 months; and provided you adhere to the terms of the tenancy agreement; this will convert to a secure tenancy at the end of the period. Introductory tenancies are subject to periodic reviews and if things have not gone well, the landlord may extend this for a further 6 months provided they have given notice.
- ii. If you currently hold a lifetime tenancy, you will be granted another lifetime tenancy. This will be a secure tenancy for council tenants and an assured tenancy for registered providers.
- iii. In some cases a flexible tenancy will be granted, usually if the property is heavily adapted or very large and the landlord wishes to ensure that the tenant continues to need this type of property. These types of tenancies are between 3 and 5 years in length. When they end, they may be renewed, or another type of tenancy may be granted depending on the circumstances. This will be explained when your tenancy commences.

## 5.12 Tenancy sustainment

We want people to be live happily in their homes and recognise that you may need support and assistance to sustain your tenancy. The Housing Allocations Scheme is designed to sort out longer-term solutions for people, and this means making it possible for you to stay in the home of your choice and one that meets your need.

We wish to ensure that landlords do everything practically possible to promote tenancy sustainment by:

- Ensuring a household is correctly routed to the right team when they approach the council for housing
- Considering the support needs, both immediately and longer – term when you have your new home
- Taking the necessary measures to safeguard you and your household
- Signpost you to employment, education and health advice if you need assistance.
- Assessing your housing priority correctly
- Working with you to provide support and skills to address the behaviour that resulted in a suspension of you application.
- Assisting you and your landlord to find solutions If your tenancy is failing
- Granting the right kind of tenancy for your needs
- Ensuring you can afford the rent.
- Ensuring the property suits your need
- Assessing you for specialist housing at the earliest opportunity if you need it
- Safeguarding community balance when allocating properties.

### 5.13 Lettings Plans

Lettings plans are an important tool in meeting allocation targets. They are agreed by the council and partner registered providers.

- i. An Annual Lettings Plan sets out how the Council intends to let the number of properties it predicts will become available within a 12 month period.
- ii. A Local Lettings Plan can be introduced in order to support local priorities and non-statutory responsibilities.

Whilst both plans are reviewed annually it is acceptable for specific local lettings plans to be put in place for a limited time frame.

#### 5.13.1 Annual lettings plan

In agreement with partner agencies an Annual Lettings Plan is produced to ensure that we meet our statutory obligations in accordance with letting accommodation. The figures are set in accordance with the number of vacant properties expected to become available within the following twelve month period and all lettings made via this Scheme are counted for the purposes of the Lettings Plan. The plan is subject to regular monitoring and is reviewed annually. If monitoring shows that lettings outcomes are not in line with the Lettings Plan the Council reserves the right to implement a quota system and/or restrictive labelling on adverts to ensure that our statutory obligations are met.

The target groups where a specific percentage of lettings will be set are:

- Homeless households
- Right to move
- Learning disabilities
- Leaving care
- Move on from supported accommodation.

The current annual lettings plan is held on the Bromley Housing Portal.

### 5.13.2 Local lettings plan

We may implement a local lettings plan in order to meet a local demand or priority. We may also agree a local lettings plan with the Police or individual Registered Providers for specific areas or developments to reflect local circumstances and to facilitate viable and sustainable communities. Any local lettings plan will reflect considerations such as the social mix of residents within a block, estate or area. All local lettings plans may be subject to an equalities impact assessment and may take into account the following factors:

- child density (the number of children in an area)
- age range
- vulnerability of tenants
- access to resources (such as facilities for vulnerable people, schooling or healthcare)
- community stability and cohesion
- areas of low demand

Shortlisting will be undertaken in line with the local lettings plan criteria. In the event of a large scale emergency affecting housing or the need for housing within the borough the council may vary, suspend or review current local lettings plan

### 5.13.3 Publicising results

We will aim to publish the number of lettings and average waiting times each quarter. This information will be published on our Bromley Housing Portal and is often useful for applicants when considering whether to refuse an offer. We have very few lettings each year, the information will give applicants a better understanding of waiting times for certain areas, types and sizes of accommodation.

## Part 6: Decisions, Complaints and Reviews

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### 6.1 Decisions

When we process an application, we will have to make a number of key decisions:

- The decision that confirms or denies your eligibility to join the housing register.
- The decision that confirms or denies whether you qualify.
- The decision that awards your housing need priority.
- The decision to reassess your application as reduced preference or treat it under exceptional or mitigating circumstances.
- The decision to reassess your priority following a change of circumstance.
- The decision to cancel or suspend your application.
- The decision following a submission of a review by you.
- The decision that deems your refusal of a property as unreasonable or that you cannot afford a property.

When contacting you with a decision we will:

- i. We will make decisions with reference to the relevant legislation and our statutory duties.
- ii. We will consider all relevant evidence before making a decision.
- iii. We will not take irrelevant matters into consideration when making a decision.
- iv. We will make every effort to ensure our decisions are not unreasonable, exercising discretion if the situation warrants it.
- v. All decisions will be made with due regard to the Housing Allocation Scheme.
- vi. We will state the reasons for our decision and a full record will be kept. It will be fair and transparent.

It is important to understand the following:

- ✓ If you provide evidence that you did not provide for your original assessment. This is a **change in circumstance**.
- ✓ If you think we failed to deliver the service properly. This is a **complaint**.
- ✓ If you disagree with a homeless decision under Part 7 of the legislation. This is a **s202 statutory right of review**.
- ✓ If you disagree with your priority award under Part 6 of the legislation or the decision to place you in reduced preference. This is a **statutory right of review**.
- ✓ If we ask for information or review your application following a refusal or failure to view. This is a **band review or re-registration**.

### 6.2 Complaints

If you are dissatisfied with a decision, see section 6.1. If you are dissatisfied with the way we have delivered our service, then you may consider making a complaint. You can do this on our website at: [www.bromley.gov.uk](http://www.bromley.gov.uk)

If a complainant is not satisfied with the action the council takes, having followed the complaints procedure in full, they you may send a written complaint to the Local Government Ombudsman.

If an applicant wishes to make a complaint against a registered provider, they should use the registered provider's complaints policy



## 6.3 Reviews

### 6.3.1 Reviews on refusal or failure to bid

We reserve the right to review your application if:

- You fail to bid on suitable properties
- You fail to view a property you have been offered
- You refuse an offer of accommodation we deem suitable.

The action we will take with you may be one or more of the following:

- Extend your bidding time for a further period.
- Discuss your situation with you and look to revise your preferences in order to secure a move.
- Discuss other housing options with you.
- Make a direct offer of accommodation.
- If we think your refusal was unacceptable because the property was suitable, we may also reduce your priority on the housing register or cancel your application.
- If you are homeless and refuse a property, we discharge duty and cancel your homeless application which will also have the effect of cancelling your housing register application.

### 6.3.2 Band Reviews

Applicants in band 1 will be reviewed every 6 months. All other applications will be reviewed (asked to re-register) every 12 months to ensure their circumstances remain the same. You will need to contact the council within 21 days of the review letter, or your application may be cancelled. If your circumstances change, we will reassess your priority.

In order to undertake a band review, we will:

- a. Set the correct review period on your initial assessment and all subsequent reassessments.
- b. Our system will flag the application on its review date.
- c. This will be assigned to an Officer to review.
- d. We will write to the applicant or contact them by their preferred method to confirm if their circumstances remain the same.
- e. You will have 21 days to respond.
- f. If you fail to respond your application will be cancelled.
- g. If you inform us that your circumstances remain the same, we will reset your application for another 12 months.
- h. If you inform us that your circumstances have changed, we will process your application as a change of circumstance.
- i. Suspended applicants will be reviewed once they have reached the end of the period given to you to improve your behaviour. If you have been successful or are showing real progress, we will remove the suspension and your application will be made live. If you have been unsuccessful, we may extend the period to give more time or we may cancel your application.
- j. We reserve the right to review your application at any time, especially where we have received notification of circumstances we must consider.



### 6.3.3 Statutory Right of Review

If you are not satisfied with a decision, you have a statutory right of review. You will need to inform us in writing.

The process for a Statutory Right of Review is:

- a. The applicant or their representative should make the request within 21 days of the decision preferably in writing. The request should state why they disagree with the decision and if necessary, provide the necessary information they felt should have been considered.
- b. The request will be logged and acknowledged. It will state how long the review will take. The reviews will be carried out within 28 days of the request being received. If more time is required, an extension will be requested with the applicant.
- c. The review will be assigned to a senior Officer who did not make the original decision.
- d. If the information was not previously provided for the original decision, the review will be closed, and the applicant will be advised in writing that this now being treated as a change in circumstances.
- e. If the senior Officer feels that the applicant is correct or partially correct the outcome will be to uphold the review and the application will be reassessed.
- f. If the senior Officer feels the original decision is correct, they will deny the review and the original decision stands.
- g. The review outcomes will be recorded.
- h. The applicant will be advised in writing within 14 days of the decision.
- i. If the review needs more time, the applicant will be advised in writing that an extension is required.
- j. Review decisions are final and there is no right of appeal.

### 6.3.4 Judicial Review

Where an individual or organisation feels the Housing Allocations Scheme is unfairly prejudicial or their case has been dealt with a prejudicial manner, they may wish to take legal action. They should seek independent advice before doing so.

The case will be heard in Court before a judge. Both sides will appoint counsel. If the judge decides the case against the council to be partly or fully substantiated, the council will be formally advised of the verdict and will need to respond through their counsel. The result may be an alteration to the Housing Allocation Scheme and/or a reassessment of the applicants case. These are termed judicial reviews.

## **Appendix 1: Lettings outside of the Housing Allocations Scheme**

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Lettings where a tenancy is created outside of the Allocations Policy include:

- a) **Conversion of an introductory tenancy:** to a secure tenancy under S125 Housing Act 1996).
- b) **Family intervention tenancies:** Introduced by the Housing and Regeneration Act 2008, these are a form of residential tenancy without security of tenure. They may be offered by either a local housing authority or a registered provider to anyone who is a tenant of a lifetime tenancy subject to or could in the future be subject to a possession order on the grounds of anti-social Behaviour or domestic abuse.
- c) **Discretionary succession (tenancies):** Tenants who are awarded a new tenancy under the landlord's discretionary succession provision unless that happens via the Housing Allocation Scheme.
- d) **Non-Secure tenancies or temporary accommodation:** Any accommodation that is provided to meet an interim duty under Part 7 of the Housing Act 1996.
- e) **Temporary decants:** Tenants who need to be moved temporarily whilst major work is carried out on their home will be granted a license to occupy.
- f) **Mutual exchanges:** Between existing tenants under S92 of the Housing Act 1985 or under S158 of the Localism Act 2011.
- g) **Assignment:** To a person who would be qualified to succeed the tenant under S92 of the Housing Act 1985 (secure tenancies) or S134 Housing Act 1996 (introductory tenancies).
- h) **Transfers of tenancies by a court order:** Made under certain provisions contained within matrimonial, family, children, and partnership legislation.
- i) **Land Compensation Act:** Allocation to a person entitled to rehousing under section 39 of the Land Compensation Act 1973.
- j) **Repurchased Homes:** Allocation to a person whose home is repurchased under sections 554 or 555 of the Housing Act 1985 (defective dwellings).
- k) **Management Transfers:** Within a registered provider's stock, where the unit has not been made available to the council.

## Appendix 2: Panel for Households in High Needs

### The Purpose

The purpose of this panel is to identify, discuss, and find solutions for households in high housing need, where they represent the most vulnerable applicants on the Housing Register. This is particularly important where the household requires an adapted property. The panel's primary aim is to identify suitable permanent accommodation whilst making best use of resources, both within the council and within the social housing stock in the borough.

'High Needs' within the context of the panel relates to applicants whose situation is not reasonably concluded through normal procedures and is deemed exceptional, requiring the attention of housing professionals and/or social care.

Where the household requires adaptations, the panel will consider accommodation that is both specialist or general needs with the potential to be adapted. This includes properties which cannot be funded via Disabled Facilities Grant (DFG).

The household may be a homeless applicant, having made an application through the Part 7 homeless legislation, or a Housing Register applicant having made an application through Part 6 of the housing legislation, or both.

### Terms of Reference

1. The panel will meet monthly or more frequently if necessary.
2. Households referred to the panel are captured in a spreadsheet, and this should be updated prior to each meeting by the relevant officer (see roles and responsibilities below).
3. The panel will be chaired and minuted by the Group Manager for Housing Registration and Allocations.

### Roles and Responsibilities

Role Title	Responsibilities
Head of Allocations & Accommodation	<ul style="list-style-type: none"> <li>✓ To have general oversight of the high needs cases being considered for presentation to the panel.</li> <li>✓ To provide support and guidance to panel members.</li> </ul>
Group Manager for Housing, Registration & Allocations	<ul style="list-style-type: none"> <li>✓ To coordinate and chair the panel.</li> <li>✓ To maintain panel records.</li> <li>✓ To facilitate discussion and routes for potential solutions.</li> <li>✓ To approve cases for referral to the panel.</li> </ul>
Housing Allocations Team Manager	<ul style="list-style-type: none"> <li>✓ To proactively review all available settled accommodation options which could meet the needs of those on the list.</li> <li>✓ To ensure the timely allocation of accommodation to applicants.</li> <li>✓ To offer suitability expertise for homelessness offers.</li> <li>✓ To refer cases to the Group Manager for Housing Registration &amp; Allocations.</li> </ul>
Housing Register Team Manager	<ul style="list-style-type: none"> <li>✓ To proactively review Housing Register applications and banding thresholds for those on the list.</li> <li>✓ To offer housing expertise in panel discussions.</li> <li>✓ To refer cases to the Group Manager for Housing Registration &amp; Allocations.</li> </ul>

Role Title	Responsibilities
Senior Occupational Therapist	<ul style="list-style-type: none"> <li>✓ To offer expert advice and guidance relating to the suitability of accommodation and an applicant's needs.</li> <li>✓ To retain accurate information and knowledge in respect of a household, ensuring offers of accommodation meet their need.</li> <li>✓ Undertake home visit for the purpose of making an assessment as required.</li> <li>✓ Undertake a visit to relevant voids as required.</li> <li>✓ To establish clear routes for adaptations via DFG applications and act as intermediary between the applicant and the landlord/agent in terms of adaptations needed.</li> <li>✓ To refer cases for to the Group Manager for Housing Registration &amp; Allocations.</li> <li>✓ In the absence of the Senior Occupational Therapist, an Occupational Therapist will deputise.</li> </ul>

**Relevance of the Panel**

The panel operates for households being considered for placement into temporary accommodation; **Temporary Accommodation Placement Policy** and for households in high need where the most appropriate assessment and/or accommodation is needed for a Part 6 application; **Housing Allocations Scheme**.

### **Appendix 3: Affordability checks when allocating social housing**

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Being able to pay rent and service charges is key to a residents being able to sustain their tenancy. How much a resident can afford to pay for their housing costs will vary depending on the type of accommodation they live in and their financial circumstances. Carrying out affordability checks when allocating a home gives confidence to residents and social landlords that the tenant will be able to afford the home.

#### **The law and affordability checks**

The allocation of a social rented home is a matter of public law for the council and other social landlords. This extends to mutual exchanges and management transfers. Therefore any decision about an allocation and whether someone can afford to pay the proposed charges can be challenged in court, if that decision was made irrationally, illegally or failing to follow public law procedural requirements.

Therefore:

- Decisions must be made using accurate evidence and at the point of allocation.
- If an applicant states they can afford it, they must be given the benefit of doubt.
- If the landlord concludes they cannot afford it, the applicant must be given the opportunity to provide additional evidence.
- The applicant has a right of review or to make a complaint to the Ombudsman if the applicant is not offered the property, they must be given this information when the decision is made.

#### **Tenants in rent arrears**

The Bromley Housing Allocation Scheme clearly sets out qualification rules where a tenant is in rent arrears. Rent accounts are routinely checked at the point of an offer and this is taken into account when an affordability check is undertaken, along with any other housing related debt. Current and former arrears will be examined, arrears repayments must be in place and adhered to. The tenant must be able to pay the new rent in addition to any repayment instalments.

#### **Practicalities of carrying out an affordability check**

In order to carry out the check, the following must be considered:

- i. Income of the household including salaries, benefits and investments.
- ii. Rent and other property charges.
- iii. Reasonable living expenses.
- iv. Priority debts.

They must be able to afford to support any dependent children or adults in the household. If the result of the check is that an applicant cannot afford social housing it is very unlikely that they will be able to afford private rented accommodation. Alternative sources of income to meet housing costs should be looked at including discretionary housing allowance or social care allowance.

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Report No.  
HPR2023/052

London Borough of Bromley

## PART ONE - PUBLIC

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**Decision Maker:** EXECUTIVE

**Date:** For Pre-Decision Scrutiny by the Renewal, Recreation and Housing Policy Development & Scrutiny Committee on 6 September 2023

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

**Title:** FEASIBILITY FUNDING FOR REGENERATION OF STAR LANE TRAVELLER SITE

**Contact Officer:** Alicia Munday, Head of Regeneration  
Tel: 020 8313 4559 E-mail: Alicia.Munday@bromley.gov.uk

**Chief Officer:** Director of Housing, Planning, Property and Regeneration

**Ward:** St Mary Cray;

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### 1. Reason for decision/report and options

- 1.1 On 30<sup>th</sup> November 2022, Executive (and Full Council in December 2022) agreed the budget for the Operational Property Review programme to be added to the Capital Programme. On March 29 2023, Executive agreed the details of the Operational Property Refurbishment Programme, including proceeding to procurement for supporting services and works to deliver the Programme.
- 1.2 The Gypsy, Roma and Traveller (GRT) Site in Star Lane in St Mary Cray has been identified in the Operational Property Review as requiring significant works. Whilst a provisional sum has been allocated for these works, it is not possible to confirm a works budget without more detailed surveys of the site, as well as community engagement of the best way of moving forward and progressing works on site. This report seeks approval for utilisation of £500k from the Operational Property Review capital budget for feasibility and engagement works.

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## 2. RECOMMENDATION(S)

- 2.1. The Renewal, Recreation and Housing PDS Committee are asked to comment on this report, and provide comments to the Renewal, Recreation and Housing Portfolio Holder.

Prior to the Council's Executive being asked to:

- 2.2. Approve the utilisation of £500k from the assigned Operation Property Review budget for feasibility works at the Star Lane Traveller Site;

- 2.3. Note the intent to allocate resources for the delivery of the programme as set out in 3.10 and 3.11, including procurement of necessary works and services to deliver the programme;
- 2.4. Approve an engagement programme with the residents of Star Lane to support a timetable for a works programme;
- 2.5. Approve the initiation of a planning application to make temporary use of the adjacent site to Star Lane for temporary pitches during a works programme;
- 2.6. Approve Road Adoption of a road into the site, and delegate Authority to the Director of Corporate Resources for any necessary legal arrangements of Road Adoptions; and,
- 2.7. Note the corporate risk of the current condition of the site.



### Impact on Vulnerable Adults and Children

1. Summary of Impact: The Star Lane site is not fit for purpose and carries corporate risk. It is currently having a negative impact on the lives of vulnerable adults and children and therefore the works are urgent.
- 

### Transformation Policy

1. Policy Status: Existing Policy
  2. Making Bromley Even Better Priority
    - (1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
    - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
    - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
    - (4) For residents to live responsibly and prosper in a safe, clean and green environment great for today and a sustainable future.
    - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
- 

### Financial

1. Cost of proposal: Estimated Cost £500k
  2. Ongoing costs: Non-Recurring Cost
  3. Budget head/performance centre: Operational Property Review budget
  4. Total current budget for this head: £3m plus share of OPR delivery and contingency budget
  5. Source of funding: Capital receipts
- 

### Personnel

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

### Legal

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

### Procurement

1. Summary of Procurement Implications: The procurement of the feasibility works will be undertaken in accordance with the Council's corporate procurement rules.
- 

### Property

1. Summary of Property Implications: The Traveller Sites are included within the approved Operational Property Review programme.
- 

### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: N/A as this is feasibility works
-

### Impact on the Local Economy

1. Summary of Local Economy Implications: N/A as this is feasibility works
- 

### Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: The repair works to the traveller sites are crucial to the health and wellbeing of the community it serves.
- 

### Customer Impact

1. Estimated number of users or customers (*current and projected*): 21 families
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1. Councils are required by law to assess the accommodation needs of all people living in the area they are responsible for, and this includes Gypsies and Travellers. It is increasingly difficult for families to live the more traditional nomadic lifestyle many observed in the past and the Council takes a robust approach to illegal encampments.
- 3.2. The Local Plan identifies two Council owned sites in Bromley, alongside a number of other sites owned privately as protected for Traveller use. This provision was accepted as meeting the needs of the Traveller community when the Local Plan was examined in 2017.
- 3.3. It is recognised that to continue to meet the needs of the community and prevent illegal encampments in parks and other open land or highways it is important that these Traveller Sites are maintained to a standard that is suitable and available for the GRT community to a good living standard.
- 3.4. The 2 Council owned sites in Old Maidstone Road and Star Lane have been identified in the Operational Property Review (OPR) (report Executive November 2022) as requiring significant works. Consequently, a budget of £3m (plus share of OPR contingency and delivery budgets) was agreed by the Executive and then Full Council for their repair. This report focuses on progressing repair works at Star Lane; a further report will be brought forward for Old Maidstone Road.
- 3.5. The Council commissioned a condition report on Star Lane in 2021, and this report, amongst other things, identified, inappropriate utilities, poor foul management, some pitches with no hot water, an ageing amenity block, poor road management as well as potential contamination. An Executive summary of the report is included in Appendix A. It should be noted that the condition of the site, and some of the illegal works that have taken place on the site give rise to a corporate health and safety risk to the Council which must be mitigated.
- 3.6. Over time the pitches at Star Lane have become non uniform, some residents on the site have moved to other pitches, and as families have grown residents have tried to work within the site to keep families together as best, they can. This has made the site challenging from a management perspective and will also pose some challenges in undertaking capital works.
- 3.7. The site currently accommodates circa 21 families, and many of these are multiple generations. Regardless of the legislation requirement around making adequate provision for the GRT community, the council would not have suitable accommodation to house this number of people elsewhere. Many of the children are in settled school placements locally and are wedded to their local infrastructure.
- 3.8. The site itself is designated for Traveller Use only by the Bromley Local Plan 2019 and can therefore only be made available to the GRT community for meeting their needs.
- 3.9. The Council owns an adjacent parcel of land to the Star Lane site, and this may help support the repair works in terms of space available even if on temporary basis to help relocate people during a works programme. Whilst there is no identified need at this point to increase the number of pitches available at Star Lane, this could support temporary relocation but would require very careful management. The land, unlike the adjacent Traveller Site, lies within the Green Belt and therefore a planning application demonstrating 'very special circumstances' will be required to enable this temporary use, which is 'inappropriate' in the Green Belt. Use of the adjacent parcel over the longer term would require consideration of its current designation through the review of the Local Plan currently being undertaken, in response to updated evidence on traveller accommodation need. Regardless of this, the newly acquired site must be secured for future use and is currently being managed by the Environmental Services team.

