LEONARDSLEE
LAKES & GARDENS

NOISE MANAGEMENT PLAN

23.08.2024 (Rev.B)

The Site is located within the Grade I Listed gardens of Leonardslee Estate.

The compound shall not be operated except between the hours of 07.00 to 18.00 Monday to Friday and 07.00- 16.30 on Saturday and Sunday.

At all other times the compound will only be accessible in an emergency associated with the servicing of specific advertised events open to the public at the time the event is taking place within the Estate.

Should any noise complaints be received from any source, including the above identified sensitive receptors, the Noise Complaint Form will be completed. The complaints log will be made available to HDC Environmental Protection on request.

The table below describes the identified potential sources of noise and the actions and processes in place to mitigate them.

Source	Mitigation In Place
Large vehicles travelling to and from the site	All vehicles are required to be driven onto and off the site with due consideration to neighbours.
Large vehicles & Plant on site	Vehicles must be well maintained and driven at a maximum speed of 5mph around the site.
	Engines must be turned off when not required.
	Vehicles which are fitted with audible reversing warning systems are generally only used during the daytime.
Small vehicles travelling to and from the compound (e.g. staff or contractors, courier van deliveries, etc.)	Staff and visitors parking is outside of the main compound, staff will be encouraged to use the north section first. The pedestrian access is via footpath to the north of the compound and is shielded by planting.
	Event setup where access to the compound is required – will only take place during the approved prescribed hours, i.e., between the hours of 07.00am to 18.00 pm of the same day each day, Monday to Friday, and 07.00am - 16.30pm each Saturday and Sunday.
	Extract fans required for air change to current Building Regulations to staff showers, and changing areas. Air Conditioning required for comfort heating and cooling to meet Part L Building Regulation compliance. Efficient extraction fans are used and maintained in good condition to avoid excessive noise.
Operation of AC & Fan equipment	Any noise complaints related to the use of fans and other equipment shall be investigated by the site management and records of the remedial actions made available to the LA on reasonable request.

	Extract fans, fixed plant etc will not be audible beyond the site boundary.
Alarm systems	Systems tested, between 9am and 5pm bi-weekly. This is timed to minimise any nuisance to neighbours.
Personnel	Staff and other contractors are required to carry out their duties without creating excessive noise through shouting, use of music radios, etc. All staff and contractors shall receive regular briefing on how to minimise noise, staff and contractors should be encouraged to report any incidents in relation to excessive noise, etc. Noise management will form part of all "Tool Box Talks" and site inductions for any sub-contractors on the estate.
Repairs	When repair work is required at the site, it is undertaken during the approved prescribed hours, i.e., between the hours of 07.00am to 18.00 pm of the same day each day, Monday to Friday, and 07.00am - 16.30pm each Saturday and Sunday (unless emergency repairs), and with due regard to possible noise disturbance. All tools and machinery will be regularly checked and maintained – to avoid noise caused by damaged broken or faulty equipment. By ensuring bolts are tightened, parts are well lubricated and there is no wear or damage equipment, this will reduce the occurrence of rattling, screeching, clunking and all manner of other excessive operating noise, as well as improving safety. Saw cutting: Operatives will select appropriate blades for cutting - a blade with the largest number of teeth and small width. Selecting a blade with the smallest possible gullets, and where possible have in-built vibration dampening slots. All equipment will regularly be checked for wear, and the blades changed if showing signs of impairment. Scheduling work: The estate prides itself on good site organisation, and responsibilities to control workers' exposure to noise. Good planning and organisation will reduce noise and nuisance.
Responsibilities & Contact Details	Managing Director (Adam Streeter) responsible for implementing the management plan and ensuring it is followed; Mobile: 07812 589109 Email: adam.streeter@leonardsleegardens.co.uk

Noise Complaint Form

Complete this form in as much detail as possible, in accordance with the requirements of the Noise Management Plan.	Date Recorded:	Reference Number:
Name and address of complainant		
Telephone number of complainant		
Details of complaint		
Date, time and duration of noise		
Noise description e.g. hiss, hum, rumble, rattle, etc.		
Possible source e.g. generators, chillers, vehicle, personnel.		
Continuous or intermittent and any other comments?		
Complainant visited?	Yes/No	
General weather conditions at time of problem		
Wind strength and direction (e.g. light, steady, strong, gusting)		
Any previous complaints relating to this noise?	Yes/No	
Any other relevant information.		
Potential noise sources that could give rise to the complaint		
On-site activity at the time offending noise occurred.		
Suggested cause of complaint.		

Noise Complaint Form

Follow up	
Date and time complainant contacted	
Action taken	
Amendment required to the noise management plan?	Yes/No
Form completed by	
Signed	