

Decision Maker: **Development Control Committee**

Date: **1 December 2021**

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

Title: **MATTERS OUTSTANDING FROM PREVIOUS MINUTES**

Contact Officer: Tim Horsman, Assistant Director (Planning)
E-mail: Tim.Horsman@bromley.gov.uk

Ben Johnson, Head of Planning Policy and Strategy
E-mail: ben.johnson@bromley.gov.uk

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

Ward: Copers Cope; Chislehurst; Bromley Town

1. Reason for report

1.1 For Members to monitor progress against actions outstanding from previous meetings.

2. **RECOMMENDATION**

2.1 **That Members note the report.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
-

Corporate Policy

1. Policy Status: N/A
 2. Corporate Priority: Regeneration
-

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Planning Policy and Strategy
 4. Total current budget for this head: £0.568m
 5. Source of funding: Existing Revenue Budget for 2021/22
-

Personnel

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

Legal

1. Legal Requirement: N/A
 2. Call-in: Not Applicable
-

Procurement

1. Summary of Procurement Implications: None
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 Appendix A provides updates on progress achieved in regard to requests made by the Committee at previous meetings. Following each meeting, required actions are listed and monitored to ensure that any outstanding issues are addressed in a timely fashion.
- 3.2 As outlined in Appendix A, the matter outstanding from the meeting held on 2 November 2021 has been partly completed, with part to be actioned as per the commentary in the appendix.

Non-Applicable Sections:	IMPACT ON VULNERABLE ADULTS AND CHILDREN PERSONNEL IMPLICATIONS PROCUREMENT IMPLICATIONS
Background Documents: (Access via Contact Officer)	None

PROGRESS ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

<u>Minute Number/Title</u>	<u>Updates/Feedback Requested</u>	<u>Action By</u>	<u>Current Status</u>
Meeting held on 2 November 2021 Minute 66 – Resolution 2	Officers be instructed to investigate the status of the Chislehurst and Bromley North Design Guides and report back to the next ordinary meeting of the Committee.	Tim Horsman, Ben Johnson	Actioned – see below.
<p><u>Update</u></p> <p>At the Development Control Committee meeting on 2 November 2021, the Head of Planning Policy and Strategy stated his view that neither the Chislehurst Design Guide nor the Bromley North Design Guide were formally adopted planning policy documents. Members resolved that officers should investigate the status of the Chislehurst and Bromley North Design Guides and report back to the next meeting of the Committee.</p> <p>Summary:</p> <ol style="list-style-type: none"> 1. The Chislehurst Design Guide was noted by the DCC and it was agreed it should inform Borough wide guidance on shopfronts 2. The Bromley North Village Shopfronts guide was produced by the Renewal team to support specific grant allocations as part of the Bromley North Village improvements <p>Neither document was adopted as part of any planning policy nor resolved to be used in planning decisions.</p> <p>Background:</p> <p>Officers have investigated the status of these documents, and the following detail informs the summary conclusions above:</p> <p><u>Chislehurst</u></p> <p>The Chislehurst High Street Shop Fronts – design guide¹ was considered at the Development Control Committee meeting of 10 April 2014². The DCC report³ recommended that: <i>“Members are requested to note the content of the Chislehurst High Street Shopfront Design Guide, and authorise this to be used as a basis for consultation on a borough wide Shopfront Design Guide to be produced by the Council as part of the current Local Plan review.”</i></p> <p>The minutes of the meeting⁴ note the following discussion:</p> <p><i>“Members considered a draft Shopfront Design Guide for Chislehurst High Street, produced by the Chislehurst Town Team and supported by the Chislehurst Society. It was anticipated that the Guide</i></p>			

1

<https://cds.bromley.gov.uk/documents/s50019460/DRR14046%20Enc.%201%20for%20SHOPFRONT%20DESIGN%20GUIDE.pdf>

² <https://cds.bromley.gov.uk/ieListDocuments.aspx?CId=133&MId=4427>

³ <https://cds.bromley.gov.uk/documents/s50019459/DRR14046%20SHOPFRONT%20DESIGN%20GUIDE.pdf>

⁴ <https://cds.bromley.gov.uk/documents/g4427/Printed%20minutes%20Thursday%2010-Apr-2014%2019.30%20Development%20Control%20Committee.pdf?T=1>

would provide a framework for existing and new owners to deliver a sensitive approach to shop front design and signage and protect buildings from insensitive change over time.

Members considered adopting the Guide as a basis for consultation on a borough wide shopfront Design Guide to be produced by the Council as part of the current Local Plan review.

The Chairman outlined the report and commended the Chislehurst Town Team for producing an excellent report.

Councillor Boughey echoed the Chairman's commendation. She reported that the Chislehurst Town Team in conjunction with the Chislehurst Society had spent a great deal of time and effort in producing the document as could be seen in the completed article. Whilst the report could not be included in the London Plan, Councillor Boughey commended the document as a blueprint to be used as guidance for the local borough.

