

# The Post Building; Public Roof Garden Management Plan

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## 1. Section 106 Requirements Summary

The Section 106 requirements set out in clause 14.2 which requires that the owner submits a plan outlining the following:

- 1.1. The provision and management of the Public Roof Garden and the Public Roof Garden Lift to include (but not limited to):
  - 1.1.1. the furniture and landscaping to be installed and maintained in the Public Roof Garden;
  - 1.1.2. security arrangements;
  - 1.1.3. access arrangements including compliance with the Disability Discrimination Act 1995 ( or successor legislation) and emergency access;
- 1.2. toilet facilities; and
- 1.3. maintenance and cleaning arrangements
- 1.4. Annual review of access and operating hours and amendment according to demand by the public during winter months and non-daylight hours. [BE note: non-daylight hours are already partially covered by the “dusk” provision.]

Clause 14.2.5 of the Legal Agreement states that:-

- 1.5. from the Occupation Date of the Office Development for a period of 20 years the Owner shall permit members of the public to access the Public Roof Garden and Public Roof Garden Lift free of charge between 1000 hours and 1900 hours ( or dusk if earlier) Monday to Sunday (inclusive) throughout the year except 25 and 26 December every year save in the following circumstances:
  - 1.5.1. fire, flooding and emergency or other disaster or security or public safety issue except that such closure shall not continue for more than 72 hours without the written approval of the Council unless such closure is required by law or is otherwise advised by the Metropolitan Police;
  - 1.5.2. the requirement to carry out maintenance, cleaning, renewal and necessary or required works, except that any such works shall be undertaken in such a way as to cause minimum disruption to the public and in any event shall not continue for more than 72 hours without the written approval of the Council;
  - 1.5.3. with prior written approval of the Council; and
  - 1.5.4. no more than 100 members of the public shall be permitted access at any onetime.

## 2. Management Plan

This Management Plan is written in such a way as to take into account both the Section 106 requirements and issues affecting the safety of visitors, building staff and the facility itself.

### 2.1. Access Arrangements and Controls

- For security reasons visitors to the public roof will have to manually sign in/ out whilst presenting a form of ID (i.e. passport, ID card, driver licence or bank card) at the ground floor desk.
- Access controlled doors at the New Oxford Street Entrance to the lift.
- Visitors' belongings will be monitored by a baggage scanner. Should any suspicious item be identified access to the roof garden will be refused.
- Hours of operation signage will be displayed in the lift entrance lobby, the lift and in the garden.
- Reserved rights of access and disclaimer signage will be displayed in the lift entrance lobby, the lift and in the garden.
- There is one lift, which will be wheelchair accessible. If a fire alarm activation occurs in the public roof lobby area then the lift will "park" on level 9. This will mean that if visitors are in the lift when a fire starts in the lobby area, they will not be discharged into a fire affected compartment. A refuge zone is available on the roof, adjacent to the lift, where visitors requiring assistance will be collected by emergency services.

### 2.2. Manned Security

- One officer will be stationed in the New Oxford Street entrance lobby during all opening hours to check visitor's ID/ bags and will allow access to the lift (lift will be card-access controlled).
- The roof will be monitored during routine patrols.

## 2.3. Physical Security

- CCTV cameras will be located in the ground floor lift lobby, the roof garden lift access point and at various locations throughout the garden so as to provide 100% visual coverage.
- Some of the CCTV cameras will be infra-red and therefore able to pick up the heat signature of unauthorised individuals in the dark.
- Certain cameras will be motion-detection activated.
- Cameras will be monitored by the building security control room, which is staffed 24x7. In addition, images will be recorded and retained for a period of 30 days.

## 2.4. Cleaning

- A daily terrace cleaning regime, focussing on cleaning of horizontal surfaces, litter-picking, emptying bins and cleaning of any vertical surfaces will be taking place. The roof and toilet facilities will be cleaned/ checked three times a day, with a scope for ad hoc cleaning and will be increased as required.

## 2.5. Furniture

- Seating will consist of dedicated benches. The design also incorporates steps, the design intent is for these steps to be used as seating.
- The area will allow seating for approximately 60 visitors. 10% Timber seats integrated to planters and 90% on hard landscaping steps.

## 2.6. Landscaping

- Landscaping will be appropriate to the needs of a roof garden and specifications will include the following:
  - Low growing evergreen shrubs, hedges, etc.
  - Seasonal mixes of flowering plants to enhance the attraction of the garden.
  - Tree species specifically chosen for their ability to flourish at height and withstand the effects of high winds, from both a resilience and wind-burn perspective.
  - Certain plant species will be designed to provide a food source for desirable species.
  - Sustainability will be catered for by the provision of habitats designed to attract bird species (e.g. the Black Redstart) and insect species (e.g. Lacewings and

- Solitary Bees). Habitats will include nesting boxes and “insect hotels”.
- In inaccessible areas, mixed-species Sedum will be provided for green roofing purposes.
- Maintenance will be outsourced to a specialist landscaping maintenance service partner, who will conduct the appropriate planned, regular, reactive and seasonal maintenance tasks.
- Where ballast is required to protect exposed roofing membranes, it consists of 60mm+ diameter aggregate in avoidance of being picked up by birds and dropped over the side of the garden. In addition, all areas containing ballast will be inaccessible to visitors.

