



Operational Management Plan

Pursuant to planning permission granted for “Creation of roof terrace at rear fifth floor level, including installation of associated privacy screens” (ref: 2023/5351/P) at 24-28 Bloomsbury Way, London, WC1A 2SN – discharge of condition 6

Introduction

This Operational Management Plan (OMP) has been prepared in support of the planning permission granted under ref: 2023/5351/P on 24th July 2024 for the proposed use of the roof at 24-28 Bloomsbury Way as a terrace in association with the existing use of the building as an office. The OMP is submitted by Runway East (RWE) who manage the building as a co-working office space.

The OMP sets out the overarching principles relating to how the roof terrace would be used and the controls which would be in place to ensure that amenity of nearby residents would be protected.

The roof terrace would only be able to be used by businesses who rent office space within the building (who are known as Members). The terrace will be set in from the edge of the building by 2m and will be screened by 1.8m (6 feet) which provide both privacy screening and acoustic attenuation to limit noise from conversations being dispersed, thereby preventing any harmful impact on the amenity of existing surrounding neighbours.

The roof terrace will allow a small number of tables and chairs to be set out to be used for seating in small groups. Some incidental landscaping is anticipated to provide an attractive environment and divide space into more open and more private areas.

Hours of Operation

The use of the roof terraces would be between the hours of 09:00 and 17:00 Mondays to Friday. It will also remain accessible as the fire escape and emergency lighting will be retained for this purpose.

Capacity

The cumulative capacity of the roof terrace at any one time will be restricted to 44 people, reflecting the number of seats.

Access to the terrace would be provided via the existing door.

Music

There will be no amplified sound on the roof terrace and no live music would be able to be played.

No Smoking

Smoking will be prohibited on the roof terrace. The building management team would monitor to ensure that this is adhered to.

No External Hire

The roof terraces would be exclusively used by Members from the building.

Lighting

The roof terraces will be used during daylight hours and no external lighting is proposed. Emergency lighting to serve the emergency exit will remain.

Cleaning

The roof terrace will be inspected by the building management team after 17:00 to ensure that it is clean and tidy and there is no litter/ rubbish left that could blow off the roof.

Management

Tenants would be made aware of the provisions set out within this OMP when leases are signed.

Signs confirming the use of the terrace will be placed on the door leading to the terrace. The building management team would ensure that these measures are always complied with. The management team would also be able to monitor the terrace via CCTV.

Complaints

Any complaints from neighbouring residents will be reported to the General Manager (Ben Mercer - 07532 052654) or directly to Reception who will inform Ben. The complaints that are received will be recorded on the RWE computer system and will be stored for 1 year enabling them to be reviewed by the Council, as requested.

The complaint will be investigated. The complainant will be contacted to understand the nature of the complaint (time of occurrence, events taking place, other details). These will be checked against CCTV records and any Members not adhering to the terms of their lease will be warned about future behaviour. Any further complaints relating to this Member will result in their use of the terrace being withdrawn.

The reasons for the complaint and actions to resolve it will be fed back to the complainant in person and in writing.

This OMP will be reviewed annually to ensure it is fit for purpose.