



Renewal & Recreation Business Plan 2013/14

MONITORING REPORT

Quarter 3: 07/10/13 to 06/01/14

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 2013/14 and for our key priority: 'a vibrant, thriving borough'.

This report highlights and reports against the milestones and targets set for attainment in Quarter 3. 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

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OUTCOME 1: VIBRANT AND THRIVING TOWN CENTRES
Aim 1d: Support and develop the vitality of all town centres

Action	Lead Officer	What we said we would do in Quarter 3:	Progress Update	RAG Status (if applicable)
Explore the opportunities to support town centre partnerships to establish Business Improvement Districts in the borough.	Martin Pinnell	Undertake initial feasibility studies for establishing Business Improvement Districts in Beckenham and Bromley Town Centres. Report options and issues, including resource requirements by end September 2013	An initial feasibility study for establishing a Business Improvement District in Beckenham and Bromley town centres has now been completed and a report was presented to Renewal & Recreation Policy Development and Scrutiny Committee in November ahead of a decision by the Executive at its meeting on 15 th January 2014.	G
Continue to maintain and further improve the appearance, tidiness and quality of town centres	Martin Pinnell	Monitor the contract delivery of Christmas lights in Bromley, Orpington and Penge and ensure successful installation, maintenance and storage of light schemes November 2013 to January 2014.	The existing contract for Christmas lights in Bromley, Orpington and Penge is in its final year of operation. Officers liaised with the contractor to ensure timely installation of lights in advance of Christmas events, although due to a contractor error the Penge lights did not get switched on until after the event on 21 st November. Officers maintained vigilance throughout the season to report any non-working lights to both the contractor and the Council's street lighting team.	G

		Provide necessary advice and assistance to traders and residents to ensure successful delivery of schemes November 2013 to January 2014.	A one-year contract for Christmas lights in Beckenham and several small town centres was awarded. Small town light schemes are all paid for by the local traders and residents groups – with a small donation from the Council. Officers also provided assistance and advice when requested to small towns that wished to independently commission lights for 2013.	G
		Quarterly environmental monitoring visits and action in Beckenham	New bins have been installed. The Town Centre Manager reported fly tipping in a vacant unit shop front and had discussions with new manager of Odeon Cinema regarding resolving fly tipping issues in and around car park and alleyway. Issues with high street water leaks pursued with relevant council officer and Thames Water.	G
		Quarterly environmental monitoring visits and action in Bromley	Quarterly monitoring taken place with all issues reported, examples include graffiti and broken glass in telephone box. Monitoring of the contractor for Bromley North Village works were also included and issues reported.	G

		Quarterly environmental monitoring visits and action in Penge	A joint clean - up operation with the Town Centre Manager, businesses and resident volunteers took place on 17th November, and there is appetite to continue these on a regular basis. Planning enforcement are pursuing an oversized illuminated signage on a shop front. The Town Centre Manager is in discussions with post office regarding untidy shop front and the issue of pigeons. Signage is to be installed to highlight "Don't feed the birds." Merchandise in front of shops impinging on the highway was tackled.	G
		Implement vinyl schemes to help improve the appearance of empty shop fronts, subject to external funding and monitor quarterly.	Monitoring of empty units and liaison with landlords and agents has continued. Twelve agents were contacted regarding the vinyl scheme for empty units in Bromley Town Centre during this quarter.	G
		Investigate options for temporary use of empty shops and monitor quarterly.	Monitoring of empty units and liaison with landlords and agents on possible temporary uses continued.	G

