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**OPERATIONAL MANAGEMENT AND TRANSPORT STATEMENT
for**

**THE PRESIDENT HOTEL
56-60 GUILFORD STREET, WC1N 1DB**

**To
Change of Use and conversion of
Existing director's offices to new Garden Restaurant**

**On behalf of
IMPERIAL LONDON HOTELS**

CONTENTS

1 INTRODUCTION.....1

2 SITE CONDITIONS2

Site Location and Surrounding Areas.....2

3 SERVICING ARRANGEMENTS3

Development Proposals3

Public Access and Parking Arrangements3

Servicing Arrangements.....3

4 FREQUENCY OF DELIVERIES AND WASTE COLLECTION4

5 SERVICING MANAGEMENT6

6 OMP MONITORING AND REVIEW7

7 CYCLE ACCESSIBILITY8

Onsite cycle parking provision.....8

9 SUMMARY.....10

1 INTRODUCTION

- 1.1 This Management Plan and Transport Statement is formulated to accompany an application for the conversion of the redundant ground floor director's offices at the President Hotel into a restaurant with outdoor seating in the adjacent garden. The OM statement sets out the current servicing and deliveries regime at the hotel and the manner in which the proposed new restaurant will be incorporated within the overall OMP of the hotel to ensure that deliveries and servicing activity associated with the proposed new restaurant can be carried out in a safe and efficient manner.
- 1.2 The Transport Statement briefly summarises the surrounding cycle and public transport access and sets out existing and proposed cycle parking provisions onsite to accommodate a potential increase in demand for cycle parking due to the new restaurant proposals.

2 SITE CONDITIONS

Site Location and Surrounding area

- 2.1 The proposed site is located at the South East corner of the President Hotel, which fronts onto on Guilford Street in close vicinity to Russell Square Gardens. The site is bound by Imperial Hotel to the north, Russell Square to the west and residential/university buildings to the east opposite the hotel garden. The surrounding buildings are primarily hotels, restaurants and university laboratory and library.
- 2.2 The site is located in a highly accessible Central London location with a number of underground stations in close vicinity including Russell Square, Holborn and Euston Square. In addition, the site is well served by buses, pedestrian and cycling facilities.

