



MONITORING REPORT

Renewal & Recreation Business Plan 2013/14

Quarter 1: 06/04/13 – 05/07/13

A Vibrant Thriving Borough

INTRODUCTION

Renewal & Recreation Business Plan monitoring reports are designed to track progress made against actions identified in the Renewal & Recreation Business Plan 2013/14. The completion of these actions is integral to the delivery of the department's strategic outcomes for 2012/13 and for our key priority: 'a vibrant, thriving borough'.

This report highlights and reports against the milestones and targets set for attainment in Quarter 1. Lead officers have provided a progress update which identifies developments in the delivery of projects and services. Each progress update is also scrutinised by a traffic light (Red/Amber/Green) system to provide a clear indication of the level of achievement.

Progress achieved	Traffic light status
Milestone/target is not achieved and is more than 10% away from being achieved	R
Milestone/target is close to being achieved and is within 10% of being achieved	A
Milestone/target achieved or exceeded	G

This report also recommends new actions be added to the plan where work has been undertaken in response to opportunities or challenges within the remit of the portfolio.

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OUTCOME 1: VIBRANT AND THRIVING TOWN CENTRES

Aim 1a: Continue to support the vitality of Bromley town centre, including through the delivery of the first phase of the Bromley Area Action Plan (see Appendix 1 for site locations)				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Support the Cathedral Group to develop Site K (Bromley South Central) into a mixed use development including a cinema restaurant and leisure facilities residential use and hotel.	Kevin Munnelly	Consult and seek approval for a revised public realm proposal by March 2013	Work has started on site following planning permission in March and Cathedral Group is now running an on-going series of consultations around the public realm development.	G
Review land use options and resources for Site F (Civic Centre)	Kevin Munnelly/ Heather Hosking	Report on options for short term use of Anne Springman and Joseph Lancaster buildings to the Council's Executive Committee in July 2013.	The report on options for Ann Springman and Joseph Lancaster buildings is being prepared for consideration by the Executive Committee following the receipt of an expression of interest from a free school and a provider of office accommodation for business start ups and small businesses.	A

Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Manage communications with Bromley businesses on development works	Martin Pinnell	Agree content and distribute letter to all businesses regarding the Bromley North Village street works by end of June 2013	Finalisation of the letter was delayed due to a delay in obtaining detailed information from engineers and the works contractor. The letter was finalised and dispatched in July 2013.	A
		One public event and one business event at the start of Bromley North Village works to provide information and raise awareness. Events to take place by end July 2013	Preparation for events has been undertaken and pre-publicity and invitations to businesses have been dispatched.	G
		To be delivered on an ongoing basis as need arises	Town Centre Manager has maintained communication with businesses both via regular email bulletin, and through one to one meetings.	G

Aim 1b:	Continue to support and develop the vitality of Orpington			
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Support the Orpington 1 st Business Improvement District with their start-up activity in the first year of operation	Martin Pinnell	To ensure all legal agreements and protocols necessary for the first and subsequent Business Improvement District levy billings are in place by mid-June 2013	All legal agreements have been signed and protocols for billing, recovery and information sharing arrangements agreed between LBB, Liberata and Orpington 1 st .	G
		Support the Orpington 1 st Board to ensure all key governance structures are in place by end of June 2013	Officers assisted with the development of a financial procedures foundation document for the Business Improvement District, which was adopted following the July Business Improvement District Board meeting. Also advised and assisted on the arrangements for formal membership, requirements for Annual General Meeting and standing for office – this was subsequently adopted by the Board in August.	G
		Provide an initial grant to the BID and ensure terms of grant agreement are finalised and monies transferred by end of June 2013	Terms of the grant to Orpington 1 st were agreed during April and the grant was paid in full during May.	G

Aim 1c: Continue to support and develop the vitality of Beckenham				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Develop and support Beckenham Town Team and their activities	Martin Pinnell	Establish a legally constituted Town Team for Beckenham by end of May 2013	Beckenham Town Team was formally instituted by end of May and the Team now has a bank account. Terms of Reference for the Town Team and its membership have been drafted – for approval at first formal meeting in September 2013.	G

