

Shorts Gardens Draft Venue Management Plan
60-70 Shorts Gardens & 14-16 Betterton Street, London WC2H 9AU

Date	Version	Produced by
05/04/2017	Draft 01 – Stage 02 - Planning submission	Span Group Ltd (<i>development partner of Shorts Gardens LLP</i>)
11/04/2017	Draft 02 – Stage 02 - Planning submission	Span Group Ltd (<i>development partner of Shorts Gardens LLP</i>)

NOTE: This is a live document and as such, will be subject to review and updates to best reflect the requirements of LBC (*London Borough of Camden*) the desires of potential tenants and operating terms set in place within agreed leases by Shorts Gardens LLP (*the developer*) and to manage any potential impact resulting from the development in relation to local residential amenity.

Span Group's equal joint venture partner is Pearl and Coutts, they are commercial property and investment specialists that have managed business premises across London and throughout the United Kingdom since 1965 developing an excellent reputation as a considerate and ethical landlord. Both joint venture parties plan to refurbish and redevelop the scheme as part of a long-term investment strategy. We are proud of our buildings and will use our expertise and engage with relevant professionals to ensure the delivery of a high-quality design and building of merit for both our portfolio and to the local area. We will be actively involved in the long-term management of the premises.

As part of our asset management strategy it is important that we invest in the building both in terms of design, space and material aesthetic. Not only does this enable us to carry out required improvements but also to increase and upgrade the space we are offering. Ideally with a view to entice companies looking for both beautiful and functional space to act as a headquarters, either renting the entire offering from GF to 4th, or broken down into smaller packages. We do not intend to split demises more than a floor by floor basis and actively seek tenants that are looking for space on a longer-term basis. We would prefer to minimize the number of individual tenants to manage, and want to encourage companies that are looking to invest into the building and the area so that we can nurture positive business relationships and continue our reputation as considerate and ethical landlords.

Detailed management strategies will be incorporated within all future tenant's leases, they will have to supply the landlord with specific management and event plans that will be scrutinized and signed off prior to leases being signed.

For the purposes of this document, the building demise is split into the following:

Shorts Gardens: (*commercial offering*) basement to 4th floor with mezzanine spaces included to the basement and ground floor units.

Betterton Street: (*predominately residential offering*) which is the interconnected building and rises from basement to 5th floor with a mezzanine space incorporated on ground floor unit and ancillary in the basement.

The tables below indicate on a floor by floor basis the anticipated areas with proposed use classes for both building demises. The building population has been considered to adhere to BCO guidelines for office floors (1/10), the floors with flexible use classes are led and limited to what complies with the fire strategy report authored by Cundall Fire Engineers which is circa 240 people for the basement and basement mezzanine demise.

Due to the individual character of the building, we are opting to include several specific use classes to the basement and ground floor units on Shorts Gardens and similarly to the ground floor unit on Betterton Street.

Shorts Gardens	Proposed GIA m2	Potential Use Classes
Basement + Mezz	807	(A3, D1, D2) Restaurant, Non -residential institutions, Assembly and Leisure (excluding nightclub)
Ground Floor + Mezz	780	(B1, D1, D2) Business, Non-residential institutions, Assembly and leisure
First Floor	536	(B1) Business
Second Floor	536	(B1) Business
Third Floor	385	(B1) Business
Fourth Floor	382	(B1) Business

Betterton Street	Proposed GIA m2	Potential Use Classes
Ground Floor + Mezz	211	(A1, D1) Shops, Non-residential institutions (excluding hot food production)
First Floor	158	C3 Residential
Second Floor	162	C3 Residential
Third Floor	166	C3 Residential
Fourth and Fifth Floor	227	C3 Residential

Our aim is to attract tenants that would make the most of the unique character of this space and operate within the realms of: restaurant, gallery, member's club or similar for the basement unit of Shorts Gardens (*mezzanine space included*). The ground floor unit of Shorts Gardens could be an Office, Gallery or similar - something that would activate the newly opened arches and generate a good street presence. The Ground floor unit on Betterton Street a coffee shop/café, gallery space, yoga studio or similar importantly we are ruling out the production of hot food on site in the Betterton street unit as feel this would detract from the residential offering.

