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<b>Decision Maker:</b>	<b>EXECUTIVE</b> <b>For Pre-Decision Scrutiny by the Renewal, Recreation and Housing PDS Committee and the Children, Education and Family PDS Committee</b>
<b>Date:</b>	<b>RRH: 15 November 2023</b> <b>CEF: 22 November 2023</b> <b>Executive: 29 November 2023</b>
<b>Decision Type:</b>	Non-Urgent                      Executive                      Key
<b>Title:</b>	<b>CASTLECOMBE YOUTH CENTRE AND MOTTINGHAM COMMUNITY SUPPORT CENTRE</b>
<b>Contact Officer:</b>	Lydia Lee, Assistant Director Culture and Regeneration Tel: 020 8313 4456    E-mail: lydia.lee@bromley.gov.uk
<b>Chief Officer:</b>	Director of Housing, Planning, Property and Regeneration
<b>Ward:</b>	Mottingham Ward

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1. Reason for decision/report and options

- 1.1 As part of the Operational Property Review programme Castlecombe Youth Centre is scheduled for repair. This report requests approval to progress the repair scheme through proceeding to procurement.
- 1.2 Additionally Castlecombe Youth Centre building has been identified as a suitable location for the Mottingham Community Support Centre and therefore the refurbishment of the site needs to be undertaken so that it meets this wider service need.

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2. **RECOMMENDATION(S)**

- 2.1 **That the Renewal, Recreation and Housing and the Children, Education and Family PDS Committees note the contents of the report and makes any comments available to the Executive.**
- 2.2 **That the Council's Executive:**
- 1) **Agrees to the relocation of the Mottingham Community Support Centre to be co-located with Castlecombe Youth Centre;**

- 2) Notes that up to £1.153m of the OPR budget as planned will be used for the repair and remodelling works for Castlecombe Youth Centre to make the site fit for purpose for both services;**
- 3) Agrees to proceed to procurement for the works contract at an estimated value of £1.038m as set out in paragraphs 3.17 to 3.20, with delegated authority to the Chief Officer to determine the detailed procurement strategy; and,**
- 4) Agrees to delegate authority to the Director of Corporate Services to enter into and manage legal matters relating to these works to allow works to progress.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The Castlecombe Youth Centre and Mottingham Community Support Centre services provide key support to vulnerable families. Ensuring the building is fit for purpose is crucial to the delivery of these services in Mottingham.
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### Transformation Policy

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

1. Cost of proposal: £1.153m
  2. Ongoing costs: Non-Recurring Cost
  3. Budget head/performance centre: OPR budget: youth centres and libraries
  4. Total current budget for this head: £1.153m
  5. Source of funding: OPR budget
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### Personnel

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

1. Legal Requirement: Non-Statutory - Government Guidance
  2. Call-in: Not Applicable
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### Procurement

1. Summary of Procurement Implications: The procurement process shall comply with the Public Contracts Regulations 2015 for a below threshold procurement process.
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### Property

1. Summary of Property Implications: Repair works must be mindful of occupational requirements.
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### Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Opportunities will be taken to improve the energy efficiency of the building.
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### Impact on the Local Economy

1. Summary of Local Economy Implications: N/A
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### Impact on Health and Wellbeing

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

1. Estimated number of users or customers (*current and projected*): The Community Support Centre is a valuable frontline service. Visits to the service in Mottingham have fallen by 92% since it temporarily moved to Mottingham Library. It is anticipated that moving to Castlecombe will reverse usage figures.
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Ward Councillors support the proposals. Further detailed comments within report.

