

[Redacted]

APPENDIX C

From: Kojo Akuffo [Redacted]
Sent: Wednesday, July 18, 2018 4:55 PM
To: Mills, Dorcas; Franklin, David
Cc: Mark Higham; Kenneth Tharp; Clarke, Miranda
Subject: RE: The Africa Centre Summer Festival.

Good Afternoon Mr Franklin

We would always enforce the challenge 25 rule and are happy to agree to this, I will add it to the Event management Plan and ensure you are sent proof of this training as soon as possible.

Kind Regards

Kojo



Kojo Akuffo
Office Manager
T: +44 (0) 20 7462 1000
E: kojo.akuffo@theafricacentre.org
W: www.africacentre.org

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

From: Franklin, David
Sent: Wednesday, July 18, 2018 4:06 PM
To: Mills, Dorcas
Subject: RE: The Africa Centre Summer Festival.

Hi Dorcas,

Thank you for the additional information.

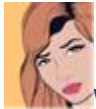
I would ask the applicant if they would agree to a condition that the bar manager/s conduct staff training on refusing sales of alcohol to person who appear to be drunk and to underage persons prior to bar staff prior to commencing their duties and to retain a record of the training. I would suggest the Challenge 25 system for underage sales as it is used as the resources are online and free to use <http://www.challenge25.org/>

If they are willing to have the condition then I am happy to withdraw the licensing representation.

Kind regards

David

David Franklin
Team Leader Licensing
Regulatory Services



Womens Safety Charter
<https://www.southwark.gov.uk/community-safety/let-s-talk-about-women-s-safety>

From: Kojo Akuffo [mailto:████████████████████]
Sent: Wednesday, July 18, 2018 12:04 PM
To: Graham.S.White@met.police.uk
Cc: Mills, Dorcas; Ian.Clements@met.police.uk; Mark Higham; Kenneth Tharp
Subject: RE: FAO PC Graham White - RE: The Africa Centre Summer Festival Representation

Hi Mr White and Mr Clements

Please see the oncifmrations below:

1. Number of trained SIA at the event –
I have attached our security timetable

Saturday 18th - 9 SIA (Pre event)
- 18 SIA trained security(Event time)
- 10 (Post event)
2. Number of stewards at event
9 Stewards for the 9 road closure areas
3. Number of trained first aiders
There will be 4 trained first aiders on site in teams of two positioned on Pocock street and on Union Street
4. Has the event been before SAG (safety Advisory group)
Yes
5. If has been SAG what was the advice.

There were no concerns raised from the Police but please see below the summary:

Transport highways

- There were concerns regarding closures – Inspectors had to go out to move barriers in 2017 to provide access to the car park. Assurances need to be given that this will not be repeated The security teams need to be deployed in correct position.
- For the 2018 event, LBS have advised that access is required from the front of the car park.
- In relation to utility works, it was reiterated that LBS Highways worked with organisers to reschedule planned works for the 2017 event.
- The TTMO has been submitted this is currently being processed.
- Parking suspensions will need to be reviewed.

TFL Buses

- The organisers are advised to liaise with Southwark Station to give advance warning about the event
- Organisers need to aware of scheduled works on Blackfriars Road and Stamford street when planning diversion routes

Crowd Management and Health and Safety Provision

- The Event Management Structure is the same as 2017
- Control Room will be located in the Africa Centre.
- An audience of 6000 is expected for the 2018 event
- Not so high profile acts being booked for this year's event.
- Less marketing and more of a focus on social media and digital advertising.
- It is the quality and experience /creativity as opposed to growing the crowds' year on year that is the priority. It needs to keep a community 'feel' as opposed to a large event taking place in a small space.

MPS

- In the event of any overcrowding issues or site evacuation what plans are place?
- Stages would be stopped - Stewards and volunteers to be used to direct the crowds - roving SIA would be deployed. Entry to the event would be stopped
- The location of the festival offers many escape routes.
- Barriers would not be moved and there has been an increase in stewards and security for the 2018 event
- A police presence would be appreciated to attend the festival as this was welcomed at the 2017 event. Confirm the location/plan for the removal of people from site if arrests are made.

