

# Northstowe Community Centre

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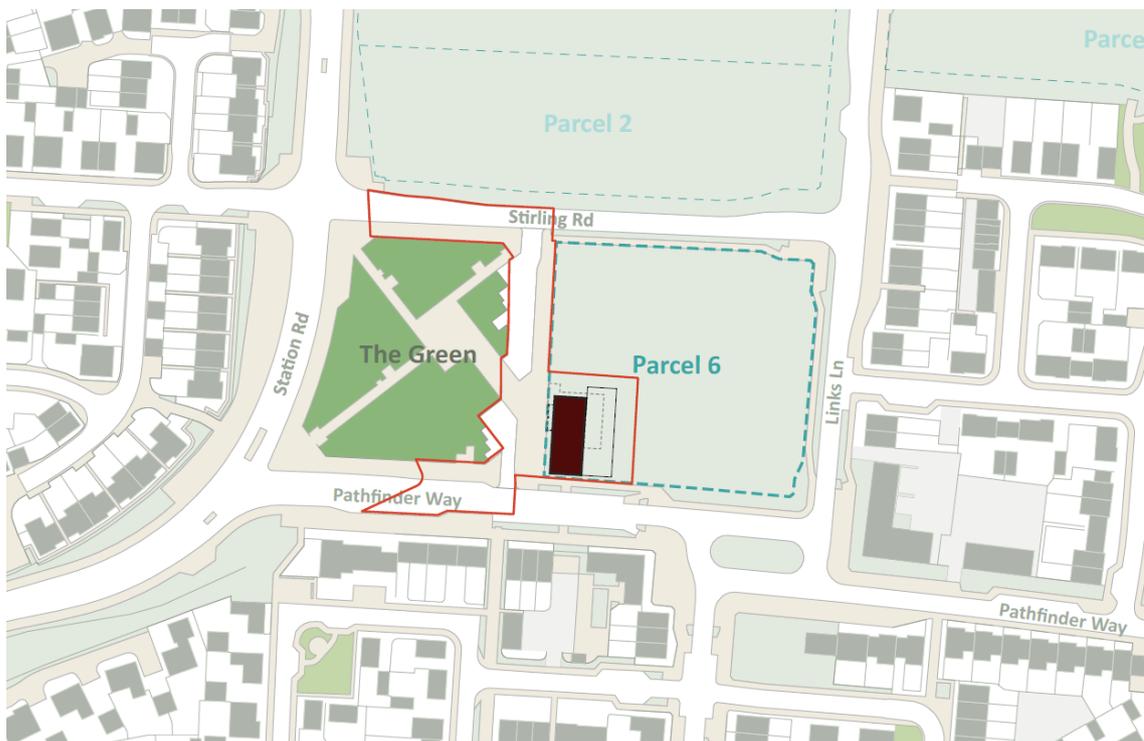
<b>A</b>	<b>Site Evacuation Plan</b>	
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# 1 Event Management Plan

## Introduction

- 1.1 This Event Management Plan has been prepared by Steer to support the application for a temporary Community Centre located within Phase 1, Parcel 6 of the Northstowe development, situated within South Cambridgeshire District Council (SCDC).
- 1.2 A site location plan is provided in **Figure 1.1**.

**Figure 1.1: Site Location Plan**



## Event Management Plan Overview

- 1.3 The Event Management Plan is an indicative document. It will remain a live document and will be subject to review and superseded updates or amendments. However, if any conflicts arise the principles of this Event Management Plan will take precedent.

## Emergency Evacuation

- 1.4 In the event of an emergency, users will evacuate via the five exits and congregate at an assembly point on the access route that runs north-south between Stirling Road and Pathfinder Way, as detailed in **Appendix A**.
- 1.5 Emergency vehicles will access the Site from Pathfinder Way, turning into the one-way access route that runs north-south between Stirling Road and Pathfinder Way.

## Environmental Impacts and Mitigations

- 1.6 The mitigations listed in **Table 1.1** would apply equally to venue hire by:
- Community groups.
  - Statutory service providers (such as the Child and Family Centre).
  - Business users (such as housebuilders holding consultation events).
  - Third party community hires (for example, children's parties).
- 1.7 The terms and conditions of hire are still under development (and will set out the membership of the management board). The terms and conditions of hire will include reference to this Event Management Plan, and it will be appended to that document along with the Travel Plan.

**Table 1.1: Environmental Impacts and Mitigations**

Source	Variable Impacts Arising	Mitigation Measures
General	Facility Capacity	The maximum capacity of the Community Centre will be restricted to 140 people. This will be clearly advertised as part of the booking process and included within the terms and conditions of hire. The terms and conditions will also include the right of the Management Board to access the facility during any period of hire to ensure compliance. Any failure to comply with capacity restrictions can result in the termination of a hire agreement.
Inside music, noise, film etc	Hours and number of events	No amplified music will be permitted before 9AM and after 9PM for any community group or business booking, unless by special arrangement. One-off community bookings outside these hours will be considered on a case-by-case basis and permitted at the discretion of the management board. Third party bookings, for example, children’s parties, will not be allowed to extend beyond 9PM, unless an exception is agreed by the management board.
	Volume	Any sound equipment brought onto the premises should be limited to ensure that any noise is not intrusive to local residents – this must be agreed in advance at the point of booking and checked on site for compliance on the day of the event. A logbook must be completed by the event organiser (as named on the hire agreement) to record compliance checks, before and during the progress of the event.
	Doors and Windows	Doors and windows are to be kept closed across all elements of the Site, as far as practicable, at times when indoor music is to be played.
	Building design and construction	For inside music, film screening etc the location of the source would be controlled and confined to the two assembly rooms.
	Location of speakers	Speakers, if used, must be located away from doors and windows.
	Bass control	Volume limited, agreed in advance at the time of booking and checked on site for compliance on the day of the event, as for the Volume section above.
Outside music	Hours	Occasional one-off community bookings will be considered at the discretion of the management board. This could involve an evening event over a weekend. No amplified music will be permitted before 10AM. Liaison with nearby occupiers would be a requisite as part of event planning.

