

Framework Operational Management Plan

Space House (1 KEMBLE STREET and 43-59 KINGSWAY) May 2019

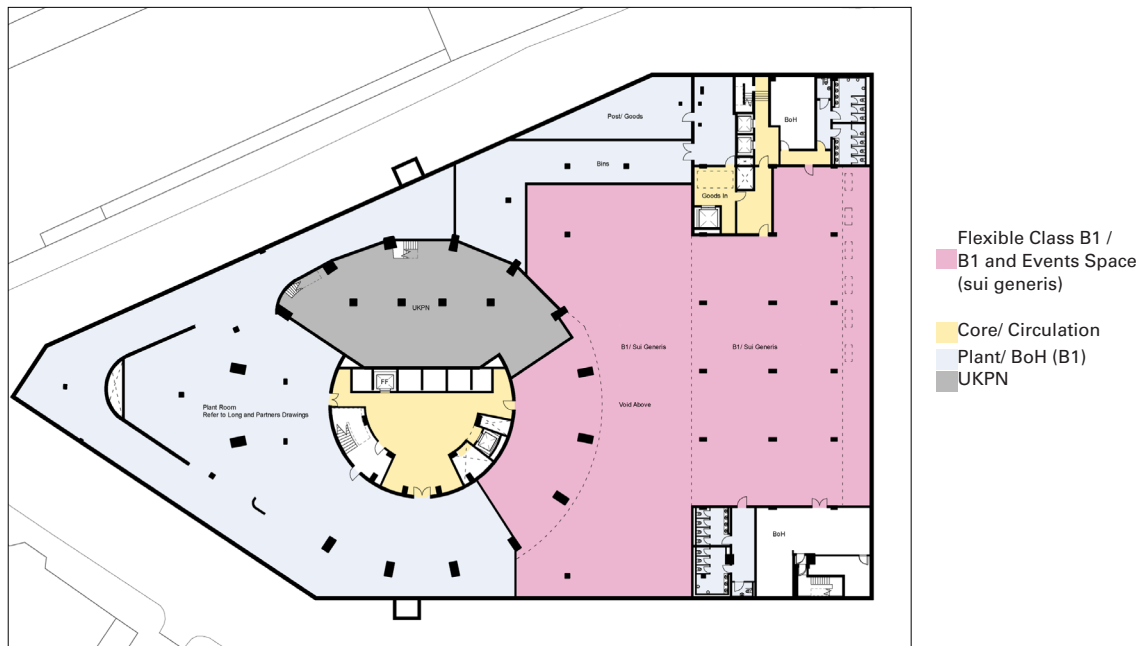
INTRODUCTION

1. This Framework Operational Management Plan (OMP) has been submitted in support of the planning application submitted by SLQR Trustee No 1 Limited and SLQR Trustees No 2 Limited as Co-Trustees for SLQR Unit Trust No 3 for Space House, 1 Kemble Street and 43-59 Kingsway relating to the proposed use of part ground floor, part basement and part sub-basement as flexible class B1 Office / B1 Office and Event Space (sui generis) floor space.
2. This Framework OMP sets out the guiding principles for the operation of the part ground and part basement levels of Space House. It seeks to highlight the management principles which will be implemented for its proposed use as flexible class B1/ B1 and events space (sui generis). This is a framework OMP that will be further refined at the point at which an operator for the space is appointed.

NATURE OF PROPOSED USE

3. It is proposed that part basement levels, previously occupied by the Civil Aviation Authority (CAA), will be used for either ancillary Class B1 office floorspace for presentation events associated with the tenants of the building, or for a mix of other class B1 business use and events such as external business meetings, exhibitions, day and evening events and displays under the operation of a specialist events management company consistent with the sui generis events use class. **Figure 1** shows the land use within the basement level 2 floor plan.
4. The principal function of the proposed space will therefore be a ‘blank canvas’ space which either internal or external brands can use and flexibly curate into a working exhibition, event and/or interactive display space, or for events ancillary to B1 office use.
5. Depending on the event, the space will either be open to the public (free or ticketed) or on a closed invite only basis.
6. Each event will be managed by a tenant within the building, or an external event management company.

Figure 1: Proposed Basement Level 2 General Arrangement Plan



HOURS OF OPERATION

7. The event space will have flexible opening times within a 07:00am through to 01:00am the following day, Monday through Saturday. Sunday events will start at 8am and cease at 10.30pm.
8. Hours of operation will be dependent on each of the events however will not exceed the proposed time period stated.
9. Security / door staff will be present at all times.

