



1.0 INTRODUCTION

1.1 This Outdoor Area Management Plan is Design and Access statement is submitted in support of an application for full planning permission to the Planning Inspectorate (PINS) under Section 62A of the Town and Country Planning Act 1990, on behalf of Envelop Risk Analytics Ltd., for the:

'Use of external balcony area for additional office space, involving installation of decking, balustrade and side partition screen', at Vintry House (sixth floor), No.'s 20-32 Wine Street, Bristol, BS1 2BD.

It should be read in conjunction with the accompanying proposed plans and elevations, Planning and Heritage Statement, Noise Impact Assessment and Design and Access Statement.

1.2 THE PROPOSALS

The proposals involve the use of an existing balcony area to the south of the top (sixth) floor of Vintry House, as additional external workspace. The existing sixth floor is already in an office use (Use Class E), and the balcony area is accessed directly off this.

The proposed use extends to approximately half of the existing balcony area, contained within the western side. The proposed area of use is approximately 20m (length) x 3.2m (width), covering just under 65sqm. The remaining eastern portion of the balcony (to be segregated by a new partition screen) is 22m (length) x 3.2m (width) and will be maintained as a buffer to the neighbouring top-floor flat. It will also provide maintenance access to the upper roof of the building via an existing ladder.

The balcony area will feature a modest amount of furniture, comprising 2 x two-seater sofas, 2 x six-seater picnic tables and benches, 3 x two-seater bistro style tables, 6 x bistro chairs, and 2 x planters positioned adjacent to the new partition screen at the eastern end.

1.3 MANAGEMENT MEASURES

To respect the amenity of neighbouring occupiers, the following measures will be adopted by the applicant in respect of the management of the balcony area:

- **Proposed Usage**
The balcony area will only be used by companies staff, for the purpose of collaboration/team working sessions (small to mid-size groups); one-to-one meetings; breakout space for lunch/short breaks; quiet workspace; special events (twice a year); and, team social events (ad hoc).
- **Hours of Use**
The balcony area will only be used between the following hours: Monday - Friday 10.00 to 20.00. Closed on Saturdays, Sundays and Bank Holidays.
- **Occupancy**
Day to day occupancy of the balcony area will be up to a maximum of 30 people at any one time. Special events (no more than two per year) occupancy will be up to a maximum of 60 people at any one time. Occupancy numbers will be supervised by the Office Manager and Management Team.

- **Food and Drink Consumption**

Food and soft drinks will be permitted to be consumed on the balcony between 10.00 and 18.30. Food, soft and alcoholic drinks will be permitted to be consumed on the balcony during team social events and special events (between 17.00 and 20.00). All food and drink waste will be returned to the office kitchen for disposal/recycling, and signage will be installed to ensure that no unattended food is left on the balcony.

- **Music**

There will be no live or amplified music or other entertainment on the balcony.

- **Furniture**

Furniture will permanently be left out on the balcony area, unless in the event of extreme weather conditions. The Bistro tables are weighted with a cement base, whilst the lighter furniture will be secured with bungee cords to the decking to prevent them from lifting.

- **Supervisory Measures**

No staff will be permitted to use the balcony area outside the hours of 10.00 and 20.00. Access will be restricted by an automatic cut-off on the main security system by timer to the balcony door in the kitchen. Access from the balcony back into the kitchen will be via a keypad code issued to all staff, and all staff will be encouraged to ensure they have a mobile phone with them when using the balcony in the event of being locked out.

In the event of being locked out due to power issues, emergency contact details will be permanently posted on the kitchen entrance/exit door to the balcony, with numbers for the following personnel: Office Manager, Chief Technology Officer, Head of HR and the Building Manager (with remote access to the system), all of whom will have 24 hour access to the balcony area.

Day-to-day use of the balcony area, as well as special events, will be supervised by the Office Manager and Management Team.

No staff will be permitted to use the balcony area in extreme weather conditions.

- **Notifications and Complaints**

Occupants of the neighbouring top-floor flat will be notified in advance of any special events (no more than two per year). An emergency contact number for the Officer Manager/Management Team will be provided during these events

Any complaints can be sent to facilities@enveloprisk.com. These will be logged and reviewed by the Office Manager and Business Operations Manager and responded to within 48 hours.

- **Health and Safety**

The health and safety of balcony users will be safeguarded with the following measures:

- Fitting of composite, all-weatherproof, anti-slip decking
- Fitting of additional balustrade in accordance with 1100mm industry standards

- Weekling surveying/logging of the balcony area for potential hazards, remedial repairs to be logged and programmed for completion
- #brizzle facilities slack channels to be made available for team members to report any potential hazards for repair
- Erection of appropriate signage to alert users to potential hazards (planning/advertisement consent to be sought if required)
- Completion of comprehensive regular cleaning regime
- No unattended food to be left on balcony (signage accordingly), bird replicant product to be distributed to prevent seagulls landing
- Weather conditions to be tracked daily, balcony to be closed in the event of forecasts for extreme conditions, staff advised via 'Bristol facilities' slack channel
- Posters to be displayed advising balcony users of daily UV ray status and of need for sun protection in event of moderate-high UV levels
- Two umbrellas to be used in event of requirement for shade (non-fixed, and not to be used in windy conditions)