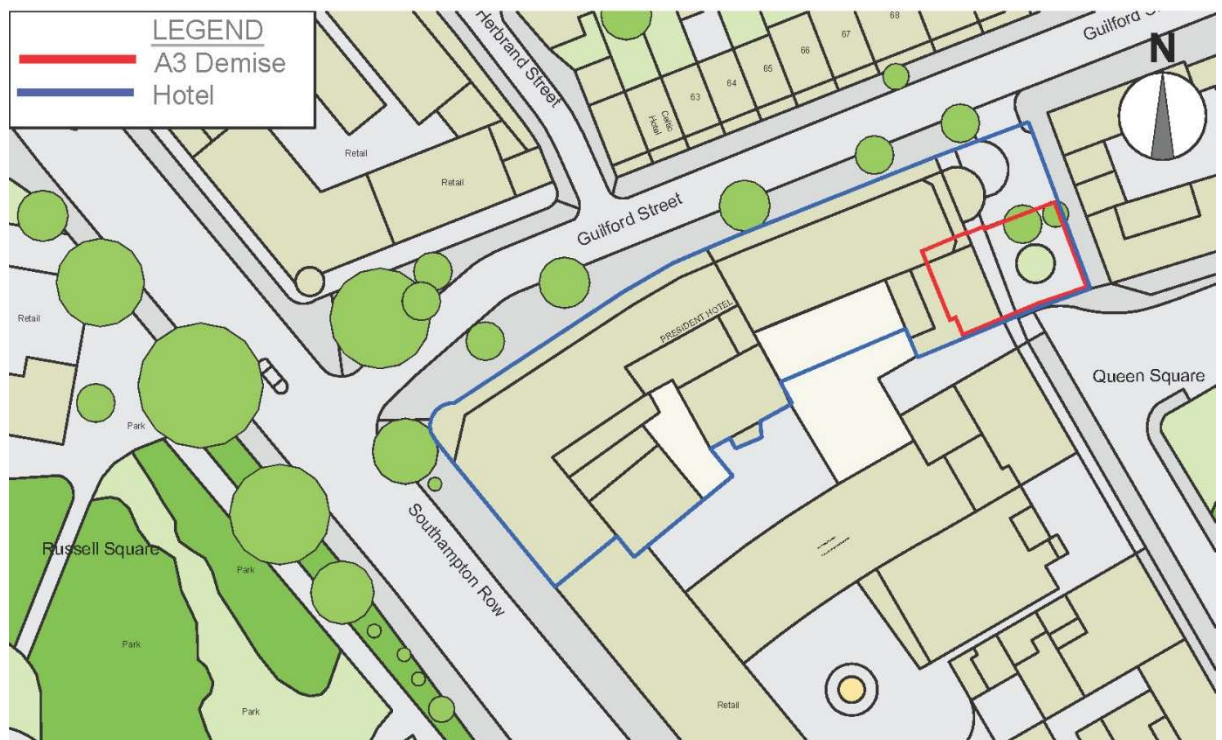


Figure 1- Site Location Plan

3 SERVICING

Development Proposals

- 3.1 Proposals are for the conversion of the redundant ground floor director's offices into a restaurant with outdoor seating in the adjacent garden with public access from Queens Square. The restaurant will be open to public as well as hotel guests.
- 3.2 The new restaurant will provide seating for 54 inside and 43 outside in the garden.
- 3.3 The proposals will increase the number of staff with an additional 16 full time and 5 part-time restaurant staff.

Public Transport Access and Parking Arrangements

- 3.4 Access to the site will be via the garden gate leading off Queen Square. People visiting the restaurant by private vehicle can park in any number of pay-parking garages in the area.
- 3.5 Drop off is available in front of the proposed restaurant garden entrance gates off the northwest corner of Queen Square.
- 3.6 The site is located in a highly accessible location with a number of underground stations in close vicinity including Russell Square, Holborn, Euston Square and Kings Cross. In addition, the site is well served by buses, pedestrian and cycling facilities.

Servicing Arrangements

- 3.7 Servicing currently takes place to the rear of the site into a service loading bay from Queen Square. This arrangement is not proposed to change.
- 3.8 The proposals will lead to an immaterial change in servicing activity and as such the existing servicing arrangement is considered appropriate.

4 FREQUENCY OF DELIVERIES AND WASTE COLLECTION

- 4.1 There are several servicing and deliveries associated with the hotel. The proposals will not significantly change the servicing activity associated with the site, however information provided by the Applicant regarding existing servicing and deliveries is set out in the table below.

Table 4.1: Existing Servicing and Delivery Patterns

Material	Task	Item Description	Size	Quantity	Collections per week
Dry Mixed Recyclables	Tip and return	Bespoke Compaction	24 yard	1	1
Cardboard	Tailift collection	Bale collection and Rebate - Monthly collection on moffet vehicle	400kg	1	1
Food Composting	Exchange	Wheeled Containers	120 litre	8	5
Fem Hygiene	Exchange	25 litre containers	25 litre	25	0
Glass	Exchange	Wheeled Containers	240 litre	6	3
Non-Recycling	Empty on Site	Wheeled Containers	1100 litre	8	4
Bars and restaurants	Delivery	Beer	Kegs	15	5
Bars and restaurants	Delivery	Bottles	Crates	25	5
Kitchen	Delivery	Various food	Pallet	3-5	25

- 4.2 Based on the above, the typical frequency on any given day is likely to be 8 trips per day (16 two-way movements). This is broken down as approximately 2 trips per day associated with servicing and approximately 6 a day associated with deliveries.

- 4.3 It is important to note that the proposals do not represent a measurable change to the existing service and delivery patterns.