<p>Develop town centre partnerships</p>	<p>Martin Pinnell</p>	<p>Facilitate and support meetings, at least quarterly, of the Beckenham Town Team, Penge Traders Association and Bromley North Village town team. Assist the development of partnership activities.</p>	<p>The Bromley Town Centre Manager maintained close liaison with Bromley North Village traders through the Town Team and Traders groups. The inaugural meeting of a Bromley Town Stakeholder Group took place in October, and it is hoped that this will provide a forum for all key stakeholders in the town centre to discuss key issues and plan for the future of the town. In Beckenham the Town Centre Manager supported two meetings of the new Town Centre Team and also participated in 2 meetings of the Beckenham Business Association during the quarter. Two meetings of the Penge Traders Association took place. Additionally Town Centre Managers attended a number of traders and town team meetings in smaller towns across the borough throughout the quarter.</p>	<p style="text-align: center; font-size: 2em; font-weight: bold;">G</p>
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Aim 1e:	Promote business investment and development, particularly in the borough's key commercial and industrial areas.
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Action	Lead Officer	What we said we would do in Quarter 3:	Progress Update	RAG Status (if applicable)
Maintain regular communications with businesses to raise awareness of support and networking opportunities.	Martin Pinnell	Maintain, improve and promote the business e-bulletin and ensure at least six bulletins are published by end of December 2013. Increase circulation for the bulletin to at least 2500.	During this quarter one issue of the e-bulletin was prepared and dispatched, to 3100 recipients. Content and design for the January 2014 e-bulletin was also prepared during December.	G
		Ensure the Council has a presence at local networking events and attend at least one event each quarter.	Members of the Town Centre Management and Business Support team attended over seven different out of hours business networking events between them during the quarter – including one run jointly with Barclays and also a joint event with the Institute of Chartered Accountants (ICAEW) and Metrobank.	G
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	Work with Action Coach to promote and deliver 5 workshops and a mentoring programme under the banner Bromley Business GrowthCLUB. Ensure delivery and mentoring by end of December 2013.	An Action Coach quarterly planning event took place in October, with a webinar also taking place in November. An online survey of all attendees for the programme to obtain feedback on impact was designed and launched during December.	G

		<p>Facilitate meetings of the Economic Partnership four times per annum in April, July, October and January.</p>	<p>An Economic Partnership meeting took place in October, which included a presentation by Bromley Arts and Community Initiative (BACI) regarding proposals for regeneration of the Royal Bell, Bromley. A meeting of the Commercial Property Agents Forum was also facilitated during October.</p>	<p>G</p>
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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 3:	Progress Update	RAG Status (if applicable)
Preparation and updating of Bromley's Development Plan, including the Local Plan, Infrastructure Delivery Plan Levy preliminary work, and contributions to the London Plan.	Mary Manuel	Develop draft policies and site allocations and report to the Council's Executive Committee in Quarter 3.	'Draft policies and designations' as part of the Local Plan preparation taken to Local Development Framework Advisory Panel and published on 23 rd December for consideration at the Development Control Committee and will be considered at the Executive in January 2014. An updated Local Development Scheme was agreed by the Executive in October 2013.	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 3:	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 	In Quarter 3, we determined 50% of major applications on time. The relatively small number operates wide fluctuations and we remain at the overall rate of 64% for the year to date.	R
		<ul style="list-style-type: none"> Minor applications: to determine 65% within 13 weeks of receipt 	51% of minor applications and 65% of other applications were determined on time.	R
		<ul style="list-style-type: none"> Other applications: to determine 80% within 8 weeks of receipt 	The earlier remedial actions are however taking effect, so that within the quarter the month-by-month performance is improving, including 80% of other applications determined on time in December.	R

OUTCOME 3:		ENHANCING OPPORTUNITIES FOR LEISURE, RECREATION, ARTS AND EMPLOYMENT AND SKILLS		
Aim 3a:	Identify further opportunities to modernise/improve the library offer			
Action	Lead Officer	What we said we would do in Quarter 3:	Progress Update	RAG Status (if applicable)
Develop plans for the provision of a new library service to serve the Penge/Anerley area	Colin Brand	Identify a suitable site for the new library service to be located at and report proposals to the R&R PDS Committee in October 2013.	Work on the detailed design for the new Library at 46 Green Lane has now been completed with a planning application now submitted. The design of the Library fit out has also been finalised. It is anticipated that the new library will open at the end of May or early June 2014 subject to the contractors programme.	G
Develop the volunteer programme in libraries to provide added value to the library service.	Tim Woolgar	Increase the number of young volunteers participating in the Summer Reading challenge for 2013 and report on the increase in September 2013.	72 young volunteers aged between 14 to 21 years gave 1500 hours service over the summer. This was more than double the number participating in 2012.	G
Explore opportunities to offer a broader range of services from libraries	Tim Woolgar	Work with partners to identify how Libraries can assist with the Council's channel shift priority and introduction of Universal Credit.	Work has been ongoing to with partners to highlight the support Libraries can give but the roll out of the Government's Universal Credit Scheme has been delayed. The potential for offering extended Council services at the new Penge Library is being pursued.	A