3.10. In order to ascertain a detailed works programme on the site, it will be necessary to commission a number of surveys and undertake feasibility works, including some site clearance, road works, and site entrance works to secure the site as well-fixed term staffing or consultancy to support the works and appropriate planning application. In addition, it is recommended that there is a formal adoption of the road on the site, which will improve the condition and also make management and enforcement easier. To do this, officers are proposing an initial utilisation of £500k to commence this feasibility work. Officers will work with the community in Star Lane to ensure the feasibility works are undertaken successfully. Once the works are completed, a further report will be bought back to the Executive to identify the full repair works needed and the estimated budget requirement.

3.11. It is expected the funding will be utilised for the following components of work:

- Indicative surveys to test works needed to the site.
- Clearance of rubbish on site.
- Gates installed to prevent further poor waste management.
- Naming of road.
- To commence road adoption feasibility.
- Appropriate staff resources to manage this work.

3.12. Each procurement will be conducted in compliance with the Public Contracts Regulations 2015 and the Councils Contract Procedure Rules. The value of each procurement is expected to be within Officer delegated authority for proceeding to procurement and subsequent contract award.

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

4.1. The site accommodates a number of vulnerable adults and children, who are living in below satisfactory living conditions, some without hot water due to poor services on site. The works programme will improve the support for all residents and provide a suitable site management plan for the future.

#### **5. TRANSFORMATION/POLICY IMPLICATIONS**

5.1. The Council is committed to improving its Estate wherever possible and improving facilities for residents. These are works are part of the approved Operational Property Review.

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

6.1. There is sufficient budget within the allocation of £3m for the Traveller's site OPR allocation to meet the cost of the feasibility studies. Although this gives approval to spend against this budget for this study, it does not give approval to spend the remaining budget, a report to executive will be required to request the utilisation of the remaining budget once the full cost of the works are known.

#### **7. PERSONNEL IMPLICATIONS**

7.1. There is a need for appropriate resource within the Regeneration team to manage these works, and the budget will include some allocation of staffing resource.

## **8. LEGAL IMPLICATIONS**

- 8.1. The Council has a statutory duty to manage and assess the accommodation needs of all people living in the relevant area they are responsible for including for Gypsies and Travellers. The general principles are also echoed in 'Bromley Local Plan (2019)', as per Clause 3.2 and 3.8 of the Report and also in the policy reflected in 'Making Bromley Even Better'.
- 8.2. This report seeks to approve feasibility funding for the Regeneration of the Star Lane Traveller site with an overall budget of £500k.
- 8.3. This Report also asks the Renewal, Recreation and Housing PDS Committee to analyse this report and to provide comments to the Renewal, Recreation and Housing Portfolio Holder accordingly. The Council's Executive is therefore asked to approve the utilisation of £500k from the assigned Operation Property Review budget for feasibility works and initial works; to note the intent to allocate resources for the delivery of the programme as stated in clauses 3.10 and 3.11, including procurement of necessary works and services to deliver the programme and to also approve an engagement programme with the residents of Star Lane to support a timetable for a works programme. The Council's Executive is also asked to approve the initiation of a planning application regarding the temporary use of the adjacent site to Star Lane for temporary pitches during a works programme, to approve the Road Adoption of site; to delegate authority to the Director of Corporate Resources for any necessary legal arrangement of Road Adoptions and lastly to also note the corporate risk of the current condition of the site.
- 8.4. In accordance with the Contract Procedure Rules, each Procurement must have a Gateway Report completed and also a Contract award Report for each recommendation of award.
- 8.5. The Procurement Team should also be consulted on the Procurement process (including the e-procurement system) and any governance requirements.
- 8.6. Each Procurement must be in accordance with the Council's Contract Procedure Rules and the Public Procurement Regulations 2015 to ensure a compliant procurement route is followed. For proceeding to Procurement and contract award, the value of each Procurement is likely to be within Officer delegated Authority.

## **9. PROCUREMENT IMPLICATIONS**

- 9.1 The report sets out the intent to procure a variety of works and services to support enabling works and feasibility studies for the development of the Star Lane Traveller Site. An overall budget of £500k is indicated.
- 9.2 Each procurement under this programme must use a compliant procurement route as required through the Public Contracts Regulations 2015 and the Councils Contract Procedure Rules. The value of each procurement, given the overall budget envelope, is likely to be within Officer delegated authority for both proceeding to procurement and subsequent contract award.
- 9.3 For each procurement, a suitable Gateway report (where required through the Contract Procedure Rules) setting out the detail of the planned procurement must be completed. Similarly, a Contract Award report must be completed for each recommended Award.
- 9.4 For each procurement, the Corporate Procurement Team must be consulted on the procurement approach, implementation (including use of the Council's e-procurement system) and any governance requirements.

## 10. PROPERTY IMPLICATIONS

- 10.1. The purpose of the OPR Programme is to ensure the effective use of the Council's operational property estate for the delivery of services.
- 10.2. The works to be considered under the OPR Programme are those where there is an accumulation of property infrastructure, maintenance and repair works that need to be dealt with and such other necessary works that will reduce the Council's repair and maintenance budget for a ten year period following completion of the works.
- 10.3. The extent and cost of the works required may be greater than the budget available and where this is the case works will be determined according to the following prioritisation; 1. Health & Safety and compliance, 2. Accumulated property infrastructure, maintenance and repair 3. Necessary works that will reduce the Council's property maintenance, repair and operating costs.
- 10.4. In the event that the extent of works required is completed at a cost that is under the approved budget then consideration will be given to remaining monies being redistributed within the OPR Programme to achieve the objectives of the Programme.

## 11 IMPACT ON HEALTH AND WELLBEING

- 11.1 The site is currently in need of significant repair and therefore these feasibility works are required to support the health and wellbeing of the residents.

## 12 WARD COUNCILLOR VIEWS

- 12.1 Ward Cllrs have been sought, those returned were supportive of the proposals and others provided will be tabled at the committee.

<b>Non-Applicable Headings:</b>	Carbon reduction/social value; Impact on Local Economy; Customer impact
Background Documents: (Access via Contact Officer)	Operational Property Review report, November 2022

### Executive Summary: Star Lane Feasibility Report

The London Borough of Bromley (LBB) issued a project brief in October 2020, outlining the task of conducting a feasibility study and site survey for the Star Lane Travellers Site in St Mary Cray, BR5 3LW. The objectives included restoring utility blocks, assessing roadways, street lighting, drainage systems, water supply, and electrical supplies.

The inspections were delayed due to access and security issues, but were eventually completed in March 2022, with support from LBB and the Metropolitan Police. Various surveys were carried out, including building fabric inspections, roadway visual inspection, CCTV drainage survey, electrical services inspection, and ground condition analysis.

#### **Key Findings:**

##### **Utility Blocks:**

- Windows, doors, rainwater goods, and fascias are aged uPVC and need replacement.
- External render systems are cracked, fractured, and poorly repaired, requiring stripping, rendering, and decoration.
- Profiled sheet steel roofs have cut edge failures needing treatment for longevity.
- Some buildings have steps exceeding the recommended 220mm height in Approved Document K.
- Internally, original kitchen units and sanitary ware are aged and require replacement. Internal finishes show signs of aging, with mould in many bathrooms and kitchens.
- Boundary walls comprise a mix of blockwork and timber, with timber fencing in varied condition. Minor repairs or rebuilding may be necessary. Responsibility for fencing lies with residents but needs to be implemented.
- Plot 10 reported Japanese Knot Weed, although not observed during inspections. A specialist is recommended for further investigation and necessary remediation.

##### **Electrical Services:**

- Incoming electrical supply capacity to each plot seems sufficient, but verification through load testing is required (not done due to survey limitations).
- Most existing electrical installations are in poor condition, with equipment and fittings likely over 15 years old.
- Consider complete electrical replacements for each block, including metering equipment and consumer units.
- When updating utility block lighting, install new self-contained emergency lights in kitchen/lounge areas, and add fire escape signage.
- Suggest replacing the current fire alarm system with mains-powered fixed temperature heat alarms and sounder bases in amenity blocks.
- Lack of available O&M manuals, testing records, and maintenance info prevents confirming electrical systems' performance.
- Street lighting not observed working during daytime surveys, found in poor visual condition; propose replacement. Further lighting tests and modelling to ensure proper illumination distribution throughout the site is needed.

##### **Drainage:**

- The survey covered 686 linear meters (LM) of drains across 66 sections.
- Out of these, 141 LM (42 sections) were abandoned.
- 16 sections were found needing structural repair, with 6 being categorised as more severe.

- 30 sections required general repair or clearance.
- The overall conclusion is that the drainage system is generally in poor condition, needing significant overhaul and replacement.

#### **Roadways:**

- Road surfaces are generally in poor condition, exhibiting various issues such as surfacing delamination, potholes of different sizes and depths and numerous patch repairs, services, and utility trench reinstatements.
- Recent trench reinstatement along roads on the site, but many areas show reinstatement failure impacting the original road structure.
- Some sections of the carriageway on the site show signs of potential weakness or failure in sub layers or road formation.
- Assumption made that entire trench reinstatement needs replacing with new full-depth carriageway construction, connected to existing structures.
- Removing surface layer could reveal more road construction problems; cost-effective approach is full-depth reconstruction of the entire road should be budgeted for.
- Vehicles parked on roadway must be removed for reconstruction. To prevent parking and control speeds, recommend introducing bollards and road calming measures.

#### **Ground Conditions:**

- Six hand-augured boreholes were successfully drilled, while three sites were abandoned due to services.
- The successful boreholes revealed that the hard stand areas were underlain with 'Made Ground', with natural Thanet Foundation found only in two sites.
- Using 'Made Ground' as a sub-grade for pavement or hardstanding is not typically recommended, as it poses a risk of settlement over time, requiring long-term maintenance.
- When planning road reconstruction, consideration should be given to removing the 'Made Ground' and using only the Thanet Formation soils at the formation level.
- Ground contamination tests on the six samples showed no hazardous materials. However, variations in ground and groundwater could exist beyond the specific investigation locations.



Report No  
HPR2023/055

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** RENEWAL, RECREATION AND HOUSING AND PUBLIC PROTECTION AND ENFORCEMENT PDS COMMITTEES AND DEVELOPMENT CONTROL COMMITTEE

**Date:** RRH PDS: 6 September 2023  
PPE PDS: 12 September 2023  
Development Control Cte: 5 October 2023

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

**Title:** PLANNING ENFORCEMENT PROGRESS AND MONITORING REPORT APRIL 2022 TO MARCH 2023

**Contact Officer:** John Stephenson, Head of Planning and Development Support  
Tel: 0208 461 7887 E-mail: John.Stephenson@bromley.gov.uk or planning investigation@bromley.gov.uk

**Chief Officer:** Tim Horsman, Assistant Director Planning & Building Control  
Housing, Planning and Regeneration

**Ward:** All Wards

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1. Reason for report

- 1.1 This report provides an update on the progress of the current cases under investigation / pending consideration, cases which are currently at appeal, cases which are also waiting compliance period, cases where enforcement action has been instigated, cases awaiting prosecution action. Enforcement action authorised, cases that are currently with our legal department awaiting further action, cases where direct action has been authorised, cases which have now been closed together with a full breakdown on the range of current complaints.

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2. **RECOMMENDATION(S)**

- 2.1---The Renewal, Recreation and Housing and Public Protection and Enforcement PDS Committees and Development Control Committee are requested to consider and note the report.

### Impact on Vulnerable Adults and Children

1. Summary of Impact: None directly from this report
- 

### Corporate Policy

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

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Not Applicable
  4. Total current budget for this head: £Not Applicable
  5. Source of funding: 2022/2023
- 

### Personnel

1. Number of staff (current and additional): 50.4ftes
  2. If from existing staff resources, number of staff hours: Not Applicable
- 

### Legal

1. Legal Requirement: Statutory Requirement:
  2. Call-in: Not Applicable: No Executive decision.
- 

### Procurement

1. Summary of Procurement Implications: None directly from this report
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not Applicable
- 

### 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 Planning Enforcement team investigates all allegations of breaches of planning control across the whole of the Borough as set out in the Council's updated Planning Enforcement Policy and plan. This policy was approved by Members, in order to provide some further guidance on any actions the Council may wish to consider when enforcement action could be taken. This includes where building work requiring planning permission is undertaken without such permission (**Operational Development**) and where conditions are attached to an approved scheme and the conditions are not complied with (**Breach of Condition or failing to comply with a Condition**). The team investigates the condition of land (**Section 215 untidy sites**) or property or where the use of a building or land is changed without the benefit of planning permission (**Change of Use**). The team investigates alleged unauthorised advertisements (**Adverts**) which may not have express consent.
- 3.2 Based on the information provided above I can confirm that progress has been achieved in reaching our projected target as set out in our portfolio Plan 2022/2023.
- 3.3 The Planning investigations team are being more proactive in our approach to investigating breaches of planning control. If Officer's see something which may be in breach of planning control then the officer will raise it and an investigation into the alleged breach of planning will be instigated.
- 3.4 The Council has a statutory duty to investigate all planning enforcement enquires, but they are given discretionary powers as to whether/ when to instigate formal enforcement action in each individual case. In each and every individual case an expediency test/assessment is carried out before considering instigating any further formal enforcement action.
- 3.5 We liaise very closely with our legal department within the Council to get clear advice as part of the expediency test, the reason for this is in that we can be satisfied that we are taking the appropriate actions on all enforcement matters at any given time, as we may leave the Council open to an award of costs if at appeal the Planning Inspectorate allows an appeal and if the Council may have been unreasonable.
- 3.6 **Direct action**, however, will always involve a cost and as a result, quotes will be obtained in order for the Council to carry out the works in default of the S215 notice. These cases will be determined under delegated authority. As this type of action may involve some considerable financial cost to the Council. A charge on the property/land can be considered by the Council in order to recover the Council's initial cost together with the appropriate interest rates charged until the bill is paid in full or the legal owner may wish to pay the cost through instalments until the full debt is paid which is arranged through our collections/billing using Liberata. Some cases may take longer to resolve due to probate or legal reasons.
- 3.7 As it currently stands as of 31<sup>st</sup> March 2023 a total of approximately **974** open enforcement cases are currently under investigation or pending consideration. The increase in cases may be as a direct result of COVID Pandemic, as the planning rules and regulations were relaxed to allow business to continue this significantly affected the service provided and in turn how the team worked by the restrictions of various guidance during lockdowns etc, delays in applicants and contraveners submitting planning applications or applying to remedy breaches of planning control, obtaining architects, builders or building materials , delays in all investigations and prosecution matters in court were inevitable.
- 3.8 A list of all pending cases is attached as Appendix 1 (see the Part 2 -j Exempt agenda). A glossary is added to explain to members the abbreviations in full and this list in broken down by Ward to assist ward members to identify the matters within their wards.

3.9 An analysis of the total number of cases received in the last three financial years is reported below. Insert 20/21, 21/22, 22/23.

Range of enquiries 2022-2023	No. of enquiries	% of enquiries
Operational Development	256	33.2
Untidy Sites (S215)	110	14.27
Commercial Activity	30	3.89
Breach of condition	91	11.8
Adverts	26	3.37
Boundary treatment	25	3.24
Plans - not built according to	110	14.27
Commercial vehicle - parking of	1	0.13
Change of Use	73	9.47
Access	0	0
Shop shutters	4	0.52
Satellite Dishes	3	0.39
Trees	50	6.49
General	70	9.08
<b>Total</b>	<b>771</b>	<b>100%</b>

Range of enquiries 2021-2022	No. of enquiries	% of enquiries
Operational Development	337	34.2
Untidy Sites (S215)	130	13.1
Commercial Activity	41	4.1
Breach of condition	83	8.4
Adverts	21	2.13
Boundary treatment	47	4.77
Plans - not built according to	100	10.1
Commercial vehicle - parking of	1	0.10
Change of Use	81	8.22
Access	1	0.10
Shop shutters	2	0.20
Satellite Dishes	2	0.20
Trees	48	4.87
General	91	9.2
<b>Total</b>	<b>985</b>	<b>100%</b>

Range of enquiries 2020-2021	No. of enquiries	% of enquiries
Operational Development	354	35.9
Untidy Sites (S215)	109	11
Commercial Activity	34	3.4
Breach of condition	90	9.1
Adverts	20	2
Boundary treatment	59	5.9
Plans - not built according to	105	10.6
Commercial vehicle - parking of	1	0.10
Change of Use	103	10.4
Access	1	0.10
Shop shutters	1	0.10
Satellite Dishes	0	0
Trees	57	5.79
General	50	5.08
<b>Total</b>	<b>984</b>	<b>100%</b>

3.10 A number of enforcement cases are currently held in abeyance pending the outcome of an appeal with the Planning Inspectorate against the enforcement notices served or are the subject of an appeal against a S78 refused planning decisions. This number also includes cases where a compliance date is pending.

3.11 A total of **50** Enforcement Notices have been served in connection with breaches of planning control in the period April 2022 to March 2023, in other cases, successful negotiation led to matters being resolved before formal enforcement notices were issued. The updated enforcement activity is summarised in the table below.

Type of Notice	Number of Notices issued between April 2022 and March 2023
Operational Development	15
Change of Use	6
S215	9
Breach of Condition Notice	5
Planning Contravention Notice	13
Stop Notice	0
Failure to comply	2
<b>TOTAL</b>	<b>50</b>

Type of Notice	Number of Notices issued between April 2021 and March 2022
Operational Development	25
Change of Use	12
S215	11
Breach of Condition Notice	6
Planning Contravention Notice	30
Stop Notice	0
Failure to comply	2
<b>TOTAL</b>	<b>88</b>

Type of Notice	Number of Notices issued between April 2020 and March 2021
Operational Development	0
Change of Use	7
S215	8
Breach of Condition Notice	5
Planning Contravention Notice	13
Stop Notice	0
Failure to comply	0
<b>TOTAL</b>	<b>33</b>

3.12 A total of **835** Cases which have been closed between April 2022 and March 2023.

3.13 In some cases where an enforcement notice has been effective and has not been complied with, the Council may exercise its powers by taking prosecution action. The council is currently in the process of prosecuting on the following 14 cases:

1. **Property in Dunkery Road, Bromley**
2. **Land at Sunningvale Ave Biggin Hill**
3. **Land at Widmore Road**
4. **Land at Swanley Bypass Sidcup**
5. **Chinese Garage Beckenham**
6. **Land in Skibbs Lane, Orpington**
7. **Land at Sunningvale Avenue, Biggin Hill**
8. **Property in Croydon Road, Keston**
9. **Property in Southlands Avenue**
10. **Property in Norstead Lane, Pratts Bottom**
11. **Land at Bromley Common**
12. **Land at Cator Park**
13. **Property in Hillcrest Road Orpington**
14. **Property in Byne Road SE26**

**(See relevant Sections of the Town and Country Planning Act (as amended) 1990)**

3.14 Tree Enforcement 38 open tree enforcement cases under investigation. Several approved to prosecute. Next case in court is EN/00314/TREES and this has taken over 200 officer hrs. The small team of two officers receives an average of 50 cases per calendar year.

3.15 Over 100 cases for high hedge enforcement and these cases remain in effect until the hedge is removed, requiring seasonal action and monitoring.

Recent convictions:

20/00817 /TREES	5 Cookham Dene	s210(4)	Beech reduction	Owner	Guilty	290	34	458	£782	15.6.21
22/00150 /TREES	83 Hayes Way	s210(4)	Oak branches removal	neighbour	Guilty	100	100	458	£1,558	18.10.22
22/00150 /TREES	83 Hayes Way	s210(4)	Oak branches removal	tree surgeon	Guilty	100	100	458	£1,558	20.9.22
22/00242 /TREES	66 St Johns Road	s210(4)	Pine root severance	contractor (driveway)	Guilty	200	34	229	£463	18.10.22
22/00242 /TREES	66 St Johns Road	s210(4)	Pine root severance	owner	Guilty	200	34	229	£463	18.10.22
22/00290 /TREES	5 Cookham Dene	s210(4)	Beech reduction	Owner	Guilty	440	44	458	942	15.11.22
HH/0009 4	39 Bromley Common	s75(1) ASBA 2003	non-compliance with RM	Owner (f)	Guilty	110	44	200	354	16.01.23
HH/0009 4	39 Bromley Common	s75(1) ASBA 2003	non compliance with RM	Owner (m)	Guilty	110	44	200	354	16.01.23
HH/0009 4	39 Bromley Common	s75(1) ASBA 2003	non-compliance with RM	Owner (f)	Guilty	220	88	282	590	24.04.23
HH/0009 4	39 Bromley Common	s75(1) ASBA 2003	non-compliance with RM	Owner (m)	Guilty	220	88	282	590	24.04.23
	Little Byfield, Kemnal Road	s210(4)	Cedar branches removed	Owner (m)	Guilty	280	96	423	£799	2.5.2023

3.16 A list of all cases where delegated authority action has been approved between April 2022 and March 2023 is attached as Appendix 2.

3.17 Since 2019 we have received **3,265** cases broken down as follows in calendar years.

**2020 = 913 cases.**

**2021 =985 cases.**

**2022 =876 cases.**

**2023 to date =491 cases.**

3.18 Our next annual Planning Enforcement Progress and Monitoring Report is due to be presented to Public Protection and Enforcement Policy Development and Scrutiny Committee and the next available Development Control Committee dates to be confirmed.

