



EAST GRINSTEAD TOWN COUNCIL

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Noise Management Plan **Prepared in Accordance with East Grinstead Town Council Estate**

INTRODUCTION

We acknowledge that we have a primary responsibility to ensure that our premises do not generate excessive noise disturbance. The purpose of this Noise Management is to detail the procedures we aim to adopt to ensure, as far as possible, the minimisation of disturbance to local residents by activities in and around **The East Court Estate** comprising East Court, Meridian Hall and grounds.

A balance of needs must be achieved by ensuring social activity is not marred whilst controlling potential adverse noise effects. Our aim is to adopt the best practicable options to ensure that the conditions of the Premises Licence are met.

The plan has been developed following advice from Mid Sussex District Council and is designed under the Licensing Act 2003.

With the Noise Management Plan, we have the following in place:

- Robust policies and procedures applied to events at East Court.
- Training procedures for managers and other staff associated with events.
- An ongoing review process.
- An accessible plans process.

DEFINITIONS

Night Time – the hours of 23:00 to 07:00 (in accordance with current guidance and legislation)

Late Night Events – occasions when the licensed facilities are open after 23:00.

The Premises – the building to be known as East Court which is available as a pre-booked venue including bar.

Customers – any users of the licensed premises to include hirers and their bona fide guests attending pre-booked events.

Events - are private parties, family and community events such as wedding receptions (indoor up to 00:00 except New Year's Eve 01:00) Outdoor events are free concerts and family entertainment ending no later than 11pm.

Website – gives information as to how Duty Caretaker can be identified and contacted.

Key Elements of this plan are:

- Minimise impact to local residents.
- To satisfy the Licensing Authority.
- The identification of the range of potential noise sources relating to the premises and the acceptable levels of noise arising from all specified events.
- A Detailed list of steps taken to manage noise pollution.
- A defined programme of noise measurement to check that compliance has been achieved through monitoring and testing.
- A Complaints Procedure.

Background

- Identification of suitable criteria for the control of music and dispersal noise impact from events held at East Court.
- Measurement of noise levels at the perimeter of the site.
- All external entertainment suppliers will be made aware of the Noise Management Plan.
- Fixed points will be allocated to enable the Duty Caretaker to take a judgement at an event both internally and externally. These points as follows:
 - Meridian Hall Foyer
 - Outside the Main Entrance
 - Perimeter of the site (top of drive in direction of Estcots Drive and bottom of the drive in the direction of Holtye Road)
 - In the event of an outdoor event third perimeter is East Court lawn in the direction of the pavilion

Evaluations will be taken as spot checks and documented.

Identification of the range of potential noise sources relating to the premises and its vicinity

Sources of noise include:-

- Amplified music (recorded or live) with particular attention to low frequency bass levels public address systems, television/video.
- Externally mounted plant and equipment e.g. chiller units, air conditioning units, extract ventilation.
- External licensed areas.

Steps taken to manage noise pollution

Generally, the overriding requirement is for control of noise 'at source' by considering:

- The building's location, orientation and design.
- The specification, selection, and operation of equipment (machinery such as air conditioning units and waste disposal systems) that emit low levels of noise.

- Managing operations on site.
- Barriers to control or reduce noise (insulation, acoustic baffles, and double glazing for example).
- Make customers aware of the consequences of late night noise and to be proactive in dealing with the problem via internal signage and inclusion in hire agreement.

The building's location, orientation and design

East Court is primarily in a rural setting but has a small number of residential properties, the closest being no closer than 100 metres, but the majority 150 metres plus.

Managing Operations on site

Licensed facilities in East Court are available to be booked as part of the venue hire or provided for an East Grinstead Town Council event.

East Grinstead Town Council Outside Event

Sunday: 09:00–23:00

Meridian Hall and East Court Mon-Fri 09:00-00:00 or New Years Eve 09:00-01:00

Although any event would be shorter than this.

A nominated Duty Caretaker will be responsible for all licensable activity taking place.

All managers will be fully aware and conversant with the Noise Management Plan.

Any events where amplified music is employed will be wound down in a professional manager. Music will reduce in sound and style to reflect a calmer end to an event.

Duty Caretakers are equipped with mobile phones and DPS to any incident or complaint.

Staff will take a proactive approach to noise management including checking noise levels as set out above.

External

The disposal area for bottles is a dedicated area with brick embankment to rear therefore not resulting in noise nuisance?

No external regulated entertainment will take place between 23:00 and 08:00.

External events will also be proactively managed.

- When customers are using the external area a member of staff will periodically check on noise levels and deal with any noise deemed unacceptable.

Make customers aware of the consequences of late night noise and to be pro-active in dealing with the problem.

Notices will be displayed on external doors asking customers to leave the premises in a quiet and orderly fashion to show respect to local neighbours.

Verbal announcements prior to dispersal will be made at the end of each night by requirement of the hire contract.

Complaints Procedure

The Council complaints procedure is available on the East Grinstead Town Council website www.eastgrinstead.org.uk