

# Barnard Park hub building

## Management plan

### Introduction

This is a management plan covering the use of the hub building based within Barnard Park.

The plan contains information about how the council plans to manage the use of the facilities with the aim of ensuring planning conditions for the site are met and the impact of the use of the facility on park users and local residents is minimised wherever possible.

This is considered a live document and can be modified at any point to ensure identified issues are addressed.

### Building location and layout

The new building would be sited centrally within the park, near where the existing One O' Clock Club building is located, in order to best support the sports pitches, the children's play area, the One O' Clock Club and those enjoying the general park amenity.

The new community hub will comprise of the park manager's office, a multi-use space with kitchen and toilets (to be used by One O' Clock Club), a kiosk/servery, sports changing room and accessible toilets for park users.

### Hours of operation

It is proposed that the hub building's hours of operation are from 8am until 9pm daily throughout the year.

The public toilet will be open will be open for longer to support the football hours of operation and when the park keeper is on duty. These hours will be 8am-10pm Monday to Friday, 8am-6pm on Saturdays, and 8am-8pm on Sundays.

This is to facilitate service provision for early years and young people, and local community meetings and activities. In addition, the hub will be used by the park keeper who will also manage sports bookings on the pitch.

Operating the building outside of these hours is not permitted as it will result in a breach of planning conditions.

# Management of the hub building

Day to day management of the use of the hub building will be the responsibility of Islington Council's Parks Service, specifically the Park Keeper, Community Rangers and the Assistant Parks Manager. The Parks Service will also be supported by the council's Early Years and Childcare Service.

Volunteers and community groups will provide additional support for education and other activities run from the hub building.

The hub building is expected to be staffed between the hours of 8am-9pm daily, primarily to manage pitch bookings.

Contact details for the hub building and a number to call to report issues out of hours will be published on the park noticeboards and on the Islington Council website.

# Permitted uses for the hub building

The below guidelines summarise the permitted types of use for each of the facilities and rules of use.

Core rules applying to all building facilities:

- The sale or consumption of alcohol is not permitted.
- No amplified music over decibel level 80 is permitted within the building.
- Anyone visiting the facilities should be encouraged to use public transportation (where possible).

The core use for the hub building will be as follows:

- Delivery of activities, sessions and events for Early Years and young people.
- Council and community meetings.
- Community events.
- Office and welfare facilities for the Park Keeper.
- Facilities for sport organisations.

When the hub building is not being used for activities listed above, it will be available for private hire as a meeting venue for local groups and businesses, and social events (such as children's parties). Private hire will be restricted to the permitted hours of operation only with no activities extending these hours.

All use of the hub building will be supervised by either a council member or staff or a fully trained volunteer. No unsupervised use of the facility will be permitted.

All staff supervising use of the centre must have had the following training and inductions:

- Fire Marshall Training.
- Emergency First Aid Training or greater.
- Induction of the operation of the building, including how to use the alarm system.

- Received a copy of this management plan and understands the site constraints of use.

## The kiosk/servery and community room

The nominated supervisor will be responsible for ensuring that the use of the kiosk/servery is appropriate and the operator does not breach the acceptable terms of use. If operator does breach these terms, they will be expected to take immediate action to stop the breaches.

Any proposed use of the hub building as part of a larger park event will be managed through the Parks Event Application process on EventApp. Any use of the hub building for a larger event will need to conform with conditions of use outlined in this document and approved by the Parks Service.

Registered and fully trained volunteer groups will have access to the hub building community room. This room can be accessed only during permitted hours of operation to support volunteer activities taking place in the park.

The community room can be accessed independently of the servery to ensure safeguarding policies can be adhered to, especially for Early Years and young people activities and sessions.

The servery will be operated by a private tenant under a licence agreement with the council. The servery is permitted to be opened during the hours listed above under "hours of operation" only. No operation of the servery outside of these hours is permitted.

The servery operator will be permitted to rent the servery out for private hire provided the following criteria are met:

1. The operator is on site at all times to supervise the event.
2. The servery operator has provided full details of the proposed event and has received approval to hold it.

