



Terms of Reference: The relationship between the Council and Business Improvement Districts in the borough

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Foreword

The Council is committed to strengthening our town centres and local economy. We want the borough to be a place where people choose to live, work and do business. The vibrancy of our town centres is a particular priority in our vision for building a better Bromley, and promoting business is an essential element to that vision.

The Council recognises that Business Improvement Districts are a key partner in achieving these ambitions at both a strategic and operational level.

Our Business Improvement Districts are very knowledgeable about their town centres and have a clear sense of what is and what isn't working for businesses and their customers. In the Council's 'Transforming Bromley Four Year Road Map' (2019 – 2023), the Council makes a commitment to consult and work collaboratively with our local Business Improvement Districts in the design and development of new infrastructure in the borough. Business Improvement Districts should have the opportunity to partner with us to placemake; shaping the future of our town centres so that they are places people want to be.

Investment is also a key priority for both Business Improvement Districts and the Council. We want to ensure that inward investment and Council projects support our businesses and that we work together to minimise disruption and maximise benefits.

The borough's Business Improvement Districts work hard to drive footfall in town centres and to make them vibrant and interesting. Their varied events programmes and other activities bring visitors into the town from further afield and help to create experiences and environments that connect us. The Council should be an enabler for town centre events and activities that support our strategic ambitions, and not a barrier to their success.

Business Improvement Districts also prioritise initiatives that make our town centres safer and smarter, qualities that are also important to the Council and its services. Moreover, Business Improvement Districts provide networking and training to the borough's businesses; this is complementary to the Council's business support initiatives.

In this Terms of Reference document, we want to clearly set out expectations on how the Council will work with and in support of our Business Improvement Districts to deliver our joint aims. We need to be clear about what the Council needs from the Business Improvement Districts to enable their activities, but we need to be applying our requirements in the spirit of partnership.

In the production of this document, we have specifically been looking at how we can improve the interactions between the Council and Business Improvement Districts, with a particular emphasis communication, events and processes.

This document will be accompanied by a schedule for its implementation, with training being given across all levels of the Council including our elected members, senior management, officers and our contractors. This training will raise the profile of our Business Improvement Districts, emphasise our mutual goals and encourage a supportive relationship that achieves the best for our residents and our borough.

Hannah Jackson, Head of Renewal

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1. INTRODUCTION

- 1.1 The Council wants to ensure that its relationships with Business Improvement Districts (BIDs) in the borough is mutually beneficial, recognising that all partners are making significant contributions to the success of the borough's town centres and the wider local economy.
- 1.2 The purpose of this document is to clarify and set expectations about how the Council (and its contractors) and BIDs can work together to support the vitality of the borough. The document is written in the spirit of partnership and collaboration; this is the culture that we want to encourage at all levels of the Council in our interactions with BIDs.
- 1.3 This document has been produced in recognition that there are actions that can be taken to improve how the Council works with BIDs. In the production of this document, there have been instances where processes have been reviewed and streamlined in response to feedback from our BIDs. These include:
- Christmas lights licences for the duration of the BID term (instead of annual applications)
 - Poppy installation licences for the duration of the BID term (instead of annual applications)
 - BIDs will not be charged the road closure fee of £564 (maximum of 4 road closures per year per BID)
 - BIDs will not be charged for parking suspensions relating to exhibition/interactive vehicles that form part of a BID event/project (maximum of 5 per BID per year)
 - BID event programmes will be provided by the 1st February of each year and circulated to the relevant officers for hiring the space, street cleansing and licensing.
- This document also outlines a number of proposals that could be implemented to further develop the relationship between the Council and BIDs, subject to member decision making.

The Role of the Council

- 1.4 The Council provides clear leadership to the community and with our partners to ensure that Bromley is a fantastic place to live and work, where everyone can lead healthy, safe and independent lives in supportive communities.
- 1.5 The Council must ensure that it discharges its legislative and regulatory duties with due care and attention, and that it acts fairly and transparently.
- 1.6 The Council is responsible for supporting and driving a healthy local economy, and has a stated ambition to promote growth and improve public realm, and to maintain vibrant and thriving town centres.
- 1.7 The Council must protect the interests of the borough's community as a whole.

The Role of Business Improvement Districts

- 1.8 There are currently four Business Improvement Districts in the borough:
- Orpington 1st
 - Your Bromley
 - Beckenham Together
 - Penge SE20
- 1.9 BIDs are business-led organisations. They're funded by a mandatory levy on all eligible businesses in an identified BID area after a successful ballot. BIDs provide additional or improved services within a BID area; these are identified by the local businesses.
- 1.10 Consequently, each BID in the borough is different, and works to deliver on the priorities of the businesses they represent. The priorities of the four existing BIDs were set out in their business plans and are highlighted below:

Orpington 1st

- 1st for Customers
- 1st for Look & Feel
- 1st for Access
- 1st for Business
- 1st for Investment

Your Bromley

- Your Bromley made safer
- Your Bromley made smarter
- Your Bromley made for business
- Your Bromley made prominent

Beckenham Together

- Marketing Beckenham
- Experience Beckenham
- A warmer welcome
- Stronger Together

Penge SE20

- Welcome to Penge
- Street smart
- Heart of the town

- 1.11 Consequently, although this document sets out a general terms of reference for how the Council will interact with its BIDs, it also recognises that there is not a 'one size fits all' relationship.

Joint Aims

- 1.12 The joint aims of the Council and the BIDs are:

- Vibrant town centres
- Supporting businesses in the borough
- Safer, cleaner and greener environments
- Good placemaking that enhances and protects the character of an area
- Promoting our town centres to visitors and investors

Key Contacts

- 1.13 The Council's primary point of contact for BIDs is the Town Centres & BID Development Manager, Lorraine McQuillan.

- 1.14 The primary point of contact for each BID is the BID Director or BID Manager, as listed below:

- | | | |
|---|--|--------------|
| • Your Bromley
Frances Forrest, BID Manager | frances@yourbromley.co.uk | 07703 495725 |
| • Orpington 1 st
Chris Travers, BID Manager | chris.travers@orpington1st.co.uk | 07914 689380 |
| Sharon Baldwin, Executive Director | sharon.baldwin@orpington1st.co.uk | 07741 253427 |
| • Beckenham Together
Zoe Carr, BID Manager | hello@beckenhamtogether.co.uk | 07535 989780 |
| • Penge SE20
Zoe Carr, BID Manager | manager@pengebid.co.uk | 07535 989780 |

Review and Updating of this Terms of Reference

- 1.15 This document will be reviewed at the quarterly BID Engagement Meetings (see paragraph 2.3) in order to assess:
- What updates are required
 - Where practice is working well or requires improvement
 - If new proposals should be added to Section Three for the continuous improvement of the Council's relationships with its BIDs.
- 1.16 A full review of the document will be undertaken annually by the Town Centres & BID Development Manager.

SECTION ONE: STRATEGIC MATTERS

This section will focus on how the Council will engage and partner with BIDs in relation to strategic matters, focussing on regeneration and economic development.

2. Engagement

Council commitment: The Council will invite regular engagement with BIDs at a senior and strategic level to maximise opportunities for partnership working. The frequency of joint meetings will be reviewed periodically.

BID commitment: BIDs will engage readily with the Council, one another and other partners to explore opportunities for collaborative working to achieve mutual goals.

2.1 Meetings between BIDs and the Chief Executive

LBB Contact Officer: Pamela Edwards, PA to Chief Executive
Pamela.edwards@bromley.gov.uk
020 8313 4197

Purpose: The Chief Executive and Director of Housing, Planning and Regeneration will meet with the BIDs' representatives on a quarterly basis to:

- Discuss shared aims and objectives and explore options for partnership working
- Hear any feedback from BIDs on issues important to business
- Share information

2.2 Bromley Economic Partnership

LBB Contact Officer: Joanne Partridge, Democratic Services Officer
joanne.partridge@bromley.gov.uk
020 8461 7694

Purpose: Quarterly meetings are chaired by Councillor Peter Morgan, Portfolio Holder for Renewal, Recreation & Housing. The Economic Partnership seeks to harness the skills, knowledge and experience of the private sector and other key stakeholders to sustain and promote the Borough's local economy. BIDs are invited to provide an update on their work.

2.3 Quarterly BID Engagement Meetings

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Purpose: Strategic meetings held quarterly with all the BID Managers and invited Heads of Service to discuss common issues affecting all BID areas and work on joint campaigns/initiatives.