<b>Non-Applicable Sections:</b>	Policy, Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	n/a

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Appendix 2- List of cases authorised for delegated enforcement action Apr 2022-Mar 2023

Ref	Site	Breach	Ward	Instruction	Date
21/00945	AVONDALE ROAD, MOTTINGHAM	RESIDENTIAL	MOTTINGHAM & CHISLEHURST	PROSECUTION	Apr-22
22/00454	HIGH STREET, BECKENHAM	STRUCTURE	BECKENHAM TOWN & COPERS COPE	ENF	Aug-22
22/00858	COPERS COPE ROAD	STRUCTURE	BECKENHAM TOWN & COPERS COPE	ENF	Feb-23
20/00821	MAIN ROAD, BIGGIN HILL	EXTENSION	BIGGIN HILL	OPDEV	Oct-22
21/00241	KINGS ROAD, BH	HMO	BIGGIN HILL	PROSECUTION	Nov-22
23/00080	BARNET WOOD ROAD	COMMERCIAL	BROMLEY COMMON & HOLWOOD	PCN	Feb-23
21/00760	CROWN ROAD, ORPINGTON	UNTIDY	CHELSEFIELD & PRATTS BOTTOM	PROSECUTION	Nov-22
20/00311	SOUTHLANDS AVENUE	DEVELOPMENT	CHELSEFIELD & PRATTS BOTTOM	PROSECUTION	Dec-22
22/00439	HIGH STREET, CHISLEHURST	CONDITION	CHISLEHURST	BCN	Jul-22
22/00439	HIGH STREET, CHISLEHURST	OUTBUILDING	CHISLEHURST	ENF	Jul-22
22/00513	FOXBURY AVENUE, CHISLEHURST	USE	CHISLEHURST	PCN	Sep-22
22/00396	GROVE VALE	STRUCTURE	CHISLEHURST	PROSECUTION	Nov-22
21/00409	GRANGE DRIVE	CONDITION	CHISLEHURST	BCN	Feb-23
21/00775	ELMERS END ROAD	STRUCTURE	CLOCK HOUSE	ENF	Feb-23
22/00154	EDMUNDS AVENUE, ORPINGTON	RESIDENTIAL	CRAY VALLEY EAST	PCN	Apr-22
	CARLTON PARADE, ORPINGTON	CONTAINER	CRAY VALLEY EAST	PROSECUTION	Jul-22
21/00084	SKIBBS LANE, ORPINGTON	BOUNDARY	CRAY VALLEY EAST	PROSECUTION	Aug-22
22/00288	DERRY DOWNS	CONDITION	CRAY VALLEY EAST	ENF	Dec-22
20/00384	SEVENOAKS WAY, ORPINGTON	ADVERT	CRAY VALLEY WEST	ADVERT	Mar-23
20/00800	BLACKNESS LANE, KESTON	UNTIDY	DARWIN	PROSECUTION	Jul-22
22/00363	PETLEYS FARM, LUXTED ROAD	RESIDENTIAL	DARWIN	ENF	Jul-22
22/00363	PETLEYS FARM, LUXTED ROAD	CONDITION	DARWIN	FCCN	Jul-22
22/00364	PETLEYS FARM, LUXTED ROAD	RESIDENTIAL	DARWIN	ENF	Jul-22
22/00364	PETLEYS FARM, LUXTED ROAD	CONDITION	DARWIN	FCCN	Jul-22
20/00294	LUXTED ROAD, DOWNE	UNTIDY	DARWIN	PROSECUTION	Nov-22
20/00867	SPINNEY WAY, CUDHAM	UNTIDY	DARWIN	PROSECUTION	Nov-22
22/00789	CUDHAM LANE SOUTH	RESIDENTIAL	DARWIN	PCN	Dec-22
21/00180	PETLEYS FARM, LUXTED ROAD	CONDITION	DARWIN	BCN	Jan-23
21/00180	PETLEYS FARM, LUXTED ROAD	RESIDENTIAL	DARWIN	ENF	Jan-23

22/00363	PETLEYS FARM, LUXED ROAD	CONDITION	DARWIN	BCN	Jan-23
22/00363	PETLEYS FARM, LUXTED ROAD	RESIDENTIAL	DARWIN	ENF	Jan-23
22/00364	PETLEYS FARM, LUXTED ROAD	CONDITION	DARWIN	BCN	Jan-23
22/00364	PETLEYS FARM, LUXTED ROAD	RESIDENTIAL	DARWIN	ENF	Jan-23
22/00508	CRANWORTH COTTAGES	EXTENSION	DARWIN	ENF	Feb-23
20/00241	WESTERHAM LANE	DEVELOPMENT	FARNBOROUGH & CROFTON	ENF	Dec-22
20/00502	WHOLE SITE, BROMLEY COMMON	BUSINESS	HAYES AND CONEY HALL	PCN	Apr-22
20/00502	WHOLE SITE, BROMLEY COMMON	MIXED USE	HAYES AND CONEY HALL	S16	May-22
20/00502	WHOLE SITE, BROMLEY COMMON	MIXED USE	HAYES AND CONEY HALL	ENF	May-22
21/00660	KINGSWAY, WEST WICKHAM	EXTENSION	HAYES AND CONEY HALL	PROSECUTION	May-22
22/00092	PLOT 21, BROMLEY COMMON	COMMERCIAL	HAYES AND CONEY HALL	PROSECUTION	May-22
19/00751	PICKHURST LANE	COMMERCIAL	HAYES AND CONEY HALL	PROSECUTION	Jan-23
22/00194	DERRICK ROAD	COMMERCIAL	KELSEY AND EDEN PARK	ENF	Dec-22
21/00382	COURT FARM ROAD, MOTTINGHAM	EXTENSION	MOTTINGHAM & CHISLEHURST NORTH	OPDEV	May-22
21/00341	FRANKLIN ROAD, PENGE	UNTIDY	PENGE & CATOR	PROSECUTION	Jul-22
16/00302	HIGH STREET, PENGE	RESIDENTIAL	PENGE AND CATOR	PROSECUTION	Feb-23
22/00230	PETTS WOOD ROAD	STRUCTURE	PETTS WOOD AND KNOLL	ENF	Apr-22
22/00445	CROCKENHILL ROAD, SWANLEY	CONTAINER	ST MARY CRAY	PCN	Mar-23

## Key

BCN -Breach of condition notice  
ENBCN -Enforcement Notice for failure to comply with a Condition on a planning decision notice  
FCCN -Failure to Comply Condition Notice  
MCU -Material Change of Use Enforcement Notice  
OPDEV -Operational Development Enforcement Notice  
PCN -Planning Contravention Notice  
PROSECUTION -Prosecution  
S215 -Untidy Site Notice

Please note that this list may contain some old wards names, which will have been recorded as they were at time of receipt of the complaint and therefore, may show the old ward names.

# Agenda Item 11

## Appendix 1- List of current cases

No.	REF	SITE	WARD	COMPLAINT	PROGRESS
1.	23/00020	40 CHURCH AVE	BECKENHAM TOWN AND COPERS COPE	LOFT CONVERSIONS	ONGOING
2.	23/00026	COLERIDGE HOUSE	BECKENHAM TOWN AND COPERS COPE	BREACH OF CONDITION	ONGOING
3.	23/00039	COLERIDGE HOUSE	BECKENHAM TOWN AND COPERS COPE	BREACH OF CONDITION	ONGOING
4.	23/00046	GROUND FLOOR 189 HIGH ST	BECKENHAM TOWN AND COPERS COPE	NEW WINDOW	ONGOING
5.	23/00076	STEVENS COURT	BECKENHAM TOWN AND COPERS COPE	HOARDING AROUND TREES	ONGOING
6.	23/00135	CLIFFORD HOUSE	BECKENHAM TOWN AND COPERS COPE	HUGE SIGN	ONGOING
7.	23/00156	NATIONAL WESTMINSTER BANK SPORTS GROUND	BECKENHAM TOWN AND COPERS COPE	WINDOW OPENINGS	ONGOING
8.	23/00170	BECKENHAM PUBLIC HALL	BECKENHAM TOWN AND COPERS COPE	SIGNAGE	ONGOING
9.	23/00186	76 BROMLEY ROAD	BECKENHAM TOWN AND COPERS COPE	HMO	ONGOING
10.	23/00207	24 MANOR ROAD	BECKENHAM TOWN AND COPERS COPE	BUILDING WORKS	ONGOING
11.	23/00216	NATIONAL WESTMINSTER BANK SPORTS GROUND	BECKENHAM TOWN AND COPERS COPE	BREACH OF CONDITION	ONGOING
12.	23/00223	72 THE KNOLL	BECKENHAM TOWN AND COPERS COPE	GREEN HOUSE	ONGOING
13.	23/00240	STREET RECORD THE KNOLL	BECKENHAM TOWN AND COPERS COPE	ESTATE AGENTS BOARDS	ONGOING
14.	23/00253	10 LIMES ROAD	BECKENHAM TOWN AND COPERS COPE	OVER HEIGHT FENCE	ONGOING
15.	23/00266	87-89 HIGH STREET	BECKENHAM TOWN AND COPERS COPE	ADVERT	ONGOING
16.	23/00267	87-89 HIGH ST	BECKENHAM TOWN AND COPERS COPE	PIPEWORK	ONGOING
17.	23/00322	10 ASHMERE AVE	BECKENHAM TOWN AND COPERS COPE	OUTBUILDING	ONGOING
18.	23/00400	54 HIGH ST	BECKENHAM TOWN AND COPERS COPE	DUCTING	ONGOING
19.	23/00440	8 GLENDALE MEWS	BECKENHAM TOWN AND COPERS COPE	UNTIDY SITE	ONGOING
20.	23/00443	250 HIGH ST, BECKENHAM	BECKENHAM TOWN AND COPERS COPE	SIGN	ONGOING
21.	23/00458	94 BROMLEY ROAD	BECKENHAM TOWN AND COPERS COPE	CONDITION - HOURS	ONGOING
22.	23/00492	9 COOPER MEWS	BECKENHAM TOWN AND COPERS COPE	OVERHEIGHT FENCE	ONGOING
23.	23/00497	127 HIGH STREET	BECKENHAM TOWN AND COPERS COPE	ADVERTISEMENT	ONGOING
24.	20/00259	2 BAYLIS PLACE, BR1 2GB	BICKLEY	DECKING	PA REQUESTED

## Appendix 1- List of current cases

25.	20/00421	247 SOUTH L&S RD, BROMLEY	BICKLEY	HMO	NOTICE PENDING
26.	21/00091	21 WIDMORE LODGE RD, BICKLEY	BICKLEY	HMO	PCN SERVED
27.	21/00380	ROBERT WHYTE HOUSE, OLDFIELD ROAD	BICKLEY	HMO	INVESTIGATION ONGOING
28.	21/00831	9 BROOKMEAD AVENUE, BICKLEY	BICKLEY	PLANS	INVESTIGATION ONGOING
29.	21/00880	140A BLACKBROOK LANE, BICKLEY	BICKLEY	PLANS	PA SUBMITTED
30.	21/00887	187 SOUTHBOROUGH LANE	BICKLEY	FOOD OUTLET	INVESTIGATION ONGOING
31.	21/00890	27 VALE ROAD	BICKLEY	OUTBUILDING	PA REQUESTED
32.	21/00896	4 GREENFIELD DRIVE	BICKLEY	BUILDING WORKS	PA REQUESTED
33.	21/00948	FLAT 1, QUENNELLS	BICKLEY	SHED AND PATIO	PA REQUESTED
34.	21/00975	ST HUGHES PLAYING FIELDS	BICKLEY	BREACH OF CONDITION	INVESTIGATION ONGOING
35.	22/00117	LORD HOMESDALE, 184 HOMESDALE RD	BICKLEY	HMO	INVESTIGATION ONGOING
36.	22/00144	9 BROOKMEAD AVENUE, BICKLEY	BICKLEY	BREACH OF CONDITION	INVESTIGATION ONGOING
37.	22/00294	STREET RECORD WANSTEAD CLOSE	BICKLEY	UNTIDY SITE	ONGOING
38.	23/00107	21 BICKLEY ROAD	BICKLEY	ILLUMINATED ADVERTISEMENT ADVERT	ONGOING
39.	23/00259	29 PEMBROKE ROAD	BICKLEY AND SUNDRIDGE	BUILDING WORKS	ONGOING
40.	22/00367	3 GRAYLAND CLOSE	BICKLEY AND SUNDRIDGE	BUILDING WORKS	ONGOING
41.	22/00432	26 CLAREMONT ROAD	BICKLEY AND SUNDRIDGE	NOT IN ACCORDANCE	ONGOING
42.	22/00533	93B PLAISTOW LANE	BICKLEY AND SUNDRIDGE	UNTIDY SITE	ONGOING
43.	22/00841	KYN BICKLEY CARE HOME	BICKLEY AND SUNDRIDGE	OUT OF HOURS WORKING	ONGOING
44.	23/00064	30 BIRDHAM CLOSE	BICKLEY AND SUNDRIDGE	NOT IN ACCORDANCE	ONGOING
45.	23/00126	SHAFTESBURY HOUSE	BICKLEY AND SUNDRIDGE	UNTIDY SITE	ONGOING
46.	23/00304	187 SOUTHBOROUGH LANE	BICKLEY AND SUNDRIDGE	CHANGE OF USE	ONGOING
47.	23/00305	191 WIDMORE ROAD	BICKLEY AND SUNDRIDGE	NOT IN ACCORDANCE	ONGOING
48.	23/00313	AUGUST HOUSE, WOODLANDS CLOSE	BICKLEY AND SUNDRIDGE	BREACH OF CONDITION	ONGOING
49.	23/00319	17 LOGS HILL	BICKLEY AND SUNDRIDGE	BUILDING WORKS	ONGOING
50.	23/00353	46 BEECHFIELD RD	BICKLEY AND SUNDRIDGE	UNTIDY SITE	ONGOING

## Appendix 1- List of current cases

51.	23/00464	120 SOUTHBOROUGH ROAD	BICKLEY AND SUNDRIDGE	UNTIDY SITE	ONGOING
52.	23/00480	17 FREELANDS GROVE	BICKLEY AND SUNDRIDGE	OVERHEIGHT TRELLIS	ONGOING
53.	23/00491	56 THE FAIRWAY	BICKLEY AND SUNDRIDGE	BUILDING WORKS	ONGOING
54.	20/00821	78 MAIN ROAD, BIGGIN HILL, TN16 3DT	BIGGIN HILL	OUTBUILDING	DELE SUBMITTED
55.	20/00858	L& REAR OF 27 TO 35B SUNNINGVALE AVENUE	BIGGIN HILL	MOBILE HOME	INVESTIGATION ONGOING
56.	20/00873	MEADOW VIEW, SALT BOX HILL, BH	BIGGIN HILL	DEVELOPMENT	DELE SUBMITTED
57.	20/00910	27 VICTORIA GARDENS	BIGGIN HILL	OUTBUILDING	PA REQUESTED
58.	21/00045	REAR OF 27 TO 35B SUNNINGVALE AVENUE, BIGGIN HILL	BIGGIN HILL	BREACH OF CONDITION	INVESTIGATION ONGOING
59.	21/00061	41 SUNNINGVALE AVENUE, BIGGIN HILL	BIGGIN HILL	TREE WORKS	PROSECUTION
60.	21/00064	L& ON THE NORTH EAST SIDE OF SALT BOX HILL, BIGGIN HILL	BIGGIN HILL	DEVELOPMENT	DELE SUBMITTED
61.	21/00125	20 KINGS ROAD	BIGGIN HILL	DEVELOPMENT	PA REQUESTED-CHASD
62.	21/00152	39 KINGS ROAD, BIGGIN HILL	BIGGIN HILL	DEVELOPMENT	PA REQUESTED
63.	21/00256	AD ASTRA, STOCK HILL	BIGGIN HILL	DEVELOPMENT	PA PENDING
64.	21/00318	STREET RECORD, HILLINGDALE, BIGGIN HILL	BIGGIN HILL	UNTIDY SITE	INVESTIGATION ONGOING
65.	21/00634	124 MAIN ROAD	BIGGIN HILL	TIMBER STRUCTURE	INVESTIGATION ONGOING
66.	21/00790	36A SUTHERLAND AVENUE, BH	BIGGIN HILL	TREES	INVESTIGATION ONGOING
67.	21/00940	29 SWIEVELANDS ROAD	BIGGIN HILL	NOT IN ACCORDANCE	INVESTIGATION ONGOING
68.	22/00029	28 SCARBOROUGH CLOSE	BIGGIN HILL	GARAGE CONVERSION	INVESTIGATION ONGOING
69.	22/00259	141-143 MAIN ROAD	BIGGIN HILL	BREACH OF CONDITION	ONGOING
70.	22/00266	CONDOR HOUSE	BIGGIN HILL	WOODEN STRUCTURE	ONGOING
71.	22/00714	RUSHDENE WALK - STREET RECORD	BIGGIN HILL	STORAGE CONTAINER	ONGOING
72.	22/00804	135 SUNNINGVALE AVE	BIGGIN HILL	STORAGE CONTAINER	ONGOING
73.	22/00855	20 SUNNINGVALE AVE	BIGGIN HILL	DECKING AND WINDOWS	ONGOING

## Appendix 1- List of current cases

74.	23/00160	2 OLD TYE AVENUE	BIGGIN HILL	DRIVEWAY	ONGOING
75.	23/00247	3 BEECH ROAD	BIGGIN HILL	OVER HEIGHT DECKING	ONGOING
76.	23/00261	19 LILLIE ROAD	BIGGIN HILL	UNTIDY SITE	ONGOING
77.	23/00321	SITE OF FORMER 41 SUNNINGVALE	BIGGIN HILL	BREACH OF CONDITION	ONGOING
78.	23/00391	21 ALEXANDRA ROAD	BIGGIN HILL	BREACH OF CONDITIONS	ONGOING
79.	23/00495	16 WOODBURY CLOSE	BIGGIN HILL	UNTIDY SITE	ONGOING
80.	23/00496	11 WOODBURY CLOSE	BIGGIN HILL	UNTIDY SITE	ONGOING
81.	20/00100	L& AT BROMLEY COMMON LIVERIES, BROMLEY COMMON	BROMLEY COMMON & KESTON	CHANGE OF USE	INVESTIGATION ONGOING
82.	20/00365	11 CEDAR CRESCENT	BROMLEY COMMON & KESTON	BUILDING WORKS	PA PENDING DECISION
83.	20/00376	11 CHATTERTON ROAD, BROMLEY	BROMLEY COMMON & KESTON	COMMERCIAL USE	INVESTIGATION ONGOING
84.	20/00562	26 LABURNUM WAY, BROMLEY	BROMLEY COMMON & KESTON	COMMERCIAL USE	INVESTIGATION ONGOING
85.	20/00681	128 JACKSON RD, BROMLEY	BROMLEY COMMON & KESTON	PLANS	NOTICE ISSUED
86.	20/00755	WOODLANDS, HOLWOOD PARK AVENUE	BROMLEY COMMON & KESTON	CONDITION BREACH	INVESTIGATION ONGOING
87.	20/00756	5 LANGHAM CLOSE, BROMLEY	BROMLEY COMMON & KESTON	OUTBUILDING	INVESTIGATION ONGOING
88.	21/00181	148 CROYDON ROAD, KESTON	BROMLEY COMMON & KESTON	BREACH OF CONDITION	INVESTIGATION ONGOING
89.	21/00191	L& NORTH OF BROMLEY COMMON CRICKET CLUB	BROMLEY COMMON & KESTON	CHANGE OF USE	WITHDRAWN
90.	21/00286	22 FOREST DRIVE	BROMLEY COMMON & KESTON	BREACH OF CONDITION	INVESTIGATION ONGOING
91.	21/00344	31 BARNET DRIVE	BROMLEY COMMON & KESTON	UNAUTHORISED CONVERSION	NOTICE ISSUED
92.	21/00352	L& AT JUNCTION WITH BROMLEY COMMON & MAGPIE HALL LANE	BROMLEY COMMON & KESTON	UNAUTHORISED BUILDING	INVESTIGATION ONGOING
93.	21/00562	37 MOSUL WAY	BROMLEY COMMON & KESTON	WOODEN STRUCTURE	PA SUBMITTED
94.	21/00597	KESTON GARDEN CENTRE	BROMLEY COMMON & KESTON	CHANGE OF USE OF CAR PARK	INVESTIGATION ONGOING
95.	21/00749	22 RUSKIN WALK, BROMLEY	BROMLEY COMMON & KESTON	EXTENSION	INVESTIGATION ONGOING
96.	21/00763	35 COMMONSIDE, KESTON	BROMLEY COMMON & KESTON	FENCE	PA SUBMITTED
97.	21/00897	73 SOUTHLANDS ROAD	BROMLEY COMMON & KESTON	NOT IN ACCORDANCE	INVESTIGATION ONGOING

## Appendix 1- List of current cases

98.	21/00920	42 SALISBURY ROAD	BROMLEY COMMON & KESTON	UNTIDY SITE	INVESTIGATION ONGOING
99.	21/00962	FOXHILL FARM, JACKASS LANE	BROMLEY COMMON & KESTON	UNTIDY SITE	INVESTIGATION ONGOING
100.	22/00135	328 SOUTHBOROUGH LANE	BROMLEY COMMON & KESTON	OUTBUILDING	INVESTIGATION ONGOING
101.	22/00166	47 LAKES ROAD	BROMLEY COMMON & KESTON	NOT IN ACCORDANCE	INVESTIGATION ONGOING
102.	22/00197	15 A CHATTERTON RD	BROMLEY COMMON & KESTON	CHANGE OF USE- FLAT TO REAR	ONGOING
103.	22/00229	26 PARKFIELD	BROMLEY COMMON & KESTON	UNAUTHORISED WORKS	ONGOING
104.	22/00272	147 HASTINGS ROAD	BROMLEY COMMON & KESTON	REPLACEMENT SHOPFRONT	ONGOING
105.	22/00345	FARRINGLEYS, WESTERHAM RD	BROMLEY COMMON & HOLWOOD	UNAUTHORISED BUSINESS	ONGOING
106.	22/00385	18 COPTHORNE AVENUE, BROMLEY	BROMLEY COMMON & HOLWOOD	OUTBUILDING	ONGOING
107.	22/00490	73 POPE ROAD	BROMLEY COMMON & HOLWOOD	EXTENSION	ONGOING
108.	22/00531	TRINITY CHURCH OF ENGLAND PRIMARY	BROMLEY COMMON & HOLWOOD	BREACH OF CONDITION	ONGOING
109.	22/00602	DOBBIES GARDEN CENTRE	BROMLEY COMMON & HOLWOOD	CAR PARK	ONGOING
110.	22/00619	19 WHITEBEAM AVE	BROMLEY COMMON & HOLWOOD	UNTIDY SITE	ONGOING
111.	22/00733	46 RANDOLPH ROAD	BROMLEY COMMON & HOLWOOD	OVER HEIGHT WALL AND FENCE	ONGOING
112.	22/00783	1 EBURY CLOSE	BROMLEY COMMON & HOLWOOD	BOUNDARY FENCE	ONGOING
113.	22/00788	80 ALBERT ROAD	BROMLEY COMMON & HOLWOOD	UNTIDY SITE	ONGOING
114.	22/00806	408 SOUTHBOROUGH LANE	BROMLEY COMMON & HOLWOOD	RUNNING A GYM FROM HOME	ONGOING
115.	22/00833	123 HASTINGS ROAD	BROMLEY COMMON & HOLWOOD	NOT IN ACCORDANCE	ONGOING
116.	22/00892	41 LENNARD ROAD BROMLEY	BROMLEY COMMON & HOLWOOD	UNTIDY SITE	ONGOING
117.	23/00062	452 SOUTHBOROUGH LANE	BROMLEY COMMON & HOLWOOD	DEMOLISH GARAGE	ONGOING
118.	23/00080	FORESTERS, BARNET WOOD ROAD	BROMLEY COMMON & HOLWOOD	VARIOUS CONCERNS	ONGOING
119.	23/00081	42 WHITEBEAM AVENUE	BROMLEY COMMON & HOLWOOD	BUILDING WORKS	ONGOING
120.	23/00120	28 BROMLEY COMMON	BROMLEY COMMON AND HOLWOOD	OUTBUILDING- RESIDENTIAL	ONGOING