### 3. COMMENTARY

- 3.1 The Youth Support service has historically operated out of the following buildings: Link Youth Centre, Spitfire Youth Centre, Duke Youth Centre, Castlecombe Youth Centre and Anerley Town Hall (Streetwise).
- 3.2 The Youth Support service is of exceptional importance to young people aged 10 years and over who live locally to the sites. Bromley Youth Support programme offers an accessible positive activities programme designed to meet the needs of young people with somewhere safe to socialise and activities that will inspire, inform, motivate and generally support their personal development. This includes specialist provision for young people with special educational needs and disabilities.
- 3.3 The service delivers positive activities that:
- Are delivered via a relationship between youth workers/young people that is voluntary.
  - Connect young people with their communities.
  - Offer young people opportunities in safe environments to take part in a wide range of sports, arts, music and other activities.
  - Support the personal and social development of young people.
  - Improve young people's physical and mental health and emotional wellbeing.
  - Are closely aligned with our targeted services as they are delivered by the same staff.
- 3.4 In addition Bromley Youth Support Programme delivers targeted and preventative services focusing on identifying and supporting vulnerable young people, generally school year 10 and above, who are NEET or at risk of becoming NEET or who are at risk of entering the criminal justice system. Key areas of our targeted services include: Tracking young people's participation in employment, education or training; drop in information and guidance; and individual support via direct referrals. The centres also take part in the Holiday and Food (HAF) school holiday programme, providing activities and lunch to mainly young people on free school meals, during the longer holiday periods.
- 3.5 Given the importance of the service it is important that any buildings the service requires to operate successfully are in good repair. As part of the Operational Property Review (OPR) the Duke Youth Centre has already been identified as surplus to service requirements and the site is being taken forward separately by the Education team for educational use. Anerley Town Hall is not owned by Bromley Council and therefore is not in the scope of the OPR.
- 3.6 Therefore, subject to service need it is expected that Castlecombe, Spitfire and the Link buildings will be repaired.
- 3.7 Due to the need to resolve the future of Mottingham Community Support Centre (details below) officers in the Regeneration team have discussed the Youth Support service need for Castlecombe. It has been confirmed that the Castlecombe building is still required to deliver the service in the Mottingham area. Therefore this report seeks agreement to enable officers to progress the repair of the Castlecombe site to kick start the Youth Centre repair programme as part of the OPR.

#### Castlecombe Youth Centre

- 3.8 The current site is in a bad state of repair:
- The roof covering requires replacing,

- the windows and doors require replacing,
- significant drainage issues need to be resolved,
- repairs are required to the car park,
- new ceilings are required in places,
- the layout needs to be improved to meet the needs of the service and enable multi service use of the site,
- new flooring is required,
- mechanical and electrical upgrades are required with a complete rewire and new distribution board and a new boiler/ heating system,
- new furniture and equipment is required,
- new security systems are needed including CCTV and alarm,
- the outside space needs to be made safe for young people to use,
- and full internal and external redecoration is needed.

3.9 The OPR has included an earmarked sum of £857k for the repair of the Castlecombe building.

3.10 The service will be required to close at this location during the works. Officers will consider any outreach opportunities during the period of closure to minimize the negative impact on service users.

#### Mottingham Community Support Centre

3.11 At the Executive committee meeting on the 8<sup>th</sup> February 2023 the future of the Community Support Centres in St Paul's Cray and Mottingham were considered. The report with all the background details is report no HPR2023/010. The reason for the report was that the Community Support Centre service was required to move from both sites due to persistent flooding in both locations and the lease for the Mottingham site coming to an end with no opportunity to extend.

3.12 At that meeting it was approved that the St Paul's Cray centre would relocate to St Paul's Cray Library, a move that has been implemented. At the same meeting it was agreed that the Mottingham centre would relocate to Mottingham Library on a trial basis for up to twelve months, with sessions also run from St Edwards Church (these have since been stopped with the agreement of the Ward Councillors), and that other sites would continue to be considered.

3.13 This trial has shown that Mottingham Library is not the ideal location for the Community Support Centre due to its location away from the estate the service primarily serves, and as such it has received low footfall. Between April to September 2023 the number of service users saw a decrease of 92% on the same period the previous year. In discussion with ward councillors the Castlecombe Youth Centre site is considered to be more appropriate, primarily for geographical reasons.

3.14 Originally Castlecombe Youth Centre was discounted as the building was used during the day by the Education team's Home Tuition Service and therefore there was no building space to accommodate the Community Support Centre. However this service has since moved. This means that the building is not currently used during the day time, when the Community Support Centre would be open. The Youth Centre only operates in the evening during term time and therefore the building can support dual use, thus making the most of the Council's assets.

3.15 There is also interest from another non-Council community group, Big Local Mottingham, in using the site as their new home during the day. If, following due diligence and a review of any other Council service needs, this is agreed, the building is considered large enough to

accommodate both uses and how the building functions for this multiuse approach will be taken into account in the remodeling of the site.