Medical Planning

- Confirm if the Medical team are CQC registered.
- Medical staffing grades to be confirmed and forwarded to LAS

Issues / Concerns

- 2017 planning was late and this affected Premises Licence submission
- Traffic Management plans were also submitted late this is not the case for 2018
- Compliant positive atmosphere but marketing needs to start earlier.
- The 2018 Premises Licence has not yet been submitted.
- Confirmation of car park access routes need to be confirmed with LB

Recommendations

- Organisers to Liaise with TFL regarding diversion routes
- Stall holders need to arrive earlier as there were latecomers in 2017
- Index the EMP – separate documents
- Ensure an escort plan is in place for access for 999 calls.
- Submit separate documents

Actions

Owner initials	Action
MC	Speak to EPT re Noise Complaints
KT	Liaise with Mark Higham regarding car park access

MH/KK	<p>Submit Noise Management Plan to EPT Paul.Newman@southwark.gov.uk</p> <p>Prepare and submit Premises Licence : Contact Licensing Officer: Andrew.Heron@southwark.gov.uk</p> <p>Liaise with event officer (MC) regarding parking suspensions</p>
MH	Liaise with TFL Buses, Audrey McIntosh regarding TFL diversion/closure routes
MH	Submit update medical plans to include grades of medical team and if teams are CQC registered.
KK	Liaise with MPS regarding presence at the event.
MH	Liaise with FM Conways regarding TM plans/barriers/signage

6. Do you have road closure authority from highways

I am awaiting a response from traffic control, have been in touch but no luck so far.

Best

Kojo

DATE	ROLE	QTY	TIMES
17/08/2018	SUPERVISOR	1	20:00-02:00
17/08/2018	CSAS	1	20:00-02:00
17/08/2018	SIA	3	20:00-02:00
17/08/2018	SIA	5	22:00-02:00
		10	
18/08/2018	SUPERVISOR	1	02:00-07:00
18/08/2018	CSAS	1	02:00-07:00
18/08/2018	SIA	3	02:00-07:00
		5	
18/08/2018	SUPERVISOR	1	07:00-12:00
18/08/2018	CSAS	1	07:00-12:00
18/08/2018	SIA	8	07:00-12:00
		10	
18/08/2018	MANAGER	1	10:00-22:00
18/08/2018	CONTROL	1	10:00-22:00
18/08/2018	SUPERVISOR	1	12:00-22:00
18/08/2018	CSAS	1	12:00-22:00
18/08/2018	SIA	18	12:00-22:00
18/08/2018	STEWARDS	9	12:00-22:00
		29	
18/08/2018	SUPERVISOR	1	22:00-02:00
18/08/2018	CSAS	1	22:00-02:00
18/08/2018	SIA	9	22:00-02:00
		11	
19/08/2018	SUPERVISOR	1	02:00-10:00
19/08/2018	CSAS	1	02:00-10:00
19/08/2018	SIA	1	02:00-10:00
		3	

From: Graham.S.White@met.pnn.police.uk [mailto:Graham.S.White@met.pnn.police.uk]
Sent: Wednesday, July 18, 2018 11:46 AM
To: K [REDACTED]
Cc: Mills, Dorcas; Ian.Clements@met.police.uk
Subject: RE: FAO PC Graham White - RE: The Africa Centre Summer Festival Representation

Kojo

Thank you for the attached documents.

Please could you confirm the following:-

1. Number of trained SIA at the event
2. Number of stewards at event
3. Number of trained first aiders
4. Has the event been before SAG (safety Advisory group)
5. If has been SAG what was the advice.
6. Do you have road closure authority from highways

I away till beginning of August from tomorrow so PC Clements will be dealing while I'm away, I have copied him into this email.

Regards

PC Graham White 288MD

Licensing Officer

Southwark Police Licensing Unit

323 Borough High Street

London

SE1 1JL

Tel: 0207 232 6756 (726756)

SouthwarkLicensing@met.police.uk

Graham.S.White@met.police.uk

www.met.police.uk

From: Prickett, Mark
Sent: Wednesday, July 18, 2018 5:02 PM
To: [REDACTED]
Cc: Mills, Dorcas
Subject: RE: EPT rep - time limited premises licence application, Africa Centre Summer Festival 2018

Dear Kojo,

Thank you for your response and providing further information.

The Africa Centre Summer Festival 2018 Event Management Plan & Risk Assessment (dated: 18th August 2018) has been reviewed.

PROXIMITY TO EXISTING RESIDENTIAL

It is noted the Youth Stage, located under the railway arch in Pocock Street to the east of Great Suffolk Street, is open between 13:00 – 19:00. This stage is directly opposite residents in 59 Great Suffolk Street.

The Black British Music Stage, located on Great Suffolk Street to the north of the junction with Union Street, is open till 22:00 and faces towards residential properties on Great Suffolk Street immediately south of the junction with Union Street.

The Africa Music Stage, located on Great Suffolk Street just to the north of the junction with Sturge Street, is open till 22:00 and is surrounded by residential properties to the north, east and south.

A copy of a map covering the event area is attached with residential properties highlighted by blue dots. Please note that a blue dot may represent a block of flats and not just 1 residential property.