Aim 1d: Promote and support the vitality of all town centres				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Continue to maintain and further improve the appearance, tidiness and quality of town centres	Martin Pinnell	Environmental monitoring to take place in each town centre by end of June, end of September, end of December and end of March.	Town Centre Managers have undertaken audits of the main town centres within their remit and have reacted to issues arising.	G
		Vinyl schemes to improve appearance of empty shop fronts to be delivered depending on demand and to be monitored quarterly.	Vinyls were installed in an empty unit (44 East Street) in Bromley. Town Centre Managers have been also approached by agents for three units in Beckenham and are awaiting their response.	G

Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
		Investigate options for temporary use of empty shops - to be delivered depending on demand and to be monitored quarterly.	Discussions with the Bromley Arts and Community Initiative have taken place regarding bringing the Royal Bell back into use. The Town Centre Manager for Beckenham has been liaising with Sydenham Town Centre Team to seek advice as they have been very successful in creating pop up shops.	G
Develop town centre partnerships	Martin Pinnell	To ensure meetings take place of the Beckenham Town Team, Penge Traders Association and Bromley North Village town team at least once per quarter. Assist the development of partnership activities.	Informal meetings of the Beckenham Town Team (including training sessions) have taken place during the quarter. Penge Traders Association met in May to discuss Christmas plans and the Local Parades Initiative. Although no Bromley North Village Town Team meetings have taken place in this quarter, there have been activities and events in the area. For example, the cityscape map has been produced promoting Bromley North Village and a promotional table including branded bags was staffed at the Crystal Palace Family Day in April.	G

Aim 1e: Promote business investment and development, particularly in the borough's key commercial and industrial areas.				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Create action and delivery plans for the borough's strategic employment sites including Biggin Hill, Cray Valley and Bromley town centre.	Kevin Munnelly	Report to the Renewal & Recreation Policy Development & Scrutiny in June 2013	A report was considered by the Renewal & Recreation Policy Development & Scrutiny Committee in June 2013 and it was agreed that officers should produce Growth and Delivery Plans for the borough's strategic employment sites. The preparation of these plans is underway for all three areas.	G
Deliver an Invest Bromley workshop to promote office accommodation in Bromley and to highlight Bromley as a business location.	Kevin Munnelly	Deliver an event to raise the profile of Bromley as an office location on 17 th July to coincide with the property agents' workshop.	An Invest Bromley event delivered on the 17 th of July. The event was well attended by business stakeholders and the development community. It was a useful exercise to raise the borough's profile in the business community. Feedback will be fed into the Local Plan review.	G
Maintain regular communications with businesses to raise awareness of support and networking opportunities.	Martin Pinnell	Distribute the new Bromley Business Guide to all relevant outlets and contacts by end of May 2013.	Between 2500 of 3000 copies of the Bromley Business Guide have been distributed via various outlets including all Libraries, the Civic Centre main reception and partner organisations (e.g. Bromley College). Also, copies were direct mailed to top 100 employers and other local companies. Officers represented the Council and the Shared Library Service at the Bromley Business Expo in June and around 100 businesses were signed up to receive the business e-bulletin.	G

Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Encourage take up and reuse of commercial space in town centres	Martin Pinnell	Facilitate the Commercial Property Agents Forum at least twice per annum.	The meeting due to take place during this quarter was postponed due to the Invest Bromley event planned for mid-July to which all local agents invited. The next Forum meeting is now planned for September.	A
Work with business support agencies and private sector partners through the Economic Partnership to encourage and develop business support provision in the borough	Martin Pinnell	Facilitate meetings of the Economic Partnership four times per annum in April, July, October and January.	A meeting of the Partnership took place on 16 th April and was attended by 12 partner organisations along with Council representatives. Issues around town centre development, town centre management and business support, employment and skills and local plan development were discussed.	G

OUTCOME 2: PROTECTION, CONSERVATION AND ENHANCEMENT OF THE NATURAL AND BUILT ENVIRONMENT

Aim 2a: Set out the vision for development in the borough over the next 15 years in a new Local Plan				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Preparation and updating of Bromley's Development Plan, including the Local Plan, Infrastructure Delivery Plan and Community Infrastructure Levy preliminary work, and contributions to the London Plan	Mary Manuel	Report the response to the options and Preferred Strategy consultation to the Development Control Committee in June 2013.	Responses to Options and Preferred Strategy were reported to the Development Control Committee in June 2013. Particular attention was given to the 'soundness' and 'general conformity' of the Local Plan with the National Planning Policy Framework and the London Plan. Responses received from residents largely supported the Strategy, however the majority of residents did not agree with the GLA and a number of developers who called for a review on the release of Green Belt land. The Development Control Committee resolved that the preferred options be progressed to develop draft policies and site allocations, with key issues and areas of potential non-conformity with the London Plan brought back for further discussion.	G

