

York Mansion House, Guildhall and Common Hall Yard Management Plan

The purpose of this Management Plan is to set out the arrangements for:

1. Managing Common Hall Yard to ensure that the space effectively serves the operational needs of both the Mansion House and the Guildhall - specifically recognising the requirements of the Civic Party.
2. The management of the Guildhall complex to facilitate Full Council meetings in the Council Chamber and with access to the necessary ancillary spaces
3. The management of the Guildhall complex to facilitate Civic and ceremonial events; specifically including Mayor making and the Annual Freedom Court.

Requirements :

The content of this plan must specifically satisfy the Planning condition attached to the Planning and Listed Building Consents for the refurbishment and redevelopment of the Guildhall complex.

Planning Condition :

Prior to the commencement of internal refurbishment works a detailed management plan to include arrangements for the parking and manoeuvring of vehicles (including delivery vehicles, provision for Mansion House associated parking within the Guildhall yard and the servicing of functions taking place within the complex) shall be submitted to and approved in writing by the Local Planning Authority. The development shall thenceforth be undertaken in strict accordance with the terms of the management plan.

Reason:- To safeguard the character of the Central Historic Core Conservation Area, the significance of this complex of historic assets, and to safeguard the residential amenity of neighbouring properties.

The Plan must also provide a robust framework to guide the day to day operation of the complex where Civic / Ceremonial and Full Council use

is secured as part of the development proposals for re-use as a business club and serviced office venue.

It is essential that the security, integrity and dignity of the historic civic and council uses are not compromised by the operational requirements of the new uses.

1. Managing Common Hall Yard to ensure that the space effectively serves the operational needs of both the Mansion House and the Guildhall - specifically recognising the requirements of the Civic Party.

- a. Improvements to the yard will improve accessibility to the complex for all users; with improved paving, a slightly reduced gradient across the yard and new steps / ramp compliant with latest standards leading to the Guildhall main door.
- b. The physical constraints of the access through the Mansion House archway and the size of the yard impose some restriction, but this has always been the case.
- c. Priority in the yard should be for pedestrians, however access for servicing and the Civic car will be managed to ensure that :
- d. Access for deliveries to the Mansion House and Guildhall complex is controlled by the Mansion House Curator / Guildhall Complex Manager.
- e. Deliveries to office tenants / business club members will be restricted to use of the highway on Lendal and not normally be permitted to access the yard.
- f. Access to the yard for the Civic car will be managed by the Civic team as required, taking account of daily event timings and other events taking place in Mansion House / Guildhall.
- g. Use of the front door of the Mansion House by the Lord Mayor / Civic Party is seen as desirable where ever possible / practicable during daytime hours to increase the ceremonial significance and visibility of the role.

- h. The management of access and security of the site will be integral to these decisions.

2. The management of the Guildhall complex to facilitate Full Council meetings in the Council Chamber and with access to the necessary ancillary spaces.

- a. Improvements to the Guildhall complex provide for an enhanced entrance for members and public attending Full Council meetings.
- b. Entry to the complex and access to the council chamber will be compliant with current access standards.
- c. Access to the first floor will be either via the ceremonial staircase or a new passenger lift. Toilet facilities will be to modern standards and access control (as at West Offices) will separate public access from the business club / office suite areas.
- d. The Council Chamber and all rooms (meeting rooms) off the Council Chamber corridor will be booked out (including for 2 hours in advance) for Full Council meetings in accordance with the annual council calendar. This will allow for pre-meetings and group break out meetings
- e. Staffing of Full Council meetings by Civic and Democratic services staff will continue and with a dedicated security presence as per the existing arrangements linked to the West offices FM contract.

3. The management of the Guildhall complex to facilitate Civic and ceremonial events; specifically including Mayor making and the Annual Freedom Court.

- a. The Guildhall main hall will continue to be used for all civic and ceremonial events as per the existing annual calendar. The dates will be booked in by the Civic team in accordance with the annual calendar as per the existing arrangements and this civic use will necessarily take precedence over commercial hires.
- b. For individual events the need for associated ancillary spaces (the river side rooms) will be assessed and these spaces (otherwise serving as meeting rooms) can also be booked as appropriate.

- c. A room booking system will be administered by the Guildhall complex manager using similar protocols to those operating at West Offices.

- d. The proposed alterations to the Guildhall are specifically intended to enhance its operation for all events and provide improved accessibility and amenity; improved heating / lighting and the foyer / cloaks facilities.

Across all these circumstances co-ordination between the individual Mansion House and Guildhall Complex property managers and the Civic and Democratic Services team is key. A more detailed protocol to cover communication and to ensure continuity and consistency will be developed.

A steering group with cross party member representation as nominated by group leaders and facilitated by Civic and Democratic Services will be constituted to review and approve the plan; initially to comply with the planning condition, but to develop and review this and the associated protocols in greater detail prior to completion and during operation.

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