5 SERVICING MANAGEMENT

- 5.1 Facilities management will ensure that delivery and servicing activity associated with the proposals can take place in a safe, efficient and sustainable manner. Facilities Management staff at the hotel will be responsible for the ongoing management of deliveries and servicing at the existing hotel and proposed new restaurant.
- 5.2 Hotel Facilities Management staff are responsible for managing the arrival of deliveries. All deliveries and servicing take place via the gated service yard to the rear of the hotel. This means staff can ensure that goods are delivered outside peak periods and not left or stored on the public highway.
- 5.3 Measures taken to minimise turn-around time:
- Inform suppliers of the precise delivery location;
 - Work within the existing delivery booking system;
 - Peak hour delivery restrictions;
 - Communicate local loading restrictions and constraints to reduce the time spent onsite by suppliers;
 - Reduce delivery, servicing and collection frequencies;
- 5.4 To minimise the occurrence of multiple delivery vehicles, the delivery schedule will be set out so that vehicles arrive at known times or set intervals. All new suppliers are required to sign up to the booking system prior to the commencement of their contract and will be given details of a central contact with whom deliveries should be scheduled.

6 OMP MONITORING AND REVIEW

6.1 Hotel Facilities Management staff are responsible for the ongoing monitoring of the existing hotel Operation Management Plan. The monitoring process generates information by which the Plan can be evaluated. Monitoring activity includes ongoing recording of deliveries and collections made to site, recording feedback and comments received from the site occupants or neighbouring residents/businesses and noting any incidents and problems with deliveries and servicing activity. This includes, but not be limited to:

- Date and time of delivery;
- Delivery turnaround time and time of departure;
- Type and size of vehicle;
- Recipient; and,
- Type of activity, e.g. courier, maintenance, stationary/goods delivery etc.

6.2 The monitoring process enables the OMP to be modified as appropriate to respond to issues as they arise. A comprehensive review of the OMP is undertaken annually by senior management.

7 CYCLE ACCESSIBILTIV

- 7.1 There are a number of roads in the vicinity of the site that are part of the TfL cycle quietways. This includes Russell Square, Southampton Row, Woburn Place and Guilford Street. In addition, Montague Street and Montague Place are part of Quietway 1 (north), which provides a link from Covent Garden to Kentish Town.
- 7.2 There are also advanced cyclist stop lines at the signalised junctions in the vicinity of the site, which assist cyclists to pull away in front of traffic and thus creates a safer environment for cyclists.
- 7.3 The bus lane of the eastern side of Southampton Row also provides on-road cycling opportunities. This link to the south provides access onto the bus lanes on the A40 to the west and Theobalds Lane to the east. Cyclists can therefore travel toward Farringdon to the east and Tottenham Court Road to the west.
- 7.4 There are also a number of Santander bike docking stations in close vicinity to the site. The closest docking stations are located approximately 240 metres to the north of the site at Russell Square Station, which provides access to 26 bikes and 300 metres to the east on Guildford Street, which provides access to 32 bikes.
- 7.5 There are 36 Sheffield stands on the South west corner of Queens square withing 100m of the site.
- 7.6 There are also 36 Sheffield stands located in close vicinity to the site around Russell Square Gardens.

Onsite Cycle Parking Provision

- 7.7 Proposed new restaurant covers: 97
Proposed new full-time staff: 59
- 7.8 Additional cycle parking required:
Long Stay – 2 (Provided in Hotel Basement with additional spare capacity)
Short Stay Visitor – 17 (26 provided off-street adjacent to basement parking area)

8 SUMMARY

- 8.1 The president Hotel already has a well-managed OMP in place, designed to ensure that deliveries and servicing activity associated with the site are carried out in a safe and efficient manner and that the impact of this activity is kept to a minimum. The OMP has been drafted with regard to TfL guidance and will remain a live document that will ensure that operational management responds to changing circumstances in the most appropriate manner.
- 8.2 The pedestrian and cycle facilities of the site provide the opportunity for staff and visitors to undertake journeys by foot or cycle and provide access to a range of destinations. Furthermore, the pedestrian and cycle facilities provide a connection to the public transport infrastructure in the vicinity of the site.