- 3.16 The Community Support Centre staff are currently going through the TUPE process with the expectation that they will transfer to working for Greenwich Leisure Ltd (GLL). The TUPE consultation process is currently live. There are expected to be no negative revenue implications to this transfer as set out in the previous report HPR2023/010. Therefore the electrical and data works at the site are likely to need to meet GLL's standards as well as the Council's.
- 3.17 There will be no increase in revenue costs due to the colocation. The cost of moving the support centre to the youth centre is anticipated to be the same as the previous plan of moving to the library.

#### Scheme budget and procurement approach

- 3.18 Within the OPR there is an earmarked consultancy and works budget of £857k for Castlecombe Youth Centre.
- 3.19 In addition to the building requiring repair and remodelling for its existing service use, the building is also recommended to become the new home of the Mottingham Community Support Centre, and therefore the design and works need to take this dual use into account.
- 3.20 The library programme OPR budget includes £296k for the Mottingham Community Support Centre service which increases the total budget available for Castlecombe building to £1.153m to ensure it can be remodelled to effectively provide space for co-located services.
- 3.21 The design consultancy contract is expected to cost an estimated £115k, and the works contract £1.038m. Initially officers will go out to tender for the design consultancy and as part of this will prepare a works specification. The specified works will then be procured through a suitable compliant procurement process. As the works value is anticipated to be above £1m Executive approval is sought to go out to the market for quotes for the works.

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

- 4.1 The Youth Centre service and the Community Support Centre service are vital for supporting vulnerable communities in Mottingham.
- 4.2 Co-locating these services will have a positive impact on raising the profile of the services and reaching residents who benefit from support.

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

- 5.1 This scheme is part of the Operational Property Review (OPR) repair programme. The funding and buildings in scope for the OPR has previously been agreed by the Executive and Full Council. These works will ensure the sustainability of Council services in fit for purpose premises that are lower cost to run and avoid expensive reactive repairs.

### **6. FINANCIAL IMPLICATIONS**

- 6.1 Executive are being asked to approve the request to proceed to procurement for the works contract at an estimated value of £1.038m as set out in paragraphs 3.17 to 3.20, with delegated authority to the Chief Officer to determine the detailed procurement strategy.

- 6.2 There is sufficient budget within the Castlecombe Youth centre and the Libraries OPR Budgets to meet the estimated cost of works of £1.038m, Executive are being asked to authorise the use of these OPR budgets to fund the works.
- 6.3 There would be an expectation of a further paper to Executive to agree drawdown from the OPR budget if the works exceed the estimation above.
- 6.4 It should be noted that if for any reason the project does not progress then all costs borne to that point would have to be funded out of revenue budget as it can no longer be paid for out of the OPR Capital budget as it would not be considered as an ongoing capital works programme. This is just a caveat to raise awareness of the risk to the revenue budgets if the project was aborted.

## **7. LEGAL IMPLICATIONS**

7.1 This report seeks executive approval to:

- i) relocate the Mottingham Community Support Centre to be collocated with Castlecombe Youth Centre;
- ii) proceed to procurement for a works contract for repairs at Castlecombe youth centre at an estimated value of £1.038m with delegated authority to the Chief Officer to determine the detailed procurement strategy; and
- iii) delegate authority to the Director of Corporate Services to enter into and manage legal matters relating to these works to allow works to progress.

7.2 The report additionally asks executive to note that up to £1.153m of the OPR budget as planned will be used for the repair and remodelling works for Castlecombe Youth Centre to make the site fit for purpose for both services.

7.3 Section 507B of the Education Act 1996 places a duty on local authorities to secure for qualifying young persons in the authority's area access to sufficient educational leisure-time activities which are for the improvement of their well-being, and sufficient facilities for such activities; and (b)sufficient recreational leisure-time activities which are for the improvement of their well-being, and sufficient facilities for such activities. Procuring a works contract for repairs at Castlecombe youth centre will assist the council to ensure facilities are fit for activities in fulfilment of these duties.

7.4 This is a works contract for the purposes of the Public Contracts Regulations 2015 (the Regulations) however falls below the thresholds set out in Part 2 so is only subject to Part 4 of the Regulations.

7.5 The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules (CPR) with the need to obtain advice from the Assistant Director Governance & Contracts, the Director of Corporate Services and the Director of Finance for a procurement of this value. For a procurement of this value a minimum of three written tenders must be obtained in accordance with CPR 8.2.