Aim 3b: Improve the borough's sports and leisure offer				
Action	Lead Officer	What we said we would do in Quarter 3:	Progress Update	RAG Status (if applicable)
Support communities, voluntary clubs and individuals in the development and planning of sports and physical activities and initiatives to raise the levels of participation and to contribute to healthy lifestyles	John Gledhill	Support Pro-Active Bromley to submit a bid to the Big Lottery Fund for a capacity building officer to support the work of Pro Active Bromley and support community and voluntary groups external grant applications. Facilitate quarterly meetings of Pro Active Bromley.	Officers were advised that a bid to the Big Lottery Fund was not likely to be successful. Officers have therefore applied to Pro Active South London for funding a capacity building officer and have been advised they have been successful in achieving £20k, however written confirmation has not yet been received. Pro Active Bromley meetings are taking place regularly, facilitated by Council officers.	G
Procure a management contractor to manage and operate the athletics track at Norman Park	John Gledhill	Ensure a suitably qualified contractor is in place to manage and operate the contract when the current arrangements expire on 1 st April 2014. Selection by October 2013.	The contract was awarded to Norman Park Track Management Limited at the Renewal and Recreation Policy Development and Scrutiny Committee on 18 th September. The final contract and lease and documents are now being finalised for signing.	G
Investigate options for the future management and operation of the Cotmandene Community Resource Centre and Mottingham Community and Learning Shop.	John Gledhill	Undertake a market testing exercise to identify potential operators for the centres from April 2014 and report on progress to the R&R PDS in November 2013.	A market testing exercise undertaken, however no suitable tender returns were received and therefore no operator identified. The Portfolio Holder for Renewal and Recreation has been updated on the outcome of the tender process.	G

Aim 3c: Develop the borough's cultural assets				
Action	Lead Officer	What we said we would do in Quarter 3:	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	Consult on RIBA D detailed designs and apply for planning permission and listed building consents in Quarter 3.	The development work undertaken to date, which included a number of surveys and investigations (including a full condition survey) revealed that there were a number of backlog maintenance issues affecting the total project cost of the work. After reporting the increased project costs to the Executive Committee, officers have been asked to review the business case for the project. As a result, project work has been delayed to enable a full range of options for the future of the Priory site to be considered and the business case for each of these to be reviewed so that a fully informed decision may be given full and proper consideration. Officers continue to have regular discussions with the Heritage Lottery Fund on the future of the project.	N/A
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	Pursue an application to English Heritage for a grant to undertake remedial works to the Crystal Palace Subway and appoint specialist heritage consultants to undertake survey work by Quarter 3.	Although the application to English Heritage for funds to undertake survey work to identify appropriate remedial work was successful, the appointment of specialists is currently under consideration as the area is now covered by an Exclusivity Agreement with the ZhongRong Group who are developing plans for a Crystal Palace at the park.	A

