



**Approved 20 July 2010**

## **Management Strategy for Bingfield Park Community Building**

**Landlord: Islington Council**

**Tenants: Sparkplug Motorcycle Project**

### **1. Introduction**

- 1.1 Islington Council are constructing a new building in Bingfield Park, Pembroke Street, London, N1 0DP.
- 1.2 The building will provide high quality facilities for the local community and will dramatically improve the appearance and safety of the park and surrounding streets.
- 1.3 The building includes:
  - Large workshop areas with storage space
  - Multipurpose teaching room
  - Office space
  - Shower, changing and toilet facilities
  - Kitchen
  - Green roof and solar panels
- 1.4 The building is owned by Islington Council and will be leased by the council to community groups, organisations and charities that the council supports.

### **2. Aim of the management strategy**

- 2.1 The aim of this management strategy is to ensure that the tenants that lease the building from the council maintain and manage the building effectively and use the building in a way that minimises disturbance to the local community.
- 2.2 The strategy will be agreed with the tenants and Islington Council in consultation with local residents and will be strictly adhered to.
- 2.3 The management strategy will be revised with each new tenant and will also be reviewed on a regular basis by Islington Greenspace.
- 2.4 The management strategy will support the terms of the lease granted by Islington Council to the tenants.

### **3. Proposed tenants: Sparkplug Motorcycle Project**

- 3.1 Sparkplug offers off-road motorcycle training and a range of positive activities for local young people that are supported by the council.
- 3.2 The project engages a wide range of individuals within the local community including young people who are 'hard to reach' and who otherwise may engage in anti social behaviour.

3.3 Sparkplug provides a broad programme of activities including mechanical accredited courses, youth clubs and riding trips giving young people the opportunity to learn and spend time together with effective supervision. These activities contribute to improving employability, developing social and emotional skills and the reduction of crime and antisocial behaviour.

#### 4. Permitted use

4.1 The building is for non residential use – D1, as set out in the Town and Country Planning Use Clauses Order 1987.

4.2 The Sparkplug Motorcycle Project is permitted to use the building to carry out the programme of positive activities for local young people (outlined in section 3).

4.3 No subletting or sharing of the whole or parts of the building is permitted by the council. However the building can be used for other community purposes such as public meetings, teaching, training, and other youth activities etc

4.4 Sparkplug will be responsible for the management and conduct of these other community uses and are required to notify Islington Greenspace of the activities that will be taking place.

4.5 The council is able to cancel any activities it believes to be inappropriate.

#### 5. Operating hours and access

5.1 The currently approved operating hours of the Sparkplug Motorcycle Project are set out below:

Monday	9.00am – 6.00pm
Tuesday	9.00am – 6.00pm
Wednesday	9.00am – 6.00pm
Thursday	9.00am – 6.00pm
Friday	9.00am – 9.30pm
Saturday	9.00am – 6.00pm
Sunday	Closed

5.2 Sparkplug will only operate within these hours or any amended hours of operation as approved by the Islington Greenspace Section and the Islington Planning Department (see point 5.6). At least one member of staff will be present on site while Sparkplug is operating.

5.3 Due to the nature of Sparkplugs work, as outlined in Islington Council's service level agreement with Sparkplug, Sparkplug staff will on rare occasions need to access the building to return vehicles outside of these operating hours. However on these occasions staff will ensure the noise is kept to a minimum (see section 6 for noise management). Under no circumstances will the building be accessed after 10.00pm.

5.4 Should Sparkplug wish the first floor of the building to be used for other community purposes, such as public meetings, teaching and training (see section 4) **during the currently agreed hours of operation** Sparkplug will notify Islington Greenspace of the activities that will be taking place.

- 5.5 Should Sparkplug wish the first floor of the building to be used for other community purposes, such as public meetings, teaching and training (see section 4) **outside of the currently agreed hours of operation** permission will be sought from the Islington Greenspace Section and the Islington Planning Department.
- 5.6 Should Sparkplug wish to change the current hours of operation to better provide for local young people, permission will be sought from the Islington Greenspace Section and the Islington Planning Department.
- 5.7 Access throughout the building is to remain compliant to the Disability Discrimination Act (2005) at all times.