BID Managers will provide any updates to their annual event programmes at these meetings. Requests for agenda items will be sent to BID Managers at least one week in advance of the meeting.

2.4 BID Meetings

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Purpose: With the agreement of each BID, the Council will be represented at any BID Board meetings, advisory groups and AGMs as required. The Town Centres and BID Manager will attend, and arrange for any other officers or Members to attend as required.

2.5 Business Support Task Force

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Purpose: Fortnightly meetings to support businesses through the immediate COVID-19 crisis and to support the recovery of the local economy. BID Managers, Federation of Small Businesses and the South East London Chamber of Commerce will provide a partnership and business-led approach to rebuilding a healthy local economy in the London Borough of Bromley.

3. **Town Centre Regeneration and Economic Development**

Council commitment: The Council will recognise BIDs as a key stakeholder in town centre regeneration and will ensure that they are fully briefed and involved in projects affecting the physical landscape of the town centre and its economic prosperity at an early stage.

BID commitment: BIDs will constructively feedback on town centre regeneration activities and will share information and expertise to support projects achieving benefits for the businesses that they represent.

3.1 Town Centre Renewal Projects

LBB Contact Officer: Robert Buckley, Head of Renewal (starting 18th August 2020)
In the interim: Alicia Munday, Head of Regeneration
Alicia.munday@bromley.gov.uk
020 8313 4559

Notes: Renewal projects include those relating to public realm, infrastructure and economic development. The Head of Renewal will ensure that BIDs are consulted on town centre renewal projects affecting their BID area at an early stage, and arrange for regular engagement throughout projects recognising their role as a key stakeholder in the town's regeneration. Regular reporting will be included at the Quarterly BID Engagement Meetings (paragraph 2.3).

3.2 **Economic Development**

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Notes: In light of COVID-19 and the commitment to rebuild the local economy the Local Economy Business Support Task Force has been initiated. This group will help to guide the Local Economy Recovery and Resilience Plan. A business support

programme will also be developed to meet the needs of the businesses within the borough.

3.3 Borough Regeneration Initiatives

LBB Contact Officer: Alicia Munday, Head of Regeneration
Alicia.munday@bromley.gov.uk
020 8313 4559

Notes: Initiatives include those relating to leisure, culture, heritage and housing. Regular reporting will be included at the Quarterly BID Engagement Meetings (paragraph 2.3).

3.4 Planning Strategy

LBB Contact Officer: Ben Johnson, Head of Planning Policy and Strategy
Ben.johnson@bromley.gov.uk
020 8461 7845

Notes: The Head of Planning Policy and Strategy leads on the review and ongoing implementation of the Bromley Local Plan and regional and national planning issues affecting the borough.
Jointly with the Head of Renewal, a project to implement a new approach to supplementary planning guidance for town centres is being taken forward. BIDs will be specifically consulted on issues directly affecting their BID area.

3.5 Planning Applications and Enforcement

LBB Contact Officer: Jake Hamilton, Head of Development Management
jake.hamilton@bromley.gov.uk
020 8313 4802

John Stephenson, Enforcement & Appeals Manager
john.stephenson@bromley.gov.uk
020 8313 4687

Notes: BIDs may be included on the consultation mailing list for planning applications; requests for inclusion should be submitted to Jake Hamilton.

Any properties within the BID area that are subject to an enforcement enquiry regarding planning are listed on the Council website:
https://www.bromley.gov.uk/info/200074/planning/142/planning_enforcement

3.6 Transport Engagement & Consultation

LBB Contact Officer: Karly Davis, Transport Engagement Officer
Val Currie, Transport Engagement Officer
traffic@bromley.gov.uk
020 8461 7542

Notes: Any projects relating to how people travel in to and around the BID areas including parking and traffic will be shared with the BID for feedback at an early stage and updates included at the Quarterly BID Engagement Meetings (paragraph 2.3).

3.7 Applications for Accreditation

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Notes: The Town Centres & BID Development Manager will coordinate Council support for
BIDs in their applications for accreditation and will signpost BIDs to the relevant
expertise within the Council.

SECTION TWO: OPERATIONAL MATTERS

This section of the Terms of Reference sets how the Council and BIDs should engage on operational matters, focussing specifically on:

- Events
- Licensing
- The environment
- Communications
- Contractual issues

4. Events

Council Commitment: The Council and its contractors will support BID events in town centres, except in circumstances where they directly conflict with the Council's role, statutory duties or own commercial interests. In the booking of events space in BID areas, the Council and its contractors will be considerate of the aims and objectives of the BID.

BIDs Commitment: BIDs will take all reasonable steps to ensure that they communicate with the Council in the planning of their events at the earliest opportunity and that they comply with the Council's procedural, statutory and regulatory requirements for the putting on of an event.

4.1 Hiring of Council owned space

4.1.1 *High Streets*

4.1.1a *Bromley High Street Pedestrianised Area:*

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: The technical support team manage the event space in the pedestrianised area of the High Street. Your Bromley should submit their event programme to Lorraine McQuillan by 1st February of each year which will then be circulated to the relevant officers for hiring the space. Jonathan's team will reserve the event space for the BID as per the event programme.

Cost: There is no charge for the hire of the pedestrian area for Your Bromley.

4.1.1b *Orpington Pedestrian Area*

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: A Service Level Agreement is in place between Orpington 1st and the Council outlining the specification for managing the markets/promotional areas (including event space) within Orpington Town Centre.

Cost: There is no charge for the hire of event space for Orpington 1st

4.1.1c *Beckenham High Street*

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: The technical support team manage the space in High Street. Beckenham Together should submit their event programme to Lorraine McQuillan by 1st February of each year which will then be circulated to the relevant officers for hiring the space. Jonathan's team will reserve the event space for the BID as per the event programme.

Cost: There is no charge for the hire of event space for Beckenham Together.

4.1.1c Penge High Street

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: The technical support team are working with Penge SE20 BID on a proposal to activate the space within Penge High Street for promotional space and markets. Where Penge SE20 submit their events programme to Jonathan at the beginning of the year, the space will be reserved for the BID.

Cost: There is no charge for the hire of event space for Penge SE20.

4.1.2 Parks and greenspace:

LBB Contact Officer: James Hilsden, Neighbourhood Manager
james.hilsden@bromley.gov.uk
020 8313 4632

Process: The Council's contractor, idverde, is responsible for managing bookings of the Council's parks and greenspace.

In order to secure prioritisation of their bookings, BIDs should submit their annual events programme by 1st February of each year to Lorraine McQuillan. This will then be circulated to the relevant officers for hiring the space. Idverde will then reserve the park or greenspace as per the BID event programme.

BIDs should subsequently make an application to hire a park or greenspace for each event online: www.bromleyparks.co.uk/events. A minimum of 2 months' notice is required for events, however if the event is not on the programme submitted at the beginning of the year, the Council cannot guarantee the space will be available for hire. Full details and guidance notes for the application process is available on the website linked above.

Most parks and greenspace are able to host events and activities under permitted development for up to 28 days a year. Where it is likely that an events programme is likely to exceed the use of the space for more than the number of days, additional planning permission may be required.

Cost: The cost of hire is dependent on size and duration of the event or activity. Further information is included in Appendix 4 for the Bromley Parks Event Price Guide 2019/20. It is also available online at [https://app.apply4.com/uploads/instance_document/file/482/Bromley Parks Event Fees 2019-2020.pdf](https://app.apply4.com/uploads/instance_document/file/482/Bromley_Parks_Event_Fees_2019-2020.pdf)

A proposal to introduce a pricing structure specifically for BIDs looking to hire parks or greenspace for non-profit making activities is outlined in Section 3.

4.2 Markets and Street Trading

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: Jonathan will ensure that any applications by market operators or street traders to operate in BID areas are discussed with the BID prior to a decision.

(i) Regular markets

If BIDs wish to initiate a regular market in their town centre, they should contact Jonathan in the first instance as there may be an opportunity for the Council and the BID to work together on this as a joint project.

(ii) Visiting markets

Where BIDs initiate bringing a visiting market to the town centre, the market operator applies for the street trading licence. It will be the responsibility of the market operator to ensure that all the individual traders have completed the necessary paperwork.

(iii) Individual street traders

Any individual street traders need to be licensed by the Council. The BIDs and the Council can work together on any new street traders applying for a licence to jointly agree the space, location, frequency and products. Any street traders on the highway that form part of an event organised by the BID will need to be licensed by the Council, apply online [https://www.bromley.gov.uk/info/400/licence - street trading/224/street trading licence](https://www.bromley.gov.uk/info/400/licence-street-trading/224/street-trading-licence) .