## Appendix 1- List of current cases

121.	23/00168	123 HASTINGS ROAD	BROMLEY COMMON AND HOLWOOD	NOT IN ACCORDANCE	ONGOING
122.	23/00189	34 HOLBROOK WAY	BROMLEY COMMON AND HOLWOOD	UNTIDY SITE	ONGOING
123.	23/00190	38 PARKFIELD WAY	BROMLEY COMMON AND HOLWOOD	NOT IN ACCORDANCE	ONGOING
124.	23/00220	15 CEDAR CRESCENT	BROMLEY COMMON AND HOLWOOD	OUTBUILDING	ONGOING
125.	23/00284	50B CHATTERTON ROAD	BROMLEY COMMON AND HOLWOOD	BUILDING WORKS	ONGOING
126.	23/00345	13 TRINITY CLOSE	BROMLEY COMMON AND HOLWOOD	NOT IN ACCORDANCE	ONGOING
127.	23/00369	10 BROMLEY COMMON	BROMLEY COMMON AND HOLWOOD	UNTIDY SITE	ONGOING
128.	23/00387	6 BROMLEY COMMON	BROMLEY COMMON AND HOLWOOD	UNTIDY SITE	ONGOING
129.	23/00395	PREMIER HOUSE, 27A BLOOMFIELD RD	BROMLEY COMMON AND HOLWOOD	PARKING SPACE	ONGOING
130.	23/00396	46 CHATTERTON ROAD	BROMLEY COMMON AND HOLWOOD	UNTIDY SITE	ONGOING
131.	23/00418	COMMERCIAL HOUSE	BROMLEY COMMON AND HOLWOOD	PORTACABIN - OFFICE	ONGOING
132.	23/00453	1 RUSKIN WALK	BROMLEY COMMON AND HOLWOOD	BUNGALOW IN REAR GARDEN	ONGOING
133.	23/00454	LAND REA OF 35 AND 37 WELLINGTON	BROMLEY COMMON AND HOLWOOD	BUILDING WORKS	ONGOING
134.	20/00066	26 BROMLEY COMMON, BROMLEY	BROMLEY TOWN	UNAUTHORISED OUTBUILDING	PA SUBMITTED
135.	20/00481	7 PALACE GROVE, BROMLEY	BROMLEY TOWN	UNTIDY	PENDING PROBATE
136.	20/00523	59 WARREN AVE, BROMLEY	BROMLEY TOWN	OVERHEIGHT PATIO	PA PENDING DECISION
137.	20/00559	8 BRACKEN HILL LANE	BROMLEY TOWN	UNTIDY	INVESTIGATION ONGOING
138.	20/00573	10 BRACKEN HILL LANE BROMLEY	BROMLEY TOWN	UNTIDY SITE	WARNING LETTER
139.	20/00619	50 MADEIRA AVE, BROMLEY	BROMLEY TOWN	STRUCTURE	INVESTIGATION ONGOING
140.	20/00621	STREET RECORD BECKENHAM LANE	BROMLEY TOWN	UNTIDY	INVESTIGATION ONGOING
141.	20/00677	28 LONDON ROAD, BROMLEY	BROMLEY TOWN	SEATING AREA AT BACK	PA PENDING DECISION
142.	20/00687	RAVENSWOOD, 7 ETHELBERG RD	BROMLEY TOWN	UNTIDY	INVESTIGATION ONGOING
143.	20/00708	54 STANLEY ROAD, BROMLEY	BROMLEY TOWN	NOISE HOURS	NOTICE PENDING



## Appendix 1- List of current cases

144.	20/00726	196-198 HIGH ST	BROMLEY TOWN	CONDITION BREACH	INVESTIGATION ONGOING
145.	21/00072	THE ROYAL BELL, 175 HG ST, BROMLEY	BROMLEY TOWN	RESIDENTIAL USE	INVESTIGATION ONGOING
146.	21/00151	25B WESTMOREL& ROAD, BROMLEY	BROMLEY TOWN	DEVELOPMENT	INVESTIGATION ONGOING
147.	21/00365	4-5 MARKET SQUARE	BROMLEY TOWN	SHOPFRONT	INVESTIGATION ONGOING
148.	21/00437	39 MURRAY AVE	BROMLEY TOWN	UNTIDY SITE	S215 LETTER SENT
149.	21/00464	THE ROYAL BELL, 175 HG ST, BROMLEY	BROMLEY TOWN	UNAUTHORISED BAR	INVESTIGATION ONGOING
150.	21/00762	28 FORDE AVENUE, BROMLEY	BROMLEY TOWN	UNTIDY SITE	INVESTIGATION ONGOING
151.	21/00919	79 CONISTON ROAD, BROMLEY	BROMLEY TOWN	UNAUTHORISED WORKS	INVESTIGATION ONGOING
152.	21/00957	32 WOLDHAM ROAD	BROMLEY TOWN	STRUCTURE	INVESTIGATION ONGOING
153.	21/00963	ST PETERS HEIGHTS, HILLBROW RD	BROMLEY TOWN	CONDITION BREACH	INVESTIGATION ONGOING
154.	22/00128	CAPITAL HOUSE, 55 BECKENHAM LANE	BROMLEY TOWN	WINDOW ADVERTS	INVESTIGATION ONGOING
155.	22/00190	THE CHALET KIRKSTONE WAY	BROMLEY TOWN	UNTIDY SITE	INVESTIGATION ONGOING
156.	22/00207	4-5 MARKET SQUARE	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
157.	22/00232	76 BECKENHAM LANE	BROMLEY TOWN	UNAUTHORISED WORKS	ONGOING
158.	22/00246	BLYTH WOOD PARK	BROMLEY TOWN	COMPLIANCE CHECK	ONGOING
159.	22/00248	129 HOMESDALE ROAD	BROMLEY TOWN	OUTBUILDING	ONGOING
160.	22/00260	78 PARK END	BROMLEY TOWN	UNAUTHORISED WORKS	ONGOING
161.	22/00353	FIRST FLOOR AND SECOND FLOOR 20 LONDON ROAD	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
162.	22/00391	29 OAKLANDS ROAD	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
163.	22/00407	211 FAIR ACRES	BROMLEY TOWN	CHANGE OF USE	ONGOING
164.	22/00410	84 HAYES LANE	BROMLEY TOWN	CHANGE OF USE	ONGOING
165.	22/00446	KINGS HOUSE 32-40 WIDMORE ROAD	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
166.	22/00551	29 RAVENSBOURNE ROAD	BROMLEY TOWN	OUTBUILDING	ONGOING

## Appendix 1- List of current cases

167.	22/00563	18 FLORENCE ROAD	BROMLEY TOWN	CONVERSION INTO FLATS	ONGOING
168.	22/00594	79 CONISTON ROAD, BROMLEY	BROMLEY TOWN	NOT RENDERED	ONGOING
169.	22/00599	79 CONISTON ROAD, BROMLEY	BROMLEY TOWN	UNAUTHORISED LOFT	ONGOING
170.	22/00655	23 EAST STREET	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
171.	22/00690	LAND BETWEEN 65 AND 67 CAMERON RD	BROMLEY TOWN	NOT IN ACCORDANCE	ONGOING
172.	22/00734	WENDOVER TENNIS CLUB, GLANVILLE ROAD	BROMLEY TOWN	BREACH OF LIGHTS CONDITION	ONGOING
173.	22/00737	36 LETCHWORTH DRIVE	BROMLEY TOWN	GARDEN SHED - ACCOMMODATION	ONGOING
174.	22/00862	ST PETERS HEIGHTS, HILLBROW RD	BROMLEY TOWN	TREE PLANTING CONDITION	ONGOING
175.	23/00022	1 LETCHWORTH DRIVE	BROMLEY TOWN	BREACH OF CONDITIONS	ONGOING
176.	23/00042	BROMLEY PARK, LONDON ROAD	BROMLEY TOWN	STORAGE CONTAINERS	ONGOING
177.	23/00055	KINGS HOUSE, 34A WIDMORE RD	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
178.	23/00115	37 LONDON ROAD, BROMLEY	BROMLEY TOWN	UNTIDY SITE	INVESTIGATION COMPLETE
179.	23/00133	BROMLEY FOOTBALL CLUB	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
180.	23/00147	79 CONISTON ROAD	BROMLEY TOWN	HMO	ONGOING
181.	23/00211	TREES, CONISTON ROAD	BROMLEY TOWN	BREACH OF CONDITION	ONGOING
182.	23/00248	ALEXANDER HOUSE, 5 BLYTH RD	BROMLEY TOWN	UNAUTHORISED SIGN	ONGOING
183.	23/00256	8 BLYTH ROAD	BROMLEY TOWN	ADVERTS	ONGOING
184.	23/00310	LAND ADJ TO 29 HAYES LANE	BROMLEY TOWN	FENCE AND GATES	ONGOING
185.	23/00359	2 GLEBE ROAD	BROMLEY TOWN	OUTBUILDING	ONGOING
186.	23/00371	35 HARWOOD AVE	BROMLEY TOWN	NOT IN ACCORDANCE	ONGOING
187.	23/00428	129 HOMESDALE RD	BROMLEY TOWN	CHANGE OF USE	ONGOING
188.	23/00472	39 HARWOOD AVE	BROMLEY TOWN	LOFT CONVERSION	ONGOING
189.	23/00485	10A SHERMAN ROAD	BROMLEY TOWN	CONVERTED INTO FLATS	ONGOING
190.	20/00311	87 SOUTHL&S AVE, ORP	CHELSFIELD & PRATTS BOTTOM	UNAUTHORISED WORKS	APPEAL PENDING

## Appendix 1- List of current cases

191.	20/00924	MEADOWLANDS, ORCHARD ROAD	CHELSEFIELD & PRATTS BOTTOM	FENCE	PA SUBMITTED 21/05567/FULL 6
192.	21/00013	36 HIGHFIELD AVENUE, ORPINGTON	CHELSEFIELD & PRATTS BOTTOM	EXTENSION	INVESTIGATION ONGOING
193.	21/00060	148 WORLDS END LANE	CHELSEFIELD & PRATTS BOTTOM	REMOVAL OF TREE	
194.	21/00188	L& AT JUNCTION OF SEVENOAKS ROAD & WHEATSHEAF HILL	CHELSEFIELD & PRATTS BOTTOM	DEVELOPMENT	DELE SUBMITTED
195.	21/00289	5 GLEESON DRIVE	CHELSEFIELD & PRATTS BOTTOM	DEVELOPMENT	INVESTIGATION ONGOING
196.	21/00301	36 FOXBURY DRIVE	CHELSEFIELD & PRATTS BOTTOM	OUTBUILDING	INVESTIGATION ONGOING
197.	21/00376	THE COACH HOUSE, CHURCH ROAD	CHELSEFIELD & PRATTS BOTTOM	BOUNDARY FENCE	PA PENDING
198.	21/00458	79 CLOONMORE AVE	CHELSEFIELD & PRATTS BOTTOM	UNTIDY SITE	S215 LETTER SENT
199.	21/00643	14 KINGSLEY ROAD	CHELSEFIELD & PRATTS BOTTOM	NOT IN ACCORDANCE WITH PLANS	NFA
200.	21/00760	8 CROWN ROAD, ORPINGTON	CHELSEFIELD AND PRATTS BOTTOM	UNTIDY SITE	NOTICE PENDING
201.	21/00858	2 DOWNSWAY, ORPINGTON	CHELSEFIELD & PRATTS BOTTOM	EXTENSION	
202.	21/00872	84 CLOONMORE AVENUE, ORPINGTON	CHELSEFIELD & PRATTS BOTTOM	PLANS	PA REQUESTED
203.	21/00882	CHELSEFIELD LAKES GOLF CENTRE, COURT ROAD, ORPINGTON	CHELSEFIELD & PRATTS BOTTOM	UNAUTHORISED WORKS	PA REQUESTED
204.	21/00901	LILLY'S FARM, CHELSEFIELD LANE, ORPINGTON	CHELSEFIELD AND PRATTS BOTTOM	BASEMENT CONCERNS	INVESTIGATION ONGOING
205.	21/00906	HILLSIDE FARM RUSHMORE HILL	CHELSEFIELD AND PRATTS BOTTOM	12 PORTACABINS	INVESTIGATION ONGOING
206.	22/00022	1 ORCHARD VILLAS, RUSHMORE HILL	CHELSEFIELD AND PRATTS BOTTOM	NOT IN ACCORDANCE	INVESTIGATION ONGOING
207.	22/00085	FORKWAYS, ROCK HILL	CHELSEFIELD AND PRATTS BOTTOM	UNAUTHORISED WORKS	INVESTIGATION ONGOING
208.	22/00142	LAND AT NEW YEARS LANE	CHELSEFIELD AND PRATTS BOTTOM	MOBILE HOME	INVESTIGATION ONGOING
209.	22/00157	COURT LODGE, CHURCH ROAD	CHELSEFIELD AND PRATTS BOTTOM	BOUNDARY FENCE	INVESTIGATION ONGOING
210.	22/00159	19 HIGH STREET, GREEN STREET GREEN	CHELSEFIELD AND PRATTS BOTTOM	OUTBUILDING - RESIDENTIAL	INVESTIGATION ONGOING

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211.	22/00160	COURT LODGE, CHURCH ROAD	CHELSEFIELD AND PRATTS BOTTOM	FENCE	INVESTIGATION ONGOING
212.	22/00168	LAND OF NORTH WEST SIDE OF NYL	CHELSEFIELD AND PRATTS BOTTOM	STRUCTURES AND VEHICLES	INVESTIGATION ONGOING
213.	22/00176	LAND ADJ TO KNOCKHOLT RAILWAY	CHELSEFIELD AND PRATTS BOTTOM	UNAUTHORISED WORKS	INVESTIGATION ONGOING
214.	22/00209	20 HOLLY ROAD	CHELSEFIELD AND PRATTS BOTTOM	CHANGE OF USE	ONGOING
215.	22/00264	HEDGEROWS, ORCHARD ROAD	CHELSEFIELD AND PRATTS BOTTOM	BREACH OF CONDITION	ONGOING
216.	22/00503	7 FOXBURY CLOSE	CHELSEFIELD	NOT IN ACCORDANCE	ONGOING
217.	22/00561	BORKWOOD COURT	CHELSEFIELD	BREACH OF CONDITION	ONGOING
218.	22/00569	1 THE WOODLANDS	CHELSEFIELD	BREACH OF CONDITION	ONGOING
219.	22/00582	8 JULIAN ROAD	CHELSEFIELD	WORKS HAVE STARTED	ONGOING
220.	22/00742	40 WARREN ROAD	CHELSEFIELD	UNTIDY SITE	ONGOING
221.	22/00866	27 WARREN ROAD	CHELSEFIELD	OVER HEIGHT DECKING	ONGOING
222.	22/00885	STREET RECORD SKIBBS LANE	CHELSEFIELD	DUMPED SOIL AND TREE DAMAGE	ONGOING
223.	23/00024	ORPINGTON SPORTS CLUB	CHELSEFIELD	TIGER PITT GYM	ONGOING
224.	23/00044	26 PINCHBECK ROAD	CHELSEFIELD	UNTIDY SITE	ONGOING
225.	23/00177	LAND ADJ TO HEWITTS NEW FARM COTTAGES	CHELSEFIELD	HARD STANDING	ONGOING
226.	23/00183	RYEACRE, CHURCH ROAD	CHELSEFIELD	NOT IN ACCORDANCE	ONGOING
227.	23/00194	LONGLANDS FARM, JUBILEE ROAD	CHELSEFIELD	DWELLING	ONGOING
228.	23/00196	HEWITTS FARM, HEWITTS ROAD	CHELSEFIELD	OUTBUILDING	ONGOING
229.	23/00234	WESTWOOD, CHELSEFIELD HILL	CHELSEFIELD	BUILDING CONCERNS	ONGOING
230.	23/00254	13 PENHALE CLOSE	CHELSEFIELD	OUTBUILDING	ONGOING
231.	23/00390	9 GLENTRAMMON GARDENS	CHELSEFIELD	FENCE	ONGOING
232.	23/00405	84 CLOONMORE AVE	CHELSEFIELD	BREACH OF CONDITION	ONGOING
233.	23/00439	42 VINE ROAD	CHELSEFIELD	UNTIDY SITE	ONGOING
234.	20/00074	LAND REAR OF 65 CLARENDONN WAY, LEESONS HILL	CHISLEHURST	TELCOM CABINET	INVESTIGATION ONGOING

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235.	20/00374	3 PICKWICK WAY, CHISLEHURST	CHISLEHURST	TREES	INVESTIGATION ONGOING
236.	20/00494	THE LODGE, THE DRIVE	CHISLEHURST	WORKS	PA REQUESTED
237.	20/00571	WOODL&, WALDEN REC GROUND VICTORIA RD	CHISLEHURST	CLEARANCE	INVESTIGATION ONGOING
238.	20/00632	12 BEECHWOOD RISE, CHISLEHURST	CHISLEHURST	NOT IN ACCORDANCE WITH PLANS	DELE SUBMITTED
239.	20/00640	25 GROVE VALE, CHISLEHURST	CHISLEHURST	UNAUTHORISED PLAYHOUSE	APPEAL PENDING
240.	20/00770	6 ORCHARD VILLAS	CHISLEHURST	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
241.	20/00898	FLAMINGO PARK CLUB, SIDCUP BY PASS ROAD	CHISLEHURST	CAR WASH	PA PENDING
242.	21/00019	KEMNAL PARK CEMETERY, KEMNAL ROAD, CHISLEHURST	CHISLEHURST	UNAUTHORISED TREE FELLING	SITE VISIT
243.	21/00100	HATTON ORCHARD, YESTER PARK	CHISLEHURST	TREES	INVESTIGATION ONGOING
244.	21/00115	FOXEARH, KEMNAL RD, CHISLEHURST	CHISLEHURST	UNTIDY	INVESTIGATION ONGOING
245.	21/00290	BANBURY HOUSE	CHISLEHURST	BREACH OF CONDITION	INVESTIGATION ONGOING
246.	21/00298	10 THISTLEMEAD, CHISLEHURST	CHISLEHURST	COMMERCIAL USE	INVESTIGATION COMPLETE
247.	21/00305	EDGEHILL ROAD	CHISLEHURST	DEVELOPMENT	INVESTIGATION ONGOING
248.	21/00320	11 GRANGE DRIVE, CHISLEHURST, BR7 5ES	CHISLEHURST	UNAUTHORISED TREE FELLING	INVESTIGATION ONGOING
249.	21/00358	RUNTON, ORPINGTON ROAD	CHISLEHURST	BUILDING WORKS	PA REQUESTED
250.	21/00401	ALEESHA, 15 HIGHFIELD ROAD	CHISLEHURST	UNAUTHORISED WORKS	INVESTIGATION ONGOING
251.	21/00409	BABINGTON HOUSE SCHOOL	CHISLEHURST	BREACH OF CONDITION	INVESTIGATION ONGOING
252.	21/00486	MAJORIE MCCLURE SCHOOL	CHISLEHURST	BUILDING MATERIALS	INVESTIGATION ONGOING
253.	21/00497	2 DENBIGH CLOSE	CHISLEHURST	BUILDING WORKS	PA PENDING
254.	21/00650	LAND ADJ 9 VICTORIA ROAD	CHISLEHURST	UNTIDY SITE	INVESTIGATION ONGOING
255.	21/00655	MAXBY'S, RAGGLESWOOD, CHISLEHURST	CHISLEHURST	UNAUTHORISED WORKS	PA PENDING
256.	21/00742	MAXBYS, RAGGLESWOOD, CHISLEHURST	CHISLEHURST	TREES	INVESTIGATION ONGOING

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257.	21/00743	FOXBURY MANOR, KEMNAL ROAD	CHISLEHURST	TREES	INVESTIGATION ONGOING
258.	21/00791	WALLINGS, HEATHFIELD LANE	CHISLEHURST	TREES	INVESTIGATION ONGOING
259.	21/00914	4 FOSTERS CLOSE	CHISLEHURST	BOUNDARY	INVESTIGATON ONGOING
260.	21/00928	SHEPHEARDS HOUSE, MANOR PK RD	CHISLEHURST	BREACH OF CONDITION	INVESTIGATION ONGOING
261.	21/00947	NORLANDS GATE, NORLANDS CRES	CHISLEHURST	NOT IN ACCORDANCE	PA REQUESTED
262.	22/00013	NORLANDS GATE, NORLANDS CRES	CHISLEHURST	NOT IN ACCORDANCE	INVESTIGATION ONGOING
263.	22/00061	CAROLA	CHISLEHURST	UNAUTHORISED WORKS	INVESTIGATION ONGOING
264.	22/00134	WALLINGS, HEATHFIELD LANE	CHISLEHURST	TREE REMOVAL	INVESTIGATION ONGOING
265.	22/00153	RIDGEVIEW SOUTHILL ROAD	CHISLEHURST	OVERHEIGHT FENCE	INVESTIGATION ONGOING
266.	22/00189	ELBA, 1 WALSINGHAM PARK	CHISLEHURST	RAISED PLATFORM	INVESTIGATION ONGOING
267.	22/00204	20 HIGH ST, CHISLEHURST	CHISLEHURST	NOT IN ACCORDANCE	ONGOING
268.	22/00213	3 SCADBURY PARK COTTAGES	CHISLEHURST	OVERHEIGHT FENCE	ONGOING
269.	22/00308	THE SHEILING, OAKWOOD CLOSE, CHISLEHURST	CHISLEHURST	NOT IN ACCORDANCE	ONGOING
270.	22/00378	RIDGEWAY SOUTHILL ROAD	CHISLEHURST	BREACH OF CONDITION	ONGOING
271.	22/00396	25 GROVE VALE	CHISLEHURST	BREACH OF CONDITION	ONGOING
272.	22/00439	9 HIGH STREET,	CHISLEHURST	OUTDOOR PODS	ONGOING
273.	22/00513	DARUL ULOOM FOXBURY AVENUE	CHISLEHURST	CHANGE OF USE	ONGOING
274.	22/00515	BUXTON MANOR, KEMNAL ROAD	CHISLEHURST	TPO WORKS	ONGOING
275.	22/00516	17 THE WEALD, CHISLEHURST	CHISLEHURST	BREACH OF CONDITION	ONGOING
276.	22/00524	113 HIGH STREET	CHISLEHURST	WOODEN SHED	ONGOING
277.	22/00607	NORLANDS GATE, NORLANDS CRES	CHISLEHURST	BREACH OF CONDITION	ONGOING
278.	22/00611	9 RED HILL	CHISLEHURST	DRIVEWAY	ONGOING
279.	22/00623	112 ELMSTEAD LANE, CHISLEHURST	CHISLEHURST	BREACH OF CONDITION	ONGOING