## 6. Noise management

- 6.1 To teach young people there will be times during the day when engines need to be started. Engines may also need to be started during the evening youth club sessions. To minimise the disturbance to the local community Sparkplug will only start engines during the following times within the hours of operation:

	Hours of operation	Engine starting hours
Monday	9.00am – 6.00pm	10.00am – 4.00pm
Tuesday	9.00am – 6.00pm	10.00am – 4.00pm
Wednesday	9.00am – 6.00pm	10.00am – 4.00pm
Thursday	9.00am – 6.00pm	10.00am – 6.00pm (youth club)
Friday	9.00am – 9.30pm	10.00am – 9.00pm (youth club)
Saturday	9.00am – 6.00pm	10.00am – 1.00pm
Sunday	Closed	Closed

- 6.2 The majority of the Sparkplug's activities will take place within the first floor teaching room and the ground floor workshops minimising noise that could be created by activities in the courtyard. However the courtyard will be used for starting engines as this can not be carried out inside the building for health and safety reasons.
- 6.3 All engines started up in the courtyard will be fitted with a legal silencer, or alternative methods will be used, to ensure that engines do not exceed the level of noise emitted by silenced engines.
- 6.4 Only electrical jet hoses shall be used to clean bikes and equipment. These create significantly less disturbance than petrol hoses.
- 6.5 No amplified music is to be played in the courtyard at any time.
- 6.6 The gates to the courtyard along Pembroke Street will be shut at all times to reduce the amount of noise escaping from the courtyard. All windows will be kept shut as much as possible.
- 6.7 While taking part in Sparkplug activities, within and surrounding the building, young people will be required to conduct themselves in a seemly manner so as not to disturb local residents.

- 6.8 No motorbikes to be test driven along Pembroke Street, Freeling Street or any surrounding streets. Bikes owned by Sparkplug are off road bikes, riding these bikes on the roads or in the park is illegal (see point 7.4)

## 7. Health and Safety

- 7.1 Sparkplug will be responsible for all health and safety issues that may arise at the premises including any signage and security.
- 7.2 Sparkplug has a duty of care to those that use the premises.
- 7.3 **Fire Safety:** Sparkplug must take reasonable steps to reduce the risk from fire and manage the safe evacuation of everyone, including disabled people who may require personal assistance, in the event of a fire. Sparkplug will adhere to the rules under The Regulatory Reform (Fire Safety) Order 2005 (FSO) which include:
- Carrying out a fire risk assessment identifying any possible dangers and risks
  - Considering who may be at risk
  - Removing or reducing the risk from fire as far as it is reasonably possible and providing general fire precautions to deal with any possible risk remaining
  - Taking measures to ensure there is protection if flammable or explosive materials are used or stored
  - Creating a fire management plan to deal with any emergency and, in most cases, keeping a record of findings
  - Review findings when necessary

Detailed advice and guidance on fire risk assessments and fire management plans can be found in the series of guidance documents available from:  
[www.communities.gov.uk/fire/firesafety/](http://www.communities.gov.uk/fire/firesafety/)

Should Sparkplug need more practical advice or information, the London Fire Brigade will be able to assist: [www.london-fire.gov.uk](http://www.london-fire.gov.uk)

- 7.4 **Road Safety:** Sparkplug will continue to work with young people as part of the 'Scootalive' programme to help them to learn about road safety. The roads surrounding the building are public highways, it is illegal for any of the Sparkplug off road motorbikes to be driven on these roads. It is also illegal for motorcycles to be driven within a public park. Unsafe or illegal riding on the roads or in the park may be subject to action by the police.

## 8. Security

- 8.1 Sparkplug will be responsible for the security of the building and for the maintenance and responsible operation of any intruder alarms installed, to ensure alarms do not cause unnecessary disturbance to neighbouring properties.
- 8.2 Windows and entrances will be shuttered and locked when the building is not in use.
- 8.3 There will be an entry phone system with a security camera on the pedestrian entrance on Pembroke Street. The gate to the courtyard will be locked at all times unless allowing vehicles to enter and exit.

- 8.4 Signage detailing the contact details for Sparkplug Staff within operating hours and emergency contacts outside of operating hours will be clearly displayed on the outside of the building at all times.

## 9. Waste Management

- 9.1 Sparkplug has a duty to ensure that the waste they produce is handled safely and in accordance with the law. Sparkplug will follow the waste management guidance set out in the Islington Council Waste Management Procedure.
- 9.2 Sparkplug will adhere to the waste management hierarchy to:
- Reduce: reducing the amount of waste generated
  - Reuse: reusing products wherever feasible
  - Recycle: recycling everything that can be recycled
  - Disposal: disposal of waste should be the last resort only after all the above options have been considered.
- 9.3 In addition to general rubbish and recyclables Sparkplug may produce hazardous waste such as waste oil and fuel, used oil/ fuel filters, batteries, contaminated rags, antifreeze and brake fluid. This hazardous waste will be stored and disposed of in accordance with the Islington Council Waste Management Procedure and guidance from the Environment Agency.
- 9.4 If at any point Sparkplug produce more than 500kgs of hazardous waste per year they will be required to register as a hazardous waste producer with the Environment Agency:  
<http://www.environment-agency.gov.uk/business/topics/waste/32198.aspx>
- 9.5 Any waste electrical and electronic equipment waste such as electronic tools and appliances will be stored and disposed of in accordance with the Islington Council Waste Management Procedure and guidance from the Environment Agency.
- 9.6 Within three months of moving in to the building, with the support of the Islington Environment and Regeneration Department, Sparkplug will develop a site waste management procedure.
- 9.7 The Islington Environment and Regeneration Department are committed to work with all contractors to improve environmental performance by including them in the Environmental Management System (EMS) audit programme and checking that contractors meet legal compliance and prevent pollution. As part of the EMS audit program council officers will visit contractors every 1-2 years.

