

# GREATER LONDON AUTHORITY

[REDACTED]  
(By email)

Our Ref: MGLA100521-2430

7 June 2021

Dear [REDACTED]

Thank you for your request for information which the Greater London Authority (GLA) received on 7 May 2021. Your request has been dealt with under the Freedom of Information Act 2000.

You asked for:

*I am requesting details about the Night Time Borough Champions Network, as outlined on the Mayor of London's website here: <https://www.london.gov.uk/what-we-do/arts-and-culture/24-hour-london/night-time-borough-champions-network>*

*Specifically, I'm requesting the following information:*

- Please provide a full list of all current members of the Night Time Borough Champions Network, including names, job titles and the borough to which they are affiliated*
- Please explain the process by which people are invited (or can apply) to become part of the Night Time Borough Champions Network. This does not need to include detailed documentation - a general overview of the recruitment, selection or invitation process is sufficient*
- Please confirm whether any role description or other documents are used to define the remit or responsibilities of a Borough Champion. If they do exist, please provide copies of these*
- Please provide copies of minutes from meetings held by the Night Time Borough Champions Network during 2020. In [this response during Mayor's Question Time](#) the Mayor confirmed that meetings took place on 18th February 2020, 1st April 2020, 21st May 2020, 22nd May 2020 and 8th December 2020*

Our response to your request is as follows:

The Night Time Borough Champions Network was formed in 2017. Every local authority is invited to nominate a councillor and an officer to be the Night Time Borough Champions for their borough. In addition, guests with a particular interest in night time policy can attend the Night Time Borough Champions meetings. As night time policy covers many areas of local authority responsibility, we regularly welcome guests from place-making, communities, transport or regulatory teams in local authorities. We also allow guests from Business Improvement Districts as they are often key custodians of high streets and town centres at night.

The current Night Time Borough Champions invitation list is attached, which is subject to change. Please note that some names of members of staff are exempt from disclosure under s.40 (Personal information) of the Freedom of Information Act. This information could potentially identify specific employees and as such constitutes as personal data which is defined by Article 4(1) of the General Data Protection Regulation (GDPR) to mean any information relating to an identified or identifiable living individual. It is considered that disclosure of this information would contravene the first data protection principle under Article 5(1) of GDPR which states that Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject

The role of the Night Time Borough Champions Network is set out on the Mayor of London's website as follows:

- To share good practice on the development and management of the evening and night time economy
- To be leaders for the night time economy within their own boroughs, bringing and taking from their boroughs
- To support the development of new night time initiatives
- To support the development of local visions for the night time economy

The minutes for the meeting on 18 February 2020 are attached. There remaining sessions took place during the COVID-19 pandemic and were convened as rapid information sharing workshops with flexible agendas. As such, no formal minutes were taken, however the issues discussed at each meeting are listed in the table below.

1 April 2020	Discussion on impact of COVID-19 across London.
21 May 2020	Workshop session with the consultants who were developing the Night Time Strategy Guidance. This session was used to help the GLA develop this guidance for boroughs so we could understand what local authorities would find most useful.
22 May 2020	As above
8 December 2020	Presentation of the new <a href="#">Night Time Data Observatory</a> , <a href="#">Night Time Enterprise Zone Pilot report</a> and <a href="#">Developing a Night Time Strategy Guidance</a> to the network.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this letter.

