



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 3 February 2011

To: Members of the  
**RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY  
COMMITTEE**

Councillor Sarah Phillips (Chairman)  
Councillor Michael Tickner (Vice-Chairman)  
Councillors Brian Humphrys, John Ince, Ian F. Payne, Russell Jackson,  
Pauline Tunnicliffe, John Getgood and Tom Papworth

A meeting of the Renewal and Recreation Policy Development and Scrutiny  
Committee will be held at Bromley Civic Centre on **TUESDAY 15 FEBRUARY 2011**  
**AT 7.30 PM**

MARK BOWEN  
Director of Legal, Democratic and  
Customer Services.

*Copies of the documents referred to below can be obtained from*  
[www.bromley.gov.uk/meetings](http://www.bromley.gov.uk/meetings)

## **PART 1 AGENDA**

**Note for Members:** Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

### **STANDARD ITEMS**

**1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS**

**2 DECLARATIONS OF INTEREST**

**3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC  
ATTENDING THE MEETING**

To hear questions received in writing by the Legal, Democratic and Customer Services  
Department by 5pm on Wednesday 9<sup>th</sup> February 2011 and to respond.

**a QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO  
HOLDER**

**b QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS  
COMMITTEE**

- 4 **MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 24TH JANUARY 2011** (Pages 3 - 8)
- 5 **PROGRESS ON MATTERS ARISING FROM PREVIOUS MEETINGS** (Pages 9 - 12)

**HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT**

- 6 **RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS**  
No decisions were made by the Portfolio Holder since the previous meeting of the Committee.

- 7 **PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS**

The Renewal and Recreation Portfolio Holder to present scheduled reports for pre-decision scrutiny on matters where he is minded to make decisions.

- a **BUDGET MONITORING REPORT 2010/11** (Pages 13 - 20)
- b **CAPITAL PROGRAMME - 3RD QUARTER MONITORING 2010/11 AND 2010 CAPITAL REVIEW** (Pages 21 - 26)
- c **ADULT EDUCATION FEES AND CHARGES 2011/12** (Pages 27 - 32)
- d **BROMLEY TOWN CENTRE VARIABLE MESSAGE SYSTEM** (Pages 33 - 36)
- e **RENEWAL AND RECREATION PORTFOLIO HOLDER INITIATIVES FUND 2011/12** (Pages 37 - 48)

**POLICY DEVELOPMENT AND OTHER ITEMS**

- 8 **BROMLEY NORTH VILLAGE - PUBLIC REALM IMPROVEMENTS UPDATE** (Pages 49 - 54)
- 9 **LIBRARIES WORKING GROUP - FINAL REPORT** (Pages 55 - 72)
- 10 **RENEWAL AND RECREATION PDS WORK PROGRAMME** (Pages 73 - 80)

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## **RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Minutes of the meeting held at 7.30 pm on 24 January 2011

### **Present:**

Councillor Sarah Phillips (Chairman)  
Councillors Councillor Michael Tickner (Vice-Chairman),  
Councillor Brian Humphrys, Councillor Ian F. Payne,  
Councillor Russell Jackson, Councillor Pauline Tunnicliffe,  
Councillor Tom Papworth and Councillor Peter Fookes

### **Also Present:**

Councillor Charles Joel, Councillor Alexa Michael,  
Councillor Julian Benington and Councillor Gordon Norrie

### **43 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS**

Apologies were received from Councillors John Ince and John Getgood with Councillor Peter Fookes attending in place of Councillor Getgood.

### **44 DECLARATIONS OF INTEREST**

Councillors Tom Papworth and Alexa Michael each declared a Personal Interest as members of the Bromley Arts Council. The Chairman also declared a Personal Interest as a Governor of the Bromley Adult Education College.

### **45 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

There were no questions.

### **46 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 7TH DECEMBER 2010**

Members agreed the minutes and in so doing the Vice Chairman referred to Minute 34 explaining that he had yet to be consulted on the preparation of a report on Beckenham and West Wickham scheduled for the Committee's meeting on 15<sup>th</sup> February 2011. The Director explained that this was in mind and an officer would be in touch shortly.

**RESOLVED that the minutes of the meeting held on 7<sup>th</sup> December 2010 be agreed.**

**47 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS**

Decisions of the Portfolio Holder taken since the Committee's previous meeting on 7<sup>th</sup> December 2010 were noted.

**48 DRAFT 2011/12 BUDGET**

**Report DRR11/001**

Members considered a draft 2011/12 Budget for the Renewal and Recreation Portfolio incorporating cost pressures and additional saving options as reported to the Executive on 12<sup>th</sup> January 2011.

The Executive requested that each PDS Committee consider the proposals arising from the report to its 12th January meeting entitled "*The Local Government Finance Settlement 2011/12 to 2012/13 and Related Budget Issues*".

For the Renewal and Recreation Portfolio, commentary was provided in report DRR11/001 on the position for five areas namely the Cotmandene and Mottingham shops, the Field Studies Centre, the Adult Education Centre, income from Planning Applications and income from Building Control. Savings options across the Portfolio were also detailed for the consideration of Members.

Introducing the report, the Director outlined key issues from Bromley's Local Government Finance Settlement and pressures for the Portfolio budget. For the Cotmandene and Mottingham shops reference was made to the importance of keeping the shops open and the taking of management measures to enable this.

(i) Proposed budget options for recreation

In considering the draft Budget further, the Assistant Director commented on proposed savings for recreation based on activities outlined at Appendix 1 to report DRR11/001. Referring to a proposed removal of subsidy to the Bromley Arts Council (BAC), Councillor Michael outlined the BAC Chairman's views that it would be kinder to the Arts Council to have a 25% reduction in subsidy next year with a 25% reduction for each of the subsequent three years. With a complete withdrawal of subsidy there was a risk that the Ripley Arts Centre might have to be disposed of and Councillor Michael enquired of the BAC activities that would be covered in an amalgamation with the Churchill Theatre contract noting that this would mean transferring to a trading company rather than retaining the BAC as a registered trust. The Assistant Director

acknowledged the merits of giving further thought to a structured subsidy reduction to the BAC and referred to the Ambassador Theatre Group taking on some of the activities currently undertaken by the Ripley Arts Centre. Councillor Papworth also recognised the merits of a structured subsidy reduction. Councillor Humphrys suggested that to compensate for any reduced or withdrawn subsidy the BAC might wish to increase revenue from functions such as wedding receptions held at their premises. Councillor Michael commented that the BAC had made efforts to raise funds over the past ten years and had made good progress in so doing. However the Arts Council had been hindered on property maintenance with a number of new regulations. Councillor Payne asked if the Business Support Group could offer advice to the BAC on measures to improve income and Members were advised that officers worked closely with the BAC. Overall it was felt that the £35k saving for 2012/13 should be made over three years to support the BAC and enable them to maintain their property for functions such as wedding receptions etc.

Councillor Humphrys also commented that there appeared to be a number of Portfolio areas not covered in the budget options. The Assistant Director highlighted a need to focus on the next two years and in the latter years there would be further opportunities for savings; the cuts proposed represented 25% of the net controllable budget for the Portfolio and some aspects were factored in for later savings. The Director added that savings were being considered over a four year period although the current focus was on the 2011/12 budget. Over a four year period it was intended to halve contributions to the Churchill Theatre and with MyTime it was intended to look at a negotiated agreement to zero Council funding. Councillor Payne felt that further explanation was necessary for years three and four in order to understand proposed savings for the first two years as these appeared to be limited. The Assistant Director explained that the lion's share of his budget sat with the Library service and the Libraries Working Group would be reporting its recommendations to the Committee's next meeting on 15<sup>th</sup> February.

Councillor Fookes enquired about the possibilities for income generation and increasing charges. The Assistant Director referred to a significant income from the Library service and it was hoped to be able to set more aggressive fees and charges. Referring to a proposal to amalgamate Penge and Anerley libraries, Councillor Papworth explained that it was a popular service at both locations and referred to some residents having to travel a longer distance to access a new Library. He also enquired whether it would be possible to save some 2% elsewhere from the libraries budget and so save the Penge and Anerley libraries. Members were advised that outcomes from the Libraries Working Group yet to be finalised although amalgamation of the Penge and Anerley libraries had been a previous Member decision under Building a Better Bromley.

Councillor Tickner felt that the proposed savings were tame and suggested that areas not identified in the report be looked at including salary reduction. The Director explained that salary considerations were related to terms and condition of service and a corporate matter. The focus was on savings for

next year where there was an ability to act and act quickly. For the following years there were a lot of unknowns and the current forecast did not deal with the extent of savings needed in future years. For Town Centre costs, Members were advised that the Town Centre and business support teams had merged and there was now a limited staff resource on business support; the emphasis was on the town centre team whose support had been retained.

A further question was asked about the number of staff in the renewal and recreation department and the Director offered to circulate a breakdown of staffing figures comparing figures with last year and the previous year. This would also identify staff funded by external grant and show a trend of retrenchment in staff numbers.

(ii) Proposed savings for the Planning Service

The Chief Planner explained that previous savings had been made and referred to a Fundamental Review of the Planning Service in 2008. National performance Indicators on planning determination standards were a consideration for budget options as was a need to develop a Local Plan which would need to be prepared promptly. The Planning division was also in the vanguard of Building a Better Bromley. Significant Planning successes in the previous year would also need to be taken into account. The Chief Planner briefly commented on specific budget options proposed for the Planning Service,

Councillor Papworth expressed concern at any option to reduce enforcement explaining that it was necessary to save residents from unpleasant developments, suggesting that problems would be stored up for the future. He also enquired about charging for planning applications and was advised of a government proposal for such fees to be set locally in a similar way to building control fees. The fees would be on a cost recovery basis and should this be taken forward, arrangements would be implemented by regulation from 1<sup>st</sup> October 2011.

Councillor Jackson also expressed concern for any reduced priority on enforcement. On charges for pre-application discussions on non major applications he enquired whether any comparison had been made with the costs of consultants. The Chief Planner explained that a search for cost comparisons was not limited and costs had been compared with those of similar authorities to Bromley.

Councillor Michael was also concerned about any priority to reduce enforcement suggesting that it would convey the wrong message. She explained that the role of an enforcement officer required a certain set of skills and it would be wrong to negate work carried out over the previous two years. Councillor Payne indicated that more enforcement could be undertaken by not losing a post and enquired whether savings from contributing to the Open House initiative could be made against enforcement. The Chief Planner acknowledged that effective enforcement saved money in the longer term and was prepared to look again to see what further savings could be made from

the Open House initiative. The Portfolio Holder commented that the Open House initiative was attractive to Bromley residents with some 12 to 14 properties opened up in the borough during the weekend – there was a value in the initiative and it was valued by residents.

Councillor Fookes suggested that the option for reducing enforcement priority be deleted. He also suggested that the Council recover its costs where an appellant is unsuccessful in a planning appeal and provide a refund where the appellant is successful. Members were advised that there was no provision for such measures in forthcoming legislation.

Councillor Tickner suggested that the public had a poor perception of enforcement activity and to increase its impact he suggested contracting out enforcement activity to the independent sector e.g. a freelance surveyor where payment could be made by results. Councillor Tickner also felt that a £200 fee for pre-application discussions on non major applications was not unreasonable and in regard to advertisements, he suggested posting advertisements on the Council website rather than advertising in local newspapers. The Chief Planner explained that for pre-application discussions, the intention was to propose fees that were high in comparison with other London boroughs but not the highest. Reference was also made to inflation proof fees and a differing fee scale according to application. Concerning outsourcing of enforcement activity, the Chief Planner felt that this would not necessarily generate a cost saving and that publicity and direct action would convey the enforcement message. Concerning website advertising the Chief Planner explained that the Department for Communities and Local Government had undertaken a consultation on the matter; following this, such an approach could not be endorsed and there was a particular difficulty for those not having access to the internet.

Councillor Joel observed that where the Planning Department had been successful on appeals the Council did not seem to get much money back. He also supported retention of the current enforcement complement and suggested there could be enforcement difficulties with two enforcement officers should one be absent through sickness.

Councillor Jackson suggested cutting the annual Residents Association Seminar rather than enforcement activity. Councillor Michael felt that the Annual Residents Association Seminar was worthwhile but suggested that savings be made to it so that it was more of a frugal event e.g. with refreshments but without catering. Councillor Joel agreed. Councillor Payne noted that the 2010/11 budget for the Open House Initiative, Seminar and general running costs was £395k and advocated using some of this budget to retain a third enforcement officer.

The Director suggested further consultation with Members on how the £31k to retain the enforcement complement could be met - possibly through eating into the budget for the Open House Initiative, annual Residents Association Seminar and general running costs. Proposals would then be fed to the Executive.

(iii) Bromley Adult Education College (BAEC)

The Director briefly outlined the budget position for the BAEC.

**RESOLVED that the Executive be recommended to:**

**(1) support the Bromley Arts Council by staggering the £35k saving over three years to enable them to maintain their property in order to maximise income from functions such as wedding receptions; and**

**(2) consider ways in which the existing planning enforcement posts could be maintained possibly through greater reductions to the budget allocated to the Open House Initiative, the annual Residents Association Seminar and general running costs.**

The Meeting ended at 9.45 pm

Chairman

# Agenda Item 5

Report No.  
LDCS11024

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation PDS Committee

**Date:** 15<sup>th</sup> February 2011

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

**Title:** **MATTERS ARISING**

**Contact Officer:** Helen Long, Democratic Services Officer  
Tel: 020 8313 4595 E-mail: helen.long@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Legal, Democratic and Customer Services

**Ward:** N/A

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1. Reason for report

1.1 **Appendix A** updates Members on matters arising from the previous meeting.