Cost: One Day Street Trading Licence £34

4.3 Temporary Events Notices (TEN)

A TEN is required for any event where there is regulated entertainment, late night refreshments or the sale of alcohol.

LBB Contact Officer: Steve Phillips, Lead Practitioner Licensing
licensing@bromley.gov.uk marked for the attention of Steve Phillips
020 8313 4218

Process: Applications for a TEN should be made online:
https://www.bromley.gov.uk/info/200063/licences/189/temporary_event_notice
Applications must be received 10 clear working days prior to the planned event.

Applications must not be submitted more than 3 months in advance of the event (although if the BID has a large event this can be discussed with the officer).

The council will send receipt of an application following its submission.

Objections to the application from the Police and/or Noise Team must be submitted within 72hrs of receipt

Cost: £21 per application

Details: An application for a TEN should be made for an event with a maximum of 499 people attending the event at any one time. A TEN can run for a maximum of 168 hrs (7 days) following which there must be a gap of 24 hrs prior to the next TEN starting. The maximum number of TENs for any premises is 15 per calendar year but subject to a maximum aggregate duration of 21 days. A personal licence holder can apply for a maximum of 50 TENs per calendar year and a non-personal licence holder can apply for a maximum of 5 TENs per calendar year. Full details and guidance notes available on the website
https://www.bromley.gov.uk/info/200063/licences/189/temporary_event_notice. If the BID is expecting to exceed these limitations a premises licence would be required.

4.4 Premises Licence

LBB Contact Officer: Steve Phillips, Lead Practitioner Licensing
licensing@bromley.gov.uk marked for the attention of Steve Phillips
020 8313 4218

Process: A premises licence is required when the event exceeds the limitations of the TEN outlined in 4.3. Applications should be made online at least three months in advance of the event date. It should be noted that a decision can take up to two months.
https://www.bromley.gov.uk/info/200063/licences/177/premises_licences

Cost: Fees are determined on the basis of the rateable value of the premises. For those use by BIDs for events, it is likely that most premises will fall within Band A, the application fee for which is £100.

4.5 Event Vehicles

4.5.1 *Parking Suspensions*

LBB Contact Officer: Sam Beard, Senior Operations Officer
sam.beard@bromley.gov.uk
020 8461 7157

- Process: (i) Exhibition/interactive vehicles that form part of a BID event/project within BID area
- Vehicles which form part of the event and which require a parking suspension will not be charged (maximum of 5 parking suspensions per BID per year). Please contact Sam Beard to arrange the parking suspensions.
- (ii) Other event vehicles
- Other event vehicles, such as delivery vehicles should adhere to existing parking restrictions for loading/unloading and parking. If a parking suspension is required, this should be applied for at least three working days before the event. Applications should be made online:
https://www.bromley.gov.uk/info/200072/parking/337/parking_dispensationssuspensions
- Cost: Vehicles which form part of the event and which require a parking suspension will not be charged (maximum of 5 parking suspensions per BID per year). Any other vehicles requiring a parking suspension will be subject to a charge. Details of the cost will be provided on application, but are based on £20 per bay per day plus an administration fee of £25 per application.

4.5.2 Road Closures

LBB Contact Officer: Karly Davis, Traffic Officer
traffic@bromley.gov.uk
 020 8461 7542

- Process: 12 weeks' notice is required for a road closure for an event. Applications should be made online:
https://www.bromley.gov.uk/info/545/traffic_management/273/street_parties_and_public_events/3. A Traffic Management Plan must be submitted as part of an application. The Council can provide support to BIDs to produce this; the BID should email ben.howard@bromley.gov.uk 020 8461 7507
- Cost: The road closure fees of £564 will be waived for events organised by the BIDs (a maximum of 2 road closures per annum per BID). Any additional road closures after this will attract the fee. However please note that the BIDs will be responsible for the costs of any road diversion signage and bus diversions on all their road closures. The BIDs do not need to use a Council contractor to supply the road diversion signage.

4.6 Waste Removal

LBB Contact Officer: Neighbourhood Management Officer (see section 6.1.1)

- Process: BIDs can arrange waste removal from an event using a registered waste carrier who has a waste transfer notice. Waste removal can also be arranged using the Council's contractor via the Neighbourhood Management Team; two weeks' notice is required for this arrangement.
- Cost: Dependent on requirement, please contact the relevant Neighbourhood Officer

4.7 Safety Advisory Group

LBB Contact Officer: Steve Phillips, Lead Practitioner Licensing
licensing@bromley.gov.uk marked for the attention of Steve Phillips
020 8313 4218

Process: Information pertaining to all public events should be submitted to the Safety Advisory Group. This group is constituted of a number of partner agencies and its purpose is to ensure public events are managed safely and effectively. Information should be submitted online:
https://www.bromley.gov.uk/site/xfp/scripts/xforms_form.php?formID=340

Cost: No charge

4.8 Specific types of event:

Petting Zoo - if the BID event includes a petting zoo, event participants may well require specific licences. For more information please contact Steve Phillips at licensing@bromley.gov.uk

5. Licensing

Council commitment: The Council will manage licensing applications received from BIDs within the timeframes required by law or Council policy. The Council will provide advice on applications where appropriate and will be helpful and proactive about signposting BIDs to further support in relation to their licensing requirements when appropriate.

BIDs commitment: BIDs will review their licensing requirements in good time and submit applications in accordance with the published timeframes.

5.1 Christmas Lights

LBB Contact Officer: Harry Marshall, Contracts Supervisor
harry.marshall@bromley.gov.uk
020 8461 7784

Process: BIDs have now been granted a licence to install Christmas lights in their BID area for the duration of the BID term. BIDs must submit their Public Liability Insurance certificates of their Christmas Lights contractor annually, along with PAT tests and confirmation that details have been submitted to UKPN for the purpose of arranging payment for power used. Documents should be submitted and received before 1st September of each year. Harry Marshall will be organising a meeting in the Summer to clarify the process for the BIDs, specifically around the UKPN application

Any reports of issues with Christmas lights during the festive season will in the first instance be reported to the BID for their Christmas lights contractor to address. If there is an issue with the infrastructure in the column, the Christmas lights contractor must report this to Harry Marshall for action.

Cost: No charge

Any existing Christmas lights infrastructure on lamp columns that requires repair or replacement will be undertaken by the Council. If the BID requires any additional new sockets for Christmas lights the Council must be notified by 1st June preceding the Christmas activities, and the cost of installation shall be payable by the BID.

5.2 Banners

5.2.1 *Existing Banner Sites*

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: BIDs will have priority when booking existing banner sites located within their BID area. BIDs should produce a schedule of dates that these sites are required and submit this to Jonathan by 1st February of each year. Note that due to planning restrictions, banners can only be in situ for a maximum of six weeks at a time.

Cost: Use of existing banner sites shall be at no cost to BIDs.

5.2.2 *New Banner Sites*

LBB Contact Officer: Harry Marshall (Street Lighting) harry.marshall@bromley.gov.uk
Jake Hamilton (Planning) jake.hamilton@bromley.gov.uk

Process: If a BID would like to install a new lamp post banner/infrastructure, in the first instance, the BID should liaise with Harry Marshall to ensure that the lamp column is

structurally sound and able to have a banner attached to it. CCTV sightlines are also a consideration.

The Council will be proactive about supporting the identification of appropriate new banner sites.

Once a potential new site is agreed, the BID must then seek advertising consent for the banner site, making an online application through the planning portal: <https://www.bromley.gov.uk/info/200074/planning>. Note that determination of an application can take between 4-6 weeks.

Cost: £462 (fees are renewed annually)

5.3 Remembrance Poppies

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: BIDs now have a licence to install poppies on lamp columns in their BID area for the duration of the BID term. BIDs are responsible for arranging installation and ensuring the installation contractor has the relevant insurances and safe working practices.

Poppies should not be installed more than two weeks in advance of Armistice Day and should be removed within the two weeks following Armistice Day.

Cost: No charge

5.4 Busking

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: Buskers are not licenced but must sign up to a code of conduct:
https://www.bromley.gov.uk/info/200063/licences/274/buskers_and_street_entertainment

There are currently designated areas for busking in Bromley town centre which will be reviewed periodically with Your Bromley.