Yours sincerely

  
**Information Governance Officer**

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

Title	First Name	Surname	Role	Borough
Cllr	Cameron	Geddes	Cabinet Member for Economic & Social Development	Barking and Dagenham
Cllr	Moin	Quandri	Chairs of Licensing and Regulatory Committee	Barking and Dagenham
Officer				Barking and Dagenham
Officer				Barking and Dagenham
Officer				Barking and Dagenham
Cllr	Reema	Patel	Councillor	Barnet
				Better Bankside
Cllr	Shama	Tatler	Cabinet Member for Regeneration, Growth, Employment and Skills	Brent
Officer				Brent
				Brent
				Brent
Cllr	Hannah	Gray	Executive Support Assistant to the Portfolio Holder for Renewal and Recreation	Bromley
Cllr	Colin	Hitchins		Bromley
Cllr	Peter	Morgan	Portfolio Holder for Renewal and Recreation	Bromley
Cllr	Danny	Beales	Cabinet Member for Investing in Communities	Camden
Officer				Camden
				Camden
				City of London
Cllr	Sophie	Fernandes	Deputy Chairman of Licensing	City of London
Officer				City of London
Officer				City of London
Officer				City of London
Officer				City of London Police
Officer				City of London Police
				City of London Police
Cllr	Hamida	Ali	Deputy Cabinet Member for Finance and Treasury	Croydon
Cllr	Oliver	Lewis	Cabinet Member for Culture, Leisure & Sport	Croydon
Cllr	Manju	Shahul-Hameed	Cabinet Member for Economy and Jobs	Croydon
Officer				Croydon
				Croydon
				Croydon
Cllr	Bassam	Mahfouz	Cabinet Member for Transport, Environment and Leisure	Ealing
Cllr	Aysha	Raza	Councillor	Ealing
Cllr	Joanna	Camadoo		Ealing
Cllr	Yasemin	Brett	Cabinet Member for Community, Arts and Culture	Enfield
Cllr	Daniel	Anderson		Enfield
Cllr	Jackie	Smith	Cabinet Member for Community Safety and Integrated Enforcement and Chair of Licensing Committee	Greenwich
Officer				Greenwich
Cllr	Guy	Nicholson	Cabinet Member for Regeneration	Hackney
Cllr	Caroline	Selman	Cabinet Member for Community safety, policy, and the voluntary sector	Hackney
Cllr	Emma	Plouviez		Hackney
Officer				Hackney
Officer				Hackney
				Hackney
				Hackney
				Hackney
Cllr	Andrew	Jones	Cabinet Member for Economic Development and Regeneration	Hammersmith and Fulham
Cllr	Guy	Vincent	Standing in for Cllr Jones	Hammersmith and Fulham
Officer				Hammersmith and Fulham
Officer				Hammersmith and Fulham
Officer				Hammersmith and Fulham
				Hammersmith and Fulham

				Hammersmith and Fulham
Officer				Haringey
Officer				Haringey
				Haringey
CLlr	Keith	Ferry	Regeneration, Planning & Employment Portfolio Holder	Harrow
CLlr	Kiran	Ramchandani	Councillor	Harrow
Officer				Harrow
Officer				Harrow
CLlr	Viddy	Persaud	Cabinet Member for Public Protection and Safety	Havering
Officer				Havering
CLlr	Richard	Lewis		Hillingdon
Officer				Hillingdon
CLlr	Sue	Sampson	Cabinet member with responsibility for green policy and leisure	Hounslow
CLlr	Steve	Curran		Hounslow
			Leader of the Council	
Officer				Hounslow
Officer				Hounslow
				Hounslow
				Hounslow
CLlr	Asima	Shaikh	Executive Member for Economic Development	Islington
Officer				Islington
CLlr	Sof	MacVeigh	Councillor	Kensington and Chelsea
Officer				Kensington and Chelsea
				Kensington and Chelsea
Officer				Kingston
CLlr	Jack	Hopkins	Leader of Council	Lambeth
CLlr	Jess	Leigh	Borough Champion	Lambeth
CLlr	Mo	Seedat	Cabinet Member for Healthier and Stronger Neighbourhoods (job-share)	Lambeth
Officer				Lambeth
Officer				Lambeth
				Lambeth
CLlr	Patrick	Codd	Councillor	Lewisham
CLlr	Brenda	Dacres	Cabinet Member for Parks, Neighbourhoods and Transport (job share)	Lewisham
CLlr	Andre	Bourne		Lewisham
Officer				Lewisham
				Lewisham
				LLDC
Officer				London Councils
				London Councils
CLlr	Nick	Draper	Cabinet Member for Community and Culture	Merton
Officer				Merton
Officer				Merton
				Merton
				Merton
				Merton
CLlr	Ruth	Clark	Councillor in Fairlop Ward	Redbridge
CLlr	Helen	Coomb	Cabinet Member for Regeneration, Property and Planning	Redbridge
Officer				Redbridge
				Redbridge
Officer				Richmond
Officer				Richmond
Officer				Richmond
CLlr	Renata	Hamvas	Chair of Licensing	Southwark
CLlr	Rebecca	Lury	Deputy Leader and Cabinet Member for Culture, Leisure, Equalities and Communities	Southwark
CLlr	Stephanie	Cryan		Southwark
Officer				Southwark
Officer				Southwark
Officer				Sutton
Officer				Sutton