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**2. RECOMMENDATION**

2.1 The Committee is asked to consider progress on the matters arising.

<b>Non-Applicable Sections:</b>	Policy, Financial, Legal and Personnel
Background Documents: (Access via Contact Officer)	Minutes of the E&R PDS Committee meeting, 17th May 2007

### Corporate Policy

1. Policy Status: Existing policy. The Committee is regularly updated on matters arising from previous meetings.
  2. BBB Priority: Excellent Council.
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### Financial

1. Cost of proposal: N/A No cost
  2. Ongoing costs: N/A. Democratic Services
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £434,444 (controllable budget)
  5. Source of funding: Existing budgets
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### Staff

1. Number of staff (current and additional): There are 10 posts (9.53) in the Democratic Services Team.
  2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising can take up to a couple of hours per meeting.
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### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable. The report does not involve an executive decision
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The report is intended primarily for the benefit of Committee Members.
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### Ward Councillor Views

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

## PROGRESS ON MATTERS ARISING FROM PREVIOUS MEETINGS

<u>Minute Number/Title</u>	<u>Decision</u>	<u>Update</u>	<u>Action</u>	<u>Completion Date</u>
<b>25 Town Centres Draft Development Programme</b> (from the meeting held on 12 <sup>th</sup> October 2010)	That a preparatory report on Beckenham and West Wickham Town Centres be prepared for the Committee, within existing resources.	Following discussions with the Chairman of the Beckenham and West Wickham Town Centres Working Party, a meeting is to be arranged with Officers from Renewal and Recreation Department and Environmental Services to provide a written update which will be made available to Members of the Renewal and Recreation PDS Committee.	Head of Heritage and Urban Design	Written update to be made available at the R&R PDS on 15 <sup>th</sup> February 2011.
<b>27 Renewal and Recreation PDS Work Programme</b> (from the meeting held on 12 <sup>th</sup> October 2010)	The updated work programme be noted, and scrutiny of the resources devoted to tree protection work be considered at the R&R PDS meeting, 15 <sup>th</sup> February 2011.	This item is to be considered at the R&R PDS meeting, 15 <sup>th</sup> February 2011.	Head of Heritage and Urban Design/ Head of Finance ESD	To be considered at the R&R PDS meeting on 15 <sup>th</sup> February 2011.
<b>34 Progress on Matters Arising from Previous Meetings</b> (from the meeting held on 7 <sup>th</sup> December 2010)	That a preparatory report on Penge Town Centre be prepared for the Committee, within existing resources.	This item is to be considered at the R&R PDS meeting, 12 <sup>th</sup> April 2011.	Head of Heritage and Urban Design	To be considered at the R&R PDS meeting on 12 <sup>th</sup> April 2011.

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Report No.  
DRR11/002

London Borough of Bromley

Agenda  
Item No.

PART 1 - PUBLIC

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**Decision Maker:** Renewal & Recreation Portfolio Holder

**For Pre-decision scrutiny by the Renewal & Recreation PDS  
Committee on 15 February 2011**

**Date:** 15 February 2011

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

**Title:** BUDGET MONITORING REPORT 2010/11

**Contact Officer:** Claire Martin, Head of Finance  
Tel: 020 8313 4286 E-mail: [claire.martin@bromley.gov.uk](mailto:claire.martin@bromley.gov.uk)

**Chief Officer:** Marc Hume, Director of Renewal and Recreation

**Ward:** Boroughwide

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1. Reason for report

This report provides an update of the latest budget monitoring position for 2010/11 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to December 2010. This shows a projected underspend of £134k.

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2. **RECOMMENDATION(S)**

That the Portfolio Holder: -

2.1 Endorses the latest budget projection for the Renewal and Recreation Portfolio.

## Corporate Policy

1. Policy Status: Existing policy. Sound financial management
  2. BBB Priority: Excellent Council.
- 

## Financial

1. Cost of proposal: N/A
  2. Ongoing costs: Recurring cost.
  3. Budget head/performance centre: All Renewal and Recreation Portfolio Budgets
  4. Total current budget for this head: £16.5m
  5. Source of funding: Existing revenue budgets
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## Staff

1. Number of staff (current and additional): 335fte
  2. If from existing staff resources, number of staff hours: N/A
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## Legal

1. Legal Requirement: Statutory requirement. The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002
  2. Call-in: Call-in is applicable
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The services covered in this report affect all Council Taxpayers, Business Ratepayers, those who owe general income to the Council, all staff, Members and Pensioners.
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## Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments:

### **3. COMMENTARY**

- 3.1 The 2010/11 projected outturn is detailed in Appendix 1, with a forecast of projected spend for each Division compared to latest approved budget and identifies in full the reason for any variances.
- 3.2 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendix 1. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has, in general, direct control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include, for example, building maintenance costs and property rents which are managed by the Property Division but are allocated within individual departmental/portfolio budgets to reflect the full cost of the service. As such, any variations arising are shown as “non-controllable” within services but “controllable” within the Resources Portfolio. Other examples include cross departmental recharges and capital financing costs. This approach, which is reflected in financial monitoring reports to budget holders, should ensure clearer accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations relating to portfolios in considering financial performance. These variations will include the costs related to the recession.
- 3.3 The controllable budget for the Renewal and Recreation Portfolio is expected to be balanced at the year end.

### **4. POLICY IMPLICATIONS**

- 4.1 The Resources Portfolio Plan for 2010/11 includes the aim of effective monitoring and control of expenditure within budget and includes the target that each service department will spend within its own budget.
- 4.2 Bromley’s Best Value Performance Plan “Making a Difference” refers to the Council’s intention to remain amongst the lowest Council Tax levels in outer London and the importance of greater focus on priorities.
- 4.3 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2010/11 to minimise the risk of compounding financial pressures in future years.
- 4.4 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

### **5. FINANCIAL IMPLICATIONS**

- 5.1 The controllable budget for the Renewal and Recreation Portfolio is expected to be underspent by £127k by the year end, with some major variances within some of the areas.
- 5.2 Reduced activity within Building Control is continuing due to the on-going effect of the recession. Income is expected to be £119k below budget and is offset by £151k savings as a result of management action such as holding 4.45ftes vacant.
- 5.3 Planning applications continue to reduce, leading to a shortfall of income of £320k. This is also being offset by reduced spending following management action. 3.04ftes are being held vacant and all non-essential spend is being frozen in order to reduce the shortfall of income.

- 5.4 There is also a further underspend of £53k against the Portfolio Holder Initiative budget for which a request will be made to the Executive to carry forward to 2011/12 to fund some specific town centre events which is subject to a separate report elsewhere on this agenda.
- 5.5 Despite meeting the £340k savings target that was built into the libraries budget, staffing is expected to be £210k overspent. This is mainly down to the staff turnover budget not being met as there are no vacant posts. A summary of the library budget variations are shown in the table below: -

<b><u>Summary of Library variations at 30 September 2010</u></b>	<b>Variation £'000</b>
Variation in staffing	210
Devaluation of business rates	(141)
Savings in running expenses through management action	(79)
Shortfall of income	50
Savings in book fund	(70)
Net variation	<u>(30)</u>

<b>Non-Applicable Sections:</b>	Legal , Personnel
Background Documents: (Access via Contact Officer)	2010/11 budget monitoring files within ES/R & R finance sections

## Renewal and Recreation Budget Monitoring Summary

2009/10 Actuals £'000	Division Service Areas	2010/11 Original Budget £'000	2010/11 Latest Approved £'000	2010/11 Projection £'000	Variation £'000	Notes	Variation Last Reported £'000
(269)	<b>Adult Education Centres</b> Adult Education Centres	(336)	(367)	(367)	0		0
(269)		(336)	(367)	(367)	0		0
(6)	<b>Planning</b> Building Control	(167)	(31)	(137)	(106)	1	(74)
(287)	Land Charges	(299)	(302)	(302)	0		0
1,887	Planning	1,273	1,297	1,357	60	2	108
521	Renewal	1,193	1,352	1,271	(81)	3	(34)
<b>2,115</b>		<b>2,000</b>	<b>2,316</b>	<b>2,189</b>	<b>(127)</b>		<b>0</b>
2,825	<b>Recreation</b> Culture	3,586	3,301	3,331	30	4	30
5,764	Libraries and Museums	5,278	5,286	5,256	(30)	5	(30)
205	Town Centre Management & Business Support	183	377	377	0		0
<b>8,794</b>		<b>9,047</b>	<b>8,964</b>	<b>8,964</b>	<b>0</b>		<b>0</b>
<b>10,640</b>	<b>TOTAL CONTROLLABLE FOR RENEWAL AND RECREATION</b>	<b>10,711</b>	<b>10,913</b>	<b>10,786</b>	<b>(127)</b>		<b>0</b>
3,065	<b>TOTAL NON CONTROLLABLE</b>	2,535	2,505	2,498	(7)	6	(7)
3,130	<b>TOTAL EXCLUDED RECHARGES</b>	3,035	3,057	3,057	0		0
<b>16,835</b>	<b>PORTFOLIO TOTAL</b>	<b>16,281</b>	<b>16,475</b>	<b>16,341</b>	<b>(134)</b>		<b>(7)</b>

Reconciliation of latest approved budget £'000

Original budget 2010/11 16,281

Review of management overheads	(198)
Drawdown of contingency for building control	138
Adjustment for single status	50
Transfer of Communications post from corporate	37
Repairs & maintenance - inflation & savings adjustment	(31)
Climate Change grant	22
Carry forward of Housing & Planning Delivery Grant	127
Carry forward of funds relating to the Employment (PIE) project	50
Carry forward of one-off funding for events taking place in June 2010	50
Economic Assessment Duty	40
Tendering Work (Property)	15
Multi Function Device (MFD's) savings adjustments	(106)

**Latest Approved Budget for 2010/11** 16,475

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## Renewal & Recreation – Budget monitoring notes – 31 December 2010

### 1. Building Control Cr £106k

A report was submitted to the Executive to drawdown £138k from the central contingency following changes to legislation.

A shortfall of income of £119k is being offset by savings of £151k from management action to reduce costs, including holding 4.45fte vacant.

Part of the provision set aside for the costs of the dangerous structures relating to the plane crash site are no longer required as the insurance company has now settled the revised invoice. The balance of £74k has been written back to the building control code and is being used to offset the shortfall of income within planning.

### 2. Planning Dr £60k

Income from planning is £195k below budget for the first nine months of the year and £119k below the actual received for April to December 2009. At this stage, it is projected that the year-end shortfall of income will be £320k.

Based on income from major applications to date, £113k less has been received compared to the actual from April to December 2009. Within non-major applications to date, £6k less has been received compared to the actual received for the same period in 2009.

Management action taken includes holding 3.04 fte posts vacant and reducing spend on running expenses totalling Cr £260k.

<b>Summary of Planning variations at 31st December 2010</b>	<b>Variation £'000</b>
Effect of holding 3.04 FTE's vacant within Planning	(137)
Underspend within transport, supplies & services resulting from management action within Planning	(123)
Shortfall of income from planning fees	320
<b>Total variation</b>	<b>60</b>

### 3. Renewal Cr £81k

Within the planning section, there is a projected underspend within supplies and services of £28k.

There is also a further underspend of £53k within the Portfolio Holder Initiative fund, for which a carry forward request will be submitted in due course. This relates to Town Centre events, and a report elsewhere on this agenda gives more details.

### 4. Culture Dr £30k

There is currently an overspend of £22k on the grant payment to Bromley Mytime. This is as a result of the RPIX applied to the grant being higher than the amount added in to the LBB budget as part of the estimate process.

There is also an overspend of £8k on the Churchill Theatre Management Fee due to actual inflation being higher than the budgeted inflation.

## 5. Libraries Cr £30k

In total £340k savings have been achieved compared to the target figure of £300k that was built into the 2010/11 budget. This has enabled the staff turnover budget provision to be reduced from £250k to £210k.

Currently there are no vacant posts within the service to enable the staff turnover of £210k to be met. Savings of £79k have been found from running expenses along with not backfilling a post where the member of staff has been seconded to another department. The net effect is a projected overspend of £131k on staffing. Any future posts that become vacant during the year will be frozen.

Due to the economic climate there is a reported shortfall of income of £50k from hire charges for DVD/CDs, photocopying charges and other income streams.

Credit notes totalling £141k for a devaluation of business rates have recently been received for 11 Libraries going back to 2005/06 which can be used to offset most of the overspend on staffing freeing up £111k of the £181k frozen book fund.

This leaves a projected underspend of £30k to offset the inflation overspend within culture as detailed above.

Officers are aiming to introduce the 'chip and pin' payment facility in libraries by the end of January which should improve the level of income which in turn should release part of the frozen acquisition fund.

Report No.  
DRR11/013

London Borough of Bromley

Agenda  
Item No.

PART 1 - PUBLIC

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**Decision Maker:** Renewal & Recreation Portfolio Holder

**For pre-decision scrutiny by the Renewal & Recreation PDS  
Committee on 15th February 2011**

**Date:** 15th February 2011

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

**Title:** **CAPITAL PROGRAMME - 3RD QUARTER MONITORING  
2010/11 & 2010 CAPITAL REVIEW**

**Contact Officer:** Martin Reeves, Group Accountant (Technical)  
Tel: 020 8313 4291 E-mail: martin.reeves@bromley.gov.uk

**Chief Officer:** Director of Resources

**Ward:** All

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1. Reason for report

On 2nd February 2011, the Executive received the 3rd quarterly capital monitoring report for 2010/11 and agreed a revised Capital Programme for the four year period 2010/11 to 2013/14. This report highlights in paragraph 3.2 changes agreed by the Executive in respect of the Capital Programme for the Renewal & Recreation (R&R) Portfolio. At that meeting, the Executive also approved new capital bids recommended by Chief Officers in this year's Capital Review process and details of successful R&R Portfolio bids are included in paragraph 3.1. The revised programme for this portfolio is set out in Appendix A.