Busking areas in other BID areas can be designated in discussion with the LBB Contact Officer.

5.5 Leaflet Distribution

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: Requests for a licence to distribute leaflets should be sent to the LBB Contact Officer:

Cost: No charge for BIDs applying for a licence within their BID area.

5.6 Promotional space

LBB Contact Officer: Jonathan Richards, Technical Support Team Manager
street.services@bromley.gov.uk
020 8313 4317

Process: There are specific arrangements for booking promotional space which differ for each BID area. In Bromley Town Centre Jonathan's team manages the bookings for promotional space. In Orpington Town Centre promotional space bookings are managed by Orpington 1st as outlined in the Service Level Agreement. In Penge Town Centre there is currently a proposal for the Council and the Penge SE20 BID to work together and if successful this may be rolled out to Beckenham.

Cost: No charge

Note that charity collections are licenced by the Police and not the Local Authority.

6. Environment

Council commitment: The Council will be responsive to BIDs' feedback on issues affecting the environment within a BID area and will be open and transparent in relation to their response.

BID commitment: BIDs will be proactive about reporting environmental issues affecting their BID area and will provide constructive feedback on actions taken, where appropriate.

Any issues with the street environment should, in the first instance, be reported to the Council through the online reporting system called 'Fix my Street': www.fix.bromley.gov.uk.

6.1 Reporting environmental issues

6.1.1 *Neighbourhood Management*

For issues relating to waste services, street cleansing and parks and greenspaces.

LBB Contact Officer: Beckenham: Joanna Morris CopersCopeNM@bromley.gov.uk
Bromley: Luke Hughes BromleyTownNM@bromley.gov.uk
Orpington: Mark Crawley OrpingtonNM@bromley.gov.uk
Penge: Nicola Galloway PengeAndCatorNM@bromley.gov.uk

Please note these mailboxes for the use of BID personnel only – they are not to be distributed to individual businesses or members of the public.

Notes: For any requests for services that are additional to those set out in the baseline agreement, please contact the Neighbourhood Officer in the first instance.

6.1.2 *Arboriculture*

LBB Contact Officer: Hugh Chapman, Arboriculture Services Manager
trees.enquiries@bromley.gov.uk

6.1.3 *Street Enforcement*

LBB Contact Officer: Toby Smith, Enforcement Manager
toby.smith@bromley.gov.uk
0208 313 4870

Notes: The Enforcement Manager coordinates enforcement for the following issues: beggars, buskers, homelessness, abandoned vehicles, highway obstructions, fly tipping, fly posting, street litter patrols, dog fouling, A-boards and illegal highway encroachment by shops/premises. The Enforcement Manager also administers licences for the following – A-boards, scaffolding, hoarding, tables and chairs outside premises.

If the BID Managers have any issues with any of the above contact Toby Smith direct. Lorraine McQuillan will send the BID event programme to the Enforcement Manager on its submission to ensure licences are not issued on event days for items that may be an obstruction e.g. scaffolding. Any enforcement issues relating to BID events/projects will be discussed with the BID Manager prior to action being taken.

6.1.4 *Highway repairs/resurfacing*

LBB Contact Officer: Dan Gordon, Area Inspector
dan.gordon@bromley.gov.uk
020 8313 4909

6.2 Reporting public protection issues

6.2.1 *Community Safety & Anti-social behaviour*

LBB Contact Officer: Amanda Mumford, Community Safety and Anti-Social Behaviour Manager
community.safety@bromley.gov.uk
020 8313 4395

Process: The Joint Action Group (JAG) is a problem solving panel convened by the Council to share information with partner agencies. Any issues with community safety or antisocial behaviour in the BID areas can be raised at these meetings for action; the Council will invite BID Managers to attend if there is a JAG convened relevant to issues within their BID area. BIDs should email Amanda if they have any issues they would like to discuss at a JAG.

6.2.2 *CCTV*

LBB Contact Officer: Rob Vale, Head of Trading Standards & Community Safety
rob.vale@bromley.gov.uk
020 8313 4785
CCTV Control Room: bromley@enigma-group.com

Process: For any day to day issues contact the CCTV Control Room direct. The control room also monitor the shop safe radio scheme.

To discuss requests for additional cameras over and above those outlined in the BID baseline statement, please contact Rob Vale. A business case would need to be submitted justifying any application for further cameras.

6.2.3 *Pub Watch:*

LBB Contact Officer: Steve Phillips, Lead Practitioner Licensing
licensing@bromley.gov.uk

Process: Where a BID initiates and/or manages a Pub Watch group, the Council's licensing team will attend the meeting to provide advice, and will invite the appropriate Police officers.

6.2.4 *Licensing*

LBB Contact Officer: Steve Phillips, Lead Practitioner Licensing
licensing@bromley.gov.uk

Process: To receive notifications of any new license applications or reviews in the ward(s) relating to their BID areas, BID Managers can send a request to the above email address.

6.2.5 *Trading Standards*

LBB Contact Officer: Graeme Preston, Trading Standards Manager
Trading.standards@bromley.gov.uk

Process: BIDs may report any issues relating to illegal trading, underage sales etc to the above email address.

6.2.6 Food Team

LBB Contact Officer: Karen Ryan
food@bromley.gov.uk
020 8313 4609

Process: BIDs may report any issues relating to hygiene, food inspections etc.

6.2.7 Health & Safety/Public Nuisance

LBB Contact Officer: Jean Bywater
ehs.customer@bromley.gov.uk
020 8461 7912

Process: BIDs may report any issues relating to health and safety on business premises, noise nuisance, commercial waste, ventilation etc.

6.2.8 Emergency Planning and Business Continuity

LBB Contact Officer: David Tait, Emergency Planning Manager
emergency.planning@bromley.gov.uk
020 8313 4224

Process: Information related to emergency planning is published by the Council online:
https://www.bromley.gov.uk/info/200039/emergencies/1355/emergency_planning

The Borough Resilience Forum is a multi-agency partnership that meets quarterly throughout the year. Their role is to discuss risks to the borough, develop plans to respond to these risks, and share best practice. The Council will invite a BID representative to this forum.

BIDs are asked to receive and distribute information in relation to emergency planning and business continuity from the Emergency Planning Manager on an ad hoc basis.

The Emergency Planning Manager will provide advice on business continuity when required by the BID. Some information is already published on the website:
https://www.bromley.gov.uk/info/200039/emergencies/671/business_continuity

6.2.9 Safer Bromley Partnership

LBB Contact Officer: Amanda Mumford, Community Safety and Anti-Social Behaviour Manager
community.safety@bromley.gov.uk
020 8313 4395

Process: The Safer Bromley Partnership was set up to ensure that the public sector agencies, voluntary groups and businesses work together with local communities to reduce crime and improve safety. Any issues arising at the Safer Neighbourhood Panel or Safer Neighbourhood Board can be escalated to this partnership chaired by Councillor Kate Lymer.

7. Communications

Council commitment: The Council will be proactive, collaborative and open in its communications with or affecting BIDs and/or BID areas, and where appropriate will make Council communication channels available to BIDs for the purpose of mutually beneficial information sharing.

BID commitment: BIDs will be proactive, collaborative and open in its communications with or affecting the Council, and where appropriate will make BID communication channels available to the Council for the purpose of mutually beneficial information sharing.

7.1 News releases, Council website and social media

LBB Contact Officer: Andrew Rogers, Communications Executive
Andrew.rogers@bromley.gov.uk
020 8461 7670

Process: Any news releases regarding joint campaigns between the BID and the Council will be jointly agreed. Draft news releases will be shared between the LBB Contact Officer and the relevant BID Manager until both parties sign off the news release for publication.

Any news releases published by the Council that may be relevant to the BID will be circulated to them for their information. Any news releases published by the BID that may be relevant to the Council will be sent to Andrew Rogers for his information.

Any public/business events can be uploaded to the Council website using the 'suggest an event' icon at <https://www.bromley.gov.uk/events>

[Any jointly agreed campaigns may be promoted through the digital display boards in Bromley and Orpington town centres, subject to availability and approval.](#)

Any Council events for inclusion on the BID websites will be sent to the BID Managers for consideration.

The Council can only support and shared posts on a BIDs website and/or their social media platforms if they are apolitical.

7.2 Handling of complaints and/or feedback

LBB Contact Officer: Andrew Rogers, Communications Executive
Andrew.rogers@bromley.gov.uk
020 8461 7670

Process: Where the Council and/or the BID receives a complaint or feedback relating to a town centre matter which is either meant for the other or is a shared responsibility, a response will be agreed jointly.