Aim 2b: Improve customer service through higher quality and speedier decisions on development applications				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Perform at a level which while acknowledges national targets in relation to the processing of planning applications, focuses on delivering a quality outcome for Bromley.	Jim Kehoe	<ul style="list-style-type: none"> Major applications: to determine 60% within 13 weeks of receipt Minor applications: to determine 65% within 13 weeks of receipt Other applications: to determine 80% within 8 weeks of receipt 	<p>In Quarter 1, 60% of major applications were determined on time, for major applications the target is achieved;</p> <p>47% of minor applications and 66% of other applications have been responded to within the specified timeframe. These applications performance have not improved in the same way. This is due to the combined effect of significant staff turnover, a significant increase in workload and a greater priority and resource being given to customer telephone responses in this period. This outweighed the earlier improvements we made on validation.</p>	G
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Aim 2c: Promote, protect and enhance the historical, natural and built environment of the borough				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Protect trees, listed buildings and conservation areas in the borough	Kevin Munnelly	Respond to requests for Tree Preservation Orders, Listed Building Orders and Conservation Area Designations. Progress to be monitored annually	In Quarter 1, 18 Tree Protection Orders were issued, and 9 listed building consents were determined.	G

OUTCOME 3: ENHANCING OPPORTUNITIES FOR LEISURE, RECREATION, ARTS AND EMPLOYMENT AND SKILLS

Aim 3b: Improve the borough's sports and leisure offer

Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Procure a management contractor to manage and operate the athletics track at Norman Park	John Gledhill	Tender documentation provided to contractors May 2013.	The tender process for Norman Park has been completed. A report will be considered at the Renewal and Recreation Policy Development & Scrutiny Committee at their meeting on 18 th September on the outcomes of the tender process.	G

Aim 3c: Develop the borough's cultural assets

Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Develop detailed proposals for the restoration and development of Bromley Museum at the Priory, Orpington to support a successful second round application to the Heritage Lottery Fund	Hannah Jackson	Appoint a Museum Exhibition and Design Consultant by the end of April 2013.	Following a request for quote tender exercise, Redman Partnership LLP was appointed in April 2013 to deliver the museum exhibition and interpretation design for the project. They have been working with officers and key stakeholders to develop principles for the future interpretation and display of the collection and will seek to provide a coherent narrative that draws stories and collections together in a fun and engaging way, promoting discussion and debate. The interpretive themes for the new museum are proposed as Bromley's past, innovation and creativity, Sir John Lubbock and The Priory itself.	G

		<p>Complete consultation activity with museum users and non-museum users, and target audiences by June 2013 to inform design work and the draft activity plan.</p>	<p>Officers have now completed a three month period of consultation with stakeholders and the public to establish the principles that would help direct the future museum offer. The newly appointed volunteer Consultative Panel worked with officers to collect responses to a Visitor and Non-User survey and spent time talking to priority groups as identified by the Heritage Lottery Fund to look at ways of broadening participation. The results of this consultation work were pulled together in a report which has been shared with the design team and which will inform future decisions about design work and the activity plan that will support a second round application.</p>	<p>G</p>
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Continue to explore opportunities for regeneration projects at Crystal Palace Park in discussion with the community and key stakeholders, including the submission of a first round application to the Heritage Lottery Fund	Hannah Jackson	Work with the Community Stakeholder Group to identify revenue projects which would increase participation and opportunities for learning/skills development in the park in Quarters 1 and 2.	Officers met with the Community Stakeholder Group on 2 nd May to workshop ideas for revenue activities that would increase participation and opportunities for learning and skills development in Crystal Palace Park to support the Heritage Lottery Fund application. The Community Stakeholder Group based ideas on the principles and priorities identified in the interpretation strategy which was completed as part of the 2007 Masterplan and identified priority audiences. Officers have subsequently worked to develop ideas and investigate costs for delivery to inform the first round application. Ideas included a range of activities from training for volunteers in conservation and horticultural techniques to help support the future management and maintenance of the park, a touring exhibition to bring together collections celebrating the park's heritage and raise the profile of the park for visitors and learning programme for schools and formal learning groups.	G
		Appoint specialists to support the development of capital projects to RIBA Stage B (Feasibility and Concept Design). Appointment to be made by June 2013.	LDA Design was appointed to support the feasibility work for the capital projects to be included in the first round application. LDA Design are very experienced in delivering successful applications to the Heritage Lottery Fund on parks of similar scale and complexity and recently worked to deliver improvements to Victoria Park (Tower Hamlets).	G