---

2. **RECOMMENDATION(S)**

**The Portfolio Holder is asked to note and confirm the report.**

### Corporate Policy

1. Policy Status: Existing policy. Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.
  2. BBB Priority: Excellent Council.
- 

### Financial

1. Cost of proposal: Estimated cost N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: N/A (Capital Programme)
  4. Total current budget for this head: £Total £16.9m for Renewal & Recreation Portfolio over five years 2010/11 to 2014/15
  5. Source of funding: Capital grants, capital receipts and revenue contributions
- 

### Staff

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

### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable.
- 

### 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

#### New schemes

3.1 The 2010 capital bidding process did not produce many absolutely critical proposals. For the R&R Portfolio, the following new schemes were approved by the Executive on 2<sup>nd</sup> February 2011 for inclusion in the Capital Programme:

- Bromley North Village public realm improvements (£1.5m Council contribution after assumed Transport for London funding of £3.4m): £4.9m is included to implement the renewal strategy for the area, which seeks a radical uplift in the area through a comprehensive range of improvements including public realm improvements, an expansion of independent specialist businesses and a focus on enhancing the historic centre of Bromley. The bid anticipates a contribution of £3.4m from Transport for London and a report on the status of the Council's bid for funding will be brought to Members before the scheme progresses;
- Bromley Museum at The Priory (£0.3m Council contribution after assumed Heritage Lottery Fund contribution of £2.7m): £3.0m is included to extend the existing museum into the space vacated following the relocation of the Orpington Library to the Walnuts Shopping Centre. Consultation on the scheme was approved by the Executive on 21<sup>st</sup> July 2010 and a first stage application to the Heritage Lottery Fund was approved by the Executive on 8<sup>th</sup> December 2010. The bid anticipates a grant of £2.7m from the Heritage Lottery Fund and a report on the status of the Council's bid for funding will be brought to Members before the scheme progresses;
- Minor provision in 2014/15 for feasibility studies (£10k).

In the future, we may need to look at emerging issues such as regeneration sites and further reports may be submitted in due course. Further reports will be brought to Members before the Bromley North Village and Bromley Museum at the Priory schemes progress if the assumed level of external funding does not materialise.

#### Capital Monitoring – variations reported to the Executive on 2nd February 2011

3.2 A revised Capital Programme was approved by the Executive in February, following a detailed monitoring exercise carried out after the 3rd quarter of 2010/11. The monitoring exercise resulted in no changes to schemes estimates, although slippage identified on three schemes (Newstead Wood Tennis Centre, Biggin Hill Leisure Centre and the Pavilion Leisure Centre refurbishment schemes) resulted in a total of £407k being rephased from 2010/11 into 2011/12. The revised Programme for the R&R Portfolio (including approved new schemes) is attached as Appendix A and a summary of all the variations agreed by the Executive is set out below.

	2010/11	2011/12	2012/13	2013/14	2014/15	TOTAL
	£000	£000	£000	£000	£000	£000
Approved Programme before Executive	3,254	5,555	135	10	-	8,954
New schemes approved by Feb Executive	-	-	-	-	-	-
- Bromley North Village	-	400	2,990	1,500	-	4,890
- Bromley Museum at The Priory	-	180	50	2,770	-	3,000
- Feasibility studies	-	-	-	-	10	10
Rephasing - Newstead Wood Tennis Centre	-27	27	-	-	-	-
- Biggin Hill Leisure Centre	-130	130	-	-	-	-
- Pavilion Leisure Centre	-250	250	-	-	-	-
Revised R&R Capital Programme	2,847	6,542	3,175	4,280	10	16,854

#### 4. POLICY IMPLICATIONS

4.1 Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

#### 5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 2nd February 2011. Changes approved by the Executive to the Capital Programme for the Renewal & Recreation Portfolio are set out in the table in paragraph 3.2.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns January 2011. Approved Capital Programme (Executive 3/11/10). New scheme proposals from Chief Officers in September 2010. Capital monitoring and Review reports to Executive in January and February 2011.

RENEWAL & RECREATION PORTFOLIO - APPROVED CAPITAL PROGRAMME as at 2nd FEBRUARY 2011									
Capital Scheme/Project	Total Approved Estimate	Actual to 31/3/10	Estimate 2010/11	Estimate 2011/12	Estimate 2012/13	Estimate 2013/14	Estimate 2014/15	Responsible Officer	Remarks
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
<b>LIBRARIES &amp; MUSEUMS</b>									
Central Library/Churchill Theatre - chillers and controls	460	0	60	400				Cliff Jones	
Central Library - renew roof covering	210	0	210					Cliff Jones	
Orpington library relocation	1944	76	1798	70				John Turner	LABGI £1,022k, S106/Town Centre Imp. fund £699k, £223k LBB Extension of museum into Orpington Library site; £2,700k HLF funding
Bromley Museum at The Priory	3000	0	0	180	50	2770		Colin Brand	
<b>TOTAL LIBRARIES &amp; MUSEUMS</b>	<b>5614</b>	<b>76</b>	<b>2068</b>	<b>650</b>	<b>50</b>	<b>2770</b>	<b>0</b>		
<b>LEISURE TRUST CLIENT - RECREATION</b>									
Newstead Wood Tennis Centre	2142	2115	0	27				Cliff Jones	NOF/LTA/BTF/Kent LTA/Newstead Wood School £1,820k
<u>Leisure Centres</u>									
Walnuts Leisure Centre - roof	650	502	148					Chris James	Landlord resp under Bromley MyTime lease £5.5m approved by Council 29/6/10; £3m from revenue budget
Biggin Hill Leisure Centre	5038	4337	571	130				Colin Brand	
Pavilion Leisure Centre refurbishment	5500	0	50	5325	125			Marc Hume	
<b>TOTAL LEISURE TRUST CLIENT</b>	<b>13330</b>	<b>6954</b>	<b>769</b>	<b>5482</b>	<b>125</b>	<b>0</b>	<b>0</b>		
<b>OTHER</b>									
Bromley North Village - public realm improvements	4890	0	0	400	2990	1500		Kevin Munnally	Renewal and improvement of Bromley North; £3,390k TfL funding
Feasibility studies	50	0	10	10	10	10		Heather Hosking	
	4940	0	10	410	3000	1510	10		
<b>TOTAL RENEWAL &amp; RECREATION PORTFOLIO</b>	<b>23884</b>	<b>7030</b>	<b>2847</b>	<b>6542</b>	<b>3175</b>	<b>4280</b>	<b>10</b>		

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Report No.  
DRR11/014

## London Borough of Bromley

### PART 1 - PUBLIC

- Financial/business affairs of a person or body

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**Decision Maker:** **Renewal and Recreation PDS Committee/Portfolio Holder**

**Date:** **15 February 2011**

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

**Title:** **ADULT EDUCATION FEES AND CHARGES 2011/12**

**Contact Officer:** Michael Wheeler, Principal, Bromley Adult Education College  
Tel: 020 8460 0020 E-mail: michael.wheeler@bromley.gov.uk

**Chief Officer:** Marc Hume

**Ward:** All wards

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1. Reason for report

- 1.1 This report is to seek approval for an increase in the fees charged to adults enrolling on courses at Bromley Adult Education College. This increase will allow the College to maintain income at a time when Government funding is being reduced and to meet the income generation expectations of the Skills Funding Agency.
- 

2. **RECOMMENDATION(S)**

- 2.1 It is recommended that for the academic year starting in September 2011 the courses fees at Bromley Adult Education College are increased by the following amounts:

1: For adult non accredited courses delivered under the Adult Safeguarded learning stream, an average increase of 4.5%; that is an increase of approximately 16 pence per hour from £3.51 to £3.67 on standard long courses and an increase of approximately 19 pence per hour from £4.22 to £4.41 on standard short courses.

2: For adult accredited level 2 courses delivered under the Adult Learner Responsive funding stream, an average increase of 2.5%; that is an increase of approximately 7 pence per hour to £3.00 on a standard GCSE/level 2 course.

### Corporate Policy

1. Policy Status: Existing policy.
  2. BBB Priority: N/A.
- 

### Financial

1. Cost of proposal: Estimated cost Additional income of £39,000
  2. Ongoing costs: Recurring cost.
  3. Budget head/performance centre: Adult Education College
  4. Total current budget for this head: £112k
  5. Source of funding: Existing revenue budget 2010/11
- 

### Staff

1. Number of staff (current and additional): 60 full time equivalents and 325 sessionally employed staff
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: Non-statutory - Government guidance.
  2. Call-in: Call-in is not applicable.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 10,000 per year
- 

### Ward Councillor Views

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

### 3. COMMENTARY

3.1 Bromley Adult Education College provides a wide range of courses for adult local residents, both accredited and non accredited. Some courses lead to qualifications and others are provided to meet the cultural, social and personal needs of local residents. A summary of the provision delivered in 2009/10, the last year for which there are final figures, is given in Table 1. The courses are funded through a number of mechanisms but in all cases the expectation by the funding agency, is that students will pay an increasing proportion of the costs each year.

Type of provision	Number of learners	Fee income (£)	SFA income (£)	Number of hours taught (GLH)	Total income per hour (£)	Average cost to students per hour (£)
<b>Further Education/Learner Responsive: ø</b> (fee paying)	1608	£226,739	£1,001,444	101,912	£12.05	£2.22
(non-fee paying: Skills for Life, including 208 adults with Moderate Learning Difficulties and Disabilities)	578	0	£519,738	42,638	£12.19	0
<b>Adult Safeguarded learning:</b> Personal and Community Development Learning *	7044	£881,029	£425,328	211,041	£6.19	£4.17
Wider Family Learning +	526	0	£102,100	9,646	£10.58	0
Family Literacy Language and Numeracy	267	0	£70,000	4,650	£15.05	0
<b>Total</b>	<b>10,023</b>	<b>£1,107,768</b>	<b>£2,118,610</b>	<b>364,379</b>	<b>£8.72</b>	

ø including some free and reduced places for individual students

\* including free community courses and concessions for residents on means-tested benefits

+ 534 children also took part in this provision

3.2 The proportion of course costs that the Skills Funding Agency expect adult learners to pay through their course fees for accredited Learner Responsive courses has increased year on year. In the 2011/12 academic year adult learners will be expected to pay 50% of their course costs, unless they qualify for means tested benefits or they are studying basic Skills for Life subjects, literacy, numeracy and English. In 2009/10, 36.5% of Learner Responsive students qualified for fee remission.

3.3 Unlike accredited Further Education/Learner Responsive classes, there is no explicit level of fee payment expected for Adult Safeguarded Learning courses, but students able to afford fees are expected to pay a substantial proportion of their course costs. Free courses and reduced fees are available for some community courses and for specific groups of learners, including older people in care or residential settings and those on low incomes. In 2009/10, 972 adults paid no fee for their Adult Safeguarded Learning courses.

3.4 Standard course fees were increased by 3% for Learner Responsive (LR) and 5% for Adult Safeguarded Learning (ASL) in 2009/10, and 5% for Learner Responsive and 7% for Adult Safeguarded Learning in 2008/2009 and by 7.5% and 10% in 2007/2008. The hourly rate charged for a course is based on a number of factors, including the need for art models,

specialist equipment or small class sizes. The impact of the proposed fee increase on non-accredited (ASL) and increase on accredited (LR) course fees is shown in Table 2 below:

**Table 2: Proposed Course Fees 2011/2012**

**Assumptions:** Accredited provision – fee increase of 2.5%,  
Non-accredited provision – fee increase of 4.5%

**Raw impact on hourly tuition fee rates:**

	2010/11 £	2011/12 £	Comments
<b>Accredited Courses</b>			
Foundation learning	2.85	2.92	£170 for 60 hrs (+ other)
GCSE / Level 2	2.93	3.00	£180 for 60 hrs (+ other)
A level /level 3	3.00	3.08	£185 for 60 hrs (+ other)
European Computer Driving Licence (ECDL)	2.00	2.05	ECDL Essentials £62 (+other) ECDL Extra £98 (+other)
Preparing to Teach in the Lifelong Learning Sector (PTLLS)	5.23	5.36	£193 (+other)
English for Speakers of Other Languages (ESOL)	2.00	2.50	Greater increase applied to bring in line with other local providers and bring closer to FLC rate.
<b>Non-Accredited Courses</b>			
Standard non-accredited (long courses)	3.51	3.67	£206 for 56 hrs
Standard non-accredited (short courses)	4.22	4.41	£106 for 24 hrs
Non accredited, specialist resources (long courses)	3.74	3.91	£219 for 56 hrs
Non accredited, specialist resources (short courses)	4.47	4.67	£112 for 24 hrs
Saturday rate	6.05	6.32	£38 for 6 hrs
Non accredited MFL	4.22	4.41	£137 for 30 hrs
English as a Foreign Language 1	5.00	6.50	Needs to move closer to self funded rate, so higher increase than 4.5%
English as a Foreign Language 2	6.00	7.00	
ICT standard non accredited	5.33	5.57	£134 for 24 hrs
ICT – high level	7.86	8.07	
Lip reading, VISIT,	2.50	2.75	Greater increase because of need to move closer to FLC rate
Community	2.60	2.75	Greater increase because of need to move closer to FLC rate
Self-Funded	N/A	8.00	Becomes Non SFA provision. No concessions.
Non EU rate	11.00	8.00	Make the same as Self-Funded rate

3.5 Providers are free to set their own rates for courses, depending on local circumstances and comparisons between providers are difficult. Some might charge a registration fee and/or a separate examination fee.

3.6 The Governing Body of Bromley Adult Education College has been consulted on the proposed fee increases for 2011/12 and supported the proposal.

#### 4. POLICY IMPLICATIONS

4.1 Bromley Adult Education College's fee structure broadly fits within the charging policy for other Council services.

#### 5. FINANCIAL IMPLICATIONS

5.1 The Skills Funding Agency is raising its expectation of the level of income for adult education courses generated from the students or their employers. In 2011/12 for accredited classes the assumption is that 50% of the course costs will be met by either the students or their employers. For non-accredited courses there is no explicit fee assumption, only that when adults can afford to pay for their courses they should pay a substantial contribution.

5.2 Total fee income

Academic Year (1 August to 31 July)	Actual fee income 2008/9	Actual fee income 2009/10	Projected fee income 2010/11	Projected fee income 2011/12
Fee income (not including materials costs and models)	£1,072,654	£1,103,072	£1,106,692	£1,145,692

5.3 Figures in table are net amounts with student refunds already deducted from the totals

5.4 College income from the Skills Funding Agency, will reduce in 2011/2012. This will occur through two mechanisms, one is the reduction in the proportion of each qualification cost that is paid by the SFA, from 52.5% to 50%. The other is the reduction in the payment for Skills for Life, that is literacy, numeracy and English, teaching. The payment for Skills for Life courses had been subject to an increase over other classes to allow for small classes and focussed teaching.

5.5 The budget for the 2011/12 financial year includes income from grant and fees based on income levels in 2010/11. However the College will not be notified of funding for the 2011/12 academic year until the summer. Therefore budgets will be revised as part of budget monitoring in-year, to reduce costs associated with any reduction in funding from the SFA..