				Sutton
Cllr	Amina	Ali	Cabinet Member for Culture, Arts and Brexit	Tower Hamlets
Cllr	Motin	Uz-Zaman	Cabinet Member for Work and Economic Growth	Tower Hamlets
Officer				Tower Hamlets
Officer				Tower Hamlets
Officer				Tower Hamlets
Cllr	Simon	Miller	Cabinet Member Economic Growth and High Streets	Waltham Forest
Officer				Waltham Forest
Officer				Waltham Forest
				Waltham Forest
Cllr	Guy	Humphries	Chairman of Licensing Committee	Wandsworth
Officer				Wandsworth
			Licensing team	Wandsworth
				Watford
Cllr	<a href="#">Ian</a>	Adams		Westminster
Cllr	Peter	Freeman	Deputy Cabinet Member for Business, Culture and Heritage	Westminster
Cllr	Angela	Harvey	Chair of Licensing Committee	Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Officer				Westminster
Cllr	Matthew	Green		Westminster
				Barnet
				City of London
				Brent
	Shavran	Joshi	<a href="#">Deputy Chairman of our Licensing Committee</a>	City of London
				Islington

# MINUTES

## Night Time Borough Champions - Positive Planning for Your Night Time

**Tuesday 18<sup>th</sup> February 2020, 2.00pm – 5.15pm**

**Basinghall Suite, Guildhall, Gresham Street, London EC2V 7HH**

**Chair:** Amy Lamé (AL) – Night Czar

**GLA attendees:** [REDACTED] Manager – 24-Hour London  
[REDACTED] Policy and Research Officer (24-Hour London)  
[REDACTED] Senior Policy Officer - Cultural Education and Music  
[REDACTED] Projects and Policy Officer

**Guests:** [REDACTED] Workshop facilitator  
AKOU Studios  
[REDACTED] Regeneration Project Manager, Waltham Forest  
[REDACTED], Configuring Light  
[REDACTED], Night Time Economy Solutions  
[REDACTED] Senior Operational Policy and Problem Solving Manager, TfL

████████████████████, Safer Sounds Partnership &  
Safer Business Network Training

████████████████████, Met Police

## **1 - Introduction from Night Czar, Amy Lamé and ██████████**

Introduction from the Night Czar, Amy Lamé, as the Chair of the network. Introduces session topic of positive planning for London at night, lighting, acoustics, safety and more.

AL introduces ██████████ as workshop coordinator, who will be helping the network to consider what they have heard during the presentations and how they might implement this in their night time plans.