	<p>Review a draft of the first round application with the Heritage Lottery Fund in July 2013.</p>	<p>Officers were joined by officers from the Greater London Authority to meet with the Heritage Lottery Fund in July 2013 to review the first round application budget. Officers have subsequently worked with the appointed consultants to make minor changes to reflect the feedback given.</p>	<p>G</p>
	<p>Apply to formally commit the Greater London Authority's partnership funding: Round 1 – June 2013</p>	<p>Following a report to the Greater London Authority's Investment and Performance Board, the £2million previously ring-fenced for the park was committed in principle to provide as partnership funding to the Heritage Lottery Fund Parks for People bid and the English Heritage bid for the remedial works to the Subway, should these applications for funding be successful.</p>	<p>G</p>
	<p>Liaise with English Heritage about the application to their Heritage at Risk programme for the Subway. Hear the outcome of this process by June 2013.</p>	<p>In June 2013, English Heritage confirmed that the application for the feasibility study and options appraisal for the remedial works to the Crystal Palace Subway had been successful. In July officers worked with the Greater London Authority to produce a report which would release their match funding for this project, confirmation of which is being sought at their August meeting. it is expected that the grant will be accepted in September 2013.</p>	<p>G</p>

		<p>Facilitate quarterly meetings of Stakeholder Groups to consider options for future regeneration in CPP.</p>	<p>The Community Stakeholder Group met on the 25th June, the Heritage and Environment Stakeholder Group met on 18th July (after their meeting was postponed from June), and the Site Management Stakeholder Group met on 30th April. A progress report on the Heritage Lottery Fund application was presented at each meeting and feedback on proposals sought. The Community Stakeholder Group has been working with other community groups, Living Networks and English Heritage to explore opportunities for other regeneration projects in the area. They were successful in achieving grant funding from English Heritage for a condition survey of the remaining Sphinxes in Crystal Palace Park, and have now had confirmation from Jobcentre Plus that they can launch their project for unemployed young people in partnership with Living Networks. The Friends of the Subway have also successfully applied for planning permission from Southwark Council to provide access to the Subway from the Southwark side and have developed a relationship with Heritage for London and are fundraising to implement these access arrangements.</p>	<p>G</p>
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Develop proposals for a Battle of Britain Heritage Centre at Biggin Hill	Colin Brand	Work with interested parties to explore options for the Centre during Quarter 1.	Two options for Heritage Centres are currently being developed, one by Biggin Hill Airport which forms part of a wider development proposal on the Cab Air Site. The other scheme is being promoted by the Battle of Britain Supporters Club on the site adjacent to the Chapel. Progress on both schemes is due to be reported back to the Working Group on the 12 th September 2013. It is then envisaged that a report on the preferred option will be taken to Executive in October 2013.	G
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Aim 3d: Provide opportunities for unemployed adults to improve their skills and employment prospects				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Launch a project to support young unemployed residents into sustainable employment opportunities through the creation of apprenticeships and internships.	Hannah Jackson	Report to the Executive and Resources Policy Development & Scrutiny Committee and the Resources Portfolio Holder on progress on a quarterly basis.	The Youth Employment Project was launched as the STAR project to coincide with National Apprenticeship Week in March 2013. Subsequently, there were some delays with the start of the project due to a change to staffing arrangements, and therefore the starts were re-profiled for the project to start in Quarter 2. A report on the first quarter's performance will be reviewed at the November meeting of the Executive and Resources Policy Development and Scrutiny Committee.	A