### **2.7. Toilet Facilities**

- Separate male and female toilets will be provided, both of which double as accessible toilets.
- The cleaning contractor will be responsible for cleaning of toilets and the regular checking and provision of consumables.

### **2.8. Maintenance**

- Both planned preventive maintenance and reactive maintenance will be performed on all mechanical, electrical and fabric elements. Maintenance tasks will be controlled by a Computer Aided Facilities Management system (CAFM) and will be performed by the respective mechanical, electrical and fabric maintenance service partners.
- The lift will be maintained in compliance with both the manufacturer’s specifications and statutory requirements and all required inspections will be carried out. Maintenance works will be performed by the appointed building lift maintenance contractor, and insurance inspections will be carried out by the insurer’s appointed inspectors.

### **2.9. Suicide Prevention**

- Balustrades will exceed the required 1100mm height, as per legal requirement, in mitigation of members of the public being able to easily climb.
- CCTV cameras will be monitored on an ongoing basis.
- Discrete signage will be situated around the perimeter of the garden, warning of the risk of climbing the balustrade. In addition, discrete signage highlighting one of the suicide counselling services, e.g. The Samaritans, will be displayed.

## 3. Guidelines for Visitors

### 3.1. Safety and Security

- Children under the age of 16 must be accompanied by an adult.
- Visitors must leave the garden immediately upon instruction by a member of the security or management team.
- Visitors and their personal belongings will be subject to a screening process. This may include, but will not be limited to:
  - Entering via an “airport-style” scanner
  - Scanning of personal belongings
- No liability will be accepted for loss of or damage to personal items and belongings.
- Visitors agree that we may share their personal information with the appropriate authorities for security and crime prevention purposes. This may include conducting security checks on visitors’ names prior to arrival.
- CCTV will be in use at all times for security, safety and crime prevention purposes. Visitors agree that images may be stored, transmitted and shared with the applicable authorities.
- Restricted items may not be brought onto the roof garden. These will include but will not be limited to:
  - Food
  - Beverages
  - Fireworks
  - Firearms or any other potential weapons
  - Flammable liquids
  - Kites and balloons
  - Smoke bombs
  - Equipment for ball games
  - Skateboards, hover boards, scooters, roller blades, roller skates and any other wheeled recreational items
  - Any items perceived to be, or have the potential to be, dangerous. This will be at the sole discretion of the operator
- Animals (except for service dogs) will not allowed to be brought onto the roof garden.
- Any bags, shopping bags or luggage may not exceed 615mm (h) x 410mm (w). Unattended bags will be subject to search, removal and destruction.

- Buggies will be discouraged due to space restrictions and it is likely that visitors will be asked to fold their buggies. We will recommend that alternative infant carriers are used.
- Wheelchairs will be permitted.
- We have the right to determine, and change from time to time, the list of prohibited items.
- Should re-entry be required, visitors will be subjected to the security screening process again.

### **3.2. Use of the Roof Garden**

- No food or drink may be consumed on the garden at any time.
- The walls, railings and balustrades may not be climbed under any circumstances.
- No part of the body, equipment, belongings, cameras or other devices will be allowed to overhang walls, fences and balustrades.
- Nothing whatsoever is to be thrown from the terrace.

### **3.3. Photography**

- Photography will be allowed for personal, non-commercial uses.
- Photography must not impede pedestrian flow and must not affect the enjoyment of other visitors of the garden.
- Professional flash equipment will not be permitted to be used.
- All applicable permission/ releases must be obtained from any individual appearing in any photographs.
- Videography will only be permitted subject to our written authorisation. Fee details will be available on request.

### **3.4. Behaviour and Conduct**

- Visitors must behave in a safe manner at all times.
- Visitors must behave in a manner that does not affect the enjoyment of the garden by other guests. As this is an open public garden at height, response will be robust. Anyone engaging in the following will be immediately removed:
  - Excessive noise of any kind, including music or vocal
  - Smoking or use of e-cigarettes
  - Abusive or threatening language or gestures
  - Abusive or threatening action

- Drinking of alcohol or being under the influence of alcohol or drugs
  - Throwing anything over the balustrade
  - Causing damage or nuisance
  - Offending or intimidating other guests
  - Littering
  - Begging or otherwise soliciting
  - Conducting business activities, including selling, marketing, etc.
- We reserve the right to refuse admission to anyone previously removed.
  - The police will be called to assist with removals where the safety of visitors, our staff, members of the public and the building itself are deemed to be at risk.

### **3.5. Limitation of Liability**

- The owners, managers, agents and operators of the building will accept no liability whatsoever for loss, injury, damage, expense, cost or claim of any description arising, howsoever caused, from the use of the roof garden.

### **3.6. Public Liability Insurance**

- The Landlord will place and maintain appropriate Public Liability Insurance to cover the operation of the roof garden. Certificates of insurance will be displayed in the lift entrance lobby, the lift and the garden.