7.3 Council's business e-bulletin

LBB Contact Officer: Nina Terry, Project Support Officer
nina.terry@bromley.gov.uk
020 8313 4493

Process: The business e-bulletin is published every other month and content from BIDs is welcomed. The Council will proactively request contributions from BIDs in the preparation of the e-bulletin. Submission deadlines for e-bulleting content is published online:

7.4 Resident newsletter

LBB Contact Officer: Andrew Rogers, Communications Executive
Andrew.rogers@bromley.gov.uk
020 8461 7670

Process: The resident newsletter is circulated regularly throughout the year (approx. 8 per year). There may be an opportunity for BIDs to submit content to be included in this newsletter, especially on joint campaigns with the Council. BIDs should submit relevant content to Andrew Rogers for consideration.

7.5 BID Newsletters

The Council may request to publish an article in the BID newsletters. Requests will be sent to the relevant BID Manager for consideration

7.6 Notification of roadworks

7.6.1 *Planned Works*

LBB Contact Officer: Harry Marshall, Contracts Supervisor
harry.marshall@bromley.gov.uk
020 8461 7784

Process: A list of planned works is circulated by Ben Howard, Streetworks Officer 020 8461 7507. If the BID would like to be notified of any planned works please contact ben.howard@bromley.gov.uk

7.6.2 *Emergency Utility Works*

LBB Contact Officer: Amy Ward, Network Manager
amy.ward@bromley.gov.uk
020 8313 4420

Process: Utility companies do not need permission to undertake emergency works; they inform the Council within two hours of starting the works.

7.7 Procurement Opportunities

LBB Lead Officer: Maddy Hayes, Head of Procurement
procurement@bromley.gov.uk
020 8313 4384

Process: On occasion, there may be procurement opportunities published by the Council that may be of particular interest to businesses in a BID area. On these occasions the procurement opportunity will be sent to the BID Manager for circulation to businesses on their distribution list.

7.8 Communications with Councillors

Process: The contact details for the ward councillors for each BID area and members of the Council's Executive are set out in Appendix 5. It would be beneficial for the BIDs to keep the ward councillors up to date on their projects either via newsletters, eshots or meetings.

More information about Councillors, MPs and MEPs can be found at
<https://cds.bromley.gov.uk/mgMemberIndex.aspx?bcr=1>

8. Contractual Issues

Council commitment: The Council will provide a resource to oversee the implementation of its contractual obligations towards BIDs.

BID commitment: The BID will raise any contractual performance issues at the earliest opportunity.

8.1 BID Levy collection

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Process: The Council will coordinate the BIDs contractual relationship with its contractor responsible for levy collection (currently Liberata).

Monthly monitoring reports, produced by Liberata, will be circulated to BID Managers on the BID levy collection rates by Lorraine McQuillan. Confirmation of the amount of BID levy to be paid to the BID will be sent by email as per the payment schedule outlined in the Operating Agreement.
Confirmation of the annual BID levy collection charges will be sent to the BID Managers in April of every year by Lorraine McQuillan.

8.2 Annual Baseline Reviews

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Process: The Council will arrange annual meetings between BID Managers and relevant Heads of Service responsible for the delivery of services outlines in the baseline agreements between the Council and each BID. The purpose of these meetings is to resolve any issues relating to performance.

8.3 Annual Monitoring Meetings

LBB Contact Officer: Lorraine McQuillan, Town Centres & BID Development Manager
lorraine.mcquillan@bromley.gov.uk
020 8461 7498

Process: The Council will coordinate annual meetings between each BID and Liberata to discuss any specific issues relating to the collection of the BID levy and to agree the annual schedule of billing.

SECTION THREE: PROPOSALS

There are a number of areas that have been identified where there could be an improved working relationship between the Council and the BIDs. These improvements along with their progress to date are listed below. Further progress will be reported quarterly at the BID Engagement Meetings.

9. Review fee structure for hiring green space within BID areas for events

A review of the existing fee structure for hiring green space within the borough for events will be undertaken. Discussions are underway to bring forward a fee proposal that is appropriate for the not-for-profit community events that the BIDs organise.

10. Planning application for events on public open space

Most parks and greenspace are able to host events and activities under permitted development for up to 28 days a year. As the proposed events programme for Beckenham Green exceeds the use of the space for more than 28 days, the Council will be coordinating the submission of a planning application.

11. Clarification on loading of lamp posts

An audit of the lamp columns in the BID areas will be undertaken to confirm what additional infrastructure it can withstand, for example Christmas lights, banners, hanging baskets. The outcome of the audit will be shared with the BID Managers so they are aware what infrastructure can be installed where.

12. Proposals for promotional space/markets

Where there is not already an arrangement in place the Council and the BIDs could work together on a joint proposal outlining how the space within the BID can be used for promotions and markets. There is currently a draft proposal on promotional space and markets being considered by the Council and Penge SE20 BID.

13. Business-friendly planner

It has been requested that there is an officer allocated as a 'business-friendly' planner. This individual would have a good knowledge of planning and the BID areas and be able to assist businesses with any planning applications. This request is currently being considered by the Planning Department.

14. Clarification on the roles of Street Ambassadors/Street Rangers

Clarification on the role of Street Ambassadors and Street Rangers would be useful, particularly around what their level of engagement is with the street population and buskers, and whether there are any joint working opportunities. Lorraine to discuss further with BID Managers

15. BID newsletters/eshots

If the BID Managers would like to receive content from the Council for their newsletters/eshots it would be beneficial if the content submission deadlines could be circulated in advance.