RESOLVED that:-

- 1) the content of the Chislehurst High Street Shopfront Design Guide be noted; and
- 2) the Chislehurst High Street Shopfront Design Guide be used as a basis for consultation on a borough wide Shopfront Design Guide to be produced by the Council as part of the current Local Plan review.”

Based on the above DCC resolutions, it is clear that the intention was to use the document to inform the production of borough-wide shop front guidance. Although under the previous management team in Planning this Borough wide guidance was not subsequently produced, it is now being prepared and will be included as part of the Bromley Design Guide SPD, due to be brought to committee in early 2022.

Bromley North

The Bromley North Village Shopfronts – design principles⁵ document formed part of a wider agenda item – Town Centre Development Programme Update – considered at the Renewal, Recreation and Housing Policy Development and Scrutiny Committee meeting of 10 July 2012⁶. This item was led by the Council's Renewal team and not the Planning Authority.

The officers report⁷ discussed various ongoing actions as part of the Town Centres Development Programme, including discussion of a Shop Front Improvement Scheme funded as part of the Mayor of London's Outer London Fund:

“Shop Front Improvement Scheme

3.6 The successful Bromley Town Centre OLF Round One Bid included provision for the preparation and launch of a shop front improvement scheme based around the historic core of Bromley North Village. The Council considers that it is vital that the proposed investment in the public realm improvements should be mirrored by improvements to the fabric of the shop fronts and wider facades, which will truly enhance the quality of the built heritage in the Village area. Using the analysis of the shop fronts in the area and the production of a High Street Design Guide for Bromley North Village funded by Round One. A copy of the design guide is attached as Appendix 3. It is proposed that £150k of the OLF Round 2 award will provide capital funding to support the establishment of the shop front improvement scheme. This amount is based on a critical assessment

⁵<https://cde.bromley.gov.uk/documents/s50001920/Enc.%20for%20Town%20Centre%20Development%20Programme%20Update.pdf>

⁶ <https://cde.bromley.gov.uk/ieListDocuments.aspx?CId=117&MId=4131>

⁷<https://cde.bromley.gov.uk/documents/s50001917/Part%201%20Town%20Centre%20Development%20Programme%20Update.pdf>

of the shop fronts in the area and the likely take up of improvement grants based on the experience of other existing improvement schemes.

3.7 Priority blocks have been identified through a detailed on site analysis and work is ongoing with the owners of these blocks to assess the potential for a realistic improvement programme. The fund will be used to support physical improvements to fascias, frontages and facades and could include the addition or replacement of awnings.”

The minutes of the meeting⁸ do not show any specific discussion of the shopfront guide.

A report evaluating the Bromley North Village improvements was discussed at the Renewal, Recreation and Housing Policy Development and Scrutiny Committee meeting of 22 November 2016⁹. The committee report does not reference shop front improvements, but the appended Outer London Fund Evaluation report (February 2015)¹⁰ does have some commentary. The report notes (on page iii) that the project has resulted in 25 shop fronts being improved. On page v, the report states: *“The project has shown strategic leadership in helping to identify the challenges facing Bromley town centre and in designing and delivering interventions to respond to these. The shop front improvement project in particular has been identified by the GLA as being a best practice example in the successful delivery of such a scheme. The Bromley North Village project has also been identified as exemplary for the transformation nature of the scheme on the image of the local environment.”*

Also on page v, the report notes:

- *“The project has also succeeded in securing a number of forms of leverage, including additional council funds to support delivery (including possible future extension of the public realm scheme), a greater amount of match funding from business owners for shopfront improvements than was originally expected, and additional resource from the Cathedral Group in the form of support for interventions around St Mark’s Church.*
- *“The projects have been extremely successful at securing engagement from a wide range of stakeholders, including businesses (including as part of the shopfronts scheme), local community, arts and cultural groups (including the Churchill Theatre, St Mark’s Church) and wider town centre stakeholders (such as Network Rail, the Intu Centre and the Cathedral Group). The project has also led to stronger political support to tackle issues within local areas as demonstrated by the support for the new BID Working Group.”*

Page vi details some of the notable project achievements, which includes:

“Ambition and Quality of Delivery: A number of the interventions delivered have been described as exemplary, in the context of other delivery across London, most notably the shop front improvement scheme.”

The minutes of the meeting¹¹ do not show any specific discussion of the shopfront guide.

A further report evaluating the Bromley North Village improvements was discussed at the Renewal, Recreation and Housing Policy Development and Scrutiny Committee meeting of 26 January 2017¹².