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280.	22/00649	25 GROVE VALE	CHISLEHURST	BREACH OF CONDITION	ONGOING
281.	22/00682	WALLINGS, HEATHFIELD LANE	CHISLEHURST	BREACH OF CONDITION	ONGOING
282.	22/00703	BABINGTON HOUSE SCHOOL	CHISLEHURST	BREACH OF CONDITION	ONGOING
283.	22/00740	RIDGEWAY, YESTER PARK	CHISLEHURST	NOT IN ACCORDANCE	ONGOING
284.	22/00750	6 HOMEWOOD CRES	CHISLEHURST	TREE FELLING	ONGOING
285.	22/00754	8 POYNTELL CRES	CHISLEHURST	TREE FELLING	ONGOING
286.	22/00760	THE COTTAGE, CHURCH ROW	CHISLEHURST	UNAUTHORISED SHED	ONGOING
287.	22/00778	1 CHAPEL GATE PLACE	CHISLEHURST	NOT IN ACCORDANCE	ONGOING
288.	22/00824	36 YESTER ROAD	CHISLEHURST	SWIMMING POOL	ONGOING
289.	22/00825	36 YESTER ROAD	CHISLEHURST	BREACH OF CONDITION	ONGOING
290.	22/00826	36 YESTER ROAD	CHISLEHURST	WALL AND FENCE	ONGOING
291.	22/00827	36 YESTER ROAD	CHISLEHURST	GARDEN HAS BEEN LEVELLED	ONGOING
292.	22/00828	36 YESTER ROAD	CHISLEHURST	HARD SURFACE PATIO	ONGOING
293.	22/00864	14 BELMONT PARADE, GREEN LANE	CHISLEHURST	RUBBISH BEHIND GARAGES	ONGOING
294.	22/00875	STREET RECORD CHIS HIGH ST	CHISLEHURST	INPOST UNIT	ONGOING
295.	22/00876	CAR PARK REAR OF CHISLEHURST LIBRARY	CHISLEHURST	INPOST UNIT	ONGOING
296.	22/00877	INPOST LOCKERS CAR PARK	CHISLEHURST	INPOST UNIT	ONGOING
297.	23/00010	22 CLARENDON WAY	CHISLEHURST	CHILDRENS CLUB	ONGOING
298.	23/00013	47 HIGH ST	CHISLEHURST	WOODEN AWNING	ONGOING
299.	23/00017	WALLINGS, HEATHFIELD LANE	CHISLEHURST	2 CONTAINERS IN FRONT	ONGOING
300.	23/00074	CROWN HOTEL	CHISLEHURST	REFURBISHMENT AND REPAINTING	ONGOING
301.	23/00084	FLAT 5, CHESIL HOUSE	CHISLEHURST	ALTERATIONS TO WINDOW	ONGOING
302.	23/00118	1 CHURCH ROW	CHISLEHURST	SHED	ONGOING
303.	23/00154	BARTON, KEMNAL RD	CHISLEHURST	SOLAR PANELS	ONGOING
304.	23/00164	CROWN HOTEL, SCHOOL ROAD	CHISLEHURST	NOT IN ACCORDANCE	ONGOING
305.	23/00178	YESTER RIDGE, 34 YESTER ROAD	CHISLEHURST	BREACH OF CONDITION	ONGOING

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306.	23/00251	29 GROVE VALE	CHISLEHURST	CLIMBING FRAME	ONGOING
307.	23/00328	DOVES HOUSE, 4 CARDINAL CLOSE	CHISLEHURST	RAISED DECKING	ONGOING
308.	23/00337	LAND WEST OF KEMNAL ROAD	CHISLEHURST	LIVESTOCK	ONGOING
309.	23/00350	LAND ADJ 9 VICTORIA RD	CHISLEHURST	UNTIDY SITE	ONGOING
310.	23/00361	TANGLEWOOD, YESTER PARK	CHISLEHURST	BUILDING WORKS	ONGOING
311.	23/00362	CAR PARK REAR OF 58-70 HIGH ST	CHISLEHURST	CAR WASH IN CAR PARK	ONGOING
312.	23/00470	2 KENLEY CLOSE	CHISLEHURST	EXTENSION AND WORKS	ONGOING
313.	20/00172	10 GOWL& PLACE, BECKENHAM	CLOCK HOUSE	UNAUTHORISED ROOF TERRACE	APPEAL PENDING
314.	20/00212	73-75 ELMERS END RD, PENGE	CLOCK HOUSE	UNAUTHORISED HMO	INVESTIGATION ONGOING
315.	20/00529	124 MARLOW ROAD, PENGE	CLOCK HOUSE	CONDITION BREACH	INVESTIGATION ONGOING
316.	20/00610	BROOK COURT, BLAKENEY RD	CLOCK HOUSE	ADVERT SIGN	WARNING LETTER
317.	20/00713	85 FORSTER ROAD	CLOCK HOUSE	WORKS NOT FINISHED	INVESTIGATION ONGOING
318.	21/00278	RIPON HOUSE, 254 CROYDON ROAD	CLOCK HOUSE	BREACH OF CONDITION	INVESTIGATION ONGOING
319.	21/00361	1A CLOCK HOUSE ROAD	CLOCK HOUSE	UNTIDY SITE	INVESTIGATION ONGOING
320.	21/00377	317 BL&FORD ROAD	CLOCK HOUSE	UNTIDY SITE	WARNING LETTER
321.	21/00438	85-89 ELMERS END ROAD	CLOCK HOUSE	CHANGE OF HOURS	PA REQUESTED
322.	21/00446	95 MACKENZIE ROAD	CLOCK HOUSE	OUTBUILDING	INVESTIGATION ONGOING
323.	21/00478	107 AVENUE ROAD	CLOCK HOUSE	UNTIDY SITE	INVESTIGATION ONGOING
324.	21/00509	15 QUEENS ROAD	CLOCK HOUSE	UNAUTHORISED WORKS	PA REQUESTED
325.	21/00556	334 BLANDFORD ROAD	CLOCK HOUSE	UNTIDY SITE	INVESTIGATION ONGOING
326.	21/00608	85 RAVENSCROFT ROAD	CLOCK HOUSE	LOFT	INVESTIGATION ONGOING
327.	21/00775	243 ELMERS END ROAD, BECKENHAM	CLOCK HOUSE	OUTBUILDING	INVESTIGATION ONGOING
328.	21/00789	10 WARWICK ROAD, PENGE	CLOCK HOUSE	BUILDING WORKS	INVESTIGATION ONGOING



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329.	21/00815	BROADWATER COTTAGE, BECKENHAM	CLOCK HOUSE	DEVELOPMENT	INVESTIGATION ONGOING
330.	21/00824	86 ELMERS END ROAD, BECKENHAM	CLOCK HOUSE	DECKING	PA SUBMITTED
331.	21/00950	WESTBURY COURT, 252 CROYDON RD	CLOCK HOUSE	NEW WINDOWS	INVESTIGATION ONGOING
332.	22/00011	280 CROYDON ROAD	CLOCK HOUSE	EXTRA FLAT CREATED	INVESTIGATION ONGOING
333.	22/00030	21A ANCASTER ROAD, BECKENHAM	CLOCK HOUSE	NOT IN ACCORDANCE	INVESTIGATION ONGOING
334.	22/00057	35 BECK LANE	CLOCK HOUSE	BUILDING WORKS	INVESTIGATION ONGOING
335.	22/00304	17 QUEENS ROAD	CLOCK HOUSE	UNTIDY SITE	ONGOING
336.	22/00421	12 YEW TREE ROAD	CLOCK HOUSE	SCREENING	ONGOING
337.	22/00461	PENCEAT COURT	CLOCK HOUSE	ARIEL MAST	ONGOING
338.	22/00510	1A RAVENSCROFT ROAD	CLOCKHOUSE	CHANGE OF USE	ONGOING
339.	22/00545	4A BLAKENEY ROAD	CLOCK HOUSE	UNTIDY SITE	ONGOING
340.	22/00550	19 ASHLEIGH ROAD	CLOCK HOUSE	NOT IN ACCORDANCE	ONGOING
341.	22/00735	45 BECKENHAM ROAD	CLOCK HOUSE	HMO QUERY	ONGOING
342.	22/00761	134 CLOCK HOUSE ROAD	CLOCK HOUSE	OVERHEIGHT DEVELOPMENT	ONGOING
343.	22/00809	6 STEMBRIDGE ROAD	CLOCK HOUSE	UNAUTHORISED HMO	ONGOING
344.	22/00889	8 RAVENSCROFT ROAD	CLOCK HOUSE	YOGA BUSINESS	ONGOING
345.	23/00102	41 THAYERS FARM ROAD	CLOCK HOUSE	UNTIDY SITE	ONGOING
346.	23/00109	20 WHITSTABLE CLOSE	CLOCK HOUSE	NOT IN ACCORDANCE	ONGOING
347.	23/00148	105 MARLOW ROAD	CLOCK HOUSE	OUTBUILDING	ONGOING
348.	23/00150	224 HARRINGTON ROAD	CLOCK HOUSE	OUTBUILDING	ONGOING
349.	23/00162	18 ELMERS END ROAD	CLOCK HOUSE	FLATS	ONGOING
350.	23/00232	120 ELMERS END ROAD	CLOCK HOUSE	PAVED DRIVEWAY	ONGOING
351.	23/00237	7 BECK LANE	CLOCK HOUSE	RESTORING OLD CARS	ONGOING
352.	23/00297	LAND AT JUNCTION WITH BECKENHAM RD	CLOCK HOUSE	TREE WORK	ONGOING
353.	20/00043	2 SOUTHWATER CLOSE, BECKENHAM	COPERS COPE	TREE WORK	INVESTIGATION ONGOING
354.	20/00625	NATIONAL WESTMINSTER BANK SPORTS GROUND, COPERS COPE ROAD	COPERS COPE	CONDITION BREACH	NOTICE PENDING
355.	20/00655	2 THE DRIVE, BECKENHAM	COPERS COPE	NEW ACCESS	INVESTIGATION ONGOING

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356.	20/00723	210 HIGH ST	COPERS COPE	COMMERCIAL USE	PA PENDING DECISION
357.	20/00923	NATIONAL WESTMINSTER BANK SPORTS GROUND, COPERS COPE ROAD	COPERS COPE	PARKING BREACH	INVESTIGATION ONGOING
358.	21/00184	23 FOXGROVE AVE, BECKENHAM	COPERS COPE	DEVELOPMENT	NOTICE PENDING
359.	21/00321	NORTH DENE, BECKENHAM PLACE PARK, BECKENHAM BR3 5BS	COPERS COPE	DAMAGE TO TREES IN CA	INVESTIGATION ONGOING
360.	21/00345	2-4 FAIRFIELD ROAD	COPERS COPE	HMO	PA REQUESTED
361.	21/00504	243 HIGH ST, BECKENHAM	COPERS COPE	EXTRACTION FAN	INVESTIGATION ONGOING
362.	21/00570	NATIONAL WESTMINSTER BANK SPORTS GROUND, COPERS COPE ROAD	COPERS COPE	BREACH OF CONDITION	INVESTIGATION ONGOING
363.	21/00691	FORMER, 61 THE AVENUE, BECKENHAM	COPERS COPE	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
364.	21/00765	CONIFER HOUSE 44 SOUTHEND ROAD BECKENHAM	COPERS COPE	UNTIDY SITE	INVESTIGATION ONGOING
365.	21/00773	45 BRAESIDE BECKENHAM	COPERS COPE	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
366.	21/00786	128 HG ST BECKENHAM	COPERS COPE	EXTENSION	PA PENDING
367.	21/00900	57 PARK ROAD	COPERS COPE	NOT IN ACCORDANCE	PA REQUESTED
368.	21/00909	82 HIGH STREET, BECKENHAM	COPERS COPE	SHOPFRONT	INVESTIGATION ONGOING
369.	21/00973	294 HIGH STREET, BECKENHAM	COPERS COPE	DEVELOPMENT	INVESTIGATION ONGOING
370.	22/00010	114 BROMLEY ROAD	COPERS COPE	LARGE HMO	INVESTIGATION ONGOING
371.	22/00070	117 ALBEMARLE ROAD	COPERS COPE	FENCE	INVESTIGATION ONGOING
372.	22/00107	18 HIGH STREET	COPERS COPE	NOT IN ACCORDANCE	INVESTIGATION ONGOING
373.	22/00163	FLAT 6, DEANSON COURT	COPERS COPE	GYM	INVESTIGATION ONGOING
374.	22/00286	63 COPERS COPE ROAD	COPERS COPE	ROOF LIGHTS	ONGOING
375.	20/00021	30 PERRY HALL ROAD, ORPINGTON	CRAY VALLEY EAST	OUTBUILDING	ENF NOTICE SERVED

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376.	20/00204	RIVER HOUSE, 97 CRAY AVENUE. ORPINGTON, BR5 4AA	CRAY VALLEY EAST	UNAUTHORISED FLOODLIGHTING	PA REQUESTED
377.	20/00372	NATIONAL TYRES, 151 SEVENOAKS WAY, ORPINGTON	CRAY VALLEY EAST	TYRES STACKED OUTSIDE ENCLOSURE	INVESTIGATION ONGOING
378.	20/00431	1 MEADOW VIEW, ORPINGTON	CRAY VALLEY EAST	BUILDING WORKS	DELE SUBMITTED
379.	20/00434	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 40	NOTICE PENDING
380.	20/00435	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 39	NOTICE PENDING
381.	20/00436	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 38	NOTICE PENDING
382.	20/00437	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 37	NOTICE PENDING
383.	20/00438	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 19	NOTICE PENDING
384.	20/00439	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 17,18	NOTICE PENDING
385.	20/00440	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 15,16	NOTICE PENDING
386.	20/00441	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 13,14,35,36	NOTICE PENDING
387.	20/00442	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 69,70,71	NOTICE PENDING
388.	20/00443	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	WORKS PLOT 77,78	NOTICE PENDING
389.	20/00484	31 WALDENHURST RD, ORP	CRAY VALLEY EAST	UNTIDY	WARNING LETTER
390.	20/00518	57 HIGH STREET, SMC	CRAY VALLEY EAST	CONDITION BREACH	INVESTIGATION ONGOING
391.	20/00607	KEVINGTON HALL, ORPINGTON	CRAY VALLEY EAST	CONDITION BREACH	INVESTIGATION ONGOING
392.	20/00612	22 GOODMEAD RD, ORPINGTON	CRAY VALLEY EAST	BOUNDARY TREATMENT	NOTICE PENDING
393.	20/00620	WALDENS FARM, CROCKENHILL RD	CRAY VALLEY EAST	BUILDING WORKS	NOTICE PENDING
394.	20/00645	STREET RECORD, EAST HALL RD, ORP	CRAY VALLEY EAST	OVER HEIGHT FENCE	APPEAL PENDING
395.	20/00864	NUGENT SHOPPING PARK	CRAY VALLEY EAST	RETAIL PODS	INVESTIGATION ONGOING
396.	20/00884	BURNT HOUSE FARM	CRAY VALLEY EAST	MOBILE HOME	PA REQUESTED
397.	20/00903	27 FRANCIS ROAD	CRAY VALLEY EAST	BUILDING WORKS	INVESTIGATION ONGOING

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398.	20/00922	24 CARLTON PARADE	CRAY VALLEY EAST	EXTRACTOR FAN & AIR CONDITIONING UNITS	NOTICE PENDING
399.	21/00003	22 GOODMEAD RD, ORPINGTON	CRAY VALLEY EAST	OUTBUILDING	INVESTIGATION ONGOING
400.	21/00028	CHURCH OF ST PAULINAS, MAIN ROAD, ST PAUL'S CRAY	CRAY VALLEY EAST	AIR CON	PA PENDING
401.	21/00080	TANGLEWOOD FARM, SKIBBS LANE	CRAY VALLEY EAST	BOUNDARY	INVESTIGATION ONGOING
402.	21/00099	16 CHESTERFIELD CLOSE	CRAY VALLEY EAST	DEVELOPMENT	INVESTIGATION ONGOING
403.	21/00126	102 PERRY HALL ROAD	CRAY VALLEY EAST	DEVELOPMENT	INVESTIGATION ONGOING
404.	21/00127	22 GOODMEAD ROAD, ORPINGTON	CRAY VALLEY EAST	DEVELOPMENT	NOTICE PENDING
405.	21/00270	WINDMILL HILL WOOD	CRAY VALLEY EAST	CHANGE OF USE	INVESTIGATION ONGOING
406.	21/00372	16 THE GREENWAY	CRAY VALLEY EAST	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
407.	21/00405	ROSEDALE, HOCKENDEN LANE	CRAY VALLEY EAST	L& BEING CLEARED	INVESTIGATION ONGOING
408.	21/00406	17 CHESTERFIELD CLOSE	CRAY VALLEY EAST	UNAUTHORISED WORKS	PA REQUESTED CHASED
409.	21/00444	66 COCKMANNINGS ROAD	CRAY VALLEY EAST	OUTBUILDING	PA PENDING
410.	21/00457	9 CHELSFIED ROAD	CRAY VALLEY EAST	OUTBUILDING	INVESTIGATION ONGOING
411.	21/00457	9 CHELSFIELD ROAD	CRAY VALLEY EAST	OUTBUILDING	PA PENDING
412.	21/00462	9 HIGH STREET,	CRAY VALLEY EAST	REPAIRS	WARNING LETTER
413.	21/00490	26C CHISLEHURST ROAD, ORPINGTON	CRAY VALLEY EAST	SITE VISIT	INVESTIGATION ONGOING
414.	21/00538	14A CHELSFIELD ROAD	CRAY VALLEY EAST	CHANGE OF USE	PA PENDING
415.	21/00577	CRAYS PARADE MAIN ROAD	CRAY VALLEY EAST	UNTIDY SITE	INVESTIGATION ONGOING
416.	21/00727	TANGLEWOOD FARM, SKIBBS LANE, ORPINGTON	CRAY VALLEY EAST	CHANGE OF USE	INVESTIGATION ONGOING
417.	21/00806	BOURNEWOOD SAND AND GRAVEL	CRAY VALLEY EAST	CHANGE	INVESTIGATION ONGOING
418.	21/00834	18 BARNFIELD ROAD, ORPINGTON	CRAY VALLEY EAST	UNTIDY SITE	INVESTIGATION ONGOING
419.	21/00838	23 CARLTON PARADE	CRAY VALLEY EAST	OUTBUILDING	INVESTIGATION ONGOING

## Appendix 1- List of current cases

420.	21/00860	SOUTH OF TRUNKS HOUSE, SWANLEY	CRAY VALLEY EAST	COMMERCIAL USE	ONGOING
421.	21/00873	38 AMHERST CLOSE, ORPINGTON	CRAY VALLEY EAST	STRUCTURE	PCN
422.	21/00926	RUXLEY NURSERY, MAIDSTONE RD	CRAY VALLEY EAST	OFFICE OUTBUILDING	INVESTIGATION ONGOING
423.	21/00971	34 MILLWOOD ROAD, ORPINGTON	CRAY VALLEY EAST	MCU	DELE SUBMITTED
424.	21/00987	11 BELL GARDENS, SMC	CRAY VALLEY EAST	EXTENSION	INVESTIGATION ONGOING
425.	22/00058	58 CHELSFIELD LANE	CRAY VALLEY EAST	BUSINESS USE	INVESTIGATION ONGOING
426.	22/00154	55 EDMUNDS AVE	CRAY VALLEY EAST	HMO	INVESTIGATION ONGOING
427.	22/00196	THE MARY ROSE, 36-50 HIGH ST	CRAY VALLEY EAST	CHANGE OF USE	ONGOING
428.	22/00211	DIXCART, BLACKSMITHS LANE, ORPINGTON	CRAY VALLEY EAST	NOT IN ACCORDANCE	ONGOING
429.	22/00270	55 HIGH ST ST MARY CRAY	CRAY VALLEY EAST	OUTBUILDING	ONGOING
430.	22/00288	47 DERRY DOWNS	CRAY VALLEY EAST	BREACH OF CONDITION	ONGOING
431.	20/00383	TOOL HOUSE, SEVENOAKS WAY	CRAY VALLEY WEST	UNAUTHORISED COFU	INVESTIGATION ONGOING
432.	20/00384	TOOL HOUSE, SEVENOAKS WAY	CRAY VALLEY WEST	ADVERT SIGN	PA PENDING
433.	20/00866	31 PALEWELL CLOSE	CRAY VALLEY WEST	OUTBUILDING	INVESTIGATION ONGOING
434.	21/00023	12 SEFTON ROAD, PETTS WOOD & KNOLL	CRAY VALLEY WEST	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
435.	21/00214	16 ARCHER ROAD	CRAY VALLEY WEST	OUTBUILDING	DELE SUBMITTED
436.	21/00338	17 CROXLEY GREEN	CRAY VALLEY WEST	UNTIDY SITE	INVESTIGATION ONGOING
437.	21/00548	25 HORSELL ROAD	CRAY VALLEY WEST	UNTIDY SITE	S215 LETTER SENT
438.	21/00667	7 SHERBORNE ROAD, ORPINGTON	CRAY VALLEY WEST	NOT	PA PENDING
439.	21/00766	22 GROVELANDS ROAD, ORPINGTON	CRAY VALLEY WEST	MARQUEE	INVESTIGATION ONGONG
440.	21/00818	43 LEESONS HILL, ORPINGTON	CRAY VALLEY WEST	DEVELOPMENT	PA REQUESTED
441.	21/00846	264 CHISLEHURST ROAD, ORPINGTON	CRAY VALLEY WEST	BOUNDARY FENCE	PA REQUESTED

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442.	21/00848	45 RINGSHALL ROAD, ORPINGTON	CRAY VALLEY WEST	UNTIDY	INVESTIGATION ONGOING
443.	21/00941	LAND REAR OF AND ADJACENT TO 45 TO 51 RAVENSBURY ROAD	CRAY VALEEEY WEST	UNTIDY SITE	INVESTIGATION ONGOING
444.	21/00969	9 WIMBORNE AVE	CRAY VALLEY WEST	BREACH OF CONDITION	INVESTIGATION ONGOING
445.	21/00976	19 PETERSHAM GARDENS, ORPINGTON	CRAY VALLEY WEST	UNTIDY	INVESTIGATION ONGOING
446.	22/00040	111POVEREST ROAD	CRAY VALLEY WEST	BUILDING WORKS	INVESTIGATION ONGOING
447.	22/00127	78 OAKDENE RD	CRAY VALLEY WEST	NOT IN ACCORDANCE	INVESTIGATION ONGOING
448.	22/00220	THE WHITE HOUSE, 120 LEESONS HILL	CRAY VALLEY WEST	EXCAVATION WORKS	ONGOING
449.	22/00234	45 DAWSON AVENUE	CRAY VALLEY WEST	OUTBUILDING	ONGOING
450.	22/00297	85 RUSHET ROAD	CRAY VALLEY WEST	EXTENSIONS AND OUTBUILDING	ENF NOTICE SERVED
451.	20/00103	177 ANERLEY ROAD	CRYSTAL PALACE	OUTBUILDING	PA REQUESTED
452.	20/00690	69 ANERLEY RD, PENGE	CRYSTAL PALACE	COMMERCIAL USE	INVESTIGATION ONGOING
453.	20/00740	47 CHURCH RD	CRYSTAL PALACE	UNAUTHORISED BUNGALOW	ONGOING
454.	20/00913	ORCHARD PLAYING FIELDS	CRYSTAL PALACE	DERILICT SITE	INVESTIGATION ONGOING
455.	21/00049	31 WILLIAM BOOTH ROAD, PENGE	CRYSTAL PALACE	COMMERCIAL USE	INVESTIGATION ONGOING
456.	21/00058	23 HAMLET ROAD, ANERLEY	CRYSTAL PALACE	UNTIDY SITE	INVESTIGATION ONGOING
457.	21/00307	18 THICKET ROAD	CRYSTAL PALACE	UNTIDY SITE	INVESTIGATION ONGOING
458.	21/00465	52 BELVEDERE ROAD	CRYSTAL PALACE	BUILDING WORKS	INVESTIGATION COMPLETE
459.	21/00589	87 PENGE ROAD,	CRYSTAL PALACE	CHANGE OF USE	PA REQUESTED
460.	21/00621	28 SEYMOUR VILLAS	CRYSTAL PALACE	STRUCTURE	PA REQUESTED
461.	21/00736	77 THICKET ROAD, PENGE	CRYSTAL PALACE	UNTIDY SITE	INVESTIGATION ONGOING
462.	21/00889	31 MILESTONE ROAD	CRYSTAL PALACE	UNTIDY SITE	LETTER SENT
463.	21/00992	5 PATTERSON ROAD	CRYSTAL PALACE	BUILDING WORKS	INVESTIGATION COMPLETE
464.	22/00006	11 CINTRA PARK	CRYSTAL PALACE	EXTRA FLAT CREATED	INVESTIGATION ONGOING
465.	22/00067	16 HAMLET ROAD	CRYSTAL PALACE	SATELLITE DISH	INVESTIGATION ONGOING