#### 6. LEGAL IMPLICATIONS

The Bromley Adult Education College fee policy is within the guidelines set down by the Skills Funding Agency.

<b>Non-Applicable Sections:</b>	Personnel
Background Documents: (Access via Contact Officer)	

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Report No.  
DRR11/008

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation Portfolio Holder

**For Pre-decision Scrutiny by the Renewal and Recreation  
PDS Committee on**

**Date:** 15<sup>th</sup> February 2011

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

**Title:** **BROMLEY TOWN CENTRE VARIABLE MESSAGE SYSTEM**

**Contact Officer:** Kevin Munnelly, Head of Town Centre Renewal  
Tel: 020 8313 4582 E-mail: kevin.munnelly@bromley.gov.uk

**Chief Officer:** Marc Hume, Director Renewal & Recreation

**Ward:** Bromley Town Centre

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### 1. REASON FOR THE REPORT

1.1 A report detailing the specification for the Variable Message System (VMS) and seeking funding approval was considered by the Environment PDS on 29th November 2010 (Report ES10152: Attached as Appendix 1). The decision taken by the Environment Portfolio Holder on 18<sup>th</sup> January 2011 was:

**That the funds for the system be released in principle, but the matter be referred on to the Portfolio Holder for Renewal & Recreation for his consideration and assessment as to whether such technology provides value for money and will contribute positively to Bromley Town Centre's economy.**

1.2 The adopted Bromley Area Action Plan (AAP) and supporting Transport Strategy (TS) identifies a programme of transport improvements that were necessary to support both the future planned development growth in the town centre and the town's ongoing success as a thriving Metropolitan centre. The VMS system is required as part of this identified transport improvement programme and is needed to support the successful implementation of the Phase 1 of the Plan. The VMS System has been identified as the most effective measure to manage the resultant loss of car parking spaces that will occur in Phase 1 and it will efficiently redistribute parking demand to car parks with spare capacity. This requirement was also tested and supported at an Examination in Public before a Planning Inspector as part of the AAP adoption and represents value for money and should be supported.

### 2. RECOMMENDATION(S)

That the Portfolio Holder for Renewal and Recreation supports the Variable Message Sign scheme as part of the implementation of the Area Action Plan, as the Portfolio Holder is satisfied that the proposed scheme provides value for money and will contribute positively to Bromley Town Centre's economy.

### Corporate Policy

1. Policy Status: Existing policy. Bromley Town Centre Action Plan
  2. BBB Priority: Vibrant Thriving Town Centres.
- 

### Financial

1. Cost of proposal: Estimated cost £200k
  2. Ongoing costs: Recurring cost. Electricity costs
  3. Budget head/performance centre: TfL capital funding abd Transport & Highways Divisional Budget.
  4. Total current budget for this head: £200k
  5. Source of funding: TfL Formula funding 2010/11 & 2011/12
- 

### Staff

1. Number of staff (current and additional): 5
  2. If from existing staff resources, number of staff hours: 170
- 

### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Up to 4440 motorists who seek a parking space in Bromley on a dailiy basis.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: No Comments

### 3 COMMENTARY

3.1 The adopted Bromley Town Centre AAP and supporting Transport Strategy were prepared to provide a planning framework to promote sustainable development in the town and improve the quality and range of facilities and services to residents and businesses. The AAP is clear that development proposals likely to come forward within Phase 1 of the plan (2010 -2015) can be accommodated without the requirement for major new transport infrastructure, such as significant junction improvements. However, the AAP and TS sets out a programme of operational and traffic management improvement measures that are necessary to support the implementation of Phase 1 of the AAP.

Phase 1 developments will include:

Site B Tweedy Road  
Site C Old Town Hall  
Site K Westmoreland Road

And could include subject to planning :

Site A Bromley North Station  
Site L DHSS Buildings Masons Hill

3.2 This programme of operational and traffic management improvement measures include:

1. A Parking Migration Strategy, which sets out how the Council and partners will manage the loss of car parking across the town centre. A draft of this has been produced and has been reported to the Town Centres Member Working Party for their consideration.
2. The introduction of a town-wide VMS system to provide information on car parking space availability for people driving into town. This would allow drivers who would otherwise have used either Westmoreland Road or any other redeveloped car park to find spaces in alternative car parks.
3. Subject to further investigation, the introduction of a Saturday Park & Ride scheme at Norman Park.
4. A Town-wide travel plan.

3.3 In Phase 1 of the AAP, Site K Westmoreland Road has the most significant transport impact because of the temporary closure of the car park during the construction period and the resultant loss of parking spaces. Analysis of parking data in the development of the TS confirmed that a positive parking management system would be needed with the closure of Westmoreland Road, to efficiently redistribute parking demand to car parks with spare capacity. The TS further identified that a permanent VMS system would clearly have other benefits, in addition to reductions in overall congestion, including improvements in air quality, more reliable journeys for customers and higher satisfaction ratings for the motorists, especially shoppers. The longer term legacy of the VMS system would be enjoyed by future shoppers and town users as development sites are built out, who would be beneficiaries of improved car parking information as they will not necessarily know the layout of the town or have any particular preference for one car park over another. In this way Bromley is responding positively to the challenge set by Croydon, Sutton and Kingston who all currently have VMS systems in operation.

3.4 Notwithstanding the detailed technical specification of the proposed VMS contained in the attached ES PDS report, it is Officers' opinion that the system has been designed to be

easily extended and flexible to allow future developments. Officers from the Town Centre Renewal team formed part of the project team that developed the specifications and are satisfied that it is fit for purpose. In relation to Value for Money considerations, Appendix 6 of the Transport Strategy sets out the Implementation Programme of Transport Improvements with Estimated Budget costs, which were prepared by Transport Consultants Peter Brett Associates in 2007. This programme estimated a budget cost of £450,000 for developing and implementing a VMS system. This budget estimate was produced before the recent innovations in IT based technology, which has improved and matured in recent years. This allied to the development of a robust specification and competitive tendering arrangements have further driven the budget estimate down to £200k, which is considered good value for money.

### 3. POLICY IMPLICATIONS

- 4.1 There is a clear need for the introduction of the VMS system, as it has been identified in the AAP as a transport improvement that is needed to allow critical development to take place in the Phase1. This requirement has also been tested and supported at an Examination in Public before a Planning Inspector as part of the AAP adoption

### 4. FINANCIAL IMPLICATIONS

- 5.1 The capital cost for the system will be met from the TfL formula funding for years 2010/11 & 2011/12. The ongoing maintenance costs will be capitalised for the first 5 years.

### 5. LEGAL IMPLICATIONS

LBB will need to enter a contract with the selected supplier to implement and maintain the system. The Legal Team has helped with the production of the tender documents.

### 6. PERSONNEL IMPLICATIONS

- 7.1 The system will be under the day to day management of the Council’s parking Services team.

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	Environment PDS Report Bromley Town Centre Variable Message Sign System for Car Parking + Minute

Report No.  
DRR11/006

London Borough of Bromley

PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation Portfolio Holder

**For pre-decision scrutiny by the Renewal and Recreation PDS Committee**

**Date:** 15 February 2011

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

**Title:** RENEWAL AND RECREATION PORTFOLIO HOLDER INITIATIVES FUND 2011/12

**Contact Officer:** Martin Pinnell, Head of Town Centre Management and Business Support (Acting)  
Tel: 020 8313 4457 E-mail: martin.pinnell@bromley.gov.uk

**Chief Officer:** Marc Hume, Director of Renewal and Recreation

**Ward:** Borough-wide

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1. Reason for report

- 1.1 The Town Centre Management section is responsible for working with businesses and other partners to help maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres. This report outlines some of the Town Centre Management activities planned for 2011/12 and requests that sufficient resources are made available to ensure these activities can be undertaken successfully.
- 1.2 The report also includes proposals to reduce the net expenditure by the Council on Town Centre activities during the 2011/12 financial year – whilst maintaining the quality and impact of these by seeking additional contributions from the private sector. Although a specific sum of £25,000 has been set aside to prepare for the Queen's Diamond Jubilee in 2012, the main events budget has been reduced by 29%, from £77,750 to £55,000 (see paragraph 3.12) and the Christmas Lights and Trees budget has been reduced by 47% from £83,770 to £44,500 (see paragraphs 3.14 and 3.15).
- 

2. **RECOMMENDATION(S)**

**The Renewal and Recreation PDS Committee members are asked to:**

- 2.1 Note and comment upon the proposals outlined below.

**The Renewal and Recreation Portfolio Holder is asked to:**

- 2.2 Agree the schedule of Town Centre Management events, activities and projects outlined in paragraphs 3.2 – 3.16 and which will cost a total of £132,000 during 2011/12.
- 2.3 Request that the Executive agree to the projected under spend of £53,400 (for the Portfolio Initiatives Fund for 2010/11 financial year) being carried forward and allocated for Town Centre Management for use on proposed activities during 2011/12.
- 2.4 Agree that £50,000 be permanently vired from the Portfolio Initiatives Fund 2011/12 for use on Town Centre Management events and activities from 2011/12 onwards.

### Corporate Policy

1. Policy Status: Existing policy.
  2. BBB Priority: Vibrant Thriving Town Centres.
- 

### Financial

1. Cost of proposal: Estimated cost £132,000
  2. Ongoing costs: Recurring cost.
  3. Budget head/performance centre: Renewal and Recreation Portfolio Fund / Town Centre Management Portfolio Fund
  4. Total current budget for this head: £88,930/£28,900 plus proposed carry forward of £53,400.
  5. Source of funding: Existing revenue budget for 2011/12
- 

### Staff

1. Number of staff (current and additional): 4
  2. If from existing staff resources, number of staff hours:
- 

### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Approximately 2,000 town centre businesses, plus residents using town centres.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments:

### **3. COMMENTARY**

3.1 The Town Centre Management service in Renewal & Recreation exists to maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres. This involves working closely with town centre businesses, both directly and through business and traders groups, and with other key town centre occupiers and service providers. The resources for the service are derived not only from Council budgets but also from income from business donations and sponsorships. The proposed work programme for the Town Centre Managers during 2011/12 will involve a wide range of duties ranging from management of high profile public events to day to day assistance to town centre occupiers. The following paragraphs outline the main activities proposed for 2011/12 for which funding will be required.

#### **Events**

3.2 Managing events for the general public aimed at increasing footfall and raising the profile of our town centres have always been a key part of the work of the Town Centre Management service. During 2010 a number of successful events took place, funded in part by a £50,000 carry forward agreed by Executive. The events included the Battle of Britain Commemorative event, the Poppy Appeal launch day (both in Bromley) and the Summer Fete in Orpington, all of which drew in additional visitors, encouraged trade and enhanced the 'feel good factor' about our town centres.

3.3 In 2011/12 Town Centre Managers are planning a series of events, both large and small, across all the main town centres. A draft list of planned events is attached as an Appendix. The highlight events for the year ahead include the following (all details subject to alterations):

3.4 Easter Event (April 2011). In Bromley's Queen's Gardens - Family event including Easter egg hunt, egg decorating, egg and spoon races, giant games, Easter Bonnet & Crowns & Coronets making, parade through High Street led by musicians - celebrating Royal Wedding. Estimated net cost to the Council £4,000.

3.5 Summer Sports Slam and National Family Picnic (June 2011). In Bromley's Queen's Gardens. A marquee will house giant games and family picnic area, with music supplied by a DJ/MC. Charlton AFC to provide football element and local sports clubs to provide "have-a-go" sessions. Local produce will be available. In association with National Family Week. Estimated net cost to the Council: £4,000.

3.6 Poppy Party Weekend (June 2011). In Bromley Civic Centre grounds. Celebrating 90 years of the Royal British Legion. A marquee will house seating and refreshments plus stage to present performances by Central Band of the Royal British Legion and other bands. Events will include a free afternoon tea dance and a ticketed evening concert. Estimated net cost to the Council: £7,000.

3.7 Summer Street Theatre Festival (Aug 2011). In and around Bromley High Street. Two days of professional street entertainment, including, mime artists, human statues, jugglers, acrobats, buskers, dance groups, bands, singers etc, to create a lively and vibrant atmosphere in the town. Estimated net cost to the Council: £9,000.

3.8 Poppy Appeal Celebration (Nov 2011). Once again Bromley Town Centre will be decorated with giant poppies in honour of the season of Remembrance – and in support of the Royal British Legion Poppy Appeal. Estimate net cost to the Council: £2,000

3.9 Christmas celebrations in towns across the borough, with high profile spectacular events, incorporating entertainments, community carol singing, fashion shows, children's rides and

firework displays, taking place in Bromley, Orpington, Beckenham and Penge. Estimate net cost of the 4 main town events: £16,000.

- 3.10 A range of smaller family friendly and community based events will be taking place in towns across the borough and throughout the year. Estimated net total cost to the Council: £13,000
- 3.11 Celebrating the Queen's Diamond Jubilee will take centre stage in the borough during 2012 and will consist of some very high profile events. Ideas under discussion include re-dedication of Bromley Museum in Priory Gardens in honour of the Jubilee and the hosting of a fashion extravaganza, showcasing clothes, hairstyles and fashions as they have changed during the 60 years of Queen's reign - 1952 to present day. Many of the people and organisations required to make this project a success will need to be booked well in advance hence the need to commit an estimated £25,000 in 2011/12 financial year.
- 3.12 Whilst many of the smaller events are expected to be entirely self financing and we expect to reduce the cost of other events through a mixture of sponsorship, donations and other income, there is potentially a total net cost to the Council of £80,000. This includes the sum of £25,000 allocated to prepare specifically for the Queens Diamond Jubilee celebrations. The remaining £55,000 would be allocated to the other events. To put this figure in context in 2010/11 Members agreed a total of £77,750 to be spent on town centre events, so excluding the Diamond Jubilee events, the proposals for 2011/12 represents a 29% reduction.