⁸ <https://cds.bromley.gov.uk/documents/g4131/Printed%20minutes%20Tuesday%2010-Jul-2012%2019.00%20Renewal%20Recreation%20and%20Housing%20Policy%20Development%20and%20S.pdf?T=1>

⁹ <https://cds.bromley.gov.uk/documents/s50043754/DRR16083%20BROMLEY%20NORTH%20VILLAGE%20POST%20COMPLETION%20REPORT%20UPDATE.pdf>

¹⁰ <https://cds.bromley.gov.uk/documents/s50043755/Enc.%201%20for%20BROMLEY%20NORTH%20VILLAGE%20IMPROVEMENTS%20EVALUATION%20UPDATE%20REPORT.pdf>

¹¹ <https://cds.bromley.gov.uk/documents/g5698/Printed%20minutes%20Tuesday%2022-Nov-2016%2019.00%20Renewal%20Recreation%20and%20Housing%20Policy%20Development%20and%20S.pdf?T=1>

¹² <https://cds.bromley.gov.uk/ieListDocuments.aspx?CId=117&MId=5700>

The committee report¹³ does not discuss the shop front improvements specifically, but the appended Bromley North Village Improvement Scheme Impact Review – draft report (November 2016)¹⁴ does have a number of references. Table 2.1 (on page 3) notes the aims of the Bromley North Village Shop Front Improvements delivery strand, and also notes the projects delivered. Adoption of a shop front guide is not part of the aims; rather, the aims relate to specific physical improvements.

The report discusses project legacy and next steps on page 16:

“4.7 Survey work has highlighted a number of potential areas of focus for the council and its partners in working to deliver a strong legacy:

- *Ensuring that the quality and appearance of Bromley North Village continues to be maintained, both in terms of day to day street cleaning and maintenance but also wider streetscene enhancements (eg working with the BID to encourage and provide advice to businesses to invest in shop front upgrades)...*”

The guide was produced by the Renewal team and not the Local Planning Authority to support specific grant allocations as part of the Bromley North Village improvements and not therefore adopted or approved for use as part of determining planning applications.

The minutes of the meeting¹⁵ do not show any specific discussion of the shopfront guide.

Based on the above information, the intent of the Bromley North Village shopfront guide seems to have been to guide specific shop front improvements to be funded by the Outer London Fund. In this context, the guide sets out key principles for these improvements and was a tool in drawing match funding from shop owners. The Mayor of London’s summary of this project¹⁶ also affirms this:

“Building frontages

In Bromley North Village, the council is using funding to make a range of improvements to a large number of shop fronts. This includes upgrading signage and canopies, new vinyl window lettering, repainting and cleaning. A selected number of shop fronts are also being entirely replaced. This strategy, which has drawn in considerable match funding from the traders, is making a more coherent high street, with designs that are more sensitive to the attractive buildings in the North Village Conservation Area. The changes are helping to make Bromley a more appealing investment prospect in the long term.”

¹³

<https://cde.bromley.gov.uk/documents/s50045597/BROMLEY%20NORTH%20VILLAGE%20POST%20SCHEME%20EVALUATION%20REPORT.pdf>

¹⁴<https://cde.bromley.gov.uk/documents/s50045586/Enc.%201%20for%20BROMLEY%20NORTH%20VILLAGE%20POST%20SCHEME%20EVALUATION.pdf>

¹⁵ <https://cde.bromley.gov.uk/documents/g5700/Printed%20minutes%20Thursday%2026-Jan-2017%2019.00%20Renewal%20Recreation%20and%20Housing%20Policy%20Development%20and%20.pdf?T=1>

¹⁶ <https://www.london.gov.uk/what-we-do/regeneration/regeneration-project-bromley-town-centre>

<u>Minute Number/Title</u>	<u>Updates/Feedback Requested</u>	<u>Action By</u>	<u>Current Status</u>
Meeting held on 2 November 2021 Minute 66 – Resolution 2	The Bromley North and Chislehurst design guides are also published on the Council website as informal documents pending their incorporation into the design guide as well.	Tim Horsman, Ben Johnson	Not Actioned – see below

Update

Linked to the resolution described above, members requested that the Bromley North and Chislehurst design guides are published on the Council website as informal documents pending their incorporation into the design guide.

Given the details of officers' investigation into these guides (as set out in the table above), and the fact that there was never any decision made by Development Control Committee to adopt either document (even for informal purposes), officers seek a steer from members regarding whether they wish these documents to be published on the same basis as the Beckenham shopfront guide, i.e. as informal documents pending their incorporation into the design guide as well.

Since the last DCC meeting, officers have sought to establish an appropriate place on the website where the Beckenham shopfront guide (and possibly the Chislehurst and Bromley North guides as well) can be hosted, with some wording that accurately reflects the status of the documents. It is currently uncertain when the documents can be uploaded, as there is currently a website content freeze for non-essential updates. However, ahead of the guides being published on the website, officers in Development Management will be made aware of the documents and that DCC consider them to represent best practice, but with the caveat that they are informal documents.

Finally, officers involved in the ongoing preparation of the Bromley Design Guide SPD will have regard to the three guides when preparing the shopfront design guidance section of the document.