**Creating the Perfect High Street at Night** (Presentations followed by Q&A panel)

## **2 - Night Time Enterprise Zone Pilot Feedback**

*Presentation from ██████████, Regeneration Project Manager, Waltham Forest*

- On 10 September 2019, the Mayor announced that Walthamstow High Street was chosen to be London's first Night Time Enterprise Zone.
- The pilot, which runs from October to January, has seen Waltham Forest try out a range of proposals for the high street, including:
  - Offer premises to test out new evening enterprises in a low-cost and flexible environment
  - Produce a step-by-step guide on how to easily navigate planning and licensing for businesses looking to offer evening or night-time activities
  - Create a small fund for existing local businesses and community organisations to help them cover costs of facilities required to host evening activities
  - Crowdsource a printed and online map and event listing



- Run a 'shop local late' campaign to encourage residents to support their local independent businesses and encourage local retailers to extend their operational times
- Run a reclaim your high street event to test out an alternative use of the high street in the evening - High Street ADVENTures
  - 30 businesses participated & mapped
  - 18 businesses extended their normal opening times
  - 22% overall increase of footfall on event night
- Toolkit to offer helpful tips on key practical considerations when setting up an evening offer and extending opening hours - Based around a successful local case study – The Jellied Eel Bar
- Waltham Forest Night-time Engagement has included:
  - Online survey
  - Workshops & walkabouts with youth groups, older residents and young people with disabilities
  - Interviews with community groups
  - 101 individual businesses contacted - 75 responded
  - Baseline for night-time workers developed
  - "Swap" event involving both residents and businesses
  - Night-time workers research
- Preventions to businesses opening later:
  - Staff costs
  - Risk of financial commitment if low footfall
  - Lack of other businesses being open
  - Transition from day into evening
  - Crime and anti-social behaviour
  - Time and resource for marketing and promotion
  - Lack of wayfinding and signposting
- Key challenges to date:
  - Timescales
  - Seasonality and time of year
  - Internal capacity and resource
  - Piloting activities while delivering meaningful engagement
  - Not one route of communication means connecting with businesses is harder
  - Building trust with small businesses and obtaining their feedback and input
- Key learnings to date:
  - Strong local evidence base developed
  - Value of enhancing relationships between businesses and local artists – role and place of art and culture at night
  - Council assets can help address gaps and unlock opportunities
  - The night helps the day
  - Public space design and management are key in enabling smooth transition from the day into the evening
  - Focus on supporting clusters of businesses
  - Strong local capacity - 70% of the project budget spent locally to date
  - Evening economy elements should feature more strongly in future High Street and planning strategies

- More information on the Night Time Enterprise Zone can be found here:  
<https://www.london.gov.uk/what-we-do/arts-and-culture/24-hour-london/night-time-enterprise-zone>

### 3 - Balancing Night Time Sounds

Presentation from [REDACTED] Clarke Saunders Acoustics

- Noise pollution isn't actually pollution - once the noise stops it goes away
- Need to look at ways that we can zone noise
- Need to consider sound in a holistic way
- Agent of Change principle is good but meaningless without legal 'teeth'
- Sharing good and bad practice:
  - An good example of noise complaint mitigation was to install an alarm at a back entrance of a bar. This door opening, due to staff using this for smoking, was leading to noise complaints. The alarm on this door then also stopped the music in the bar, in the process preventing staff from using this during noisier periods.

### 4 - Inclusive Lighting

Presentation from [REDACTED], Configuring Light

- Interesting to look at this idea of a 'perfect' high street, perfect for whom? Can it be perfect?
- light is part of positive planning
- How social research and (lighting) design can work together / light as sociology
- Need to look at what different people trying to do and how can we help them through lighting. Need to consider:
  - Diversity: identify and understand the different types of social actors that make up this space.
  - Practices: what are all these people doing – or want to do? Can we map the diverse movements, activities and events going on in this space
  - Places: what kind of space is this for its different stakeholders? How does it work for them?

- Connections: how does this place connect outwards?

