

Dunsbury Park Management Plan 2016 - 2021

Dunsbury Park is a major new business development for the Solent region. It is situated directly adjacent to junction 3 of the A3 (M). Portsmouth City Council as landowner has planning permission to develop 665,000 sq ft. of high quality warehouse, manufacturing and office space, of which 80,000 sq ft. is let. These bespoke facilities are offered on a built-to-suit basis with units ranging from 20,000 sq ft. to 200,000 sq ft. The site also has provision for hotel and conference facilities totalling 60,000 sq ft.

The Hermitage Stream runs through the landscaped park, bridged by the new link road and a habitat area to the north of the site will help to preserve some of the rich wildlife the surrounding area has to offer.

1.0 Management Plan

This Management Plan provides a strategic approach to the long-term management of Dunsbury Park. It is aspirational and is intended to ensure ease of management of the Park, in addition to forming a longer term strategy for maintaining a high quality environment for occupiers.

The first unit will be complete and occupied by May 2017 with the rest of the estate anticipated to be complete within 5 years. The construction and landscaping of the site will present the Park as a modern and high quality environment to provide high quality business space and returns for the Landlord

- Attractive place to work
- Management team (Landlord, Agents, Contractors)

2.0 Landscaping, Conservation & Heritage

The ongoing management of the landscape and natural habitats at Dunsbury Park will be determined to a large extent by The Landscape Management Plan and Maintenance Guidelines (see Appendix 1). Once the park is completed this plan will provide the Estate Management and any contractors employed to carry out works on their behalf with key performance indicators with which to manage the landscaping and natural habitats.

The budget for maintenance and landscaping will be set having regard to the regime prescribed in this plan. All contractors employed by the Estate Management will be required to have due regard to the objectives and programmes of work within.

In addition

- Trees and woodland strategy
- Nature conservation strategy & community involvement
- Landscaping strategy and management plan
- Recycling; utilities and resource conservation
- Hermitage Stream, balancing and attenuation ponds

3.0 Planned Maintenance & Repair

An attractive and high quality environment will require proactive management of the infrastructure and landscaping around the estate. A planned maintenance programme should be determined in conjunction with (or with reference to) the original contractors programme of and appropriate budgets set annually to ensure all infrastructure, buildings (if applicable) and landscaping can be maintained to a high standard. This should include but not limited to:

- Planned maintenance such as drain clearance, maintenance of attenuation ponds, roads and pavements, 5 yearly electrical checks on street lighting and any other electrical infrastructure
- CCTV repairs, gritting and snow clearance, litter picking, street sweeping
- Refuse collection, recycling and dealing with fly-tipping

Works should be tendered and appropriately qualified contractors appointed by the Estate Management. Works should be carried out against a specification to be agreed in advance, however the regime, timing and frequency of the above items of work will be with reference to any specifications or guidelines provided by the original construction team.

- Objectives for hard features, M&E and drainage
- Maintenance & PPM regime
- Litter picking, waste management, reactionary services
- Landscape management plan & procurement

4.0 Facilities Management and Health & Safety

Key issues to be assessed and included as part of the estate management programme:

- Safe Environment - objectives (request and oversight of risk assessments for all maintenance operations, suitable methods of work employed by contractors to ensure public and staff safety)
- Regular inspection regime, identifying, reporting and dealing with hazards
- Appropriate budget in place
- Compliance with insurance requirements (buildings, infrastructure and people)
- Overview of any contracts in place
- Emergency and disaster recovery
- Review of contractors RAMS
- Maintain risk register

5.0 Security

- Security Objectives
- Regular patrols/CCTV deterrents
- Dealing with vandalism and anti-social behaviour
- Buildings and structures (inc. fences)
- Flexible procurement of services

6.0 Marketing & Site Promotion

- Not intended that soft marketing services such as PR, advertising etc will be recoverable via the service charge, but these will be carried out by PCC as developer.
- Signage strategy to tie in with that approved as part of the Dunsbury Park Design Code
- Tenants signboard(s) - again Design Code compliant

7.0 Accounting

Accounting of the service charge will be carried out in accordance with RICS Code of Practice Service Charges in Commercial Property.

8.0 Estate Management

Until such time as a Management Company is formed to oversee the management of the site, or a Managing Agent is appointed, the site will be managed by the Asset and Investment team at Portsmouth City Council. The duties of the Estate Manager will include, but not be limited to

- Management Company responsibilities, lines of reporting, governance,
- Maintenance Operations: Provide a point of contact and procedure for reporting and dealing with repairs
- Site wide strategies
- Monitoring and Review
- Appointment, monitoring and review of contractors carrying out works
- Setting of budgets and
- Strategy for managing contracts; key performance indicators

9.0 Appendices

1. Terra Firma: Landscape Management Plan & Maintenance Guidelines
2. Volkers: Road and Infrastructure Management Plan and PPM schedule