### **Christmas Lights 2011**

- 3.13 Another key operational area for Town Centre Management is the organisation of Christmas lights for town centres. In 2010/11 a total of £78,770 was agreed by Members to cover supply, installation and removal of lights in Bromley, Orpington, Beckenham and Penge and to cover donations to assist with lights in a number of smaller town centres. In the main town centres a very small proportion of the costs were covered by donations or sponsorship from local businesses. Given the current financial situation of the Council it is proposed that the Town Centre Managers engage with businesses to enlist a higher level of contribution from the business community for the lights schemes. To this end businesses in the four main towns have been written to with a request for feedback on whether they would be prepared to help fund the lights – and Town Centre Managers are following this up with visits to key businesses.
- 3.14 A report on the outcomes of the exercise and outlining a suggested policy for Christmas Lights in 2011 will be brought to the Portfolio Holder for the meeting of the Renewal and Recreation PDS Committee on 12 April 2011. On the assumption that the Council will obtain at least 50% of the funding for the lights in main the towns, but will maintain a similar level of funding for the smaller towns (where the majority of costs are already funded by businesses or residents) it is proposed that a sum of £42,000 be allocated for 2011/12. This represents a reduction of 47% of the net costs to the Council compared to 2010/11.
- 3.15 In addition to Christmas Lights a sum of £5,000 was allocated to purchase Christmas trees for 2010/11. It is proposed that this be reduced to £2,500 for the 2011 season, on the assumption that 50% of the costs will be raised through business sponsorship or donations.

### **Town Centre Promotions**

- 3.16 In addition to events and Christmas lights Town Centre Managers are also responsible for working with local businesses to encourage local residents to shop locally through various types of publicity and information. In 2011/12 it is proposed that this will include production and distribution of maps and guides, increasing proactive communications through press advertising and PR and running local business competitions (taking the successful 'Orpington's Finest' competition as a model) in more of the towns. The majority of the costs

of these initiatives will be found through working in partnership with businesses, but it is expected that £7,500 funding from the Council will be required.

#### 4. POLICY IMPLICATIONS

- 4.1 The events and activities outlined above are aimed specifically at enhancing the vitality of town centres across the borough and as such contribute to the Building a Better Bromley key priority of Vibrant, Thriving Town Centres.

#### 5. FINANCIAL IMPLICATIONS

- 5.1 Following the 12 October report on Business Support the Portfolio Holder agreed that a sum of £42,500 be allocated to business support projects for the remainder of the financial year. The full delivery of these projects was dependent upon certain conditions (for example agreement with neighbouring boroughs on joint procurement events). As a consequence, an under spend of £7,000 is expected on this original allocation, resulting in a projected revised spend of £35,500. This leaves an uncommitted balance of £24,630 on the Business Support Fund which was transferred to the Portfolio Initiative Fund as agreed by the Portfolio Holder.
- 5.2 For 2010/11 the Portfolio Initiative Fund has an uncommitted balance of £53,430 which is not expected to be spent by the end of the year as shown in the table below: -

2010/11	£
Original Business Fund 2010/11	60,130
Revised projected spend	<u>(35,500)</u>
Balance of Business Fund (to be transferred to Initiative fund)	24,630
Original Portfolio Initiative Fund 2010/11	28,800
<b>Projected underspend on Portfolio Initiative fund</b>	<b><u>53,430</u></b>

- 5.3 It is proposed to request that the Executive consider whether the £53,430 underspend from the Portfolio Initiative Fund can be carried forward to the financial year 2011/12 to be used to resource Town Centre Management activities as highlighted in this report. This will be in addition to the £28,900 and £50,000 existing budgets. The proposed budgetary position is summarised in the table below: -

<b>Proposed Events for 2011/12</b>	<b>Estimated Costs £</b>
Easter Event	4,000
Summer Sports Slam and National Family Picnic	4,000
Poppy Party Weekend	10,000
Summer Street Theatre Festival	9,000
Poppy Appeal Celebrations	5,000
Christmas Celebrations	23,200
Smaller Family/Community Events	37,000
Queens Diamond Jubilee Celebrations	25,000
Total cost of Events	<u>117,200</u>
Christmas Lights/Trees (subject to 50% contribution from businesses)	86,500
Town Centre Promotions	7,500
<b>Total gross cost of Proposed Town Centre Activities for 2011/12</b>	<b><u>211,200</u></b>
<b>Less expected contributions from partners incl £42k towards Christmas lights</b>	<b>(79,200)</b>
<b>Net cost of proposed Town Centre Activities for 2011/12</b>	<b><u><u>132,000</u></u></b>

**Funded by: -**

Existing Portfolio budget for Town Centre Events	28,900
Permanent virement from Portfolio Initiative Fund	<u>50,000</u>
Revised Portfolio budget for Town Centre Events 2011/12	78,900
Proposed carry forward of 2010/11 underspend subject to Executive approval	<u>53,400</u>
<b>Estimated resources available to fund proposed Town Centre Activities for 2011/12</b>	<b><u><u>132,300</u></u></b>

- 5.4 Furthermore it was agreed that the Business Support Fund would cease to exist from the start of the 2011/12 financial year and that all budget formally allocated to that fund would be included in the Portfolio Initiative Fund to create a fund totalling £88,930. The Portfolio Initiative Fund for 2011/12 would therefore have a balance of £31,430 as follows, after allowing for the £50k virement and the £7.5k commitment: -

Original Portfolio Initiative Fund 2011/12	£ 88,930
Less permanent virement to Town Centre Management Events	(50,000)
Less commitment for High Growth Business scheme 2011/12 (previously agreed)	(7,500)
<b>Uncommitted Balance of Portfolio Initiative Fund for 2011/12</b>	<b><u><u>31,430</u></u></b>

<b>Non-Applicable Sections:</b>	Legal, Personnel
Background Documents: (Access via Contact Officer)	Report to R&R Portfolio Holder Business Support Programme 2010/11 – 12 Oct 2010 (DRR10/00098)

## APPENDIX: DRAFT TOWN CENTRE EVENTS PROGRAMME APRIL 2011 - MARCH 2012

(SUBJECT TO CHANGE AND ALL COSTS ESTIMATED)

**Key - Red - Bromley : Plum - Chislehurst/West Wickham : Green - Beckenham/Penge/Hayes/Mottingham - Blue : Orpington/Petts Wood/St Mary Cray/Cotmandene/Biggin Hill**

Month	Actual date	Day	Event Title	Description Activities	Venue(s)	Estimated event cost	Estimate partner contributions	Estimated cost to Council
Apr-11	April 2011 May 2011	??	Library events	To celebrate the opening of the new library authors and promotion of lending categories with local business involve	high street and walnuts	1500	£1,000.00	£500.00
Apr-11	22/04/11	Friday	Easter Eggcitement	Town Centre competition/raffle, entertainment, stalls, live animals/petting Zoo. Further details from Cheryl Curr, Orpington Town Centre Manager: <a href="mailto:cheryl.curr@bromley.gov.uk">cheryl.curr@bromley.gov.uk</a>	Walnuts Shopping Centre/ Pedestrian Area and High Street	£1,500	£1,000.00	£500.00
Apr-11	23 April 2011 29 April 2011	Saturday	"Bonnets, Crowns & Coronets"	A family orientated event which includes many traditional Easter activities. Along with a promotion of Lindt chocolate there will be Easter egg hunt/egg decorating/egg and spoon races / giant games, all houses in a marquee installed in Queen's Garden. We will also be holding Easter Bonnet/crowns/coronets /tiara making workshops which will be followed by a parade through the high street, lead by musicians. Local Primary schools will be invited to showcase headgear made in class in the parade – by showing headgear suitable for such an event this is a simple yet effective tribute/reference to the Royal Wedding which takes place the following Friday 29 April. Free entry. Details from Lorraine McQuillan Bromley Town Centre Manager <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a> and/or Tina Slater, Events Manager <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a>	Queen's Gardens / High Street / Market Square	£4,000.00	£0.00	£4,000.00
May-11	20 - 22 May 2011	Fri/Sat/Sun	Summer Event Market & Music	Specialist visiting market and entertainment. Local band(s), small children's rides and face painting, all to encourage local participation and showcase the town. Free event. Details from Nicola Musto, Town Centre Manager: <a href="mailto:nicola.musto@bromley.gov.uk">nicola.musto@bromley.gov.uk</a>	Beckenham Green	£3,000	£2,000.00	£1,000.00

May-11	02/05/11	Monday	Petts Wood May Fayre	Crowning of the May Queen ceremony with entertainment, stalls and children's rides. Details from Cheryl Curr, Town Centre Manager: <a href="mailto:cheryl.curr@bromley.gov.uk">cheryl.curr@bromley.gov.uk</a>	Memorial Hall & Gardens, Petts Wood Road	Self Funding, Stall Holders Charged etc		£0.00
Jun-11	05/06/11	Sunday	Summer Slam	Working with National Family Week (NFW), Charlton FC and other local sports clubs/sports providers, we plan a day of "have-a-go" sessions in many different disciplines. Charlton will bring their inflatable pitch, local clubs will provide coaches to promote their own clubs/sports, providers to hopefully provide rowing machine/cycle machine to promote leisure facilities. All designed to entertain young people. We will erect and decorate a marquee installing picnic tables/chairs where families can bring their own picnic or buy hot/cold drink/cakes/sandwiches from local producers. Music and additional entertainment will also be in the Marquee. NFW will provide goodie bags and some publicity/promotional material to hand out to young people. Further details from Tina Slater, Events Manager <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a>	Queen's Garden	£4,000.00	£0.00	£4,000.00
Jun-11	11 June '11	Saturday	The Great Poppy Party - 90 years of RBL	The RBL plan to celebrate their 90th anniversary with "The Great Poppy Party Weekend". We plan to participate by inviting the 40 strong Central Band of the RBL to perform an afternoon and evening concert. An afternoon tea dance and a ticketed evening performance, all in a marquee installed in the Civic Centre grounds, residents have the option to dance / just listen / picnic and enjoy the music. Further Information from Tina Slater, Events Manager: <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a>	Civic Centre Grounds by lake	£10,000.00	£3,000.00	£7,000.00
Jun-11	16&17 June 2011	Sat and Sun	Summer Fun Weekend	Entertainment, stalls, children's rides – exact content tbc. Entry fee applies, as it's to raise funds for Christmas lights event. Details from Lorraine McQuillan, Bromley Town Centre Manager: <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a>	Sparrow Den Recreation Grounds	£1,000.00	£1,000.00	£0.00

Jun-11	17&18 June 2011	Sat/Sun	Summer African Market & Music	Specialist African visiting market and entertainment on stage and along High Street to encourage local businesses to participate and showcase themselves and increase interest in local shopping area. Free event. Details from Nicola Musto, Town Centre Manager: nicola.musto@bromley.gov.uk	Maple Road & High Street, Penge	£3,000	£2,000.00	£1,000.00
Jul-11	9&10 July 2011	Sat/Sun	Family Fun Weekend	Family entertainment and children's rides to include local dance groups, bands, plus face painting, balloon modelling and stiltwalkers. All to encourage more participation and promote Town. Free of Charge. Details from Nicola Musto, Town Centre Manager: nicola.musto@bromley.gov.uk	Beckenham Green	£3,000	£1,000.00	£2,000.00
Jul-11	01/07/11	??	Orpingtons finest competition	High street banners / marketing and promoting annual competition encourage shopping local	town event	2500	£1,500.00	£1,000.00
Jul-11	23/07/11	Saturday	Orpington Town fete	Childrens rides street entertainment ,		2000	£1,000.00	£1,000.00
Aug-11	13 & 14 Aug 2011	Sat & Sunday	Street Theatre - summer festival	Following the success of the 2010 Street Theatre Festival, there will be two full days of professional non-stop street entertainment, including, mime artists, human statues, jugglers, acrobats, buskers, dance groups, bands, singers etc and more, to create a lively and vibrant atmosphere in the Town Centre. Free event. Details from Lorraine McQuillan, Bromley TCM lorraine.mcquillan@bromley.gov.uk and/or Tina Slater Events Manager Bromley tina.slater2@bromley.gov.uk	High Street/ Market Square/ (Glades?)	£9,000.00	£0.00	£9,000.00
Sep-11	5 - 11 Sept 2011	Mon - Sunday - week long event	Food Fest	Borough-wide Food Festival including Continental Market, food tastings, cookery demonstrations and production of Restaurant Guide. Details from Lorraine McQuillan, Bromley TCM lorraine.mcquillan@bromley.gov.uk or Tina Slater, Events Manager tina.slater2@bromley.gov.uk	High Street/ Market Square	£3,000.00	£3,000.00	£0.00
Sep-11	10&11 Sept '11	Sat & Sunday	Chislehurst Summer Fun Weekend	Entertainment, stalls, children's rides, exact content tbc. Details from Lorraine McQuillan Bromley Town Centre Manager: lorraine.mcquillan@bromley.gov.uk	Chislehurst Common	£1,000.00	£1,000.00	£0.00
Sep-11	2- 4 Sept 2011	Fri/Sat/Sun	Autumn Market & Music	Specialist visiting market and entertainment. Local band(s), small children's rides and face painting, all to encourage local participation and showcase the town. Free event. Details from Nicola Musto, Town Centre Manager: nicola.musto@bromley.gov.uk	Beckenham Green	£3,000	£2,000.00	£1,000.00

