

35-37 Fairfax Road
Chabad of West Hampstead
Operational Management Plan

DRAFT v3 – 05/02/2020

Introduction

1. This Management Plan provides clarification regarding the day to day use of the premises at 35-37 Fairfax Road, Hampstead as the Chabad of West Hampstead, in accordance with Planning Permission reference 2019/4826/P.

Use of the Premises

2. The premises will be laid out in accordance with the layout shown on the approved drawing **A1** (dated 3rd December 2019). Should any variation occur from this layout in terms of the activities undertaken within the accommodation, the drawings will be updated, and an amended Management Plan will be submitted to the Local Planning Authority for written agreement.
3. Notwithstanding the ground floor retail area, which will be available to members of the public, the accommodation will only be used by members of the Chabad West Hampstead Community. There will be no use of the space by external third parties.
4. The maximum number of attendees at meetings, reading and seminars on a typical day-to-day basis would be **10-20** people.
5. The maximum number of visitors attending the premises at any one time will be capped at **80**. This would be in circumstances of isolated, one-off events, that occur sporadically throughout the Jewish Calendar.
6. Any future proposed increase to the maximum cap will require an appropriate justification in the form of an updated management plan and supplementary details to be submitted to the Council.

Hours of Use

7. The premises at 35-37 Fairfax Road shall be open between 08:00 and 21:00, Monday to Saturday; and Sunday between 10.00 and 16.00. The exception to this will be Wednesdays, when the premises can benefit from slightly longer operating hours of 08:00-22:00.

Noise Control

8. When operating later into the evening (Wednesday) upon leaving, visitors to the site will be encouraged to disperse quietly and promptly.
9. A dedicated marshal (a member of staff with training and responsibility for staff, visitors and deliveries to/from the site) will manage departing visitors on evenings with late opening hours (Wednesdays).
10. Windows and doors will be closed for any on site activities that run beyond 9pm.

Access/Entrances

11. The primary point of access will continue as per the existing arrangement, i.e. via the existing front entrance on the frontage on Fairfax Road.
12. This primary entrance to the premises is shown on drawing **A1** (dated 3rd December 2019) and attached to this Management Plan
13. A secondary rear access onto *Fairfax Place* will be retained only for servicing, deliveries as a means of escape. No regular access is proposed via this point for either staff or visitors.

Servicing and Delivery Arrangements

14. All servicing, deliveries and refuse storage/collection will continue to arrive via the dedicated existing rear service area on Fairfax Place.

Waste Storage, Recycling and Collection

15. Waste storage, recycling and waste collection will take place from the rear of the premises, on Fairfax Place.
16. An existing single 1100 litre refuse wheelie bin, that is positioned immediately to the rear of the premises on Fairfax Place, as shown on drawing number **A1** (dated 3rd December 2019), shall be retained for exclusive use by Chabad West Hampstead.
17. Small refuse and recycling containers will be stored within the rear gated storage area until day of collection from the kerbside on Fairfax Place.
18. On collection days, the smaller, internally stored refuse containers can be decanted to the externally sited 1100 litre wheelie bin.

Car Parking and Cycle Parking

19. The use will be car free, with no parking permits available for visitors to Chabad West Hampstead for day-to-day visits to the premises.
20. Presently no business parking permits are in use by Chabad West Hampstead Staff. However, as tenants of 35-37 Fairfax Road with an extant right to business permits, they reserve the right to apply for up to two business parking permits, should a need arise in the future.
21. Four secure cycle parking spaces for staff and visitors are located at Lower Ground level at the rear on Fairfax Place and shown on drawing ref: **A1** (dated 3rd December 2019).

Code of Conduct and Complaints Procedure

22. All complaints regarding the day-to-day operation of the Chabad West Hampstead should be addressed in the first instance to:

Rabbi Dovid Katz
35-37 Fairfax Road
London
NW6 4EL

23. The Rabbi will respond to all complaints in writing within a period of 14 days from the date of the receipt of any complaint.

Review of the Management Plan

24. This Management Plan will be reviewed, updated and resubmitted to the Local Planning Authority 6 months from first occupation of the premises agreement and shall then be further reviewed, updated and resubmitted on a 12-24 month basis (following the outcome of the initial probation period).