SET UP/ DE-RIG

Set up is planned to go late into Friday evening and throughout the night. As advised above the stages are in very close proximity to residential properties and it is conceivable that sleep disturbance will occur if set up takes place during the night time hours. How long will the set up take? EPT would request set up not surpass 23:00 on Friday and then commence again at 8am on Saturday. These times were agreed for the 2017 event which were agreed with yourself. Please see attached email confirming this.

How long does de-rigging the stages and event take? It is advised the de-rig commences at 23:00, and presumably therefore there will be noisy activity clearing the area late into the night/early morning which will again highly likely have the potential to disturb sleep to neighbouring residents? The table in 1.3.5 suggest de-rigging commences at 23:00, but section 23, page 21 of the document suggests de-rig starts at 22:00? Please confirm which is correct.

NOISE CONTROL

Section 23 on page 20 & 21 of the management plan addresses noise.

Vanguardia are appointed noise consultants for the 2018 event. Vanguardia were also the noise consultants for the 2017 event who, as advised in my earlier email, admitted breaching the agreed noise level which was a condition on the licence for the event.

“One of the performance stages is located under railway arches north of Union Street, resulting in a natural insulation of sound and is well away from residents. The other stage is not very close to residents either. This will also minimise any build and de-rig noise disturbance although these are being kept to sociable hours.”

As advised above (and attached), EPT consider the stages to be in relatively close proximity to existing residents. The event set up and de-rig hours at present are proposed during unsociable hours, contrary to the above statement.

Delivery and collection times on Saturday and Sunday from 7am is also considered early. Is there an agreement regarding what time the road network is handed back on the Sunday?

“To ensure we remain within the noise restrictions that are in place with Southwark Council, we will contract Vanguardia to provide a noise consultant”

What noise restrictions are being proposed?

There is no mention of the proposed amplified sound and music noise levels from the each of the stages, no mention of the highlighted closest noise sensitive receptors (NSRs) to each stage, no mention of the resultant noise level at the façade of the closest NSRs, no mention of where the monitoring will take place with regards to each stage?

EPT still have large concerns with regards to amplified noise levels from this event and the potential for public noise nuisance.

CONSULTATION WITH LOCAL BUSINESS

As advised in section 1.2 on page 4, “All neighbouring businesses will be consulted in regards to the event and their involvement. We will liaise with all effected businesses”.

Did the consultation highlight any issues from public nuisance? If so, can you please advise what was highlighted and measures employed to address this?

Look forward to receiving further information in due course.

Kind regards,

Mark Prickett
Principal Enforcement Officer
Environmental Protection Team
Tel: 020 7525 0023

Postal address: Southwark Council, Environmental Protection Team, Regulatory Services,
3rd Floor Hub 1, PO Box 64529, London, SE1P 5LX
Office address (By appointment only): Southwark Council, 160 Tooley Street, London,
SE1 2QH

Air Quality web pages: <http://www.southwark.gov.uk/air-quality>
Construction web pages: <http://www.southwark.gov.uk/construction>
London Low Emission Construction Partnership - <http://www.llecp.org.uk/>

From: Kojo Akuffo [<mailto:kojo.akuffo@ecf.co.uk>]
Sent: Tuesday, July 10, 2018 3:31 PM
To: Prickett, Mark; Regen, Licensing
Cc: Tear, Jayne; Mills, Dorcas
Subject: RE: EPT rep - time limited premises licence application, Africa Centre Summer Festival 2018

Dear Mr Prickett

Thank you for reviewing our application and providing feedback.

I attach our Event Management plan for your consideration, and we believe that this document addresses the areas of your concern.

Regarding the noise levels produced from last year's event and how we plan to mitigate any issues related to noise. We have employed Vanguardia to monitor sound levels at key points throughout the festival site.

They did reduce the sound levels a number of times during the event. As a result we were aware of only 6 complaints from residents for an event that had 3,500 people at its peak and an estimated 7,000 over the course of the day (of which c.800 were Southwark residents). We have to balance the amenity of the Festival to the public including Southwark residents with being respectful neighbours.

To address feedback from the Council, we have reduced the number of music stages from 3 down to 2 for this year to further reduce sound disturbance to residential buildings. Last year one of the stages was directly adjacent to a small residential block, so this year the third stage will become a youth dance stage featuring a small PA system and no live music and positioned further away from residential buildings, under the railway arch in Pocock Street.

We will be circulating a notification letter to residents by the end of next week, and following up in the days leading up to the Festival. This will be delivered by a team of letter droppers. We will be highlighting the residential target areas based on last year and also with the cooperation of Bankside Residents Forum.

Waste management is planned with litter pickers, recycling and general waste points distributed across the festival site.

Finally regarding the licensable activities and hours of activity, this is simply an admin error that I understand has now been sorted. (I attach the form I submitted).

Best

Kojo

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