Sep-11	03/09/11	Saturday	Fun in the Park	Family orientated, mini funfair, display arena, refreshments, stalls. To show parks close proximity to town centre and promote green spaces Further details from Cheryl Curr, Orpington Town Centre Manager: <a href="mailto:cheryl.curr@bromley.gov.uk">cheryl.curr@bromley.gov.uk</a>	Priory Gard	£1,500	£1,000.00	£500.00
Sep-11	17&18 Sept 2011	Sat & Sunday	Orpingtons Ideal Home show	Venue Village Halls or Crofton Halls To promote the home furnishing sector in Orpington.displays and advice.	village halls	£4,000	£2,500.00	£1,500.00
Oct-11	08 Oct '11	Saturday	Business Promotion Event	Businesses from within Bromley Town Centre and across the borough will be offered promotional space in pedestrian area. Details from Lorraine McQuillan, Bromley Town Centre Manager: <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a>	Pedestrian Area Bromley	£3,000.00	£3,000.00	£0.00
Oct-11	30 Oct - 14 Nov 2011	14 day display	Poppy Appeal celebration	Following the many compliments to the council for installing poppies in High Street/Market Square in 2010, we plan to repeat the installation of giant poppies the Town Centre - to show the support of the Borough for the RBL, cost is for installation and removal by contractors. We will seek to gain financial support from local retailers Further Information contact Tina Slater Event Manager <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a> or Lorraine McQuillan Bromley TCM <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a>	Pedestrian Area High Street / Market Squ	£5,000.00	£3,000.00	£2,000.00
Nov-11	24/11/11	Thursday	Bromley Christmas Lights	A family Christmas Extravaganza to follow lines of 2010 ie A winter wonderland of lights, attractions, experiences and activities with a fireworks finale - created to celebrate the Chrstitmas Lights Switch on leading up to Christmas. Further Information Tina Slater Event Manager or Lorraine McQuillan Bromley TCM: <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a> <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a>	High Street/Market Square	£8,000.00	£0.00	£8,000.00
Nov-11	24/11/11	Thur	Beckenham Christmas Celebration	Carol singing from local schools and churches, plus local dance groups with DJ/MC. Possibly fireworks from top of M&S. Details from Nicola Musto, Town Centre Manager: <a href="mailto:nicola.musto@bromley.gov.uk">nicola.musto@bromley.gov.uk</a>	Beckenham Green	£3,000	£1,000.00	£2,000.00
Nov-11	26/11/11	Sat	Hayes Christmas Event	Christmas lights switch on with children's rides, stall, entertainment. Details from Nicola Musto, Town Centre Manager: <a href="mailto:nicola.musto@bromley.gov.uk">nicola.musto@bromley.gov.uk</a>	New Inn Car Park, Station Approach	£1,200	£1,200.00	£0.00

Nov-11	01/11/11	??	Biggin Hill Christmas Event	Christmas lights switch on event to include children's rides, stalls and entertainment. Town Centre Manager <a href="mailto:cheryl.curr@bromley.gov.uk">cheryl.curr@bromley.gov.uk</a>	New Life Church & Car Park, Main Road, Biggin Hill	Self Funding		£0.00
Nov-11	23/11/11	Wednesday	Orpington Christmas Lights Switch On	Stage with entertainment from local schools and one professional act, fire works and fashion show community carol singing and Christmas market. Further details from Cheryl Curr, Orpington Town Centre Manager: <a href="mailto:cheryl.curr@bromley.gov.uk">cheryl.curr@bromley.gov.uk</a>	Walnuts Pedestrian Area and High Street	£6,000	£2,000.00	£4,000.00
Nov-11	01/11/11	?	Petts Wood Christmas Event	Christmas lights switch on with children's rides, stalls, entertainment and fireworks display. Details from Cheryl Curr Town Centre Manager: <a href="mailto:cheryl.curr@bromley.gov.uk">cheryl.curr@bromley.gov.uk</a>	Station Square & Queens way	Self Funding		£0.00
Dec-11	02/12/11	Friday	West Wickham Christmas Event	Christmas lights switch on with children's rides, stalls, entertainment, with late night shopping. Details from Lorraine McQuillan, Bromley Town Centre Manager: <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a>	High Street & Station Road	£1,000.00	£1,000.00	£0.00
Dec-11	03/12/11	Saturday	Chislehurst Christmas Event	Christmas lights switch on with children's rides, stalls, entertainment, with late night shopping. Details from Loraine McQuillan, Bromley Town Centre Manager: <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a>	Active Age Centre Gardens, High Street	£1,000.00	£1,000.00	£0.00
Dec-11	20/12/11	Mon	Penge Christmas Celebration	Carol singing from local schools and churches, plus local dance groups with DJ/MC. Details from Nicola Musto, Town Centre Manager: <a href="mailto:nicola.musto@bromley.gov.uk">nicola.musto@bromley.gov.uk</a>	Maple Road & High Street Penge	£3,000	£1,000.00	£2,000.00
Feb-12	14/02/12	Tuesday? ?	Love Bromley	High Street Businesses promotional event of Valentine's Day gifts, restaurants etc. An opportunity for local retailers to profile their businesses. The day will include professional street performers to further raise profile of the Town Centre. Details from Lorraine McQuillan, Bromley Town Centre Manager: <a href="mailto:lorraine.mcquillan@bromley.gov.uk">lorraine.mcquillan@bromley.gov.uk</a> or Tina Slater Events Manager <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a>	Pedestrian Area Bromley	£4,000.00	£1,000.00	£3,000.00

Apr-12	01/06/12	All prep in place by end 2011/12 financial year.	Queen Elizabeth 11 "Diamond Jubilee" 60 glorious years	A high Profile event to celebrate the Queen's Golden Jubilee. Recommended that the Bromley Museum in Priory Gardens be dedicated to the Queen's Jubilee as a permanent feature. But we also plan to hold a one day "Fashion Show" in BTC (exact date in June tbc) to showcase the 60 years of the Queen's reign – include clothing/music/hair styles/shoes/accessories. We also look to work with local schools/colleges to hold week long exhibitions in Churchill Theatre Foyer/Glades Shopping Centre/Central Library incorporating including media/design/dress making and the Museum's collection of vogue magazines – all linked to celebrate the Queen throughout her 60 glorious year's reign. Further details from Tina Slater Events Manager, <a href="mailto:tina.slater2@bromley.gov.uk">tina.slater2@bromley.gov.uk</a>	Priory Gdns + Bromley Town Centre-market square/ High Street	£25,000.00	£0.00	£25,000.00
				<b>Totals</b>		<b>£117,200.00</b>	<b>£37,200.00</b>	<b>£80,000.00</b>

Report No.  
DRR11/012

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation PDS Committee

**Date:** 15<sup>th</sup> February 2011

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

**Title:** **BROMLEY NORTH VILLAGE – PUBLIC REALM  
IMPROVEMENTS UPDATE**

**Contact Officer:** Kevin Munnely, Head of Town Renewal  
Tel: 020 8313 4582 E-mail: kevin.munnely@bromley.gov.uk

**Chief Officer:** Marc Hume, Director Renewal & Recreation

**Ward:** Bromley Town Centre

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### 1. REASON FOR THE REPORT

- 1.1 This report seeks to update Members of the Renewal and Recreational PDS on progress in developing the Bromley North Village Public Realm Improvement Project and the successful outcome of the Step 1 Area Based Funding bid to Transport for London.

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### 2. RECOMMENDATIONS

- 2.1 That the Committee notes the progress to date and the preliminary detailed design programme and governance arrangements.

### Corporate Policy

1. Policy Status: New policy. Bromley Town centre Area Action Plan Policy IA1 Bromley North Village Improvement Area.
  2. BBB Priority: Vibrant Thriving Town Centres.
- 

### Financial

1. Cost of proposal: Estimated cost £300k
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: TfL Local Implementation Plan funding for 2011/12
  4. Total current budget for this head: £300k has been allocated by TfL for the design costs of Bromley North Village
  5. Source of funding: TfL funding for major schemes 2011/12
- 

### Staff

1. Number of staff (current and additional): 6
  2. If from existing staff resources, number of staff hours: TBC
- 

### Legal

1. Legal Requirement: Non-statutory - Government guidance.
  2. Call-in: Call-in is not applicable. PDS Report
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Bromley Town
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: NA

### 3. COMMENTARY

#### Background

3.1 The concept of a 'Bromley North Village' (BNV) quarter was developed within the Bromley Town Centre Area Action Plan (BAAP) through the designation of the Bromley North Village Improvement Area. The R&R PDS Committee at their meeting on 29<sup>th</sup> June 2010 supported the Renewal Strategy for Bromley North Village, which was centred around the development of a specialist entertainment quarter, providing a range of leisure options and a specialist retail and business offer. For Members information the emerging Vision and Objectives are reproduced below:

3.2 In 10 years time Bromley North Village will...

... be a dynamic, thriving entertainment quarter, with its own defined brand and one of the first choice leisure destination for Bromley residents.

...have a thriving business community, with a focus on independent and specialist retailers.

... have clean, safe open spaces, that are pedestrian friendly and an award winning public realm that inspires.

... include rejuvenated residential areas, including new and refurbished apartments, that protect and enhance the heritage and character of the area.

... be highly accessible, with the physical environment striking the right balance between the needs of the vehicles, buses and pedestrians.

3.3 In November 2009 Bromley North Village was selected along with 35 other projects for inclusion in the Mayor's Great Spaces Initiative, which was established to support the revitalisation of the capital's unique network of public spaces. Transport for London have adopted a competitive bidding process to select only the most innovative and imaginative schemes and it has made funding available to cover detailed design costs and a contribution towards capital costs. Members will recall that match funding was made available from 2009/10 Recreation and Renewal Portfolio Fund to support the development of a concept design from BNV Public Realm, which was subsequently produced by Urban Design consultants Studio Egret West. The Concept Design formed the basis for a Step 1 Bid to Transport for London's Area Based Improvement Scheme in early Autumn 2010.

3.4 The Concept design was concerned with the physical improvements to the public realm, linked in with other elements of the Renewal Strategy. The public realm binds the different elements of the Village area together and should facilitate movement to and within the Village area and add to the creation of a sense of a quality space. The current state of the public realm, in terms of quality and design, does not do this and acts as a constraint to growth.

#### **Sucessful Step 1 Funding Bid**

3.5 Transport for London have indicated in their 2011/12 Local Implementation Plan settlement that the BNV Step 1 bid has been successful and 300k has been allocated to LBB for Step 2 detailed design and development work and this funding can be drawn down from 1<sup>st</sup> April 2011.

## Project Development and Preliminary Timetable

- 3.6 A BNV Project Board has been established to manage the project, with direct input from both the Directors of Renewal and Recreation and Environmental Services. In line with the Council's established practice on developing large scale capital projects Officers are currently drafting a Project Initiation Document (PID) to ensure the project is effectively resourced and managed and ensure that all TfL funding requirements are met. A preliminary meeting is due to take place shortly with representatives from TfL Area Based Scheme team to progress this. The Project Initiation Document will, through discussions with Members and Stakeholders, define the scope of the project and establish any design objectives and quality thresholds that need to be taken forward. The key task that needs to be undertaken is the development of the SEW concept design, through public and stakeholder consultation, and technical assessment and feasibility, into a detailed design in order to pass the seven Gateways contained in TfL's Step 2 process and obtain the funding for Step 3. The PID will also outline procurement options and set out a consultation and engagement strategy for the project. Table 1 sets out a preliminary detailed design programme for the project that envisages 5 main work stages.
- 3.7 In order to meet the TfL 2012/13 funding timetable, all Step 3 Implementation Capital bids need to be made to TfL by October 2011 and completed outline designs will need to be available at this stage to inform the bid and satisfy TfL's requirements on the quality and deliverability. The detailed designs will need to be completed by early in 2012 to allow for the procurement of materials prior to the start of the implementation project in April 2012.

**Table 1 Preliminary Detailed Design Programme**

Stage	Tasks	F	M	A	M	J	J	A	S	O	N	D
1	Procurement & internal discussions on design	█										
2	External discussions on design, modelling of traffic options, site investigations, data collection & update on concept design			█								
3	Outline designs, EqlA, safety audit & scheme costs				█							
4	Stakeholder and public consultation on design						█					
5	Detailed design								█			

## Governance and Member Oversight

- 3.8 It is proposed that Town Centres Member Working Party (TCMWP) is designated as the main Member forum for this project to provide Member oversight and strategic guidance. Members of the Bromley North Village Member Working Party will be invited to attend the TCMWP for these considerations. R&R PDS and Executive meetings will continue to provide overall governance and approval of design and funding.

Further updates including a detailed work programme for this key project will be provided at the next meeting of the R & R PDS.

#### **4. POLICY IMPLICATIONS**

- 4.1 The development of the Renewal Strategy and Improvement Plan are entirely consistent with Policy Objectives set out in Building A Better Bromley 2011 and Renewal & Recreation Portfolio Plan 2010/11.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 Transport for London have indicated in their 2011/12 Local Implementation Plan settlement that the BNV Step 1 bid has been successful and £300k has been allocated to LBB for Step 2 detailed design and development work and this funding can be drawn down from 1<sup>st</sup> April 2011. There is no Council funding allocated for the detailed design stage of this project.
- 5.2 The Executive on 2<sup>nd</sup> February 2011 as part of the Capital Programme Review is recommended to approve a future capital allocation to Bromley North Village public realm improvements totalling £4.8m (£1.5m Council contribution after assumed Transport for London funding of £3.3m).

#### **6. LEGAL IMPLICATIONS**

None for the purpose of this update report.

#### **PERSONNEL IMPLICATIONS**

- 7.1 The precise resource allocation will form part of the development of the Project Initiation Document.

<b>Non-Applicable Sections:</b>	LEGAL IMPLICATIONS, PERSONNEL IMPLICATIONS
Background Documents: (Access via Contact Officer)	Mayor' Great Spaces Initiative Scheme, Bromley Town Centre Area Action Plan - Submission Version

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Report No.  
DRR11/007

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation PDS

**Date:** 15<sup>th</sup> February 2011

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

**Title:** LIBRARIES WORKING GROUP - FINAL REPORT

**Contact Officer:** Colin Brand, Assistant Director Renewal and Recreation  
Tel: 020 8313 4107 E-mail: colin.brand@bromley.gov.uk

**Chief Officer:** Marc Hume, Director of Renewal and Recreation

**Ward:** Boroughwide

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### 1. Reason for report

- 1.1 At the meeting of the Renewal and Recreation PDS on the 29<sup>th</sup> June 2010, members agreed to establish a Working Group to consider the future delivery of the borough's library service and that the findings from this Working Group would be reported back to a future meeting of this PDS. As such, this report reports back to the Renewal and Recreation PDS on this work and the findings of the PDS Member Working Group on Libraries with their report being attached at Appendix 1.

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### 2. RECOMMENDATION(S)

- 2.1 That the Renewal and Recreation PDS note the work of the PDS Working Group on Libraries and in particular their recommendation that the Option (4) around partnership working be explored further as the preferred option for the future management of the borough's library service and as part of this option to also consider if a number of libraries could close or be amalgamated into other service points. The PDS recommend to the Portfolio Holder that a further report with detailed costs and savings on this option be brought to the next meeting of this committee on the 12<sup>th</sup> April 2011.