## 10. Environmental Sustainability

- 10.1 **Water:** Sparkplug will not allow washing or cleaning effluent, runoff or cleaning chemicals to enter oil separators, drains or gullies connected to the surface water drainage system. Further guidance can be obtained from the Environment Agency Guidance on Vehicle Washing and Cleaning (PPG13).

Sparkplug staff will ensure measures are taken to conserve water wherever possible, specifically when washing vehicles but also for other activities that take place on site.

### 10.2 Heating and hot water: Sparkplug staff will ensure that:

- Heating (if applicable) to the workshop should be limited to no more than 16°C in the heating season (October 1st – May 1st).
- Heating to all other internal areas should be limited to no more than 20°C in the heating season.
- Regular monitoring of temperatures to ensure compliance is encouraged. Thermometers should be provided for this purpose.
- Heating times should be limited to operational hours; timer switches should be set to ensure heating is only provided within operational hours.
- Hot water should be stored at no more than 60°C, provision of hot water should be limited to operational hours as above and controlled by a timer switch.
- Wherever possible doors and windows should be closed during the heating season and opened only for ventilation purposes if needed.
- Record gas meter readings on a weekly basis and report to the Islington Energy Centre on a monthly basis ([david.panter@islington.gov.uk](mailto:david.panter@islington.gov.uk)).
- Record heat meter readings from solar thermal system on a weekly basis and report to the Islington Energy Centre on a monthly basis ([david.panter@islington.gov.uk](mailto:david.panter@islington.gov.uk)).

### 10.3 Lighting and electricity: Sparkplug staff will ensure that:

- Any external security lighting (if applicable) is to be used only during periods of darkness.
  - Make use of natural daylight (open shutters) whenever possible and turn off unnecessary lighting.
  - Label light switches to enable easy identification.
  - Turn off all electrical sockets\* at close down.
  - Turn off lighting in unoccupied rooms (especially store rooms).
  - Record electricity meter readings and photovoltaic system readings on a weekly basis and report to the Islington Energy Centre on a monthly basis ([david.panter@islington.gov.uk](mailto:david.panter@islington.gov.uk)).
  - Use dishwasher and washing machines only when full and try to operate them overnight.
  - Use stairs instead on lift whenever possible.
  - Turn off tea point and any vending machines\*\* at night.
- \* Except essential equipment such as I.T servers, refrigerators etc.  
 \*\* Except where refrigeration is used.

### 10.4 Pollution prevention: Sparkplug will ensure all relevant legislation is adhered to for the storage of fuel and oils. Further Guidance can be obtained from the Environment Agency Guidance on Refuelling Facilities (PPG7) and Safe Storage and disposal of used oils (PPG8).

### 10.5 Green roof: Sparkplug will ensure that the green roof is managed and maintained in accordance with the installer's instructions. Islington Greenspace and Sustainability sections will advise Sparkplug on how this can be achieved.

## 11. Maintenance

### 11.1 Sparkplug will be responsible for the care of the building including all decorating, cleaning and maintenance works both internally and externally.

11.2 Every 3 years the council and Sparkplug shall discuss any proposals that Sparkplug may have for any works, alterations or changes to the management and maintenance of the premises.

11.3 Sparkplug will keep the premises in good repair throughout their occupation of the building.

## **12. Enforcement**

12.1 It is beyond the scope of this management strategy to deal with any noise disturbance and/or antisocial behaviour taking place in the surrounding streets or in the public park. However, Sparkplug staff will take appropriate action against any members of Sparkplug who are behaving antisocially within and outside the project operating hours. This action could include banning young people from trips, the youth club or other activities. Antisocial behaviour committed by anyone (both members and non-members of Sparkplug) in the park and surrounding streets may be subject to action by the police.

12.2 Any concerns or complaints about noise and/or antisocial behaviour will be dealt with following the council's complaint procedures and will be investigated by the council Noise Service and the Police Safer Neighbourhood Team.

12.3 If Sparkplug do not adhere to the terms of this Management Strategy and the terms of the Lease with the council, the council will stop the project from operating in this building with immediate effect.