

Draft Operational Management Plan

Planning Application 2020/2226/P

Change of use of Boston House, 36-38 Fitzroy Square, London, W1T 6EY from office (Class E) to a non-residential education institution (Class F1) including internal alterations.

Prepared by SM Planning - February 2021

Introduction

This draft Operational Management Plan has been prepared by SM Planning pertaining to a planning application (2020/2229/P) for the change of use of Boston House, 36-38 Fitzroy Square, London, W1T 6EY from office (Class E) to a non-residential education institution (Class F1) including internal alterations.

The application was originally submitted on behalf of the New College of the Humanities (NCH). NCH have since withdrawn their interest in the site and as such this application is now made with no assigned future occupier for the proposed F1 use.

This draft Operational Management Plan therefore provides an overview of how the proposed use of the building as a non-residential education institution (Class F1) will operate.

At this stage there is no assigned future occupier of the building and therefore this draft Operational Management Plan may be subject to revision once a future occupier for the building has been secured.

Management, Staffing and Organisation

The proposed development for Boston house will provide a fit-out proposal that includes a mix of teaching space, office space and of student areas.

It is envisaged that students/staff will only be on site for teaching hours, and therefore will not all be on site at the same time. Furthermore, this will be limited to terms times only. The level of activity generated at the site would be staggered at different times of the day unlike the current office use.

The building does not have large internal or external areas on site for social interaction where students are likely to congregate before or after teaching periods.

Staff will be required to ensure that students do not loiter outside the building between classes and before or after teaching hours. Smoking is not permitted within the vicinity of the College for either staff or students.

No students/staff are to reside on site, and it is envisaged that students/teaching staff would shortly arrive before and depart after classes.

Operating Hours

Teaching of students is likely to be carried out during typical academic terms; September to December, January to March, and April to June; primarily between Monday to Friday from 9am-6pm (term time only).

It is proposed for the building to be open between 8am until 10pm Monday to Friday and 10am to 5pm on weekends to provide for additional tuition and study sessions.

There will be occasional evening activities for students, including guest lectures and social evenings although it is envisaged that these would occur infrequently.

Access

Access to Boston House will be restricted to two main points – the main entrance at the ground floor of building, and a subsidiary entrance to the basement level.

The main entrance will be used by staff, faculty and students and will be managed by a secure card access system.

Visitors will be required to report to the main reception desk, will be signed in and out and will be issued with a visitor's badge whilst on site.

Secondary access will be available to the basement area as required.

Internally, it is envisaged that office and teaching spaces will be managed by access cards whilst students' spaces will be available for unrestricted use.

It is expected that the assigned occupier will employ an Operations Manager and a Facilities Co-ordinator who manage the building on a day-to-day basis. For out of hours incidents, it is expected that a service will be provided which covers the building 24 hours a day, seven days a week when it is not occupied.

Boston House has excellent public transport links, and staff, faculty, students, and visitors will be encouraged to utilise public transport. No facilities for car parking will be provided.

Use of outside areas and recreational facilities

Boston House fronts onto Fitzroy Square, a C18th garden designed by Robert Adams. The garden is owned by Fitzroy Square Frontagers (freeholders of houses in square) and managed by Fitzroy Square Frontagers and Garden Committee.

It is envisaged that future occupiers may wish to use the garden occasionally for events like graduation. These events will, of course, be subject to the terms and conditions identified by the Committee and their agreement. The garden would not be used for any teaching.

Servicing

Delivery and servicing is proposed to be consistent with the existing delivery and servicing arrangements at the site. It is anticipated that delivery and servicing would be undertaken using refuse

vehicles and small vans and the development proposal would result in no increase or changes to the existing delivery and servicing arrangements.

Use of controls to safeguard neighbouring amenity

It is considered that a condition which seeks to control the specific hours/days of operation could be implemented to safeguard neighbouring amenity. The operation hours could either be specified within the planning condition or be required to be submitted to and approved in writing by the Local Planning Authority once a future occupier has been identified.

To control the specific working operations of a future occupier, it is considered that the details of a final Operational Management Plan can be controlled by condition, requiring this to be submitted and approved by the Local Planning Authority once a future occupier has been identified and prior to the buildings first occupation for F1 use.

Should the Local Planning Authority have other measures or controls, other than those suggested, that they would consider necessary to make the development acceptable we would welcome the opportunity to discuss these further.

Key Contacts

A list of key contacts will be issued to local surrounding neighbours should local residents or businesses have any cause for complaint of how the building is being operated and managed.