We anticipate all three commercial spaces being leased as individual units, there is however the possibility that the ground floor unit on Shorts Gardens to be leased as part of a larger package offering. Irrespective of the tenant demise breakdown, as a matter of professional due diligence, we will ensure all tenants have the correct presence and reflect a high covenant strength prior to any lease being agreed. In addition, all the leases will have strict operating times and procedures that tenants must adhere to.

Further down the line individual management plans will be drafted, agreed and then tied into the leases of all new tenants. Key building management strategies that will require development include the following:

Building access and egress *(inc Smoking, queuing etc)*

Primary commercial and public access to the building is via Shorts Gardens and utilizes one of the newly opened arches, this leads into a double height internal arcade which acts as a semi-public joint entrance/buffer space between the external public realm; the office entrance reception on one side; and basement unit reception entrance on the other. These three separate areas are designed to create a feeling of a much larger space - the internal elevation separating the reception, arcade and other reception are glazed which enables clear visual links to the office reception and the basement reception so visitors can easily find their destination. In addition, it enables the receptionists/security presence to control/monitor people entering and exiting the building ensuring appropriate behaviour. A designated smoking area for the basement and ground floor demise will be located on Shorts Gardens, within view of the arcade and reception areas – so that it can be monitored during active hours.

As noted, the Basement occupation/in use population will be limited to the maximum amount of people that complies with building regulations and the fire strategy report authored by Cundall Fire engineers.

We do not envisage the basement or ground floor demise generating excessive queues and will require tenants to manage any potential build-up of people/visitors within the internal arcade located within the building demise, this will be monitored by staff based within the two reception areas (dependent on event).

Residential access is via a dedicated entrance door located on the Betterton street elevation. The commercial unit on ground floor is also accessed via dedicated entrance doors located on this elevation. A camera based intercom system shall be installed for occupants to monitor visitors, in addition appropriate but clearly defined signage ensuring residents and visitors alike.

Building Security and monitoring

There will be a series of discrete CCTV surveillance cameras covering the entrances and exits on both Shorts Gardens and Betterton Street that can be monitored both remotely and from the receptions. Access into the building will be through the manned reception areas, and fob access to lifts, stairs and ancillary space in conjunction with enhanced lighting arrangement which will contribute to creating an inviting transition from public realm into the building.

The primary 'front of house' staircase is shared between Shorts Gardens and Betterton Street and the two primary use classes - residential and commercial. Access will be monitored and controlled using fobs or swipe cards.

Office opening times will comply with the maximum opening hours permitted by LBC, we plan on having a receptionist on the front of house reception desk that will monitor who comes in and out, whilst managing deliveries and servicing.

The basement and basement mezzanine unit will be permitted to operate within LBC approved opening times in accordance with their policy for A3/D2/D1 use classes. We do not anticipate any deviation from this being accepted by LBC or by the landlord, in addition we are ruling out nightclub or similar.

Building Servicing, Deliveries, Refuse (office), Refuse (restaurant/leisure)

Please refer to the consultant design and access statement authored by Stanton Williams and the waste management and servicing report authored by Waterman.

Deliveries to the various commercial units will operate within the approved TMO set in place by Camden. The transport and building servicing consultant has indicated specific areas to be utilized for building deliveries, and these are the only areas to be used for large deliveries. The building lifts are sized to accommodate deliveries and servicing, but this will be isolated to the approved time frames, and ideally to miss peak traffic periods.

Refuse collection will follow LBC collection times for commercial and private residential collections. All refuse and recycling bin stores are located at street level and directly accessible from street to minimize disruption to tenants and neighbours alike. The receptionist /building manager (or similar) will be available on site to receive deliveries and manage key site movements.

Additional Event Management information required from individual tenants *(but unable to be provided at this stage)* will include the following areas:

1. key event/tenant contacts;
2. Key staffing details and organisational matrix;
3. Schedule of event documenting tasks;
4. A run sheet showing the programme of activities at different locations within the Venue;
5. A risk assessment of each event;
6. Measures to ensure effective communication with local residents and businesses;
7. Lost children policy and procedures;
8. Public liability insurance policy of £5 million;
9. A site plan for the event;
10. A recycling plan