## Safety and security arrangements

### Intruder alarm

The building will be fitted with an intruder alarm system. This is monitored 24/7, 365 days a year.

Anyone providing access to the building must have been inducted on how to activate and deactivate the alarm system correctly to ensure the alarm is not triggered in error, causing unnecessary disturbance to park users and local residents.

### Fire alarm

The building will be fitted with a fire detection and alarm system. This is monitored 24/7, 365 days a year.

Anyone providing access to the building must have been inducted on how to check that the fire alarm system is activated and working correctly.

## Security and park opening/locking

The park security services are currently provided an external supplier, ParkGuard Ltd.

Barnard Park is currently not locked in the evening.

The security team (called Parks Patrol) will also carry out regular security visits to monitor for and address anti-social behaviour (ASB). Where ASB issues persist, more frequent targeted visits will be carried out by the Parks Patrol Service.

Where more serious criminal activity is identified by the Parks Service or residents and users, they will work with the Parks Patrol Service, the Community Safety Team and police to try and resolve the issues.

## Permitted occupancy levels

The below sets out the maximum occupancy levels of each of the buildings at any one time:

The community room features a main room no larger than 68m<sup>2</sup> and a small office and WC facilities.

The main room is accessed through a single entrance resulting in a maximum occupancy of 45 persons. This will be adequate for the anticipated occupancy based on a floor space factor of 1.5m<sup>2</sup> per person.

## Delivery and waste collection

All deliveries to the building will need to have permission from the Parks Service and to be undertaken in a safe manner as outlined below.

All deliveries will be made via the Charlotte Terrace entrance of the park and no delivery vehicle should drive further than the entrance hardstanding directly after the park gate. Vehicles should safely park in the defined area and deliver their materials from this point by trolley.

In exceptional circumstances vehicles may be permitted to drive up to the park building to deliver items that cannot be delivered safely/practically by trolley. In those circumstances a risk

assessment and method statement must be agreed with the Parks Service to ensure this can be done safely.

No deliveries shall be made to the hub building outside the hours of 8am to 6pm Monday to Saturday, and 10am to 3pm on Sunday and Bank Holidays.

The building will be managed by Islington Parks Service who will have overall responsibility for its management and maintenance, but the kiosk/servery will be leased to an independent operator. Where practical and economic to do so, the occupants will be encouraged to source items locally or from the same supplier to reduce the number of deliveries to the site.

All users of the site will be made aware of Islington Council's existing waste and recycling strategies. Guidance will be given encouraging recycling.

Waste collection for the hub building will be carried out from within the park by the council's Parks Service grounds maintenance team as part of the existing daily park litter collection and disposed at their depot at 1 Cottage Road N7 8TP which serves as the local waste recycling centre. This arrangement for waste collection will not generate any additional vehicular traffic.

The park keeper will coordinate the collection of waste with the building occupants to ensure efficient collection by the Parks Service grounds maintenance team as part of the daily park refuse collection service, thereby avoiding the need for additional refuse collection visits and minimising the need for waste storage on or adjacent to the premises. The building users will be encouraged to separate waste for recycling.

## Maintenance arrangements

All staff/ contractors should be appropriately inducted. Specific method statements and risk assessments should be prepared and agreed with the Facilities Service prior to commencement. A record of the date, contractor(s) nature of work and reasons together with any specifications and drawings shall be made and added to the building health and safety file.

All inspections, maintenance and works shall be fully recorded in the Premises Management Log Book. Recommendations for further investigation/repair shall also be recorded in the log and an action programme for implementation shall be prepared for these.

Where significant maintenance and repair works are likely to take place to any buildings that may result in disruption or noise, advance warning should be given to local residents and park users wherever possible.

## Monitoring and review

This management plan has a service life of ten years but will be reviewed and updated on an annual basis to reflect visitor/stakeholder feedback and the implications for the future management of the park.

As mentioned earlier in the plan, this is a live document and can be modified at any point to ensure identified issues are addressed quickly and measures are put in place to minimise the potential of the issues being repeated.

A copy of the current plan will be available for review in the building and on the website.

Responsibility for carrying out the review and updating of this lies with be the Assistant Parks Manager for the park.