OUTCOME 4: SUPPLY GOOD QUALITY AFFORDABLE HOUSING THAT BEST MEETS LOCAL STATUTORY AND PRIORITY HOUSING NEEDS

Aim 4a: Produce a Housing Strategy setting out the Council's Housing objectives over the next 5 years				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Produce and maintain the new London Borough of Bromley Housing Strategy	Kerry O'Driscoll	Establish a Member Group and Officer Group and hold initial meeting, set out a 'key themes' document and establish the consultation process by the end of Quarter 1.	Both groups established and meeting scheduled with key members to identify key themes in July 2013. The Portfolio Holders for Renewal & Recreation and Care Services were joined by other members to discuss themes for inclusion, following a briefing on the	G
Work with the Council's Housing development partners to deliver the Council's strategic housing objectives.	Kerry O'Driscoll	Notify Registered Providers (RP) partners of Review, undertake necessary due diligence to inform procurement and review criteria, and establish Member/ Officer Review panel by the end of Quarter 1	The Panel was identified, draft criteria developed and meeting dates were scheduled in Quarter for Quarter 3, pending further due diligence on procurement matters.	G

Aim 4b: Encourage the supply of good quality affordable housing that best meets local, statutory and priority housing needs				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Allocate housing capital funds	Kerry O'Driscoll	Establish prioritisation for use of funds and undertake necessary due diligence during Quarter 1.	Preliminary discussions with Members, including the Education and Care Services Portfolio Holder and Chief Officers, were held in relation to using payment in lieu to fund residential property acquisitions to assist the Council in meeting its statutory housing duties. A corporate Residential Acquisitions officer project group established to deliver the project. Draft proposals were developed and a committee report prepared for the consideration of Executive & Resources Policy Development & Scrutiny Committee and Executive Committee in July 2013. The Executive subsequently agreed the allocation of capital funding to enable the acquisition of property to help the Council meet its statutory housing duties.	G
Seek to secure alternative forms of accommodation to reduce the reliance on nightly paid accommodation.	Kerry O'Driscoll	Support the delivery of the Bellegrove report as and when required.	Planning consent for this project was achieved in Quarter 1.	G

		Work cross divisionally to establish policy and process to appraise all new Council disposals against strategic housing objectives by the end of Quarter 1.	An appraisal of potential disposals has occurred in regard to four sites during Quarter 1, with recommendations formulated for the Resources Portfolio holder in Q2. This has involved joint work and appraisal between officers in Strategic Property, Housing Needs and Strategic Housing.	G
		Work strategically with Registered Providers to minimise affordable stock disposals on an ongoing basis – report quarterly.	Discussions held with a Registered Provider in relation to a large single residence are ongoing	G
Pursue affordable housing funding opportunities available from Government Agencies ensuring that new housing investment from external sources reflects strategic housing objectives	Kerry O'Driscoll	Review internal processes on the housing investment consultation and advise Registered Providers and the Greater London Authority of the internal consultation process, to be completed by the end of Quarter 1.	The Greater London Authority and Registered Provider partners are aware of the Council's internal consultation process. Internal consultation has taken place on a number of schemes where the Registered Provider has sought Greater London Authority investment and/ or inclusion within the Greater London Authority Housing programme. Affinity Sutton has secured additional units for affordable housing at a scheme in the Cray areas following detailed consultation with Officers and Members.	G
Work closely with the Housing Needs Division to ensure that new affordable housing supply reflects local strategic housing objectives.	Kerry O'Driscoll	Contribute to fortnightly briefings between Housing Needs and Strategic Housing divisions to ensure a joined up approach.	Monthly meetings between Service Heads have been established on the basis of diary availability.	G

		Explore new housing opportunities that generate supply to assist in meeting the Council's statutory housing duties – progress to be reported quarterly.	An assessment of the feasibility of various Council sites that are surplus to requirement for use as Affordable Housing has been undertaken.	G
		Produce half year Housing Reports reporting to the Care Services Policy Development and Scrutiny Committee and the Council's Executive Committee during Quarter 1 and Quarter 3.	An annual housing report (covering key performance in 2012/13, and priorities for 2013/14) was produced in Q1 with contribution from the Strategic Housing Team.	G
Implement new Trading Account arrangements and continue to pursue new opportunities to maximise income	Kerry O'Driscoll	Explore feasibility of options, seeking necessary approvals as required and implement agreed options – to be monitored on a quarterly basis.	Trading account arrangements are now being implemented as agreed.	G