SECTION FOUR: APPENDICES

Appendix 1: BID Boundary Maps

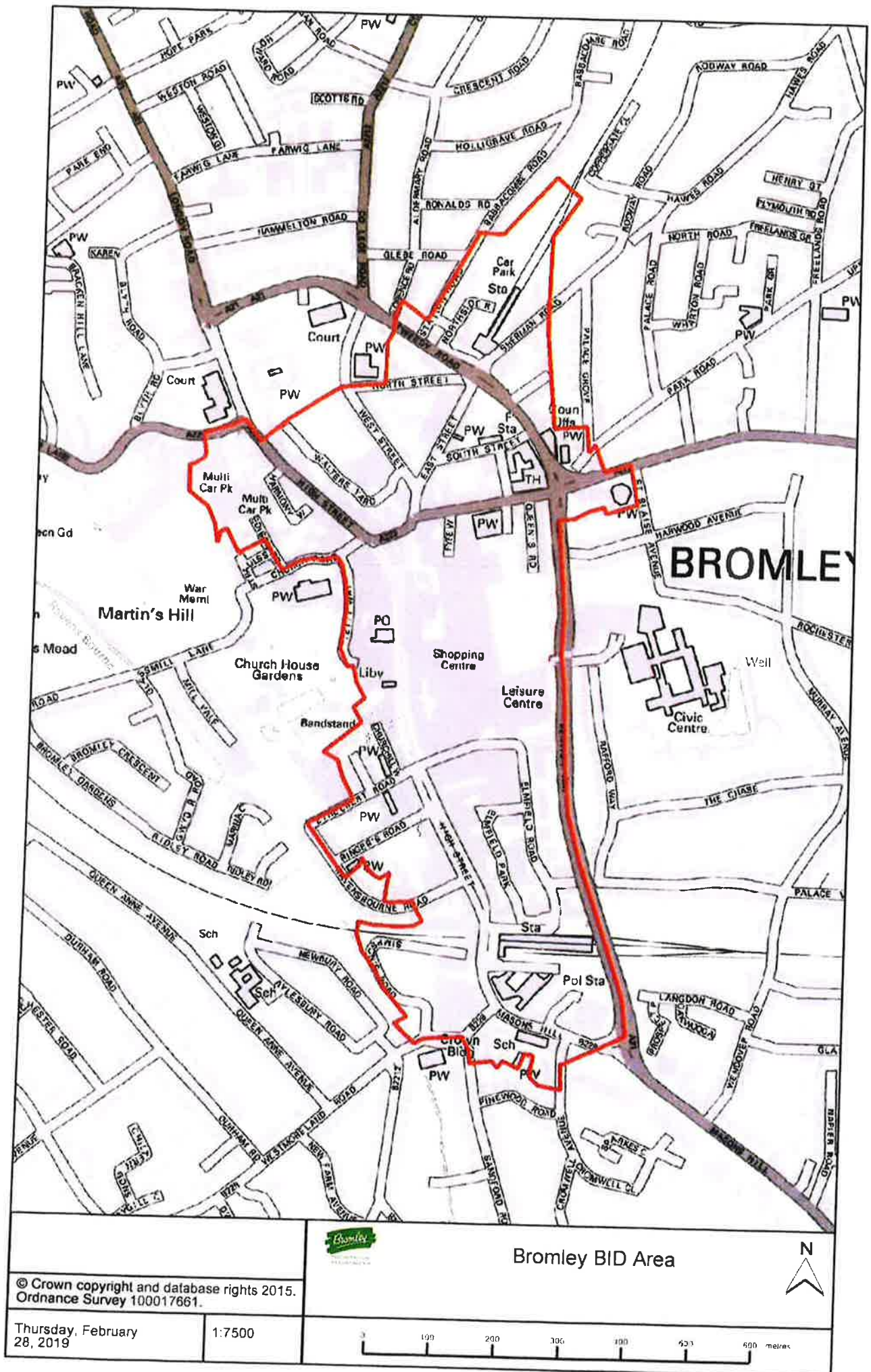
Appendix 2: BID Event Programme 2020

Appendix 3: Council's Organisational Chart

Appendix 4: Bromley Parks Event Price Guide 2020

Appendix 5: Councillor Contact Information

Appendix 6: Schedule of Implementation



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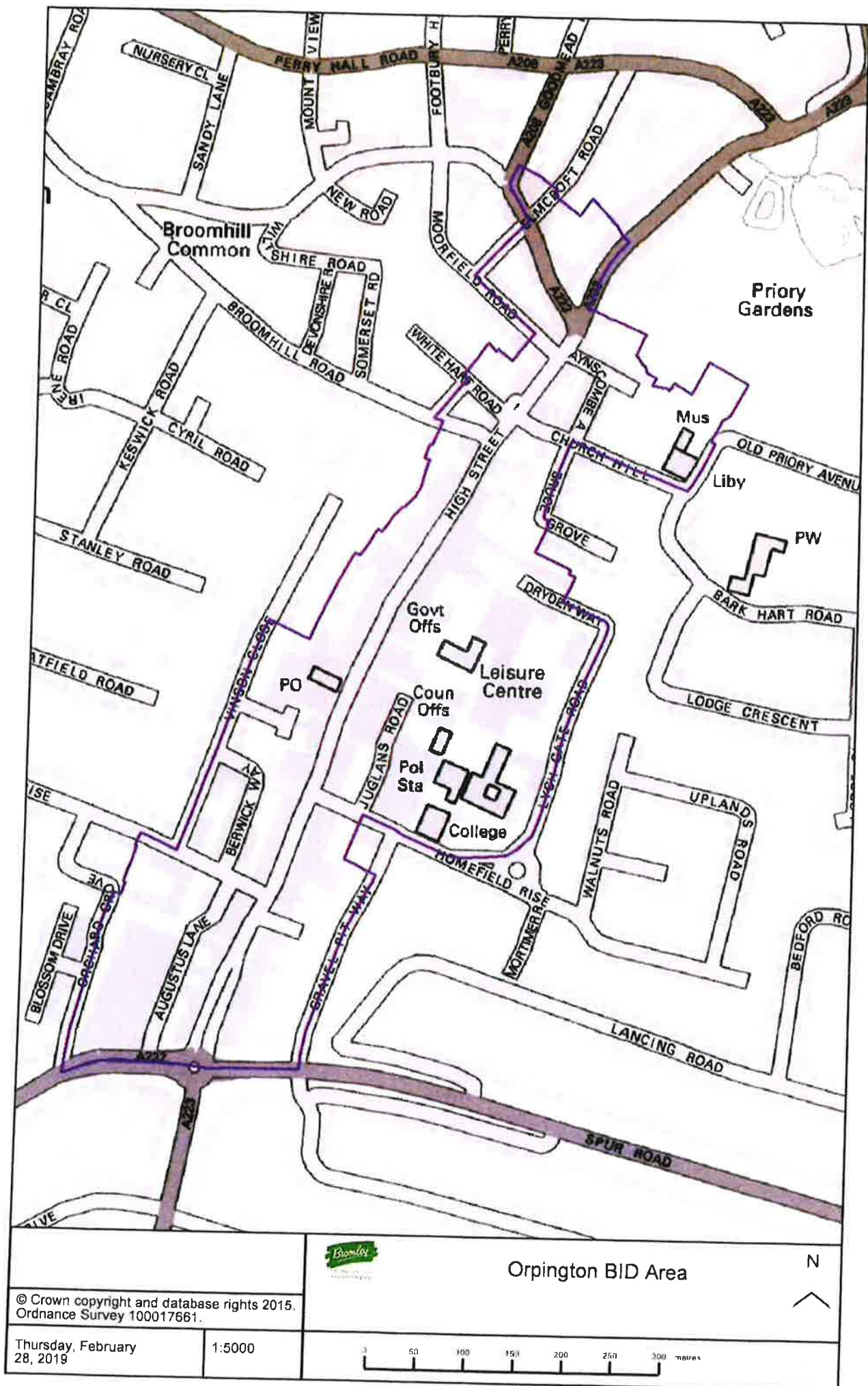
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28, 2019

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Bromley BID Area





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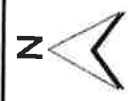
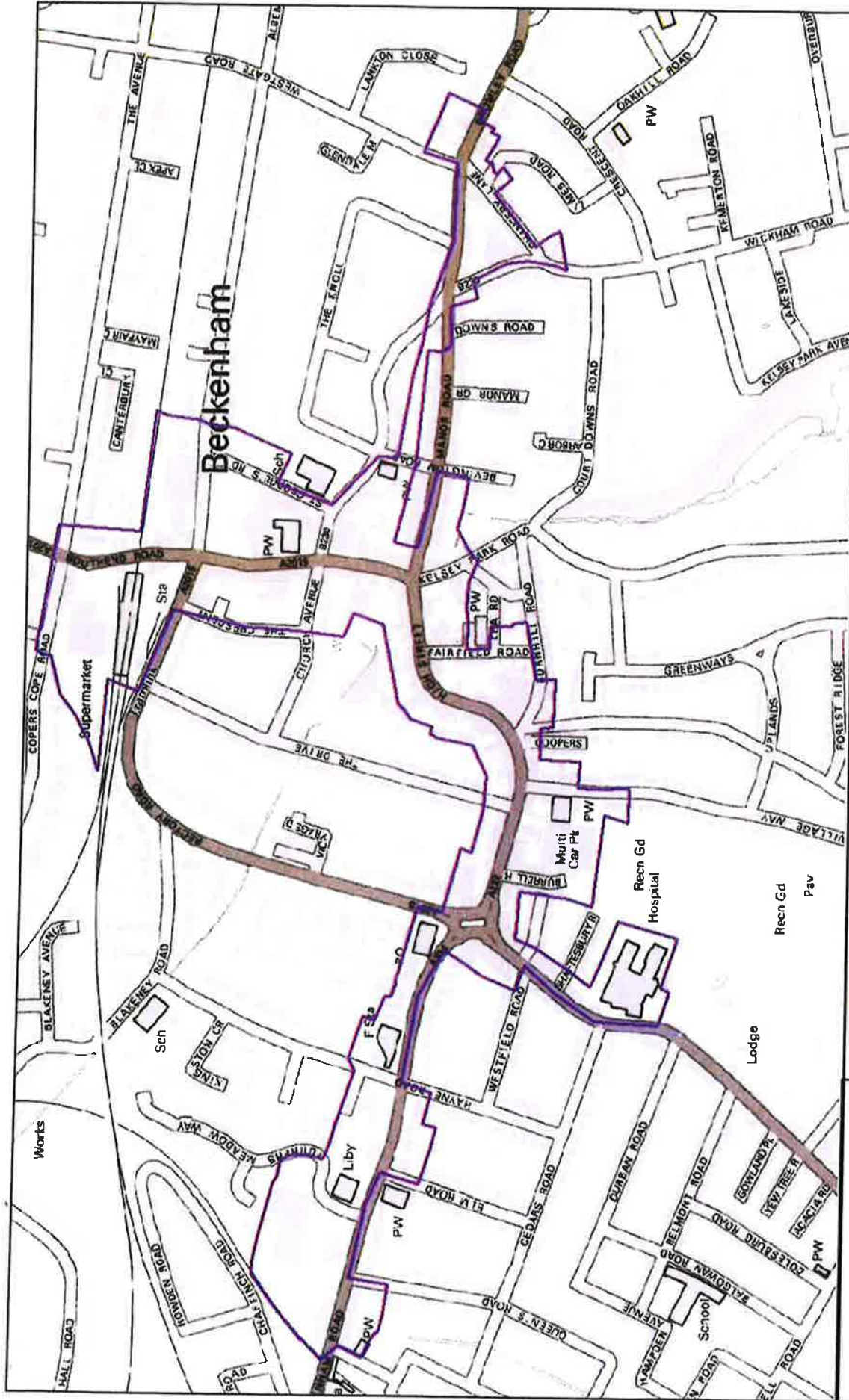
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28, 2019