		<p>Facilitate the Crystal Palace Park Management Board to consider options for future management and regeneration in the park and hold quarterly meetings of Stakeholder Groups.</p>	<p>The Executive Group of the Management Board met on 20th November and discussions focussed on the ZhongRong Group's proposals for the park. In particular, the design selection process to identify an appropriate design team was discussed, and ARUP, the ZhongRong Group's appointed advisors, set out their planned community engagement activity.</p> <p>The Heritage & Environment Stakeholder Group met on 5th December, the Community Stakeholder Group met on 24th October and 21st November and the Site Management Stakeholder Group met on 9th December. All groups were given an update on the ZhongRong Group's investment proposals. Minutes from these meetings are available at www.bromley.gov.uk/crystalpalacepark</p>	<p style="text-align: center; font-size: 2em; color: white;">G</p>
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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 3:	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	Work with Bromley College (the delivery partner) to launch and market the project to engage young people and employers with the scheme to deliver 66 apprenticeship and 132 internship opportunities between 2013 and 2016. Report to the Executive, Resources PDS and Resources Portfolio Holder on progress on a quarterly basis.	A monitoring report was reviewed by the Executive and Resources Policy Development and Scrutiny Committee at their meeting in November. The College's performance against their profile was disappointing for the first quarter. The Committee agreed minor amendments to the specification at the request of the College and will review their second quarter's progress at their meeting in February 2014.	G

OUTCOME 4:	SUPPLY GOOD QUALITY AFFORDABLE HOUSING THAT BEST MEETS LOCAL STATUTORY AND PRIORITY HOUSING NEEDS
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Aim 4a:	Produce a Housing Strategy setting out the Council's Housing objectives over the next 5 years
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Action	Lead Officer	What we said we would do in Quarter 3:	Progress Update	RAG Status (if applicable)
Produce and maintain the new London Borough of Bromley Housing Strategy	Kerry O'Driscoll	Following consultation, take the final key themes document to the Council's Executive Committee for approval during Quarter 3.	An initial Member Group meeting was held in July to consider the type and content of the forthcoming Housing Strategy. A draft Housing Strategy formulated by Strategic Housing in consultation with a corporate officer team. A further Member Group meeting was undertaken in October to consider proposed draft Strategy in detail. The final draft Strategy and action plan is currently being reviewed by officers in light of the publication of the Mayor's draft Housing Strategy in December 2013.	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 3:	Progress Update	RAG Status (if applicable)
Allocate housing capital funds	Kerry O'Driscoll	Subject to approvals being granted, implement proposals and continue to identify new opportunities to spend Payment In Lieu monies. Progress to be reported quarterly.	<p>The Executive Committee granted approval to allocate £1million housing capital to acquire properties to assist the Council in meeting its statutory housing duties. The Director of Finance and Director of Regeneration and Transformation were granted delegated authority to approve individual purchases as they arise in consultation with the Resources Portfolio Holder.</p> <p>A corporate Property Acquisitions Project Group has been established to drive delivery. To date, three suitable properties have been identified and offers have been accepted by vendors. Of the offers accepted, one purchase is expected to complete by late January 2014. The conveyancing progress is progressing for the other two properties with exchange/completion expected estimated for Feb 2014.</p> <p>Officers continue to search for suitable properties and are seeking two more properties to fully utilise the allocation. It is anticipated that these additional properties will be identified early in the New Year 2014 when the property markets picks up again after the temporary Christmas lull.</p>	G

Seek to secure alternative forms of accommodation to reduce the reliance on nightly paid accommodation.	Kerry O'Driscoll	Work strategically with Registered Providers to minimise affordable stock disposals on an ongoing basis – progress to be reported quarterly.	Ongoing strategic work is underway with Registered Providers to minimise affordable stock disposals. A meeting was held with a Registered Provider at the end of September to discuss their proposed asset management/ investment strategy. Further dialogue on options regarding stock disposal/ reinvestment continued in Quarter 3.	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	Meet quarterly with the Homes & Communities Agency to identify possible funding opportunities.	The Greater London Authority and Registered Provider (RP) partners are aware of the Council's internal consultation process on all new sites requiring public investment. Internal consultation has taken place on a number of schemes where the RP has sought Greater London Authority investment and/or inclusion within the Greater London Authority Housing programme.	G
Work closely with the Housing Needs Division to ensure that new affordable housing supply reflects local strategic housing objectives.	Kerry O'Driscoll	Explore new housing opportunities that generate supply to assist in meeting the Council's statutory housing duties – progress to be reported quarterly.	Options for temporarily converting various Council-owned buildings to assist the Council in meeting its statutory housing duties are being appraised alongside other options for use.	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.	The Trading Account arrangements are now being implemented as agreed.	G