7.6 Officers may wish to seek further advice from the legal department regarding any agreements required to facilitate the works.



## **8. PROCUREMENT IMPLICATIONS**

- 8.1. This report seeks in principle approval to proceed to procure for a works contract at an estimated value of £1.038m. Delegated authority is sought to the relevant Chief Officer to approve the detail of the procurement strategy, subject to agreement from the relevant Officers and Portfolio Holder.
- 8.2. Due to the estimated contract value and the classification of the contract as a works contract, this will be a below threshold procurement. The procurement process shall comply with the Public Contracts Regulations 2015 for a below threshold procurement process.
- 8.3. The Council's specific requirements for authorising proceeding to procurement are covered in 1.3 of the Contract Procedure Rules with the need to obtain Approval from Executive with the formal Agreement of the Chief Officer, Assistant Director Governance & Contracts, the Director of Corporate Services, the Director of Finance and the Portfolio Holder for a procurement of this value. In accordance with CPR 2.1.2, Officers must take all necessary professional advice.
- 8.4. In compliance with the Council's Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council's e-procurement system where a tender process is utilised.
- 8.5. Under the delegated authority sought, a Gateway Officer report should be completed in consultation with the Corporate Procurement Team, Finance & Legal to set out the detail and proposed route for this procurement once it is known with the relevant Officer and Portfolio Holder approval and agreement before commencement.

## **9. PROPERTY IMPLICATIONS**

- 9.1 The freehold of Castlecombe Youth Centre is owned by London Borough of Bromley. There are no known title encumbrances to the commencement of the works. The applicant is reminded to ensure that all statutory obligations should be complied with in pursuance of the proposed workstream. The applicant should be mindful of any occupational arrangements that may have been implemented by the overriding Youth Service, as the stakeholder.

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

- 10.1 The repair works will include upgrades to the mechanical and electrical services including a new boiler. The new equipment will be more efficient and reduce carbon impact. Any opportunities for green energy solutions within budget or for which grant funding can be secured will be pursued. Insulation including double glazing will also be improved on site.

## **11. CUSTOMER IMPACT**

- 11.1 The relocation of the Support Centre to Castlecombe is considered crucial to supporting vulnerable communities and residents. The Youth Centre building is ideally located to reach residents who most require Council support.
- 11.2 In 2022, prior to the Community Centre leaving its rented premises in March 2023, the centre received an average of 980 visitors and 160 remote interactions (emails and phone calls) per month. Centre usage peaked in Jan 2022 with 2,058 visitors in the month. Floods affecting the available IT equipment between October 2022 and March 2023, prevented courses from running Jan – Mar 2023, resulting a notable drop in footfall. Jan – Mar 2023 recorded a 54% decrease in visitors to the centre, though remote queries increased slightly by 8%.
- 11.3 Following temporary relocation of the service to Mottingham Library from April 2023, visitors to the service dropped further. Between April to September 2023 a total of 404 visitors were

recorded – a decrease of 92% on the same period in the previous year. Remote queries also decreased by 28% during this time, showing previous visitors had not been converted to remote interactions.

11.4 Within the youth hub we have activities such as football, cooking sessions, IT access, board games, a music studio and a gym. The age of the young people attending on average are from 10 -16 years old. During April to September 2023 the were 123 contacts, and 1022 young people attended 45 youth club sessions.

## 15. WARD COUNCILLOR VIEWS

15.1 Both Ward Councillors have been consulted on this proposal and both are fully supportive of this move. Following the temporary re-siting of the Mottingham Community Support Centre to the Mottingham Library in Mottingham Village, the footfall and the uptake of the restricted services and facilities offered has been, as expected, disappointingly low, due in the main to its distance from the Mottingham Estate.

15.2 The Castlecombe site is adjacent to the local area designated as ‘an area of social and economic deprivation’ and the Centre will now be sited with other community services and very close to Elmstead Wood Primary School. This, therefore, provides a more satisfactory solution for the provision of the wide variety of services required in this local area. The Centre will have the opportunity to work closely with other providers of community services.

<b>Non-Applicable Headings:</b>	Personnel implications; Impact of Local Economy; Impact on Health and Wellbeing
Background Documents: (Access via Contact Officer)	Report HPR2023/010