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466.	22/00096	39A ANERLEY PARK	CRYSTAL PALACE	UNTIDY SITE	INVESTIGATION ONGOING
467.	22/00116	37 ANERLEY PK	CRYSTAL PALACE	UNTIDY SITE	INVESTIGATION ONGOING
468.	22/00118	37A ANERLEY PK	CRYSTAL PALACE	UNTIDY SITE	INVESTIGATION ONGOING
469.	22/00198	43 SELBY RD	CRYSTAL PALACE	NOT IN ACCORDANCE	ONGOING
470.	22/00241	8 SYCAMORE GROVE	CRYSTAL PALACE	UNTIDY SITE	ONGOING
471.	22/00300	57 ANERLEY ROAD	CRYSTAL PALACE	ADVERT SIGN	ONGOING
472.	22/00464	52 BELVEDERE ROAD	CRYSTAL PALACE AND ANERLEY	RENDERING PROPERTY	ONGOING
473.	22/00480	166 ANERLEY RD	CRYSTAL PALACE AND ANERLEY	OUTBUILDING	ONGOING
474.	22/00612	25 PALACE SQUARE	CRYSTAL PALACE	RUNNING A BUSINESS	ONGOING
475.	22/00792	23 RIDSDALE ROAD	CRYSTAL PALACE AND ANERLEY	UNTIDY SITE	ONGOING
476.	23/00045	69-71 CHURCH ROAD	CRYSTAL PALACE AND ANERLEY	NOT IN ACCORDANCE	ONGOING
477.	23/00060	17 CASTLEDINE ROAD	CRYSTAL PALACE & ANERLEY	NEW RETAIL SHOP	ONGOING
478.	23/00229	1 RAILWAY COTTAGES	CRYSTAL PALACE AND ANERLEY	UNTIDY SITE	ONGOING
479.	23/00262	3-7 CHURCH ROAD	CRYSTAL PALACE AND ANERLEY	LARGE AWNING	ONGOING
480.	23/00349	31 MABERLEY ROAD	CRYSTAL PALACE AND ANERLEY	BREACH OF CONDITION	ONGOING
481.	23/00412	15 MADELINE ROAD	CRYSTAL PALACE AND ANERLEY	UNTIDY SITE	ONGOING
482.	23/00422	31A WALDERGRAVE ROAD	CRYSTAL PALACE AND ANERLEY	BREACH OF CONDITION	ONGOING
483.	19/00232	1 MANTLES COTTAGES, HOLWOOD FARM	DARWIN	OUTBUILDING	DELE SUBMITTED
484.	19/00243	EVERGREEN, JAIL LANE, BH	DARWIN	UNTIDY SITE	PROSECUTION
485.	20/00159	REDRIFF, BIRDHOUSE LANE, DOWNE	DARWIN	BUILDING WORKS	INVESTIGATION ONGOING
486.	20/00294	DOWNE END, LUXTED RD, DOWND	DARWIN	UNAUTHORISED OUTBUILDING & AB&ONED VEHICLES	NOTICE PENDING
487.	20/00294	DOWNE END, LUXTED RD, DOWND	DARWIN	OUTBUILDING	NOTICE PENDING
488.	20/00800	L& WEST OF MILCH DEN	DARWIN	CHANGE OF USE	DELE SUBMITTED
489.	20/00862	1 MANTLES COTTAGES	DARWIN	PARKING & NEW DOOR	NOTICE PENDING
490.	20/00867	23 SPINNEY WAY	DARWIN	UNTIDY SITE	DELE SUBMITTED

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491.	20/00890	SHIRE FARM, FARTHING ST	DARWIN	WASTE TRANFER SITE	INVESTIGATION ONGOING
492.	21/00050	1D CLEAVE AVENUE, ORPINGTON	DARWIN	FENCE	ONGOING
493.	21/00074	2 MANTLES COTTAGES, SHIRE LANE	DARWIN	OUTBUILDING	PA REQUESTED
494.	21/00180	PETLEYS FARM, LUXTED ROAD	DARWIN	BREACH OF CONDITION	INVESTIGATION ONGOING
495.	21/00190	JACK FROST PET PRODUCTS	DARWIN	CHANGE OF USE	PA REQUESTED
496.	21/00204	BETWEEN 131 & BRAMLINS	DARWIN	BREACH OF CONDITION	INVESTIGATION ONGOING
497.	21/00248	THE MOBILE HOME, LITTLEWOOD FARM	DARWIN	CHANGE OF USE	INVESTIGATION ONGOING
498.	21/00268	29 OLD HILL, ORPINGTON	DARWIN	BUILDING WORKS	INVESTIGATION ONGOING
499.	21/00327	LAND ADJACENT TO SNAG FARM, SNAG LANE CUDHAM SEVENOAKS	DARWIN	UNTIDY SITE	INVESTIGATION ONGOING
500.	21/00362	THE OLD JAIL, JAIL LANE	DARWIN	BUILDING WORKS	INVESTIGATION ONGOING
501.	21/00369	THE HOLLIES, BERRYS GREEN ROAD	DARWIN	WASTE TRANFER SITE	PA REQUESTED
502.	21/00384	CHURCH HILL FARM	DARWIN	FENCE	PA SUBMITTED
503.	21/00422	THE OLD JAIL, JAIL LANE	DARWIN	TREES BEING CLEARED/CAR PARK	INVESTIGATION ONGOING
504.	21/00450	36 LEAVES GREEN ROAD	DARWIN	ALLEGED BUSINESS	INVESTIGATION ONGOING
505.	21/00451	355 MAIN ROAD, BIGGIN HILL	DARWIN	SIDE EXTENSION	PA SUBMITTED
506.	21/00476	23 VINCENT SQUARE	DARWIN	CCTV ON LISTED BUILDING	INVESTIGATION ONGOING
507.	21/00870	SOUTH WEST OF MILCH DEN, KESTON	DARWIN	RESIDENTIAL USE	APPEAL IN PROGRESS
508.	21/00917	LAND ADJ 2 MAIN ROAD	DARWIN	BREACH	INVESTIGATION ONGOING
509.	21/00932	LAND AT MILCH DEN BLACKNESS LANE	DARWIN	UNOFFICIAL CAMPSITE	INVESTIGATION COMPLETE
510.	22/00012	LAYHAMS FARM	DARWIN	CHANGE-RESIDENTIAL	INVESTIGATION ONGOING
511.	22/00028	DOWNE LIVERY STABLES	DARWIN	HARD STANDING	INVESTIGATION ONGOING



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512.	22/00054	LOWER HOOK BUSINESS PARK	DARWIN	ENCROACHMENT	INVESTIGATION ONGOING
513.	22/00100	PLOT 16 KESTON FRUIT FARM	DARWIN	GATES	INVESTIGATION ONGOING
514.	22/00101	PLOT 16 KESTON FRUIT FARM	DARWIN	GROUND WORKS	INVESTIGATION ONGOING
515.	22/00115	DANALEIGH FARM	DARWIN	OUTBUILDING	INVESTIGATION ONGOING
516.	22/00132	76 CUDHAM LANE NORTH	DARWIN	CUTTING OF HEDGEROW	INVESTIGATION ONGOING
517.	22/00193	LAND AT MILCHDEN	DARWIN	CHANGE OF USE	ONGOING
518.	22/00313	LAND OPP BRIAR COTTAGE, 2 NEW ROAD HILL	DARWIN	CHANGE OF USE OF SITE	ONGOING
519.	22/00363	WHITE HATCH PETLEYS FARM	DARWIN	CHANGE OF USE	ONGOING
520.	22/00364	LOWER BELL PETLEYS FARM	DARWIN	CHANGE OF USE	ONGOING
521.	22/00366	OLD FARMHOUSE LUXTED ROAD	DARWIN	CHANGE OF USE	ONGOING
522.	22/00394	131 CUDHAM LANE NORTH	DARWIN	UNAUTHORISED WORKS	ONGOING
523.	22/00502	MILLFIELD ASHMORE LANE	DARWIN	CARAVAN	ONGOING
524.	22/00508	15 CRANWORTH COTTAGES, LEAVES GREEN ROAD	DARWIN	CHANGE OF USE	ONGOING
525.	22/00529	52 CUDHAM LANE NORTH	DARWIN	EXTENSION	ONGOING
526.	22/00631	15 RAMUS WOOD AVE	DARWIN	UNAUTHORISED BUILDING WORKS	ONGOING
527.	22/00706	ADDINGTON SPORTS CLUB	DARWIN	CHANGE OF USE	ONGOING
528.	22/00709	WILLIES CHICKEN FARM	DARWIN	CARAVANS	ONGOING
529.	22/00729	BRISTOL STREET MOTORS	DARWIN	BREACH OF CONDITION	ONGOING
530.	22/00748	WILLIES CHICKEN FARM	DARWIN	SCAFFOLD STRUCTURE	ONGOING
531.	22/00782	LAND REAR OF 50-54 CUDHAM LANE NORTH	DARWIN	BUILDING WORKS	ONGOING
532.	22/00789	JUBILEE COTTAGE, CUDHAM LANE SOUTH	DARWIN	BUILDING WORKS	ONGOING
533.	22/00800	110 LEAVES GREEN ROAD	DARWIN	GARAGE BEING BUILT	ONGOING
534.	22/00869	SCHOOL BANK FARM, HOOKWOOD RD	DARWIN	BREACH OF CONDITION	ONGOING
535.	22/00874	434 MAIN ROAD	DARWIN	BUILDING WORKS	ONGOING
536.	23/00036	7 CURCHIN CLOSE	DARWIN	SHED BEING LIVED IN	ONGOING

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537.	23/00048	1 STANDARD ROAD	DARWIN	NOT IN ACCORDANCE	ONGOING
538.	23/00121	PARSONAGE FARM	DARWIN	UNTIDY SITE	ONGOING
539.	23/00122	PARSONAGE FARM	DARWIN	OUTBUILDING- RESIDENTIAL	ONGOING
540.	23/00182	LAND ADJ TO SOUTHSIDE 51 DOWNE AVE	DARWIN	HARD STANDING	ONGOING
541.	23/00197	LAND WEST OF HANGROVE HILL	DARWIN	LARGE CARAVAN	ONGOING
542.	23/00215	TREETOPS, BERRYS GREEN ROAD	DARWIN	NOT IN ACCORDANCE	ONGOING
543.	23/00268	LAND ADJ TO 352 MAIN ROAD	DARWIN	PIPES BEING INSTALLED	ONGOING
544.	23/00275	LAND SOUTH OF THE MANOR	DARWIN	CHANGE OF USE	ONGOING
545.	23/00286	HIGHAMS COURT	DARWIN	CHANGE OF USE	ONGOING
546.	23/00431	THE OLD JAIL, JAIL LANE	DARWIN	WORKS ON LISTED BUILDING	ONGOING
547.	20/00035	354 CROFTON ROAD, ORPINGTON	FARNBOROUGH & CROFTON	RESIDENTIAL USE	PA PENDING DECISION
548.	20/00071	3 THE GLEN, ORPINGTON	FARNBOROUGH & CROFTON	UNTIDY SITE	INVESTIGATION ONGOING
549.	20/00138	L& GARAGES REAR OF THE SQUIRRELS, HILDA VALE RD	FARNBOROUGH & CROFTON	CONDITION BREACH	DELE SUBMITTED
550.	20/00158	L& EAST HOLWOOD, WESTERHAM ROAD, SHIRE LANE	FARNBOROUGH & CROFTON	OUTBUILDING	INVESTIGATION ONGOING
551.	20/00185	33 RUSL& AVE, ORPINGTON	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
552.	20/00241	EAST OF HOLWOOD, WESTERHAM	FARNBOROUGH & CROFTON	CHANGE OF USE	DELE SUBMITTED
553.	20/00522	76 CROFTON RD, ORPINGTON	FARNBOROUGH & CROFTON	OVERHEIGHT EXT	PA PENDING
554.	20/00752	32 MEADOW WAY	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE WITH PLANS	PA REQUESTED
555.	21/00009	11 WINTERBOURNE AVENUE	FARNBOROUGH & CROFTON	COMMERCIAL USE	INVESTIGATION ONGOING
556.	21/00104	2 PONDFIELD RD, ORPINGTON	FARNBOROUGH & CROFTON	BREACH OF CONDITION	INVESTIGATION ONGOING
557.	21/00159	11 SHERLIES AVENUE, ORPINGTON	FARNBOROUGH & CROFTON	DEVELOPMENT	INVESTIGATION ONGOING
558.	21/00253	10 RUSKIN DRIVE	FARNBOROUGH & CROFTON	EXTENSION	PA REQUESTED

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559.	21/00300	LAND NORTH WEST OF SEVENOAKS LODGE	FARNBOROUGH & CROFTON	CHANGE OF USE	INVESTIGATION ONGOING
560.	21/00668	4 ASH TREE CLOSE ORPINGTON	FARNBOROUGH & CROFTON	CHANGE OF USE TO AIRBNB	PA SUBMITTED
561.	21/00725	MAGNOLIA COTTAGE, 23 MEADOW WAY, ORPINGTON	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
562.	21/00779	81 ANDOVER ROAD, ORPINGTON	FARNBOROUGH & CROFTON	FENCE	PA REQUESTED-CHASED
563.	22/00014	LUBBOCK HOUSE, 1 NORTH HOLME RISE	FARNBOROUGH & CROFTON	BREACH OF CONDITION	INVESTIGATION ONGOING
564.	22/00180	34 RUSKIN DRIVE	FARNBOROUGH & CROFTON	DEMOLITION AND WORKS	INVESTIGATION ONGOING
565.	22/00348	28 REED AVE	FARNBOROUGH & CROFTON	BREACH OF CONDITION	ONGOING
566.	22/00477	13 PINWOOD	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE	ONGOING
567.	22/00487	57 OREGON SQUARE	FARNBOROUGH & CROFTON	EXTENSIONS	ONGOING
568.	22/00534	14 TUBBENDEN LANE	FARNBOROUGH & CROFTON	GARDEN LEVELS	ONGOING
569.	22/00628	26 REED AVE	FARNBOROUGH & CROFTON	OVERHEIGHT FENCE	ONGOING
570.	22/00741	14 TUBBENDEN LANE	FARNBOROUGH & CROFTON	UNAUTHORISED TREE WORK	ONGOING
571.	22/00796	LAND ADJ TO 4 WOODVIEW	FARNBOROUGH & CROFTON	UNTIDY	ONGOING
572.	22/00812	62 OREGON SQUARE, ORPINGTON	FARNBOROUGH & CROFTON	BUSINESS FROM OUTBUILDING	ONGOING
573.	23/00054	THE PRU	FARNBOROUGH & CROFTON	BREACH OF CONDITION	ONGOING
574.	23/00093	FORMER LUBBOCK HOUSE	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE	ONGOING
575.	23/00179	2 DOWNSWAY, ORPINGTON	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE	ONGOING
576.	23/00236	147-149 HIGH ST	FARNBOROUGH & CROFTON	SHOP SHUTTERS	ONGOING
577.	23/00252	21 TILE FARM ROAD	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE	ONGOING
578.	23/00290	169 CROFTON ROAD	FARNBOROUGH & CROFTON	OUTBUILDING	ONGOING
579.	23/00299	183 CROFTON ROAD	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE	ONGOING
580.	23/00389	90 ANDOVER ROAD	FARNBOROUGH & CROFTON	NOT IN ACCORDANCE	ONGOING
581.	23/00394	354 CROFTON ROAD	FARNBOROUGH & CROFTON	BUILDING WORKS	ONGOING
582.	23/00455	48 YORK RISE	FARNBOROUGH & CROFTON	UNTIDY SITE	ONGOING
583.	23/00486	49 ST LEONARDS RISE	FARNBOROUGH & CROFTON	OUTBUILDING	ONGOING

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584.	23/00487	51 ST LEONARDS RISE	FARNBOROUGH & CROFTON	OUTBUILDING	ONGOING
585.	23/00494	23 OAKLEIGH GARDENS	FARNBOROUGH AND CROFTON	BUILDING WORKS	ONGOING
586.	20/00019	68 HAYES STREET, HAYES	HAYES & CONEY HALL	MCU	INVESTIGATION ONGOING
587.	20/00095	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 15	HAYES & CONEY HALL	STORAGE CONTAINER	NOTICE PENDING
588.	20/00097	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 14.	HAYES & CONEY HALL	STORAGE OF CARS	NOTICE PENDING
589.	20/00160	L& ADJACENT TO HAYES PRIMARY SCHOOL GEAORGE LANE	HAYES & CONEY HALL	ACCESS	INVESTIGATION ONGOING
590.	20/00187	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 17	HAYES & CONEY HALL	HARDST&ING	NOTICE PENDING
591.	20/00188	L& AT ROOKERY ESTATES SITE 18	HAYES & CONEY HALL	WASTE TRANSFER SITE	NOTICE
592.	20/00251	101 BIRCH TREE AVENUE, WW	HAYES & CONEY HALL	CHANGE OF USE	NOTICE ISSUED AWAITING COMPLIANCE
593.	20/00433	25 BROUGHTON AVE, HAYES	HAYES & CONEY HALL	UNTIDY	INVESTIGATION ONGOING
594.	20/00503	L& AT ROOKEY ESTATES, BROMLEY COMMON. SITE 2.	HAYES & CONEY HALL	HARDST&ING	NOTICE PENDING
595.	20/00504	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 4	HAYES & CONEY HALL	PLANT MACHINERY	NOTICE PENDING
596.	20/00505	L& AT ROOKERY ESTATES, BROMLEY COMMON, SITE 5.	HAYES & CONEY HALL	LORRY BACK	NOTICE PENDING
597.	20/00506	L& AT ROOKERY ESTATES, BROMLEY COMMON, SITE 6	HAYES & CONEY HALL	FREIGHT CONTAINER	NOTICE PENDING
598.	20/00508	L& AT ROOKERY ESTATES, BROMLEY COMMON, SITE 9	HAYES & CONEY HALL	LORRY BACK	NOTICE PENDING
599.	20/00510	L& AT ROOKERY ESTATES, BROMLEY COMMON SITE 10	HAYES & CONEY HALL	HARDST&ING	NOTICE PENDING
600.	20/00511	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 11	HAYES & CONEY HALL	MANURE & CONTAINER	NOTICE PENDING
601.	20/00512	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 12	HAYES & CONEY HALL	HARDST&ING	NOTICE PENDING
602.	20/00513	L& AT ROOKERY ESTATES, BROMLEY COMMON. SITE 13	HAYES & CONEY HALL	CARAVANS	NOTICE PENDING

## Appendix 1- List of current cases

603.	20/00872	STREET RECORD QUEENSWAY,	HAYES & CONEY HALL	SIGNAL BOOST ANTENNA	INVESTIGATION ONGOING
604.	20/00888	104 MEAD WAY	HAYES & CONEY HALL	COMMERCIAL USE	INVESTIGATION ONGOING
605.	20/00920	1 SANDILAND CRESCENT	HAYES & CONEY HALL	FENCE	INVESTIGATION ONGOING
606.	21/00242	BURTON PYNSENT HOUSE	HAYES & CONEY HALL	OUTBUILDING	INVESTIGATION ONGOING
607.	21/00262	20 MATFIELD CLOSE	HAYES & CONEY HALL	HMO	INVESTIGATION COMPLETE
608.	21/00277	40 HARVEST BANK ROAD	HAYES & CONEY HALL	BREACH OF CONDITION	INVESTIGATION ONGOING
609.	21/00433	84 HAYES LANE	HAYES & CONEY HALL	ALLEGED BUSINESS	INVESTIGATION ONGOING
610.	21/00554	16 SHOREHAM WAY	HAYES & CONEY HALL	UNTIDY SITE	INVESTIGATION ONGOING
611.	21/00614	LAND REAR OF 16 AND 18 KINGSWAY	HAYES & CONEY HALL	PORTACABIN	INVESTIGATION ONGOING
612.	21/00660	96 KINGSWAY, WEST WICKHAM	HAYES & CONEY HALL	UNAUTHORISED BUILDING WORKS	PA REQUESTED
613.	21/00665	127 ADDINGTON ROAD	HAYES & CONEY HALL	UNTIDY SITE	S215 LETTER SENT
614.	21/00685	232 QUEENSWAY WEST WICKHAM	HAYES & CONEY HALL	UNAUTHORISED STRUCTURE	INVESTIGATION ONGOING
615.	21/00769	8 LETCHWORTH DRIVE, BROMLEY	HAYES & CONEY HALL	FENCE	INVESTIGATION ONGOING
616.	21/00780	PICKHURST JUNIOR SCHOOL, PICKHURST LANE	HAYES & CONEY HALL	UNAUTHORISED WORKS	PA REQUESTED
617.	21/00902	127 BIRCH TREE AVENUE	HAYES & CONEY HALL	UNAUTHORISED WORKS	PA VALIDATED
618.	22/00156	LAND AT ROOKERY ESTATES	HAYES & CONEY HALL	CHANGE OF USE	INVESTIGATION ONGOING
619.	22/00158	LAND AT ROOKERY ESTATES	HAYES & CONEY HALL	CHANGE OF USE SITES 21-28	INVESTIGATION ONGOING
620.	22/00231	LAND ADJ LITTLE THICKET, CROYDON RD	HAYES & CONEY HALL	UNAUTHORISED WORKS	ONGOING
621.	22/00285	84 HAYES LANE	HAYES & CONEY HALL	ROOF LIGHTS	ONGOING
622.	22/00298	7 HAYES HILL ROAD	HAYES & CONEY HALL	NOT IN ACCORDANCE	ONGOING
623.	22/00359	89 GATES GREEN ROAD	HAYES & CONEY HALL	BUILDING WORKS	ONGOING
624.	22/00384	164 QUEENSWAY	HAYES & CONEY HALL	BOUNDARY FENCE	ONGOING
625.	22/00466	11 HARTFIELD	HAYES & CONEY HALL	CONCERNS OVER EXCAVATION	ONGOING