### Corporate Policy

1. Policy Status: Existing policy.
  2. BBB Priority: Vibrant Thriving Town Centres.
- 

### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Libraries and Museum
  4. Total current budget for this head: £7.1m
  5. Source of funding: Existing Revenue Budget for 2010/11
- 

### Staff

1. Number of staff (current and additional): 143FTE
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: Statutory requirement.
  2. Call-in: Call-in is not applicable.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 2,005,251 visits
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 This report sets out the work and findings of the Renewal and Recreation PDS Working Group on the Library Service and it furthermore makes a number of recommendations for the future shape, structure and composition of the borough's library service.
- 3.2 The objectives of the Working Group were to "Identify further opportunities to modernise and improve the borough's library offer as set out in 'Building a Better Bromley' 2010 to 2012".
- 3.3 Members will be further aware that the report to the Executive on 12<sup>th</sup> January 2011, and subsequently the Renewal and Recreation PDS on the 24<sup>th</sup> January 2011, identified two initial areas of savings within the library service:
- i) Tender the services currently provided by the Library Site Officers.
  - ii) Amalgamate Penge and Anerley Libraries.
- 3.5 Members were advised at PDS meeting on the 24<sup>th</sup> January 2011 that the work required to market test the Site Officer function will be undertaken during 2011/12, with savings being delivered in the financial year 2012/13. The work to amalgamate Penge and Anerley libraries is currently on going and subject to the identification of suitable premises. This work will be subject to further reports to the Renewal and Recreation PH/PDS.
- 3.6 The Working Group has identified four options that could determine the future shape of the Borough's Library Service. These options are not in themselves distinct and separate from each other and ultimately the final shape of the service and the levels of savings achieved will depend on the mix and service model that is selected.

### 4. POLICY IMPLICATIONS

- 4.1 The review of the Library Service are entirely consistent with the council's objectives around Vibrant and Thriving Town Centres and Excellent Council.

### 5. FINANCIAL IMPLICATIONS

- 5.1 The working Group's report identifies four options: -

**Option 1** maintains status quo but includes savings of £140k relating to merging Penge and Anerley libraries providing a 'like for like' service and a review of site officers.

**Option 2** involves library service rationalisation and may produce savings of between £500k and £750k depending on the number of libraries remaining and the level of enhanced opening hours. Further work is required to fully cost this proposal in more detail.

**Option 3** relates to savings that may be achieved through 'outsourcing' the library service. Actual savings could only be identified following a formal tender process and again depend on the level of service delivery that was specified.

**Option 4** is a proposal to provide a joint library service with Bexley. Estimated savings for this option are expected to be between £350k and £550k, although more work is required to fully cost this proposal to identify the actual savings that this option could produce. This would be reported to Members in April. Further savings may be achieved through the expansion of the partnership model to a trust.

- 5.2 The Member working Group is recommending that Option 4 is explored further.

## 6. LEGAL IMPLICATIONS

- 6.1 There were a number of pieces of legislation that affected the authorities decision making on the delivery of a library service, in particular:
- 6.2 The Public Libraries and Museums Act 1964 requires the authority to provide a “comprehensive and efficient” public library service. The terms “comprehensive and efficient” are not defined within the Act; however the Act requires local authorities to provide, free of charge, access for people who live, work or study in their area to borrow or refer to books and other material in line with their needs and requirements.
- 6.3 The race relations (Amendment Act) (2000), Disability Discrimination Act (2005) and the Equality Act 2006 further place a duty on a public body to carry out equality Impact Assessments as soon as a new policy, function or service is considered.
- 6.4 The Local Government and Public involvement in Health Act 2007 and the new Statutory Guidance for the Duty to involve as it places authorities under a duty to consider the possibilities for provision of information to, consultation with and involvement of representatives of local persons across all authority areas.
- 6.5 In terms of the option identified by the Working Group whereby the authority would enter into an agreement with another authority for the joint management of library services, there are provisions contained with the Goods and Services Act 1976 and the Local Government Act 1972 that would enable this happen.

## 7 PERSONNEL IMPLICATIONS

- 7.1 The options identified will clearly have a significant impact on staff currently employed within the borough’s library service.

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	Renewal and Recreation PDS – 29 <sup>th</sup> June 2010 Libraries, The Next Steps

### Introduction

- 1 This report details findings of the Working Group, commissioned by the Renewal and Recreation Policy Development and Scrutiny Committee, to consider the future shape and scope of the borough's Library service.
- 2 The Working Group was established following completion of a new state of the art library at Biggin Hill, and good progress at the town centre development in Orpington, which includes a library, and is expected to open in March 2011. It was recognised that there was further need to review the Bromley libraries in other parts of the borough.
- 3 In addition, huge financial pressures caused by the national deficit, have forced all areas of the council to review their services and to operate with severely reduced revenue budgets. However, the Working Group has looked at imaginative options that might limit or negate any cuts, and may improve the quality of some services available to residents.
- 4 The Working Group has looked at the full breadth of front end services offered at libraries from the traditional book lending function, through to modern information services, and including all the additional social facilities such as rhyme groups for toddlers, junior reading clubs and IT support help for those new to modern technology. It has considered appropriate charging, storage facilities, use of space and access, opening times and location. It has also discussed management structure behind the scenes, and possible joint working arrangements.
- 5 The recommendations focus on major changes required that will ensure a balanced budget whilst retaining a good service .
- 6 The Working Group has received much valued help from Council officers, and comments from library staff and library users and it is very appreciative of this input.
- 7 I commend this report and thank my colleagues and officers in reaching the conclusion and recommendations outlined in the following pages.

Councillor Sarah Phillips  
Chairman of the Working Group  
February 2011

# LIBRARIES REVIEW REPORT

## Introduction

- 1.1 This report sets out the work and findings of the Renewal and Recreation PDS Working Group on the Library Service and it furthermore makes a number of recommendations for the future shape, structure and composition of the borough's library service.
- 1.2 The objectives of the Working Group were to "Identify further opportunities to modernise and improve the borough's library offer as set out in 'Building a Better Bromley' 2010 to 2012".
- 1.3 The PDS Investigation Project Outline was reported to the Renewal and Recreation PDS on the 29<sup>th</sup> June 2010.
- 1.4 Members will be further aware that the report to the Executive on 12<sup>th</sup> January 2011 identified two initial areas of savings within the library service:
  - i) Tender the services currently provided by the Library Site Officers.
  - ii) Amalgamate Penge and Anerley Libraries.
- 1.5 The work required to market test the Site Officer function will be undertaken during 2011/12, with savings being delivered in the financial year 2012/13. The work to amalgamate Penge and Anerley libraries is currently ongoing and subject to the identification of suitable premises. This work will be subject to further reports to the Renewal and Recreation PH/PDS.
- 1.6 Members of the Working Group were as follows:

Cllr. Sarah Phillips (Chairman)

Cllr. Russell Jackson

Cllr. John Ince

Cllr. Brian Humphrys
- 1.7 The following documents were considered by the Working Group as part of the PDS Working Groups examination of the Library Service.
  - PDS Investigation Project Outline

- Hierarchy of Libraries
- Libraries Coverage
- Visitor and Issue Figures
- Activities by Library
- Existing Staffing structure
- Ed Vaizey's letter – 3<sup>rd</sup> December 2010
- Library Site Coverage
- Revised Travel times

1.7 As part of its consideration of the boroughs library service, the Unison Branch Secretary attended a Working Group meeting to present a range of views and comments, in particular:

- That the public expected to see a library service run by a democratically elected and accountable body.
- That the nature of a library service has changed significantly over the years to become a busy multipurpose environment serving a wider cross section of the community.
- That libraries were now in even more demand in the current economic climate
- That libraries should act as a hub for local communities and be a point at which to access a wide range of council services.
- A diminishing book fund has been part of the cause of the reduction in visits and issues and that this needs to be addressed. Hillingdon was cited as an example where following an increase in the book stock fund, issues had risen five fold.
- That the library service had already incurred significant cuts, with £340k being removed from the employee budgets in this year and that this had on occasion led to unplanned closures.

## **2. WORKING GROUP RECOMMENDATION(S)**

The member working group recommends to the Renewal and Recreation Performance, Development and Scrutiny Committee that:

2.1 The Renewal and Recreation PDS notes the contents of the Working Group's report and in particular the Option 4 which the Working Group recommends as the preferred model for taking the borough's library service forward and that this option is subject to further reports to Members.

### 3. BACKGROUND

3.1 At the first meeting of the Working Group Members were advised of the current pressures facing the library service, these being:

- Reduction in book loans from four million issues per annum in 1990 to two million issues per annum in 2010.
- Reduction in the value of the stock fund from £2 million per annum to £650,000 per annum.
- The lack of investment in the library service resulting in a tired looking service.
- Reduction in staff with £340,000 of staffing costs being removed in 2010/11.
- Introduction and impact of new technology on usage patterns within Libraries. Use of the Peoples network continues to remain strong and demand out strips capacity.
- Reducing income.
- Broadening role for libraries to support the wider Council agenda, i.e. choice-based lettings.

3.2 Members of the Working Group considered that the following themes should be addressed:

- The location of and number of libraries in the borough.
- The range of services provided in libraries.
- The out-sourcing option “contract versus trust versus in-house delivery”.

3.3 Members of the Working Group were updated on the existing hierarchy of libraries within the borough, and the distribution of the existing library service and the Visitor and Issues Figures.

15 Static libraries

#### **Tier 1**

Central Library

#### **Tier 2 – District**

Beckenham Library

Orpington Library

#### **Tier 3 – Neighbourhood**

Biggin Hill Library

#### **Tier 4 – Community**

Anerley Library

Burnt Ash Library

Hayes Library

Mottingham Library

Penge Library

Shortlands Library

Southborough Library

St Pauls Cray Library

1 Mobile Library

Chislehurst Library  
Petts Wood Library  
West Wickham Library

- 3.4 A full list of activities provided by the Bromley Library Service was provided to the Working Group and in order that Members of the Working Group could fully consider the borough's library offer, all of the libraries were visited on Saturday 13<sup>th</sup> November 2010.
- 3.5 Broadening out the Working Group debate, the efficiency of the library service was considered in terms of:
- Are the arrangements for the delivery of the library service – buildings, staff, service provision, facilities and technology – meeting the demands of the community and are they cost efficient?
  - What partnership opportunities exist to make the services more efficient and effective? For instance, Biggin Hill Library was cited as an example of good practice. Opening hours had been extended within existing budgets, the range of services had been broadened and book borrowing had risen by 30%.
- 3.6 The Biggin Hill model also highlighted the potential value in integrating or co-locating library services with other public sector services, in this case a swimming pool. However members of the Working Group noted that co-location of services was not always an option that was available, but there was general agreement that Biggin Hill provided a broader template for what a modern library offer could look like, and the positive effect that this could have on a local community.
- 3.7 In March 2010 the Department for Culture, Media and Sport published "The Modernisation Review of Public Libraries", a policy statement.
- 3.8 The key drivers behind this report were to:
- Drive forward the quality of all library services up to the level of the best.
  - Aim to reverse the decline in library usage.
  - Aim to ensure that library services respond to the current economic climate and limited public sector resources.
  - Aim to respond to the growing expectations of people and communities in terms of access to information.
- 3.9 In order to achieve these drivers, this report set out a number of proposals.

### **A Library Offer to the Public**

- 3.10 The working Group were advised that the Government had issued advice on what a library offer should comprise for all public libraries in England. The library offer will be made up of a 'core offer' of services which all library services should deliver and a 'local offer' of service shaped and delivered at local level.

#### **A core offer for all libraries**

- 3.11 Central Government recommends that the core offer for all libraries should include the following provisions to be made available across all library authorities:

- **Library membership from birth:** Details of local schemes to ensure that library membership is available from the earliest point in a child's life (The Government expects that from April 2011 all local authorities ensure that library membership is an entitlement to children from birth).
- **An opportunity to have your say and get involved in shaping the service.**
- **Free access to a range of quality book stock to browse and borrow and online resources and information that meet local needs** (including e-books as the market grows).
- **Access to the national book collection** – any book from anywhere: Order any book through your library (even out of print books).
- **Free internet access for all:** computers and access to online information and communication. (The Government will change legislation to prevent library authorities charging for internet access from April 2011).
- **Help to get online:** support for people using the internet for the first time or searching for information.
- **Links to other public services and opportunities:** connections to health, education and learning or employment opportunities (local details to be set out).
- **A community of Readers:** connecting people to other readers through reading groups, activities and recommendations.
- **Flexible opening hours:** to suit the needs of the local people (local details to be set out).
- **Commitment to customer service and expert, helpful staff.**
- **A safe local space which is accessible and convenient for the community.**

- **24 hour access:** through your library's online catalogue, online reference and other services. Website details to be set out.
- **Services which reach out and attract local people** (local details to be set out including 'at home' services to housebound people).
- **An opportunity to be a member of all libraries in England:** easy to join, accessible services as announced by the Society of Chief Librarians.

3.12 On 3<sup>rd</sup> December 2010 Ed Vaizey, Minister for Culture, Communications and Creative Industries wrote to all local authorities around the financial challenges on local authorities, particularly in relation to library services. The Minister set out a number of key considerations that every library service should have in mind, these are:

- a statement of what the service is trying to achieve;
- a description of local needs, including the general and specific needs of adults and children who live, work and study in the area;
- a detailed description of how the service will be delivered and how the plans will fully take into account the demography of the area and the different needs of adults and children in different areas (both in general and specific terms);
- the resources available for the service, including an annual budget.

3.13 In order for the authority to avoid a successful challenge that was the case in the Wirral prior to implementing any proposed changes to the service it would have to comply with the above statement.

3.14 The Public Libraries and Museums Act 1964 requires the authority to provide a "comprehensive and efficient" public library service. The terms "comprehensive and efficient" are not defined within the Act; however the Act requires local authorities to provide, free of charge, access for people who live, work or study in their area to borrow or refer to books and other material in line with their needs and requirements.