Source	Variable Impacts Arising	Mitigation Measures
	Volume	Any sound equipment brought onto the premises should be limited to ensure that any noise is not intrusive to local residents – this must be agreed in advance at the point of booking and checked on site for compliance on the day of the event. A logbook must be completed by the event organiser (as named on the hire agreement) to record compliance checks, before and during the progress of the event.
	Location and direction of speakers	Speakers would be positioned to direct sound away from residents.
External seating and gathering areas	Volume of user generated noise – chatting etc.	User groups will be reminded of the need to be respectful of the amenity of neighbouring properties and accept terms and conditions to this effect.
	Tables and Chairs	Additional seating may be offered in the porch area to the front of the building in more clement weather, for example at times the community café is operating. Numbers of seats would be limited to sixteen and tables and chairs fitted with rubber feet.
	Children’s play and equipment	No bouncy castles or other similar inflatables will be permitted with any third party or community booking.
		Service providers, community bookings and third-party hires must always supervise children’s play and ensure that behaviour monitored to protect the amenity of neighbouring properties. No permanent play equipment will be present in the gardens, however, for toddler play sessions portable equipment, such as sand and water trays, may be used.
Room Partition	The main room partition will be arranged prior to bookings to prevent users, particularly young people, from operating the partition.	
On-street parking	Misuse	Courteous parking, restricted to off-street parking, will be a requisite of the terms and conditions of hire. Hirers may be required to keep a record the registrations of those attending their events by car. Any hirer whose attendees misuse the car parking arrangements will have any regular bookings suspended or cancelled at the discretion of the management board. Any hirer of the Community Rooms will be obliged to provide information about cycle and car parking provision that is authorised.

Source	Variable Impacts Arising	Mitigation Measures
Parking on Pathfinder Way and any nearby residential street	Terms and conditions of hire	Courteous parking, restricted to off-street parking areas, will be a requisite of the terms and conditions of hire. Hirers may be required to keep a record the registrations of those attending their events by car. Any hirer whose attendees misuse the parking arrangements or park in other nearby residential streets in a manner that causes a nuisance, will have any regular bookings suspended or cancelled at the discretion of the management board. Any hirer of the Community Rooms will be obliged to provide information about the cycle and car parking provision that is authorised.
	Timing of events and activities	In order to minimise competition for parking spaces, events and activities will be scheduled to avoid peak demand generated by Pathfinder Primary School, which corresponds with the school drop off and pick up times.
	Leaving the facility	At the time of booking hirers will be reminded that those departing the community rooms should do so quietly and without lingering outside the premises. Signs reminding users to leave quietly and to avoid congregating outside the premises will be displayed at all the exits and included in the information for hirers when a booking is made.
	Parked vehicles	No user will be permitted park or occupy space with equipment (such as a car stereo) or machinery audible outside the vehicle and will be asked to leave by any person responsible for the hire or acting on behalf of the management board, if this occurs.
	Smoking	Terms and conditions of hire will state that no smoking will be permitted across any part of the site, either internally or externally. At the discretion of the management board, user groups that fail to prevent their attendees from observing this prohibition will not be permitted further bookings.
Refuse and recycling bins	General noise	Bins will be stowed in a designated bin store close to the kitchen entrance and taken to the collection point as required. Bins will only be moved at reasonable times in the morning and evening.
Air conditioning	Hum	An air conditioning unit will be fitted to the rear wall; this equipment will be serviced regularly.
Complaints	Response and attitude	If complaints are received during an activity or event, the event or activity organiser (as named in the hire agreement) will be contacted. If required a member of the management team will be

Source	Variable Impacts Arising	Mitigation Measures
		<p>dispatched to assess the situation; if required the assistance of Police or other agency will be sought, according to the nature of the incident.</p> <p>Relevant phone numbers to make a complaint will be provided on the booking website and supplied to neighbours via the circular, see the Neighbour liaison section below.</p> <p>All complaints will be recorded: date, time, name, cause, action taken; this will be routinely presented to the management board and this management plan revised if required. The management board will meet monthly. The management team will meet weekly, and any serious issues escalated to the management board for their immediate attention.</p>
	Public awareness of scheduled activities	<p>The programme of events and activities for the Community Rooms will be made public via a google calendar on the district council’s website (as was previously the case for the Community Wing). Any resident with concerns regarding the events scheduled will be encouraged to make contact via <a href="mailto:Northstowe.Community@scambs.gov.uk">Northstowe.Community@scambs.gov.uk</a>.</p>
	Neighbour liaison	<p>Any “out of the ordinary” event will be brought to the notice of neighbours and an opportunity given to comment on the proposals before they are finalised. This advance information will be supplied in the form of a circular from the management board to neighbours who wish to be added to the mailing list and provided by post or by e-mail according to their choice. An invitation to join this mailing list will be included on the booking page on the Council’s website and promoted via the Northstowe Community Facebook page.</p>

## Control Information

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