## Appendix 1- List of current cases

626.	22/00586	54 MEAD WAY	HAYES & CONEY HALL	OUTBUILDING	ONGOING
627.	22/00633	34 WEST COMMON ROAD	HAYES & CONEY HALL	BREACH OF CONDITION	ONGOING
628.	22/00704	LAND BETWEEN 57 AND 67 FOX LANE	HAYES & CONEY HALL	UNAUTHORISED WORKS	ONGOING
629.	22/00710	LAND ADJ LITTLE THICKET, CROYDON RD	HAYES & CONEY HALL	FENCING AND GATES	ONGOING
630.	22/00854	122 HAYES LANE	HAYES & CONEY HALL	NOT IN ACCORDANCE	ONGOING
631.	23/00011	59 LIME TREE WALK	HAYES & CONEY HALL	SCREENING	ONGOING
632.	23/00015	61 BIRCH TREE AVE	HAYES & CONEY HALL	NOT BUILT IN ACCORDANCE	ONGOING
633.	23/00226	208 QUEENSWAY	HAYES & CONEY HALL	SECURITY LIGHT	ONGOING
634.	23/00200	5 LIME TREE WALK	HAYES & CONEY HALL	UNTIDY AND DILAPIDATED SITE	ONGOING
635.	23/00301	3 CHERRY WALK	HAYES & CONEY HALL	CONVERTED GARAGE	ONGOING
636.	23/00330	OAK HOUSE, 145 HAYES LANE	HAYES & CONEY HALL	BREACH OF CONDITION	ONGOING
637.	23/00336	232 QUEENSWAY	HAYES & CONEY HALL	FENCE COMPANY	ONGOING
638.	23/00423	211 QUEENSWAY	HAYES & CONEY HALL	NOT IN ACCORDANCE	ONGOING
639.	23/00427	BRITISH TELECOM, HAYES ST	HAYES & CONEY HALL	UPGRADE WORKS	ONGOING
640.	23/00438	14 BOURNE VALE	HAYES & CONEY HALL	NOT IN ACCORDANCE	ONGOING
641.	23/00493	LAND BETWEEN 57 AND 67 FOX LANE	HAYES & CONEY HALL	BRICK WALL AND GATES	ONGOING
642.	20/00048	420 UPPER ELMERS END RD, BECKENHAM	KELSEY & EDEN PARK	CONDITION BREACH	INVESTIGATION ONGOING
643.	20/00361	25 BUCKNALL WAY, BECKENHAM	KELSEY & EDEN PARK	CONDITION BREACH	INVESTIGATION ONGOING
644.	20/00576	THE LODGE, MONKS ORCHARD RD	KELSEY & EDEN PARK	CHANGE OF USE	PA REQUESTED
645.	20/00702	275 UPPER ELMERS END RD, BECKENHAM	KELSEY & EDEN PARK	RAISED PATIO & GROUND LEVELS	NOTICE PENDING
646.	21/00015	231 CROYDON ROAD, BECKENHAM	KELSEY & EDEN PARK	BREACH OF CONDITION	INVESTIGATION ONGOING
647.	21/00016	BECKENHAM TOWN FOOTBALL CLUB EDEN PARK AVENUE	KELSEY & EDEN PARK	STRUCTURE	INVESTIGATION ONGOING
648.	21/00259	THE CHINESE GARAGE LTD, WICKHAM ROAD, BECKENHAM	KELSEY & EDEN PARK	BREACH OF CONDITION	INVESTIGATION ONGOING

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649.	21/00297	117 CROYDON ROAD, BECKENHAM	KELSEY & EDEN PARK	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
650.	21/00328	13 GODDARD ROAD, BECKENHAM, BR3 4BN	KELSEY & EDEN PARK	BUILDING WORKS	INVESTIGATION ONGOING
651.	21/00532	1 LITTLE ACRE	KELSEY & EDEN PARK	UNTIDY SITE	INVESTIGATION ONGOING
652.	21/00586	17 ABBOTS WAY	KELSEY & EDEN PARK	OUTBUILDING	INVESTIGATION ONGOING
653.	21/00592	232 ORCHARD WAY	KELSEY & EDEN PARK	BUILDING WORKS	INVESTIGATION ONGOING
654.	21/00639	LAND REAR OF 66-68 CHERRY TREE WALK	KELSEY & EDEN PARK	BUILDING WORKS	INVESTIGATION ONGOING
655.	21/00893	102 VILLAGE WAY	KELSEY AND EDEN PARK	ROOF ALTERATIONS	INVESTIGATION ONGOING
656.	22/00021	113 SOUTH EDN PARK ROAD	KESLEY AND EDEN PARK	UNTIDY SITE	INVESTIGATION ONGOING
657.	22/00027	125 UPPER ELMERS END ROAD	KELSEY AND EDEN PARK	UNAUTHORISED GARAGE	INVESTGATION ONGOING
658.	22/00194	15 DERRICK ROAD	KELSEY AND EDEN PARK	OUTBUILDING-GYM	ONGOING
659.	22/00269	41 MANOR WAY	KELSEY AND EDEN PARK	OVER HEIGHT FENCE	ONGOING
660.	22/00289	LA SPORTS CLUB	KELSEY AND EDEN PARK	UNAUTHORISED CAFÉ	ONGOING
661.	22/00317	3 ADAMS ROAD	KELSEY AND EDEN PARK	OUTBUILDING	ONGOING
662.	22/00351	446 UPPER ELMERS END ROAD	KELSEY AND EDEN PARK	2 UNAUTHORISED FLATS	ONGOING
663.	22/00401	197 UPPER ELMERS END ROAD	KELSEY AND EDEN PARK	UNAUTHORSIED WORKS	ONGOING
664.	22/00402	197 UPPER ELMERS END ROAD	KELSEY AND EDEN PARK	UNAUTHORISED WORKS	ONGOING
665.	22/00478	15 RAYMOND	KELSEY AND EDEN PARK	TWO STOREY BUILDING	ONGOING
666.	22/00606	141-143 CROYDON ROAD	KELSEY AND EDEN PARK	UNAUTHORISED WORKS	ONGOING
667.	22/00700	96 WICKHAM ROAD, BECKENHAM	KELSEY AND EDEN PARK	BREACH OF CONDITION	ONGOING
668.	22/00753	176 UPPER ELMERS END ROAD	KELSEY AND EDEN PARK	NOT MATCHING MATERIALS	ONGOING
669.	22/00879	16 CROSSWAYS	KELSEY AND EDEN PARK	NEW DRIVEWAY	ONGOING
670.	23/00051	130 VILLAGE WAY	KELSEY AND EDEN PARK	NOT IN ACCORDANCE	ONGOING
671.	23/00079	19 FOREST RIDGE	KELSEY AND EDEN PARK	DECKING	ONGOING

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672.	23/00083	BECKENHAM RUGBY FOOTBALL CLUB	KELSEY AND EDEN PARK	SHIPPING CONTAINERS	ONGOING
673.	23/00096	35 CHERRY TREE WALK	kelsey and eden park	SOLAR PANELS ON ROOF	ONGOING
674.	23/00127	65 KENWOOD DRIVE	KELSEY AND EDEN PARK	NOT IN ACCORDANCE	ONGOING
675.	23/00274	34 OVERBURY AVE	KELSEY AND EDEN PARK	OUTBUILDING	ONGOING
676.	23/00276	22 UPLANDS	KESLEY AND EDEN PARK	GARDEN BUILDING	ONGOING
677.	23/00323	STREET RECORD, WICKHAM RD	KELSEY AND EDEN PARK	HOARDING	ONGOING
678.	23/00333	WICKHAM PARK HOUSE	KELSEY AND EDEN PARK	HOARDING	ONGOING
679.	23/00339	47 UPPER ELMERS END RD	KELSEY AND EDEN PARK	UNTIDY SITE	ONGOING
680.	23/00398	LANGLEY COURT	KELSEY AND EDEN PARK	BREACH OF CONDITIONS	ONGOING
681.	23/00420	GLAXOSMITHKLINE, LANGLEY CT	KELSEY AND EDEN PARK	BREACH OF CONDITION	ONGOING
682.	23/00478	107 SOUTH EDEN PARK RD	KELSEY AND EDEN PARK	GREENHOUSE	ONGOING
683.	23/00484	57 WHITMORE ROAD	KELSEY AND EDEN PARK	OUTBUILDING	ONGOING
684.	20/00480	41 CHILHAM RD SE9	MOTTINGHAM & CHISLEHURST NORTH	COMMERCIAL USE	NOTICE PENDING
685.	20/00670	32 HIGHCOMBE CLOSE, MOTTINGHAM	MOTTINGHAM & CHISLEHURST NORTH	SELF CONTAINED FLAT	DELE SUBMITTED
686.	20/00918	211 WHITE HORSE HILL	MOTTINGHAM & CHISLEHURST NORTH	NOT IN ACCORDANCE WITH PLANS	PA SUBMITTED
687.	21/00382	214 COURT FARM ROAD	MOTTINGHAM & CHISLEHURST NORTH	DEVELOPMENT	PA REQUESTED
688.	21/00826	187 COURT FARM ROAD, MOTTINGHAM	MOTTINGHAM & CHISLEHURST NORTH	UNTIDY SITE	INVESTIGATION ONGOING
689.	21/00867	15 ESCOTT GARDENS, MOTTINGHAM	MOTTINGHAM & CHISLEHURST NORTH	DEVELOPMENT	INVESTIGATION COMPLETE
690.	21/00980	124 CHARMINSTER ROAD, MOTTINGHAM	MOTTINGHAM & CHISLEHURST NORTH	STRUCTURE	INVESTIGATION ONGOING
691.	22/00003	SENNEN WALK STREET RECORD	MOTTINGHAM AND CHISLEHURST NORTH	GARAGE TO WORKSHOP	INVESTIGATION ONGOING
692.	22/00039	25 COURT FARM ROAD	MOTTINGHAM AND CHISLEHURST NORTH	FRONT BOUNDARY	INVESTIGATION ONGOING
693.	22/00173	4 OFFENHAM ROAD	MOTTINGHAM AND CHISLEHURST NORTH	UNTIDY	INVESTGATION ONGOING
694.	22/00182	103 RAVENSWORTH ROAD	MOTTINGHAM AND CHISLEHURST NORTH	DRIVEWAY	INVESTIGATION ONGOING
695.	22/00224	MOTTINGHAM SPORTS GROUND	MOTTINGHAM AND CHISLEHURST NORTH	CHANGE OF USE OF CHANGING ROOMS	ONGOING



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696.	22/00250	LAND ADJ 23 FRAMLINGHAM CRES	MOTTINGHAM AND CHISLEHURST NORTH	UNTIDY SITE	ONGOING
697.	22/00262	14 CROFT CLOSE	MOTTINGHAM AND CHISLEHURST NORTH	UNTIDY SITE	ONGOING
698.	22/00263	13 CROFT CLOSE	MOTTINGHAM AND CHISLEHURST NORTH	UNTIDY SITE	ONGOING
699.	22/00400	43 WALDEN AVE	MOTTINGHAM	OUTBUILDING	ONGOING
700.	22/00552	49 COURT FARM ROAD	MOTTINGHAM	OUTBUILDING	ONGOING
701.	22/00560	21 PORTLAND ROAD	MOTTINGHAM	WORKS HAVE STARTED	ONGOING
702.	22/00568	33 DEVONSHIRE ROAD	MOTTINGHAM	TEMPORARY BUILDING/CARAVAN	ONGOING
703.	22/00767	56 OAKDENE AVE, CHISLEHURST	MOTTINGHAM	EMPTY PROPERTY, UNTIDY SITE	ONGOING
704.	22/00777	24 MOTTINGHAM ROAD	MOTTINGHAM	BREACH OF CONDITION	ONGOING
705.	22/00779	24 MOTTINGHAM ROAD	MOTTINGHAM	NOT IN ACCORDANCE	ONGOING
706.	22/00823	9 DUGGAN DRIVE	MOTTINGHAM	RAISED DECKING	ONGOING
707.	22/00888	29 COURT FARM ROAD	MOTTINGHAM	NEW DRIVEWAY	ONGOING
708.	23/00072	24 MOTTINGHAM ROAD	MOTTINGHAM	STREET LAMPS, FENCE	ONGOING
709.	23/00113	154 RAVENSWORTH ROAD MOTTINGHAM	MOTTINGHAM	BUILDING WORKS	ONGOING
710.	23/00130	66 FRAMLINGHAM CRESCENT	MOTTINGHAM	BREACH OF CONDITIONS	ONGOING
711.	23/00143	DORSET ROAD INFANTS SCHOOL	MOTTINGHAM	UNTIDY SITE	ONGOING
712.	23/00155	4 CASTLECOMBE ROAD	MOTTINGHAM	DRIVEWAY	ONGOING
713.	23/00228	35 RAVENSWORTH ROAD	MOTTINGHAM	UNTIDY SITE	ONGOING
714.	23/00230	29 COURT FARM ROAD	MOTTINGHAM	NOT IN ACCORDANCE	ONGOING
715.	23/00242	6 SILVERDALE	MOTTINGHAM	OVER HEIGHT PERGOLA	ONGOING
716.	23/00273	10 WALDEN AVE	MOTTINGHAM	UNTIDY SITE	ONGOING
717.	23/00306	203 COURT FARM RD	MOTTINGHAM	BUILDING WORKS	ONGOING
718.	20/00235	99 HILLCREST RD, ORPINGTON	ORPINGTON	BOUNDARY TREATMENT	PA SUBMITTED
719.	20/00412	10 YORK RISE,	ORPINGTON	UNTIDY	WARNING LETTER
720.	20/00835	158-160 HIGH STREET, ORPINGTON	ORPINGTON	BUILDING WORKS	DELE SUBMITTED

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721.	20/00871	ORPINGTON RAILWAY STATION	ORPINGTON	2 STOREY OUTBUILDING	INVESTIGATION ONGOING
722.	20/00893	90 GILLMANS ROAD	ORPINGTON	OUTBUILDING	INVESTIGATION ONGOING
723.	21/00008	158-160 HIGH STREET, ORPINGTON	ORPINGTON	AIR CON	DELE SUBMITTED
724.	21/00035	130 HIGH STREET, ORPINGTON	ORPINGTON	CHANGE OF USE	DELE SUBMITTED
725.	21/00211	48 LANCING ROAD	ORPINGTON	NOT IN ACCORDANCE WITH PLANS	PA SUBMITTED
726.	21/00335	18 HOMEFIELD RISE, ORPINGTON, BR6 0RU	ORPINGTON	BREACH OF CONDITION	INVESTIGATION ONGOING
727.	21/00371	40 BROW CRESCENT	ORPINGTON	FENCE & PATIO	PA REQUESTED
728.	21/00523	29 PINSON WAY	ORPINGTON	OUTBUILDING	INVESTIGATION ONGOING
729.	21/00546	243 HIGH ST, ORPINGTON	ORPINGTON	UNAUTHORISED STRUCTURE	INVESTIGATION ONGOING
730.	21/00627	50-52 THE WALNUTS	ORPINGTON	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
731.	21/00717	30 STATION ROAD	ORPINGTON	CHANGE OF USE AND HARDSTANDING	NOTICE PENDING
732.	21/00785	243 COURT ROAD, ORPINGTON	ORPINGTON	HMO	INVESTIGATION ONGOING
733.	21/00878	HARRIS ACADEMY ORPINGTON	ORPINGTON	ACCESS	INVESTIGATION COMPLETE
734.	21/00912	65 CRAVEN ROAD	ORPINGTON	PLANNING CONCERNS	INVESTIGATION ONGOING
735.	21/00933	190 HIGH STREET ORPINGTON	ORPINGTON	BREACH OF CONDITION	PA REQUESTED
736.	22/00066	38 KYNASTON ROAD	ORPINGTON	NOT IN ACCORDANCE	INVESTIGATION ONGOING
737.	22/00147	8 RAMSDEN CLOSE	ORPINGTON	NOT IN ACCORDANCE	INVESTIGATION ONGOING
738.	22/00149	31 PARK AVENUE	ORPINGTON	OVERHEIGHT FENCE	INVESTIGATION ONGOING
739.	22/00165	7 BEAGLES CLOSE	ORPINGTON	PATIO AND FENCE	NOTICE ISSUED
740.	22/00225	65 CRAVEN ROAD	ORPINGTON	BREACH OF CONDITION	ONGOING
741.	22/00301	4 ROBERTS MEWS	ORPINGTON	SUBDIVISION 4 FLATS	ONGOING

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742.	22/00339	112 FELSTEAD	ORPINGTON	NOT IN ACCORDANCE	ONGOING
743.	22/00609	132 REPTON ROAD	ORPINGTON	WORKS HAVE STARTED	ONGOING
744.	22/00659	132 REPTON ROAD	ORPINGTON	PERSONAL TRAINING SESSIONS	ONGOING
745.	22/00665	1 LARKSPUR CLOSE	ORPINGTON	UNTIDY SITE	ONGOING
746.	22/00727	187 HIGH ST	ORPINGTON	STORAGE OF MATERIALS	ONGOING
747.	22/00766	63 FELSTEAD ROAD, ORPINGTON	ORPINGTON	NOT IN ACCORDANCE	ONGOING
748.	22/00865	115 LANCING ROAD	ORPINGTON	OUTBUILDING IN REAR GARDEN	ONGOING
749.	23/00067	115 LANCING ROAD	ORPINGTON	BUILDING WORKS	ONGOING
750.	23/00087	4 ROBERTS MEWS	ORPINGTON	CHANGE OF USE	ONGOING
751.	23/00169	14D BROADWALK, ORPINGTON	ORPINGTON	OVERHEIGHT FENCE	ONGOING
752.	23/00193	278A HIGH ST	ORPINGTON	HMO	ONGOING
753.	23/00212	59 REPTON ROAD	ORPINGTON	AIRCON UNIT	ONGOING
754.	23/00238	67 FELSTEAD ROAD	ORPINGTON	BUILDING WORKS	ONGOING
755.	23/00272	MAISON, GODDINGTON MANOR	ORPINGTON	FENCE	ONGOING
756.	23/00311	158-160 HIGH STREET	ORPINGTON	CHANGE OF USE	ONGOING
757.	23/00358	PALM TREE HOUSE, 251 HIGH ST	ORPINGTON	BUILDING WORKS	ONGOING
758.	23/00366	77 PARK AVE	ORPINGTON	OUTBUILDING	ONGOING
759.	23/00378	32 HOMEFIELD RISE	ORPINGTON	BUILDING WORKS	ONGOING
760.	23/00381	208-212 HIGH ST	ORPINGTON	BREACH OF CONDITION	ONGOING
761.	23/00409	110 FELSTEAD ROAD	ORPINGTON	NOT IN ACCORDANCE	ONGOING
762.	23/00479	114 AVALON ROAD	ORPINGTON	OVERHEIGHT FENCE	ONGOING
763.	20/00099	73 HIGH STREET, PENGE	PENGE & CATOR	CHANGE OF USE	NOTICE PENDING
764.	20/00349	74 HIGH ST, PENGE	PENGE & CATOR	CONDITION BREACH	INVESTIGATION ONGOING
765.	20/00714	207 MAPLE RD, PENGE	PENGE & CATOR	EXTENSION	INVESTIGATION ONGOING
766.	21/00202	150 KENT HOUSE ROAD	PENGE & CATOR	UNTIDY	INVESTIGATION ONGOING
767.	21/00226	KANGLEY BRIDGE ROAD	PENGE & CATOR	SKIPS	INVESTIGATION ONGOING

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768.	21/00258	79 HIGH STREET	PENGE & CATOR	EXTRACTION FAN	INVESTIGATION ONGOING
769.	21/00475	3 ALEX&RA ROAD	PENGE & CATOR	CLIMBING FRAME	INVESTIGATION ONGOING
770.	21/00661	10 COLLINGWOOD CLOSE, PENGE	PENGE AND CATOR	UNTIDY SITE	INVESTIGATION ONGOING
771.	21/00710	58 CHESHAM ROAD, PENGE	PENGE AND CATOR	UNTIDY SITE	INVESTIGATION ONGOING
772.	21/00796	7 KENT HOURSE LANE	PENGE AND CATOR	DEVELOPMENT	PA REQUESTED
773.	21/00910	READY MIXED CONCRETE LTD	PENGE AND CATOR	GRASSED AREA	INVESTIGATION ONGOING
774.	21/00936	BECKENHAM BUSINESS CENTRE	PENGE AND CATOR	CONTAINERS	INVESTIGATION ONGOING
775.	22/00018	91 LENNARD RD	PENGE AND CATOR	UNTIDY SITE	INVESTIGATION ONGOING
776.	22/00076	3 MORLAND ROAD	PENGE AND CATOR	UNTIDY SITE	INVESTIGATION ONGOING
777.	22/00087	72-73 PARISH LANE	PENGE AND CATOR	PARCEL STORAGE BOX	INVESTIGATION ONGOING
778.	22/00121	159 HIGH ST, PENGE	PENGE AND CATOR	CHANGE OF USE	INVESTIGATION ONGOING
779.	22/00170	3 NEWLANDS PARK	PENGE AND CATOR	CHANGE OF USE	INVESTIGATION ONGOING
780.	22/00284	FLAT A 75 NEWLANDS PARK	PENGE AND CATOR	UNTIDY SITE	ONGOING
781.	22/00358	21 PADUA ROAD	PENGE AND CATOR	UNTIDY SITE	ONGOING
782.	22/00360	15 PADUA ROAD	PENGE AND CATOR	UNTIDY SITE	ONGOING
783.	22/00377	309 BECKENHAM ROAD	PENGE AND CATOR	EXTENSION	ONGOING
784.	22/00460	UNIT 1 GARDNER INDUSTRIAL EST	PENGE AND CATOR	INDUSTRIAL PLANT	ONGOING
785.	22/00544	118 HIGH ST PENGE	PENGE AND CATOR	FLAT AND FIRE DOOR	ONGOING
786.	22/00564	122-124 HIGH ST PENGE	PENGE AND CATOR	BREACH OF CONDITION	ONGOING
787.	22/00615	121 PARISH LANE	PENGE AND CATOR	UNTIDY SITE	ONGOING
788.	22/00642	TOP FLOOR FLAT 66 BYNE ROAD	PENGE AND CATOR	CHANGE TO HMO	ONGOING
789.	22/00799	202 HIGH ST , PENGE	PENGE AND CATOR	UNTIDY SITE	ONGOING
790.	22/00807	24 WOODBASTWICK ROAD	PENGE AND CATOR	OUTBUILDING	ONGOING
791.	23/00007	GARAGE COMPOUND JASMINE ROAD	PENGE AND CATOR	BUSINESS USE	ONGOING
792.	23/00021	55 NEWLANDS PARK	PENGE AND CATOR	NOT IN ACCORDANCE	ONGOING
793.	23/00056	11 PROVICAL TERRACE	PENGE AND CATOR	UNTIDY SITE	ONGOING