## 5 - Designing High Streets for a 24-Hour London

Presentation from [REDACTED], *Night Time Economy Solutions*

- Approaches to designing the ideal high street - at night / around the clock
  - start with partnership working – both people who are using the night and those that aren't. Have a diverse range of people.
  - Know your audience - create diverse dataset. Get out on your streets and use social media.
  - Collect as much data as you can, use data that you have. Carry out an audit of your night time.
  - Create a vision, then break it down into an action plan.
  - Share your story and best practice.
- Things to consider in your night time planning:
  - Identify & champion projects to bring investment into the ENTE to match consumer demand
  - Apply for funding from organisations such as Heritage England, Arts Council, Lottery, High Streets Fund to diversify offers bringing in: Culture, Leisure, Housing, Hotels, Non alcohol-led leisure
  - Transport and active travel and pedestrianised areas
  - Business Improvement Districts
  - Pubwatch/Best Bar None / Purple Flag
  - Annual calendar of festivals & events

## 6 - Creating the Perfect High Street at Night Q&A

### Questions:

Q1 - What will be in Walthamstow's toolkit?

*Q2 - How was NTEZ pilot funded?*

*Q3 - How do you control what businesses come into an area when you don't necessarily own the properties?*

*Q4 - How do you manage noise, not from venues, but from dispersal?*

## **7 - AKOU Evaluation of the Night Time Borough Champions Network**

AL Introduces AKOU Studios. AKOU Studios are working with the 24-Hour London team at the GLA to devise an evaluation framework and help us better understand and communicate the impact of the 24 Hour London programme. They will be working with the Borough Champions to understand how we can better support the development of your night time strategies.

## **Positive Steps to Tackling Vulnerability** (Presentations followed by Q&A panel)

## **8 - The Challenges of Intoxication: Partnership Working Opportunities**

*Presentation from [REDACTED] Senior Operational Policy and Problem Solving Manager, TfL*

## **9 - Welfare and Vulnerability Engagement with Safer Sounds Partnership**

*Presentation from [REDACTED] Safer Sounds Partnership & Safer Business Network Training*

- A partnership across the events and music industry which promotes consistency of approach by all, information sharing and supports venues, promoters and artists to create a safer events scene in London.
  - Strong multi-agency partnership
  - Brings together venues and promoters with Police and Local Authorities
  - Create a more positive response to the London scene
  - Diverse range of events and experiences for people to enjoy
- Training introduction:
  - Contribute to a skilled workforce
  - Develop and deliver bespoke training with businesses
  - Available to whole industry
  - Drive standards and build confidence at events • Improve way venues operate
  - In Brief – Business Briefings
- Training available includes:
  - WAVE
  - Entrance and Search Policy
  - Incident Reporting and Writing Statements
  - Crime Scene Preservation Business Briefings
  - Age Verification
  - #AskforAngela & Intoxication
  - Spotting & Reporting Suspicious Behaviour

## 10 - The 5 Es: Engagement, Education, Evidence Gathering, Enforcement, Evaluation

Presentation from [REDACTED], Met Police

- The 5E model represents the Met's stepped approach to licensing, which is considered good practice, in-line with the sec 182 guidance, and focuses on engagement and seeking a remedy to identified issues.
- Stepped approach:
  - **Engagement:** Partnership, Understanding, Collaboration, Discussion
  - **Education: Sharing, Support, Advice, Information, 2 Training**
  - **Evidence Gathering:** Visits, crime reports, CADs, Intelligence, Engagement, Compliance
  - **Enforcement:** What needs to change, how best can this be achieved? Review, Prosecution?
  - **Evaluation:** Has the intervention worked, if not what went wrong, what can be improved?
- Night time is a balancing act for Police: Keeping people safe, supporting a vibrant night-time economy and businesses making a profit.

## 11 – Taking our Learning (Workshop)

Feedback / discussion with the Network:

- How do we take the connections we've made through the NTBC meetings?
- Tension between writing a strategy and actually delivering projects - which is more important? Can night time part of another strategy
- Having time to step away from office as a team - dedicating time for strategising
- Trial and error – being flexible to 'pilot' tests