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0 50 100 150 200 250 300 metres

Orpington BID Area

N



Beckenham BID Area



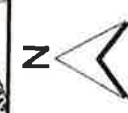
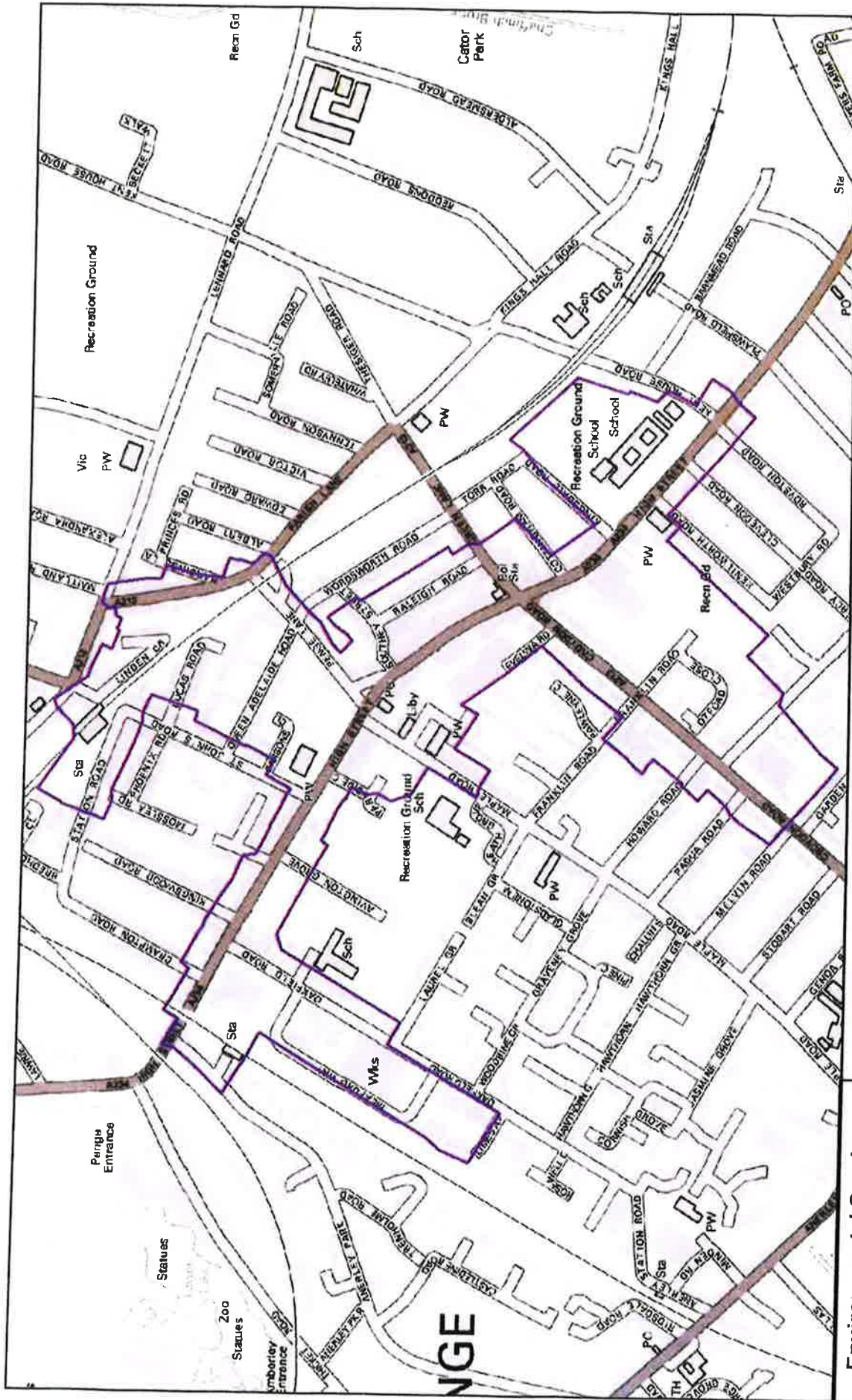
Environmental Services

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Wednesday, January 03, 2018

1:7000





Penge BID Area



Environmental Services

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Wednesday, January 03, 2018

1:7500

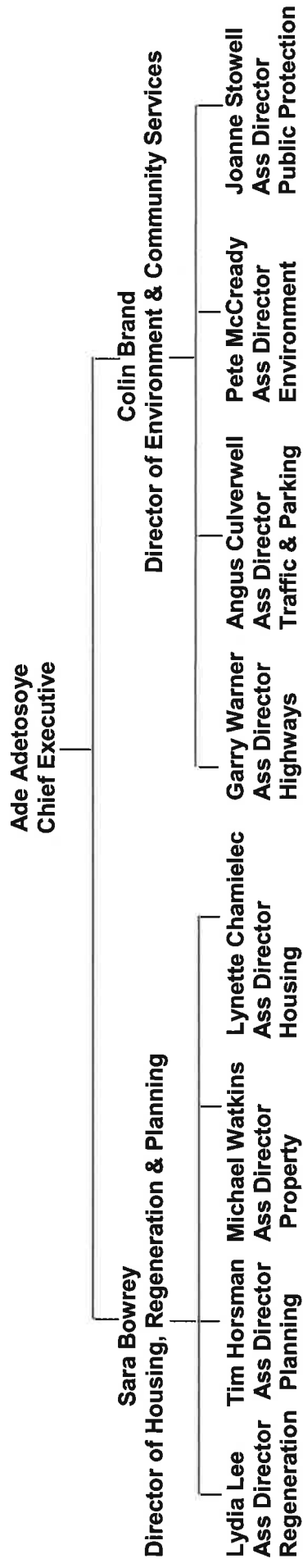


Appendix 2: BID Event Programme 2020

	March	April	May	June	July	August
Your Bromley						
Orpington 1st						
Beckenham Together						
Penge SE20						

	September	October	November	December
Your Bromley		Halloween Trail, High Street	Sunday 29th November Christmas lights switch on	
Orpington 1st		Scarecrow Trail, High Street	19th November Christmas event, High Street	Santa Dash 6th/13th December, High Street
Beckenham Together		Monday 26th October - 31st October Beckenham Pumpkin Hunt, High Street	Saturday 28th November Christmas lights switch-on & Ice Rink Launch, Beckenham Green	Saturday 28th November - 5th January Christmas on the Green Ice Rink & Christmas Market, Beckenham Green
Penge SE20		Saturday 31st October Halloween Trail, High Street	Saturday 28th November or 5th December Pengemas, High Street	Saturday 28th November or 5th December Pengemas, High Street

Appendix 3: Council's Organisational Chart



Lydia Lee, Assistant Director of Regeneration

Robert Buckley - Head of Renewal (starting 18th August)
Alicia Munday – Head of Regeneration
Paula Young – Principal Client Libraries

Tim Horsman, Assistant Director of Planning

Jake Hamilton – Head of Development Manager
John Stephenson – Enforcement & Appeals Manager
Mike Baker – Head of Building Control

Peter McCready - Assistant Director of Environment

David Hall – Neighbourhood Manager, Cleansing
James Hilsden - Neighbourhood Manager, Contract Manager ID Verde
Jim Cowan – Neighbourhood Manager, Waste
Toby Smith - Enforcement Manager
Jonathan Richards – Technical Support team Manager (Bromley Town Centre Market, promotional space bookings)
Marieke Brown – Enforcement Officer (street trading)
Hugh Chapman – Arboriculture Manager

Garry Warner, Assistant Director Highways

Paul Redman – Highways Asset Manager (lamp columns)
Harry Marshall - Works Contact Manager (Conways/JB Riney)
Dan Gordon – Highways Area Manager (highway inspections)
Amy Ward – Network Manager (utility works)

Joanne Stowell, Assistant Director Public Protection

Rob Vale – Head of Trading Standards & Licensing
Tony Baldock – Head of Environmental Health & Community Safety
David Tait – Emergency Planning Manager (Business Continuity)

Angus Culverwell, Assistant Director Traffic & Parking

Chloe Wenbourne – Head of Parking Services
Karly Davis – Traffic Officer (road closures)
Elaine Beadle – Road Safety Manager

Bromley Parks Events Price Guide 2019/20

Bromley Event Site Fees and Charges for spring 2019 to spring 2020

The fees and charges cover a variety of services related to park events. They are a guideline only and are subject to variation depending on the site chosen, the season, nature of the event and various other factors. The fees relating to your event will be confirmed upon application and submission of the required supporting documentation. See the Events Policy for a definition of Friends Groups, Charities, Communities and Commercial Events.