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794.	23/00134	117 HIGH ST	PENGE AND CATOR	NOT IN ACCORDANCE	ONGOING
795.	23/00200	61 LAWRIE PARK ROAD	PENGE AND CATOR	NOT IN ACCORDANCE	ONGOING
796.	23/00263	119-121 HIGH ST	PENGE AND CATOR	CHANGE TO SHOPFRONT	ONGOING
797.	23/00340	GARDNER INDUSTRIAL EST	PENGE AND CATOR	DUPLICATE SEE 22/00460	
798.	23/00383	32 KINGS HALL ROAD	PENGE AND CATOR	LARGE CASSETTE AWNING	ONGOING
799.	23/00416	283 KENT HOUSE ROAD	PENGE AND CATOR	UNAUTHORISED WORKS	ONGOING
800.	23/00433	18 STODART ROAD	PENGE AND CATOR	NOT IN ACCORDANCE	ONGOING
801.	23/00436	SYDENHAM SCRAP METALS	PENGE AND CATOR	BREACH OF CONDITION	ONGOING
802.	23/00437	167 KENT HOUSE ROAD	PENGE AND CATOR	GARDEN BUILDING	ONGOING
803.	23/00482	33 CROYDON ROAD	PENGE AND CATOR	SIGNS	ONGOING
804.	23/00498	10 CENTRAL PARADE	PENGE AND CATOR	ADVERTISEMENT	ONGOING
805.	23/00499	205 MAPLE ROAD	PENGE AND CATOR	ADVERTISEMENT	ONGOING
806.	20/00201	23 LYNWOOD GROVE, ORPINGTON	PETTS WOOD & KNOLL	NOT IN ACCORDANCE WITH PLANS	APPEAL PENDING
807.	20/00482	35 MAYFIELD AVE, ORPINGTON	PETTS WOOD & KNOLL	PLANS	NOTICE PENDING
808.	20/00792	7 PRINCES AVE	PETTS WOOD & KNOLL	FLUE	PA REQUESTED
809.	20/00891	1 GREENCOURT ROAD	PETTS WOOD & KNOLL	BOUNDARY WALL	DELE SUBMITTED
810.	21/00020	205 PETTS WOOD & KNOLL ROAD, PETTS WOOD & KNOLL	PETTS WOOD & KNOLL	AIR CON	PA PENDING
811.	21/00282	33 KNOLL RISE	PETTS WOOD & KNOLL	UNAUTHORISED STRUCTURE	PA PENDING DECISION
812.	21/00739	18 THE COVERT, PETTS WOOD	PETTS WOOD & KNOLL	WINDOWS	PA REQUESTED
813.	21/00784	22 CROSSWAY, PETTS WOOD	PETTS WOOD & KNOLL	UNTIDY SITE	DIRECT ACTION IN PROGRESS
814.	21/00799	172-174 PETTS WOOD RD, PETTS WOOD	PETTS WOOD & KNOLL	BREACH OF CONDITION	INVESTIGATION ONGOING
815.	21/00856	69 BROOMHILL ROAD, ORPINGTON	PETTS WOOD & KNOLL	EXTENSION	APPEAL ALLOWED
816.	21/00891	2 WILLETT CLOSE	PETTS WOOD & KNOLL	GATES	PA REQUESTED- CHASED
817.	21/00908	101 QUEENSWAY	PETTS WOOD & KNOLL	COLD ROOM	PA REQUESTED

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818.	21/00937	110 TOWNCOURT LANE	PETTS WOOD & KNOLL	2 STOREY OUTBUILDING	INVESTIGATION ONGOING
819.	21/00955	3 CHATSWORTH PARADE	PETTS WOOD & KNOLL	CHANGE OF USE	INVESTIGATION ONGOING
820.	22/000105	66 HAZELMERE ROAD	PETTS WOOD & KNOLL	GARAGE CONVERSION	INVESTIGATION ONGOING
821.	22/00230	180A PETTS WOOD RD	PETTS WOOD & KNOLL	UNAUTHORISED WORKS	ONGOING
822.	22/00256	3 ADDISON CLOSE	PETTS WOOD & KNOLL	OUTBUILDING	ONGOING
823.	22/00287	181 PETTS WOOD ROAD	PETTS WOOD & KNOLL	EXTENSION	ONGOING
824.	22/00334	49 GREAT THRIFT	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
825.	22/00388	26 GREAT THRIFT	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
826.	22/00452	15 CHATSWORTH PARADE PETTS WOOD BR5 1DF	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
827.	22/00473	15 CHATSWORTH PARADE PETTS WOOD BR5 1DF	PETTS WOOD & KNOLL	2 FLATS	ONGOING
828.	22/00517	8 GREENCOURT ROAD PETTS WOOD	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
829.	22/00643	30 DALE WOOD ROAD	PETTS WOOD & KNOLL	OVERHEIGHT FENCE	ONGOING
830.	22/00653	22 TOWER ROAD	PETTS WOOD & KNOLL	ALLEGED BALCONY	ONGOING
831.	22/00722	131 CHISLEHURST ROAD	PETTS WOOD & KNOLL	BUSINESS IN USE BREACH	ONGOING
832.	22/00738	15 LITTLE THRIFT	PETTS WOOD & KNOLL	UNAUTHORISED TREE WORK	ONGOING
833.	22/00745	17 BROXBOURNE ROAD	PETTS WOOD & KNOLL	UNAUTHORISED DRIVEWAY	ONGOING
834.	22/00786	54 STATION ROAD	PETTS WOOD & KNOLL	CHRISTMAS SIGN	ONGOING
835.	22/00843	16 HILLVIEW ROAD	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
836.	22/00881	8 KINGSWOOD CLOSE	PETTS WOOD & KNOLL	UNTIDY SITE	ONGOING
837.	23/00028	49 GREAT THRIFT	PETTS WOOD & KNOLL	NOT BUILT IN ACCORDANCE	ONGOING
838.	23/00073	57 DALE WOOD ROAD	PETTS WOOD & KNOLL	TREE REMOVAL	ONGOING
839.	23/00111	76 CROFTON LANE	PETTS WOOD & KNOLL	BUILDING WORKS	ONGOING
840.	23/00239	27 STATION ROAD	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
841.	23/00279	53 WILLETT WAY	PETTS WOOD & KNOLL	SOLAR PANELS	ONGOING
842.	23/00282	17 THE COVERT	PETTS WOOD & KNOLL	UNTIDY SITE	ONGOING
843.	23/00302	4 LEWING CLOSE	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING

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844.	23/00303	6 LEWING CLOSE	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
845.	23/00309	2 WOODLAND WAY	PETTS WOOD & KNOLL	PRUNING OF TREE	ONGOING
846.	23/00316	27 CREST VIEW DRIVE	PETTS WOOD & KNOLL	PAVING OVER	ONGOING
847.	23/00334	4 RICE PARADE	PETTS WOOD & KNOLL	FACIA SIGN	ONGOING
848.	23/00399	25 CREST VIEW DRIVE	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
849.	23/00413	3 LADYWOOD AVE	PETTS WOOD & KNOLL	WORKS TO FRONT GARDEN	ONGOING
850.	23/00426	10 THE MALTINGS	PETTS WOOD & KNOLL	OUTBUILDING	ONGOING
851.	23/00450	21 TOWER ROAD	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
852.	23/00466	76 CROFTON LANE	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
853.	23/00471	2 WOODLAND WAY	PETTS WOOD & KNOLL	NOT IN ACCORDANCE	ONGOING
854.	23/00489	33 CREST VIEW DRIVE	PETTS WOOD & KNOLL	BREACH OF CONDITION	ONGOING
855.	20/00282	21 CHATSWORTH AVE, BROMLEY	PLAISTOW & SUNDRIDGE	UNAUTHORISED WORKS	PA REQUESTED
856.	20/00536	210 SOUTH OVER, BROMLEY	PLAISTOW & SUNDRIDGE	COMMERCIAL USE	AP PENDING
857.	20/00748	175 BURNT ASH LANE	PLAISTOW & SUNDRIDGE	CHANGE OF USE	NOTICE PENDING
858.	20/00885	27 EDWARD ROAD	PLAISTOW & SUNDRIDGE	WINDOWS	PA REQUESTED
859.	20/00886	61 WHARTON ROAD	PLAISTOW & SUNDRIDGE	EMPTY PROPERTY	WARNING LETTER
860.	21/00193	63 WIDMORE ROAD, BROMLEY	PLAISTOW & SUNDRIDGE	DEVELOPMENT	NOTICE PENDING
861.	21/00246	34 PLAISTOW LANE	PLAISTOW & SUNDRIDGE	CHANGE OF USE	INVESTIGATION ONGOING
862.	21/00275	48 PARK AVE	PLAISTOW & SUNDRIDGE	OVERHEIGHT FENCE	INVESTIGATION ONGOING
863.	21/00326	62 HILLCREST ROAD, BROMLEY, BR1 4SB	PLAISTOW & SUNDRIDGE	UNTIDY SITE	INVESTIGATION ONGOING
864.	21/00350	4 PARK ROAD	PLAISTOW & SUNDRIDGE	UNTIDY SITE	INVESTIGATION ONGOING
865.	21/00430	BANANA MOON DAY NURSERY, 48-50 LONDON LANE	PLAISTOW & SUNDRIDGE	BREACH OF CONDITION	INVESTIGATION ONGOING
866.	22/00009	89 PORTLAND ROAD	PLAISTOW & SUNDRIDGE	OUTBUILDING	INVESTIGATION ONGOING
867.	22/00199	31 HOWARD RD	PLAISTOW & SUNDRIDGE	UNTIDY SITE	ONGOING
868.	22/00205	14 QUERNMORE ROAD	PLAISTOW & SUNDRIDGE	AIR CONDITIONING UNITS	ONGOING

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869.	22/00244	95 AVONDALE ROAD	PLAISTOW & SUNDRIDGE	GARAGE CONVERSION	ONGOING
870.	22/00261	47 PARK AVE	PLAISTOW & SUNDRIDGE	OUTBUILDING	ONGOING
871.	22/00281	GARAGES ADJ 19 HOWARD WAY	PLAISTOW & SUNDRIDGE	PARKING AREA	ONGOING
872.	22/00422	29 SOUTHOVER	PLAISTOW	UNTIDY SITE	ONGOING
873.	22/00572	212 BURNT ASH LANE	PLAISTOW	BREACH OF CONDITION	ONGOING
874.	22/00805	10 ALDERMARY ROAD	PLAISTOW	ESTATE AGENT BOARDS	ONGOING
875.	22/00818	279 RANGEFIELD ROAD	PLAISTOW	UNAUTHORISED HMO	ONGOING
876.	22/00837	78 KINGS AVE	PLAISTOW	NOT IN ACCORDANCE	ONGOING
877.	22/00849	LAND REAR OF 12 ALDERMARY ROAD	PLAISTOW	UNTIDY SITE	ONGOING
878.	23/00012	25 WELBECK AVE	PLAISTOW	UNTIDY SITE	ONGOING
879.	23/00278	HOLLY TREES	PLAISTOW	BREACH OF CONDITION	ONGOING
880.	23/00293	39 HEADCORN ROAD	PLAISTOW	BUILDING WORKS	ONGOING
881.	23/00314	153 RIDGEWAY DRIVE	PLAISTOW	SKIPS	ONGOING
882.	23/00332	16 FOXBURY ROAD	PLAISTOW	UNTIDY SITE	ONGOING
883.	23/00342	14 POWSTER ROAD	PLAISTOW	CONCERNS	ONGOING
884.	23/00344	ELISABETH 9 LONDON LANE	PLAISTOW	BREACH OF CONDITION	ONGOING
885.	23/00382	39A PARK AVE	PLAISTOW	NOT IN ACCORDANCE	ONGOING
886.	23/00401	29 SOUTHOVER	PLAISTOW	UNTIDY SITE	ONGOING
887.	23/00407	90 LONDON ROAD	PLAISTOW	BREACH OF CONDITIONS	ONGOING
888.	23/00429	15 AVONDALE ROAD	PLAISTOW	BOUNDARY WALL	ONGOING
889.	23/00452	89 PONTEFRACT ROAD	PLAISTOW	OUTBUILDING	ONGOING
890.	23/00469	3 PLAISTOW LANE	PLAISTOW	RAILINGS ON ROOF	ONGOING
891.	23/00475	LAND ADJ 3 CAIRNDALE CLOSE	PLAISTOW	UNTIDY SITE	ONGOING
892.	20/00141	87 HAYES WAY, BECKENHAM	SHORTLANDS	CHANGE OF USE	DELE SUBMITTED
893.	21/00031	35 HAYES WAY, BECKENHAM	SHORTLANDS	BOUNDARY	PA REQUESTED
894.	21/00378	65 HAYES WAY	SHORTLANDS	NOT IN ACCORDANCE WITH PLANS	PA REFUSED
895.	21/00550	38A NEWBURY ROAD	SHORTLANDS	CHANGE OF USE	INVESTIGATION ONGOING



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896.	21/00741	44 WESTMORELAND ROAD, BROMLEY	SHORTLANDS	TREES	INVESTIGATION COMPLETE
897.	21/00752	SCHOOL HOUSE, HIGHFIELD DRIVE, SHORTLANDS	SHORTLANDS	NOT IN ACCORDANCE WITH PLANS	PA PENDING
898.	21/00915	54 VALLEY ROAD	SHORTLANDS	DRIVEWAY	INVESTIGATION ONGOING
899.	22/00169	SCHOOL HOUSE, HIGHFIELD DRIVE, SHORTLANDS	SHORTLANDS	UNAUTHORISED WORKS	INVESTIGATION ONGOING
900.	22/00382	FLAT 2 98 ALBEMARLE ROAD	SHORTLANDS AND PARK LANGLEY	BOUNDARY FENCE	ONGOING
901.	22/00528	41 QUEENS MEAD ROAD	SHORTLANDS AND PARK LANGLEY	OUTBUILDING	ONGOING
902.	22/00567	21 BROMLEY AVENUE	SHORTLANDS AND PARK LANGLEY	BREACH OF CONDITION	ONGOING
903.	22/00645	23 BUSHEY WAY	SHORTLANDS AND PARK LANGLEY	OVERHEIGHT WALL	ONGOING
904.	22/00759	NIGHTINGALE COURT	SHORTLANDS AND PARK LANGLEY	CAR PAR - BUILDERS YARD	ONGOING
905.	22/00880	87 BECKENHAM LANE	SHORTLANDS AND PARK LANGLEY	SHOP FRONT REMOVED	ONGOING
906.	23/00075	14 SCOTTS LANE	SHORTLANDS AND PARK LANGLEY	CHANGE OF USE - HMO	ONGOING
907.	23/00101	100 ALBERMARLE ROAD	SHORTLANDS AND PARK LANGLEY	BREACH OF CONDITION	ONGOING
908.	23/00105	STREET RECORD, MARINA CLOSE	SHORTLANDS AND PARK LANGLEY	UNTIDY SITE	ONGOING
909.	23/00270	100 RAVENSBOURNE AVE	SHORTLANDS AND PARK LANGLEY	UNAUTHORISED WORKS	ONGOING
910.	23/00289	122 QUEEN ANE AVE	SHORTLANDS AND PARK LANGLEY	HMO	ONGOING
911.	23/00403	8 HAYES WAY	SHORTLANDS AND PARK LANGLEY	STRUCTURE	ONGOING
912.	23/00408	SUNNYFIELDS DAY NURSERY	SHORTLANDS AND PARK LANGLEY	ADVERT SIGN	ONGOING
913.	23/00476	18 BARNFIELD WOOD RD	SHORTLANDS AND PARK LANGLEY	BUSINESS USE	ONGOING
914.	22/00373	24 BOSWELL CLOSE	ST MARY CRAY	DRIVEWAY	ONGOING
915.	22/00445	WALDENS FARM	ST MARY CRAY	STORAGE CONTAINER	ONGOING
916.	22/00871	2 COTSWOLD RISE	ST MARY CRAY	NEW WINDOWS	ONGOING
917.	23/00146	23 WELLINGTON ROAD	ST MARY CRAY	NEW GARAGE	ONGOING
918.	23/00161	73 CHELSFIELD LANE	ST MARY CRAY	BUILDING WORKS	ONGOING
919.	23/00269	92 OAKDENE ROAD	ST MARY CRAY	UNTIDY SITE	ONGOING
920.	23/00277	6 RONFERN AVE	ST MARYS CRAY	OVERHEIGHT EXT	ONGOING
921.	23/00294	SERVITE HOUSE, 10 DENBRIDGE RD	BICKLEY & SUNDRIDGE	ADVERT SIGN	ONGOING

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922.	23/00367	CAR PARK ADJ TO ST MARYS CHURCH	ST MARY CRAY	BREACH OF CONDITIONS	ONGOING
923.	23/00456	50 CHELSFIELD ROAD	ST MARY CRAY	UNTIDY SITE	ONGOING
924.	23/00481	LAND ADJ 9 CROWHURST WAY	ST MARY CRAY	HOARDING	ONGOING
925.	23/00488	18 ELMCROFT ROAD	ST MARY CRAY	UNTIDY SITE	ONGOING
926.	23/00500	142 POVEREST ROAD	ST MARYS CRAY	BUILDING WORKS	ONGOING
927.	22/00318	LAND WEST OF RUXLEY FLOW REGULATING LAKES	ST PAULS CRAY	CLEARANCE OF SITE	ONGOING
928.	22/00415	30 BEDDINGTON ROAD	ST PAULS CRAY	UNTIDY SITE	ONGOING
929.	22/00493	1 BROOMWOOD ROAD	ST PAULS CRAY	BUILDING WORKS	ONGOING
930.	22/00495	12 CURTIS MILL CLOSE	ST PAULS CRAY	BUILDING WORKS	ONGOING
931.	22/00608	59 HEARNS ROAD	ST PAULS CRAY	WINDOWS NOT OBSCURE	ONGOING
932.	22/00652	CENTRAL HOUSE	ST PAULS CRAY	UNTIDY SITE	ONGOING
933.	22/00657	59 HEARNS ROAD	ST PAULS CRAY	HMO	ONGOING
934.	22/00688	12 WALSINGHAM ROAD	ST PAULS CRAY	NOT IN ACCORDANCE	ONGOING
935.	22/00697	296 CHIPPERFIELD ROAD	ST PAULS CRAY	HMO	ONGOING
936.	22/00718	16 WHIPPENDELL WAY	ST PAULS CRAY	EXTENSION AND UNTIDY SITE	ONGOING
937.	22/00832	ST MARY CRAY RAILWAY STATION	ST PAULS CRAY	UNTIDY SITE	ONGOING
938.	22/00872	116 BEDDINGTON ROAD	ST PAULS CRAY	UNTIDY SITE	ONGOING
939.	23/00066	BROMLEY VALLEY GYMNASIUM CENTRE	ST PAULS CRAY	OPERATING HOURS	ONGOING
940.	23/00198	162 SEVENOAKS WAY	ST PAULS CRAY	NOT IN ACCORDANCE	ONGOING
941.	23/00298	LAND REAR OF 45-51 RAVENSBURY	ST PAULS CRAY	OVERGROWN GARDEN	ONGOING
942.	23/00318	RUXLEY MANOR GARDEN CENTRE	ST PAULS CRAY	STRUCTURE	ONGOING
943.	23/00329	21 HOMEFIELD CLOSE	ST PAULS CRAY	OUTBUILDING	ONGOING
944.	23/00451	WESTVIEW NURSERY	ST PAULS CRAY	MOBILE HOME	ONGOING
945.	20/00032	237 WICKHAM CHASE, WEST WICKHAM	WEST WICKHAM	CONDITION BREACH	INVESTIGATION ONGOING
946.	20/00238	62 BRAEMAR GARDENS WEST WICKHAM	WEST WICKHAM	NOT IN ACCORDANCE WITH PLANS	PA REQUESTED
947.	20/00271	16 BARWOOD AVE, WW	WEST WICKHAM	CHANGE OF USE	INVESTIGATION ONGOING
948.	20/00588	62 WOOD LODGE LANE, WW	WEST WICKHAM	BOUNDARY TREATMENT	PA PENDING DECISION
949.	20/00774	237 WICKHAM CHASE, WEST WICKHAM	WEST WICKHAM	UNAUTHORISED BUILDING	INVESTIGATION ONGOING

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950.	20/00917	94 BARNFIELD WOOD ROAD	WEST WICKHAM	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
951.	21/00041	29 COPSE AVENUE, WEST WICKHAM	WEST WICKHAM	NOT IN ACCORDANCE WITH PLANS	ONGOING
952.	21/00262	86 THE GROVE	WEST WICKHAM	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
953.	21/00706	28 HAWES LANE, WEST WICKHAM	WEST WICKHAM	NOT IN ACCORDANCE WITH PLANS	INVESTIGATION ONGOING
954.	21/00797	6 BOLEYN GARDENS, WEST WICKHAM	WEST WICKHAM	DEVELOPMENT	PA SUBMITTED 21/04657/FULL 6
955.	21/00876	26 CORKSCREW HILL, WEST WICKHAM	WEST WICKHAM	PLANS	PA PENDING
956.	22/00032	15 WOODLANDS WAY	WEST WICKHAM	NOT IN ACCORDANCE	INVESTIGATION ONGOING
957.	22/00051	8 RYDAL DRIVE	WEST WICKHAM	OUTBUILDING	INVESTIGATION ONGOING
958.	22/00152	18 HIGH BROOM CRESCENT	WEST WICKHAM	NOT IN ACCORDANCE	INVESTIGATION ONGOING
959.	22/00450	106 HIGH ST	WEST WICKHAM	BREACH OF CONDITION	ONGOING
960.	22/00574	30A BECKENHAM ROAD	WEST WICKHAM	NOT IN ACCORDANCE	ONGOING
961.	22/00618	20 THE AVENUE	WEST WICKHAM	GARAGE CHANGES	ONGOING
962.	22/00630	87 HIGH ST	WEST WICKHAM	UNTIDY SITE	ONGOING
963.	22/00721	105 HAYES CHASE	WEST WICKHAM	ALTERATIONS	ONGOING
964.	22/00829	63 GROSVENOR ROAD	WEST WICKHAM	LARGE REAR EXTENSION	ONGOING
965.	22/00863	26-28 HAWES LANE	WEST WICKHAM	BUILDING WORKS	ONGOING
966.	23/00019	1 BOLEYN GARDENS	WEST WICKHAM	UNTIDY SITE	ONGOING
967.	23/00059	25 COURTFIELD RISE	WEST WICKHAM	NOT IN ACCORDANCE	ONGOING
968.	23/00091	237 WICKHAM CHASE	WEST WICKHAM	STORAGE OF BUILDING MATERIALS	ONGOING
969.	23/00372	128 GOODHART WAY	WEST WICKHAM	OUTBUILDING	ONGOING
970.	23/00375	3B HIGH ST WEST WICKHAM	WEST WICKHAM	REAR DORMER NO PD	ONGOING
971.	23/00377	7 GLEBE WAY	WEST WICKHAM	TELECOMMUNICATIONS	ONGOING

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972.	23/00410	105 HAYES CHASE	WEST WICKHAM	BREACH OF CONDITION	ONGOING
973.	23/00414	9 GLEBE WAY	WEST WICKHAM	BUILDING WORKS	ONGOING
974.	23/00441	20 STATION ROAD	WEST WICKHAM	ADVERTS	ONGOING

### **Glossary**

BCN -Breach of Condition

HMO -House in multiple occupation

MCU- Material Change of use

OPDEV -Operational development

PA -Planning Application

PD -Permitted Development

PLANS -Not in accordance with permitted plans

PP -Planning Permission

Res Conversion- Residential conversion

S215 -Untidy Site Notice

**Please note that this is the team working list from 2020 and as such is subject to constant change, maybe submitted for closing and not reflected in this list at the time of printing. Some of the cases wards will have been recorded as they were at time of receipt of the complaint and therefore may show the old ward names.**