VISITORS

10. The level of visitors will be determined by each event held in the space and will fluctuate during considered 'peak times' and with the popularity and nature of each of the events.
11. Events will not accommodate more than 500 people on the premises at one time. Trained door security staff will ensure that guests are escorted into the building quickly and efficiently. The operator will investigate the use of specified attendance times on ticketed events to stagger the profile of visitor arrivals.
12. Trained door security will ensure that should a queue form outside the building, that this will be managed quickly and efficiently with visitors queuing against the building on the Kingsway frontage. This will be managed so the footway is not obstructed and visitors are prevented from congregating on the Keeley Street footway, thus ensuring no impact on the surrounding public highway.
13. Staffing levels will be increased around peak times if necessary to ensure the smooth access / egress of visitors at the site.

14. Generally, a natural (and spread out) wind-down of operations is expected by the terminal hour which will result in staggered departure of visitors in the lead up to closing time. Those leaving the premises will be reminded by staff of the proximity of residential neighbours and the need to leave quietly.
15. Access and egress will always be via the Kingsway northern entrance to ensure there is no impact on neighbouring residents on Kemble Street. All access into and out of the building will be carefully controlled and monitored from the lobby by security staff. CCTV will also be in operation at all times.
16. Security staff will continuously be in place at the Kingsway entrance until after closing time to ensure all visitors (and staff) leave the building in an orderly manner. The security staff will actively monitor the site's frontage and perimeter to prevent noise disturbances, particularly those relating to visitors, and at times when residential amenity is more sensitive e.g. late in the evening.
17. The vast majority of visitors will travel to the site by walking, cycling or via the wide range of public transport facilities available in the surrounding area. Those arriving by taxi will be dropped at the Kingsway frontage adjacent to the entrance.
18. Where possible, departing visitors will be directed to Holborn underground station via Kingsway, thus avoiding residential areas and allowing late evening departures to access the night tube network (Piccadilly and Central line services). Travel information regarding the preferred route of how to get to and from the venue will be printed on tickets (where practicable) and will be available online.
19. Visitors departing the site by taxi will be directed to nearby taxi ranks, such as those located on Aldwych, or can hail a passing taxi on Kingsway. In order to control the level of taxis on surrounding streets, staff will direct visitors to organise pick-up by taxis at suitable locations on-street, such as the Kingsway frontage. Any pre-booked waiting taxis will be discouraged from creating noise disturbances such as vehicle idling.

EMPLOYMENT

20. The number of employees will be dependent on each type of event.
21. Security will be scaled to the size of the event and number of guests anticipated.

OPERATIONAL MANAGEMENT

22. Waste will be stored in a designated waste disposal area on site and will be in keeping with the existing waste collection arrangements as set out in the Waste Management Strategy, prepared by Aecom. Collections will be from the on-site waste holding area, accessed from Keeley Street.
23. Deliveries for each of the events will take place in line with the on-site servicing strategy. In the event out of hours deliveries are required, these will be undertaken on Kingsway and transported through the main Kingsway entrance. A member of staff will be available to receive deliveries in an efficient manner.

24. Deliveries will include materials for display at events, along with catering and beverages. Dedicated storage will be provided as part of the demised area for this land use, to be fitted out once a tenant is on-board. This will allow for the storage of materials on-site, thus reducing the number of regular deliveries per event.
25. Deliveries will predominantly take place in the lead up to the event and post event allowing for flexibility of delivery times, which will be programmed in accordance with the on-site servicing and management strategy.
26. The interior design for the event space may require some provision for repartitioning using temporary partitions. Such build would take place on site in a swift manner and will be at a time that is least disruptive to the neighbours.
27. The existing sub-terranean areas where these spaces are proposed are described in the listing as being not of special interest. Notwithstanding this, any partitions temporarily erected would be reversible and any fixings would be discrete and fixed to the listed fabric only where required. Any fixing holes would be required in the terms and conditions to be made good after the demount of the exhibition/event.
28. A Site Manager will be present during all events pre, during and post to ensure smooth running of deliveries, and any on site activities therefore limiting the disruption to any neighbouring businesses or residents.
29. The Site Manager will also ensure that council regulations are adhered to i.e. waste disposal, noise control, etc. All relevant event licenses will be obtained ahead of each event.
30. All guests will be required to show ID where relevant for each event by a fully briefed door security team.

CONCLUSION

31. The proposed use plays an important part of the strategy to revitalise, activate and contemporise this important listed building. This will be achieved by widening the use classes which broadening the building's audience to include the general public who can enjoy and appreciate the building in a controlled manner without impacting on local residents.