



Barnham Community Hall

Built by the Community for the Community

Noise Management Policy

Issue: 1.0 23rd October 2013

Approved by: Barnham Community Hall Trustees

Purpose of Plan

Barnham Community Hall (Registered Charity Number 1152884), its Management Committee, authorised agents, paid and volunteer staff and the Hall Manager acknowledge its responsibility to ensure the premises and hirers of the hall does not generate excessive noise during hours of operation. The potential for noise disturbances during normal operation at Barnham Community Hall are but not limited to:

- Music being played at events
- The sound of voices amplified from within the hall and outside the hall during events
- Car vehicle movements to and from the premises
- Delivery vehicle movements to and from the premises
- People movements particularly in large groups at the beginning and end of events and functions

As a charitable social enterprise Barnham Community Hall acknowledges that it has a primary responsibility to ensure that the premises do not generate excessive noise disturbance particularly to adjacent residential properties.

Barnham Community Hall's primary purpose is to deliver a facility for the benefit of the whole community. The business plan of the social enterprise is to operate in a financially sustainable manner such that the revenues from operating the hall as a venue, that anyone within the community can hire for appropriate purposes, provides a financial surplus that is used to enable affordable facilities for many volunteer led organisations and community services such as:

Volunteer Led Community Organisations

Barnham Scouts

Barnham Guides

Barnham WI

Mother & Baby Groups

Barnham Brownies

Retired Musicians Band

Barnham Rainbows

Barnham Bridge Club

Community Services

Sussex Police – Police Room for PSCO

Health Visitor Clinic

Health, Wellbeing & Fitness Classes

Pre-school, After School & Holiday Clubs

Community Coffee Morning

The Trustees have a principle of finding a balance of needs to ensure that social activity is not marred whilst controlling potential adverse noise effects. Our aim is to adopt practicable and affordable options to ensure that Barnham Community Hall operates as a good neighbour.

The plan will be reviewed by the Trustees at every Trustee meetings (currently monthly and long term at no less frequency than quarterly) and will provide an immediate response to any complaints from neighbours. All Trustees are volunteers and residents within the community that Barnham Community Hall serves and will act always under the principle of good neighbourliness. This plan is also consistent with our charitable objective of minimising any adverse impact on the natural environment.

Plan Principles

This Noise Management Plan is supported by:

- Robust policies and procedures applied to all events taking place at Barnham Community Hall
- Training procedures for managers and other staff associated with activities and events at Barnham Community Hall
- An ongoing review process
- A detailed complaints monitoring system



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Definitions

Night Time

The hours of 23:00 to 07:00

Late Night Events

Occasions when the facilities are open after 11:00

Management Plan

Noise source: Music being played at events; the sound of voices amplified from within the hall or outside during events

Mitigation:

- No late night events beyond 01:00
- All windows/doors double glazed and closed after 23:00
- Windows/doors facing adjoining residential areas to be closed after 21:00
- Music/PA volumes to be reduced after 23:00.
- Noise monitoring on hall perimeter on an hourly basis to check sound levels.

Noise source: *Car vehicle movements to and from the premises*

Mitigation:

- Plan to hard pave the car-park, when funds permit, to reduce the noise of vehicles on the current gravel car-park. In the interim the Trustees will take the following mitigation actions:-
 - We will endeavor that people leaving the Hall after 23:30 will park in the overflow (non-gravel car park) and other areas away from neighbouring properties cleared for this purpose.
 - Limit the number of post 23:30 events to 20 per year, and only 1 permitted to 01:00 (New Years eve/New Years day)
 - Post 23:00 finishing events to be limited to Friday, Saturday and New Years Eve
- Notices to vehicle owners to arrive and leave quietly at all times of day.
- Make customers aware of the consequences of late night noise. Hall to be proactive in dealing with the problem via internal and external signage, information screen display, e-mail etc.
- Follow-up of complaints using the Hall CCTV installation

Noise source: *Delivery vehicle movements to and from the premises. This includes refuse vehicles, event deliveries/removals of equipment (e.g. Catering supplies, event equipment)*

Mitigation:

- If event related commercial vehicles need to access the site after 21:00 prior to the car-park being hard paved the following policies will apply:-
 - Vehicle will park at the rear of the hall where there are no neighbouring properties
 - Goods will be moved on hard-paved paths

Noise source: *People movements, particularly in large groups at the end of an event*

Mitigation:

- No disposal of rubbish, eg bottles, to front external to the hall after 23:00, for late ending events bins will be available at the rear of the property where there are no neighbouring properties
- Late finishing events can clear up the following morning or pay for trained cleaners to carry out the cleaning and waste disposal.
- Signage to encourage all pedestrians to use the hard-paved paths to reach the Yapton Road (Public Highway)
- Make customers aware of the consequences of late night noise. Hall to be proactive in dealing with the problem via internal and external signage, information screen display, e-mail etc.
- Appointed Events Supervisor for all late events.



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Neighbour Communication and Complaints Procedure

Communication

This plan will be published to all residential properties adjoining Barnham Community Hall. It will also be published to Barnham Parish Council. The Hall will issue regular newsletters to neighbours giving advance warning of late night events and details of the Events Supervisor to call in the event of any problems.

Feedback and comments on how we can improve will be welcomed by the Hall Manager and Trustees.

Complaints Procedure

Neighbours will be asked to follow the following procedure:-

- During the event call the Events Supervisor to make them aware of the issue so they can rectify the situation immediately.
- The Events Supervisor will follow up with the Neighbour as soon as the issue is resolved or the following day should the neighbor not want to be disturbed further.
- The Hall Manager will follow up on unresolved logged complaints within a week.
- All complaints to be logged and the log reviewed by the Trustees at their next meeting.
- Should a neighbour feel this disturbance was not dealt with satisfactorily they can escalate it to a) a Trustee of the Hall Charity b) Barnham Parish council c) Arun District Council in this order.