Types of fees

Admin fee

This covers the cost of the administration time, in addition to all the compliance, which the officer takes to assess your application. The fee also covers the cost of the digital events platform, EventApp. This fee is non-refundable and should be made at the time of application.

Park / Site hire fee

This is for the hire of the park or greenspace and is based on how the event affects the normal everyday use of the site. Time on site for set-up and take down is also chargeable. This fee must be paid 60 days before the event start date. If the event is cancelled by the event organiser cancellation fees will apply. See details below and refer to our Terms and Conditions for more information.

Overstay Fee

If the venue or any part of it is not vacated by the finishing time stated on the approved event application the event organiser will be required to pay an Overstay Fee. The fee will be £100 or 10% or the daily site hire fee, per hour, or part thereof, whichever is greater.

Payment of fees

BACS payment- event organisers have to be set-up on our system before payment can be received, so this method can take a little longer first time its set up.

Fees & Discounts

1. Friends Group's Events are free to host, so long as it is evident that income generated will go back to the park.
2. Registered Charities, School and Community Events receive up to a 50% discount on the overall advertised prices, excluding the booking fee.
3. Crystal Palace Park and Norman Park are *Gold Tier* venues and as such have negotiable rates.

Damage Deposit

Your damage deposit will be calculated when you submit your application and is fully refundable unless damage is caused as a result of your event. Please see Terms and conditions for further details.

Cancellation fee

When the notification of cancellation is received	Percentage of site hire fee to be charged
More than 30 days	20%
20-30 days	50%
10-20 days	75%
Less than 10 days	Up to 100%

Events hosted in Bromley



Admin fees

Type of event	Fee
<A> Friends Group	£0
 One day events for up to 2,000 people without licensable activities for Registered Charities, Schools and Communities	£60
<C> Commercial Events or other events for longer than one day, for more than 2,000 people or with licensable activities	£180

Site hire fees are charged per day and normally quoted via [EventApp](#).

To secure an event, a 20% non-refundable deposit will be required during the application process.

Set up and set down days are an additional 20% of the event day fee applied to non-operational days should the set up and set down not take place on the same day. N.B. These fees **do not** cover funfairs, circuses or promotional activities.

Park Hire Fees

Number of People/Capacity per day	25-249	250-499	500-1999	2000+
Under 4 hours	£110	£220	£330	TBA
All day *	£220	£440	£660	TBA
Additional Days	£200	£400	£600	TBA
N.B. An event of under 25 people may have up to a 100% discount of all fees				
* Hire fees may vary if an event is deemed to have a greater impact on the park				

Promotional activities

Size of Activity	Event Day
2 or more people (no equipment)	£50
With banners, gazebos, etc.	£75
With vehicles, trailers or other large structures	£100

Funfairs

Size of Funfair	Event Day
Up to 10 rides	£600
11 to 15 rides	£700
15 rides or more	£800

Circuses

Size of Circus	Event Day
Up to 500 seating capacity	£500
Over 500 seating capacity	£700

Fireworks Display

Any fireworks show that takes place in Bromley will require idverde to hire an independent fireworks consultant. The consultant will inspect the grounds on the day to ensure that the fireworks display is safe to take place. The consultant commissioned will be an additional cost from approx. £500, however the Events Team will advise at the time they review your application.

Pricing will be variable and a quote will be provided depending on the size of the event.

Appendix 5: Councillor Contact Information

The contact details for the ward councillors for each BID area are as follows:

Your Bromley BID

- **Bromley Ward:**

Councillor Nicky Dykes nicky.dykes@bromley.gov.uk
Councillor Will Harmer will.harmer@bromley.gov.uk
Councillor Michael Rutherford michael.rutherford@bromley.gov.uk

Orpington 1st BID

- **Orpington Ward:**

Councillor Kim Botting kim.botting@bromley.gov.uk
Councillor William Huntingdon-Thresher william@ocat.co.uk
Councillor Pauline Tunncliffe Pauline.tunncliffe@bromley.gov.uk

- **Petts Wood & Knoll Ward:**

Councillor Simon Fawthrop simon.fawthrop@bromley.gov.uk
Councillor Tony Owen tony.owen@bromley.gov.uk
Councillor Keith Onslow keith.onslow@bromley.gov.uk

- **Cray Valley West Ward:**

Councillor Judi Ellis judith.ellis@bromley.gov.uk
Councillor Colin Hitchins colin.hitchins@bromley.gov.uk
Councillor Gary Stevens gary.stevens@bromley.gov.uk

Beckenham Together BID

- **Copers Cope Ward:**

Councillor Michael Tickner michael.tickner@bromley.gov.uk
Councillor Stephen Wells stephen.wells@bromley.gov.uk
Councillor Russell Mellor russell.mellor@bromley.gov.uk

- **Clock House Ward:**

Councillor Vanessa Allen Vanessa.allen@bromley.gov.uk
Councillor Ian Dunn ian.dunn@bromley.gov.uk
Councillor Josh King josh.king@bromley.gov.uk

- **Kelsey & Eden Park Ward:**

Councillor Christine Harris Christine.harris@bromley.gov.uk
Councillor Diane Smith diane.smith@bromley.gov.uk
Councillor Peter Dean peter.dean@bromley.gov.uk

Penge SE20 BID

- **Penge & Cator Ward:**

Councillor Kathy Bance Kathy.bance@bromley.gov.uk
Councillor Kevin Brooks kevin.brooks@bromley.gov.uk
Councillor Simon Jeal simon.jeal@bromley.gov.uk

Portfolio Holders:

- **Environment & Community Services**
Councillor William Huntingdon-Thresher william@ocat.co.uk
- **Renewal, Recreation & Housing**
Councillor Peter Morgan peter.morgan@bromley.gov.uk
- **Public Protection & Enforcement**
Councillor Kate Lymer kate.lymer@bromley.gov.uk
- **Adult Care & Health**
Councillor Diane Smith diane.smith@bromley.gov.uk
- **Resources, Commissioning and Contract Management**

- Councillor Graham Arthur graham.arthur@bromley.gov.uk
- **Children, Education & Families**
Councillor Peter Fortune peter.fortune@bromley.gov.uk

Small Business Champion: Councillor Yvonne Bear yvonne.bear@bromley.gov.uk

Leader of the Council: Councillor Colin Smith leader@bromley.gov.uk

DRAFT

Appendix 6: Schedule of Implementation

Target Audience	Method of engagement	Timescales	Location	Reason
Chief Executive	Quarterly meeting with BID Managers	25th August	Civic Centre	Final version to be discussed by the BID Managers and Chief Executive
Members	Renewal, Recreation & Housing Policy Development & Scrutiny Committee Meeting	2nd September	Civic Centre	Member endorsement of document
	Member briefing meeting with BID Managers	October	BID	Opportunity for BID Managers and Members to meet to discuss any projects/issues
Officers	Corporate Leadership Team Meetings	October	Civic Centre	Raise awareness of the BIDs and procedures within the document. BID Managers involvement welcome.
	Managers Briefing meetings	October	Civic Centre	Raise awareness of the BIDs and procedures within the document. BID Managers involvement welcome.
	Team meetings	October	Civic Centre	Raise awareness of the BIDs and procedures within the document. BID Managers involvement welcome.
	Transformation Newsletter	October	n/a	Raise awareness of the BIDs and procedures within the document
Council Contractors	Contract Management Meetings	October	Civic Centre	Raise awareness of the BIDs and procedures within the document