HORSHAM FOOTBALL CLUB

The Fusion Aviation Community Stadium
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Members of The Isthmian Football League, The Sussex County Football Association,
The Mid Sussex Youth Football League, The Southern Combination Youth League
The Sussex Sunday Youth League, The Sussex County Women & Girls Football League
Associate Members of The Football Association

Horsham Football Club: Noise Management Plan

OVERVIEW

We have produced this Noise Management Plan for events taking place at Horsham FC, Hop Oast Stadium, Worthing Road. Horsham RH13 0AD.

It primarily concerns events taking place at the Clubhouse, in accordance with the requirements of DC/24/1472, but where relevant the measures set out within the Noise Management Plan will be utilised across all events taking place at the Hop Oast Stadium.

Noise levels are affected greatly by many factors pressure, moisture in the air, the ground it travels over, wind speed, direction, attendees, location, temperature etc. A detailed Noise Impact Assessment report has been undertaken detailing these factors. The report was published September 2024 by Parker-Jones Acoustics. This document has been produced based on the findings of that report.

INTRODUCTION

As operators 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 Plan is to detail the procedures we aim to adopt to ensure, as far as possible, the minimisation of disturbance to local residents from functions in and around The Hop Oast Stadium (Hop Oast).

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 means to ensure the minimisation of disturbance to local residents in accordance with the recommendations made within the Parker-Jones Acoustics Noise Impact Assessment submitted with DC/24/1472.

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

- Robust policies and procedures applied to events at Hop Oast.
- Training procedures for managers, staff and volunteers associated with events at Hop Oast
- An on-going review process
- A detailed complaints monitoring system

The key elements of this plan are:

- Minimise impact to local residents
- The identification of the range of potential noise sources relating to the premises and acceptable levels of noise arising from specified events
- A Detailed list of steps taken to manage noise pollution
- Adoption of a Complaints Procedure

MANAGEMENT PLAN
Timings:

The Noise Impact Assessment produced in September 2024 by Parker-Jones Acoustics has identified that the main risks to the amenities of nearby residential occupiers is the breakout of noise from amplified or non-amplified live music during events taking place in the Clubhouse after 23:00. To address this risk, no live music will be allowed within the Clubhouse after 23:00, any music after this time will be from a recorded source and of a volume and style to reflect the winding down of the event.

Managing operations on site Licensed facilities at Hop Oast will therefore adhere to the following hours.

Allowance of live music (inside)

- Monday to Saturday (including Bank Holidays) 10.00 to 23.00
- Sunday 10.00 to 21.00

Allowance of recorded music (inside)

- Monday to Thursday (including Bank Holidays) 10.00 to 23.00
- Friday and Saturday (including Bank Holidays 10.00 to 00.00
- Sunday 10.00 to 22.00

It is anticipated that typical day to day operating hours could be shorter than this. A designated event manager/supervisor will be responsible for all licensable activity taking place at Hop Oast.

All Horsham FC event managers/supervisors will be fully aware and conversant with the Noise Management Plan. Any event where live music is employed will be wound down in a professional manner by 23:00. Thereafter music will reduce in sound and style to reflect a calmer end to an event.

Windows are not capable of being opened and on event nights, all pitch side doors shall be closed after 22.00 hours, save for access and egress. Front doors will always remain closed, save for access and egress.

Between 23:00 and 00:00 the designated event manager/supervisor will periodically walk the full boundary of the Hop Oast Stadium to ensure that no noise from events taking place within the Clubhouse is audible at the boundary. If noise is audible, the event manager/supervisor will be responsible for investigating the cause and seeking to resolve this as soon as practicable, by relaying this to other event staff and revisiting the area until no noise is audible.

Duties:

The designated HFC event Manager/Supervisor Duties

There shall always be a trained events supervisor/manager responsible for noise reduction measures on-site during events. The manager's/supervisor's duties in respect of controlling the site will include but not limited to:

- Ensuring acceptable behaviour is maintained amongst guests and dealing with any sources of excess noise swiftly, reminding guests that they are in a rural area with nearby residents, giving instructions and information to guests to ensure they are aware of the need to minimise noise
- Placing clear signage requesting guests to respect the privacy and peace of neighbours on arrival at the site and exit at the end of the event, and also during the event, reminding guests that they have a responsibility to not disturb residents in the area
- Ensure that instructions for guests to find the venue by car are clear and that visitors access the site in the right direction without unnecessarily accessing neighbours' properties by accident, or parking close to their properties.
- Providing direct personal contact details to residents' associations, residents any other organisations including the Council and community groups in the event that any issues need to be reported
- Dealing with any noise or other issues reported proficiently and professionally
- Briefing new members of staff of their duties in respect of ensuring the above considerations are upheld at each event. Where practicable all members of staff will deal with excess noise or disturbance as soon as possible should the manager not be immediately available
- After 23:00 to carry out boundary checks of the Hop Oast Stadium boundary to ensure no noise breakout from the Clubhouse can be heard.
- Upholding the terms of any planning approval and licensing details
- Maintaining a log of all received complaints and actions.

Complaints Management and Communication:

Horsham FC will implement a clear noise complaints management procedure. Neighbours will be given a clear route to report excessive noise or anti-social behaviour directly to Horsham FC. This will allow the complaint to be investigated and addressed quickly. Horsham FC will provide an email address as a minimum to residents' associations and any other organisations including the Council and community groups, so that any issues can be reported.

- Complaints records will (as a minimum) include the following:
- date, time, and the name of the complainant (if given)
- nature of the complaint
- the locality of complaint, and
- a summary of the investigation into the noise complaint, the actions that were taken and the outcome.

The complaints records will be made available to the Council on request,

The response to the complaint will have the objective of investigating the incident and preventing any continuing issue by putting in place additional control or management measures to prevent re-occurrence of the incident.

The investigation into the complaint will include but not be limited to:

- a visit by the event operator or phone call/email correspondence with the complainant to verify the issue, including whether the complaint is made ‘after’ rather than ‘during’ a noise event
- a review of event activities at the time of the incident to investigate potential sources, and
- a review of noise control measures and management actions at the time of the incident

The investigation will be accompanied by a written record detailing any failures, incidents and what mitigation was (at the time) employed or will be used in future.
Horsham FC shall keep records of any noise monitoring, investigations, and complaints and these shall be made available to the EHO to examine on request.

Consultation with Horsham Football Club is available at any time. Please email admin@horshamfc.co.uk or telephone 01403 458854 as a first point of contact.

Management Plan Review and Revisions

Date	Reviewed by	Revisions made

Complaints Form

Date	Time	Name and/or Address of Complainant	Nature of Complaint	Approximate Location/Source of Noise	Investigations Undertaken	Actions