#### **4. OPTIONS FOR RECOMENDATION**

##### **Option 1 – Status Quo**

4.1 Proposed revenue savings of £140k in 2012/13 made up of £50k savings from changes to the way in which the Site Officer function is delivered and £90k saving from the amalgamation of the Penge of and Anerley libraries providing a similar service, but no further planned closures. The delivery of the Penge/Anerley option is dependent on the authority securing suitable premises and the Working Group acknowledged that this area of work would be subject to further reports.

## Option 2 - **Library Rationalisation and Reduction in Service Points**

4.2 A rationalisation plan would reduce the number of service points (Tier 4 – Community Libraries) and significantly improves the remaining libraries (Tiers 1, 2 and 3).

4.3 One approach arising from this option could be based on retaining:

Penge Library (merged with Anerley)  
West Wickham Library  
Bromley Town Library  
Biggin Hill Library  
Petts Wood Library  
Beckenham Library  
Orpington Library  
Chislehurst Library

and releasing:

**ANERLEY:** Poor site at the back of the Town Hall. Low level of book issues and close to Penge

**PENGE:** Popular but totally inadequate for a modern library service as it is so small and provides no room for children's activities, learning or the growing demand for PC based services

**BURNT ASH:** This small part time branch is the least used for book borrowing. Whilst it's activities are popular it is very close to the Central Library.

**HAYES:** Another part-time library with reasonable book issues and range of events. However it is divorced from the shops in the area and many Hayes residents will shop in either Bromley or West Wickham.

**MOTTINGHAM:** This branch, right on the edge of the borough, is poorly used for book borrowing but has a very vibrant range of popular activities. Potential for merging with the Learning shop elsewhere in Mottingham.

**SHORTLANDS:** Close to Central Library, although separated by the railway line, this is a reasonably popular library but in the middle of a residential area.

**SOUTHBOROUGH:** Although this library is the busiest book borrowing Community library this branch is poorly designed with an inaccessible upper floor and is very close to the bigger Petts Wood Library with significant overlap in their catchment areas. The branch is also close to the wider catchment of the Central Library.

**ST. PAUL'S CRAY:** Book borrowing is about average at this branch, serving a more isolated and relatively deprived area. The isolated location makes it

more prone to vandalism. However the facility is quite near to Orpington Library which is currently undergoing a major improvement. There is also the potential for merging the service with the Cotmandene Learning Shop.

- 4.4 If this option were to be implemented it is considered necessary to improve the remaining libraries with the funds from the sale of these sites will be used to refurbish:

Petts Wood Library  
Bromley Central Library  
West Wickham Library  
Beckenham Library  
Chislehurst Library

- 4.5 LBB's 15 libraries currently have coverage of 98% in terms of proximity (households within one mile.) Adopting the above approach would reduce the coverage, based on the same criteria (households within one mile) to 91%. . Members of the Working Group were advised that the Public Enquiry in Wirral Metropolitan Borough Councils (MBC) library found that the Council's decision to restructure its library service to be in breach of its statutory duties under the Public Libraries and Museums Act 1964. The primary reason for this breach was that the Council failed to make an assessment of local needs within its strategic asset review whereby it sought to restructure its library service down from 24 to 13 neighbourhood centres.

- 4.6 This approach would require the ring-fencing of the capital sums achieved from the disposal of the five sites (assuming that capital receipts from releasing Penge and Anerley are themselves ring-fenced to the costs of the new Penge Library) into development works at Petts Wood, Central, West Wickham, Beckenham and Chislehurst. (A new modern Orpington Library is due to open at the end of March/early April 2011.) The concept being to create "super" libraries that embrace the components of Biggin Hill and shortly Orpington Libraries, in that they are modern and welcoming spaces that are accessible with an enhanced offer, both in terms of opening hours/days but also in terms of the services that they offer.

- 4.7 This option can be developed at a number of levels in terms of the number of libraries closed and the final cost savings will be dependent on what branches are closed and which are retained, the hours and days of operation and the range of services offered. Furthermore, within this option it is possible to mitigate the impact further by utilising the two learning shops at Cotmandene and Mottingham. A reduced library offer in terms of books for loan could be provided in each of the shops which currently duplicate a range of services within St.Pauls Cray and Mottingham libraries. If this was accepted it would be possible to explore the range of opening hours of the learning shops. The Working Group discussed the potential of providing a libraries 'outreach' service, in much the same way that the sports development role is delivered. For instance, if a particular branch were to be closed, certain non core activities, such a book reading clubs, could be delivered in local venues.

- 4.8 Members of the working group were advised that Initial valuations of those libraries which could be released (excluding Penge and Anerley) indicate potential capital receipts in the region of £2.6 million. As already identified, it is recommended that this is reinvested in the five libraries identified in paragraph 4.3 to fully modernise them and to introduce self-service (RFID) to those sites that currently are not on the network. As with Option 1, this option would require further reports to members

### **Option 3 Market Test current of reduced service**

- 4.9 A 'soft' market testing exercise has been undertaken in conjunction with John Laing integrated Services Ltd who currently manage the library service in the London Borough of Hounslow. Savings have been identified by Laings based on the eight super library approach as set out in Option 2. These savings are in the main achieved through:

- Increased self service across the libraries network
- Service rationalisation
- Asset management
- Creation of a lean organisational structure
- Utilisation of site officers/security guards instead of core library staff to prolong opening hours.
- Encouraging co-location of a wider range of services to share costs.
- Creation of a virtual library

In order to fully understand the financial benefit from this approach it would be necessary to undertake a formal market testing exercise. This could specify a range of options, including management of the current 15 plus mobile service through to the option above featuring 8 super library hubs. The market for outsourcing library services is increasing albeit at a relatively moderate rate with the latest outcome being that of Slough Borough Council who, through a formal tender have invited Essex County Council to manage their library service.

### **Option 4 Partnership Model.**

- 4.10 Discussions have been held with the London Borough of Bexley to examine the concept of merging two library services into one new organisation. There is a strong indication that significant savings could be realised through the merging of management structures from head of service to branch manager and junior professional level. Furthermore, it should be possible to save an additional sum through economies of scale and rationalisation of resources and other parts of the budgets not covered by the management structure. This option has been examined on the basis of maintaining the existing library stock within each of the two boroughs. An initial analysis would seem to indicate that creating one library management team would save in the region of £350,000 - £550,000 in staff costs. Further costs savings are currently being identified from services areas such as:

- Shared IT and Library Management Systems

- Book stack amalgamation
- Deliveries and book movements
- Shared head office accommodation
- Cash Collection

4.11 In addition, if incorporated into a 'trust', further savings could accrue to the two authorities relating to the potential rate relief on their NNDR costs.

4.12 As with Option 2, the Partnership model still enables the distribution of libraries to be considered and the Working Group considered that it was important that consideration was given within this option to consider the distribution of the library branch network and that as part of this work any potential capital receipts should be reinvested into remaining libraries as part of a modernisation programme.

## **5. POLICY IMPLICATIONS**

5.1 As already set out in the report local authorities through The Public Libraries and Museums Act 1964 have a duty to provide a "comprehensive and efficient" public library service.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The working Group were advised that a range of savings had been identified from within the following options:

### **Option 1 Status Quo**

£140,000 comprising £90,000 from merging Penge and Anerley Libraries providing a like for like service and £50,000 from the review of the libraries Site Officers. This option will be considered by the Executive on 14<sup>th</sup> February 2011.

### **Option 2 – Library Rationalisation**

This option would save between £500,000 and £750,000 depending on the final structure of the revised offer. For example if this option was pursued, members may wish to see the remaining 8 libraries operating with extended hours and days, above that of the current provision. If this option was opted for, then savings at the lower end of the spectrum would be achieved, not enhancing opening hours would see savings at the higher end, i.e. £750,000. Similarly, if members were of the view that not all of the community libraries should close, i.e. the option to merge St. Pauls Cray Library with the Cotmandene Learning Shop and Mottingham Library with the Mottingham Learning Shop, the levels of savings achieved would be reduced.

### **Option 3 Market Testing**

Savings have been identified, through a 'soft' market testing exercise for an eight library service and further savings have been identified over a ten year contract. Actual savings would only be identified following a formal tender process and would ultimately be dependent on the level of service delivery that was specified.

### **Option 4 Partnership/Trust Model.**

Savings in the region of £350,000 - £550,000 have been identified from merging two boroughs management structures, further savings from joint working are currently being developed with a view to identifying more savings. Further savings could accrue from the partnership model expanding into a trust.

As with the Option 2, if a number of libraries were to be closed as part of this option, then the level of savings would increase.

## **7. LEGAL IMPLICATIONS**

- 7.1 Members of the Working Group were advised that there were a number of pieces of legislation that affected the authorities decision making on the delivery of a library service, in particular:
- 7.2 The Public Libraries and Museums Act 1964 requires the authority to provide a “comprehensive and efficient” public library service. The terms “comprehensive and efficient” are not defined within the Act; however the Act requires local authorities to provide, free of charge, access for people who live, work or study in their area to borrow or refer to books and other material in line with their needs and requirements.
- 7.3 The race relations (Amendment Act) (2000), Disability Discrimination Act (2005) and the Equality Act 2006 further place a duty on a public body to carry out equality Impact Assessments as soon as a new policy, function or service is considered.
- 7.4 The Local Government and Public involvement in Health Act 2007 and the new Statutory Guidance for the Duty to involve as it places authorities under a duty to consider the possibilities for provision of information to, consultation with and involvement of representatives of local persons across all authority areas.

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Report No.  
LDCS11025

London Borough of Bromley

Agenda  
Item No.

## PART 1 - PUBLIC

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**Decision Maker:** Renewal and Recreation PDS Committee

**Date:** 15<sup>th</sup> February 2011

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

**Title:** WORK PROGRAMME 2010-11

**Contact Officer:** Helen Long, Democratic Services Officer  
Tel: 020 8313 4595 E-mail: helen.long@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Legal, Democratic and Customer Services

**Ward:** N/A

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1. Reason for report

- 1.1 This report updates the Committee's work programme including reference to Working Groups commissioned by the Committee.

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2. **RECOMMENDATION**

- 2.1 The Committee is invited to review its work programme.

### Corporate Policy

1. Policy Status: Existing policy. PDS Committees are encouraged to review their their work programmes.
  2. BBB Priority: Vibrant Thriving Town Centres.
- 

### Financial

1. Cost of proposal: No cost
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Renewal and Recreation Portfolio latest approved budget
  4. Total current budget for this head: £16.5m
  5. Source of funding: N/A
- 

### Staff

1. Number of staff (current and additional): 365fte
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable. PDS Report
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Whole Borough
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

3.1 Each PDS Committee has a responsibility to develop and review its work programme balancing the key roles of:

- holding the Executive to account
- policy development and review and
- external scrutiny.

3.2 The Committee is invited to consider its work programme having regard to guidance at Section 7 of the Scrutiny Toolkit and in consultation with the Renewal and Recreation Portfolio Holder and Chief/Senior Officers.

3.3 The Committee's work programme, updated from its previous meeting, is at **Appendix A**.

3.4 Two Working Groups established by the Committee are ongoing – they are concerned with:

- Bromley North Village – Improvement Plan and
- Libraries – The Next Steps

3.5 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year and it offers guidance and techniques for prioritising reviews.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Work Programme reports.

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## RENEWAL AND RECREATION DEPARTMENT FORWARD PROGRAMME

Report Title	Report Author	Pre-Scrutiny (Y/N)	Referred		Information	Deadline to Helen Long
			From	To		
<b>Renewal and Recreation Policy Development and Scrutiny Committee 24<sup>th</sup> January 2011</b>						
Matter Arising from Previous Meetings	HL	No				13/01/11
Portfolio Holder Decisions	HL	No				
Draft 2011/12 budget proposals for the Portfolio	CM	No				
Work Programme	HL	No				
<b>Bromley Economic Partnership 2<sup>nd</sup> February 2011</b>						
Review of Terms of Reference and Structure of Partnership	MP	-				24/02/11
Update on Main Partnership Themes:		-				
Economic Development Policy	MM	-				
Town Centre Development	KM	-				
Town Centre Management	MP	-				
Business Support	MP	-				
Skills and Employment	MW	-				
Partner Updates (verbal)	All	-				
Communications Issues	AR	-				
<b>Renewal and Recreation Policy Development and Scrutiny Committee 15<sup>th</sup> February 2011</b>						
Matter Arising from Previous Meetings	HL	No				01/02/11
Portfolio Holder Decisions	HL	No				
Bromley Economic Partnership Agenda/Minutes from 02/02/11	HL	No				
Bromley Churchill Theatre – Essential Electrical Works	JF	Yes			Going to E&R PDS	
Budget Monitoring Report – 2010/11	CM	Yes				
Capital Programme – 3 <sup>rd</sup> Quarter	MR	Yes				

Report Title	Report Author	Pre-Scrutiny (Y/N)	Referred		Information	Deadline to Helen Long
			From	To		
Monitoring 2010/11 & 2010 Capital Review						
Bromley Adult Education Centre – Fees & Charges	MW	Yes				
Bromley Town Centre Variable Message Sign System for Car Parking	CC	Yes				
Portfolio Initiative Spend 2011/12	MP	Yes				
Outcomes from the Libraries Working Group	CB	No				
Work Programme	HL	No				
<b>Renewal and Recreation Policy Development and Scrutiny Committee 12<sup>th</sup> April 2011</b>						
Matter Arising from Previous Meetings	HL	No				29/03/11
Portfolio Holder Decisions	HL	No				
Bromley Economic Partnership Agenda/Minutes from 02/02/11	HL	No				
Film Service	CB	Yes				
Bromley Adult Education Centre – Annual Report 2010/11	MW	No				
Bromley Charter Market Relocation	PT	Yes				
Library Service	CB	Yes				
Outcomes from Bromley North Working Group	KM	No				
Budget Monitoring Report – 2010/11	CM	Yes				

Report Title	Report Author	Pre-Scrutiny (Y/N)	Referred		Information	Deadline to Helen Long
			From	To		
Conclusion of 2011/12 Work Programme	HL	No				
Libraries Fees and Charges	CB	Yes				
<b>Bromley Economic Partnership 2<sup>nd</sup> February 2011</b>						
Update on Main Partnership Themes	MP	-				06/04/11
Partner Updates (verbal)	All	-				

<b>Other Items to be scheduled</b>						

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