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**Community Services Committee Meeting – 25<sup>th</sup> September 2023 – 18:00 hours**

**To: Members of the Community Services Committee:**

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, Alwahabi, Hallam, Hibbert, Ismail, Lane, Marriott, Miah, Russell and Soan

**You are summoned to attend a meeting of the Community Services Committee of Northampton Town Council to be held at Northampton Town Council Committee Room on Monday 25<sup>th</sup> September 2023 at 18.00 hours.**

This committee meeting is open to the public and press to attend and those attending the meeting shall be informed that it is being recorded. Public participation is in accordance with the Town Council's public participation policy. Members of the public wishing to take part or ask a question of the committee are required to contact the Town Clerk in advance.

Cc'd electronically to all other councillors for information

**Stuart Carter  
Town Clerk  
19<sup>th</sup> September 2023**

**Guildhall  
Northampton  
NN1 1DE**

**A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 19<sup>TH</sup> JUNE 2023 AND ASK QUESTIONS TO THE PROGRESS OF ANY ITEMS**

*Pages 4-8*

- 4. TO RECIEVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS HELD ON:**
  - a) MONDAY 31<sup>ST</sup> JULY 2023 – Attached**
  - b) THURSDAY 21<sup>ST</sup> SEPTEMBER 2023 – To follow**

*Pages 9-11*

- 5. CHRISTMAS 2023 UPDATE**

*Pages 13-20*

**6. EVENTS AND PROJECTS UPDATE**

*Pages 21-31*

**7. FILM COMMISSION FOR FIREWORKS EVENT AND HERITAGE PROJECT**

*Pages 26-27 of events and projects update*

**8. EVENTS CALENDAR 2024**

*Pages 33-35*

**9. COVID-19 MEMORIAL INSTALLATION UPDATE**

*Verbal Report*

**10. ITEMS FOR FURTHER CONSIDERATION FOR A FUTURE MEETING**

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## **COMMUNITY SERVICES COMMITTEE – 19<sup>TH</sup> JUNE 2023**

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 19<sup>TH</sup> JUNE 2023 AT 6PM  
IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Holland-Delamere (Deputy Chair), Ashraf, Miah, Stevens

**OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs J Thorneycroft (Assistant Town Clerk), Miss Josephine Haines (Events and Project Officer) and Miss F Barford (Democratic Services Officer)

**OTHERS PRESENT:** Councillor Stevens, Mr Robert Saunders and Alex Millar (West Northamptonshire Council, Project Management Team)

### **11. APOLOGIES FOR ABSENCE**

Apologies were submitted by Cllr Birch (Chair), Alwahabi, Hibbert, Ismail, Lane, Marriott and Russell.

### **12. DECLARATIONS OF INTEREST**

A declaration of a non-pecuniary interests was submitted by Cllr Hallam as a cabinet member of WNC Cabinet in item 3.

### **13. ABINGTON STREET PROJECT – PRESENTATION by Project Management Team (WNC)**

Mr Saunders and Miller delivered the following presentation about the Abington and Fish Street Project:

- It was explained Mr Saunders overlooked the delivery of the Abington and Fish Street regeneration.
- Mr Saunders explained that Mr Millar was the Project Manager for the Abington and Fish Street development.
- It was stated a goal of the Abington and Fish Street development was to improve the public realm and hopefully reverse the reduction of footfall as people have moved to online retailers especially since the pandemic.
- In addition to making the Town Centre feel more functional, safe and inclusive space alongside the new residential developments at the former M&S/BHS and former Tesco Metro sites on Abington Street.
- The rationale behind the project was to improve and regenerate the two streets to entice business to open and develop more cohesion between the redeveloped Market Square.
- It was explained Gillespies was chosen as they had developed the plans for the Market Square and would enable synergy between the regenerated Market Square, Abington and Fish Street.
- Mr Millar explained the key challenges to the current state of Abington and Fish Street were; the lack people shopping of brick and mortar establishments, tired street furniture, uneven and poor-quality paving and lack of prominence of the sculptures.

- It was highlighted the pay-to-use public toilet would be removed due to its susceptibility to vandalism and downturn in use therefore, new public toilet solutions would be sought.
- As part of the plans there would be a open space near the entrance of the Grovesnor Centre to enable community events to take place.
- For the Fish Street redevelopment, the design would use trees and greenery alongside consistent paving utilising a wave-design throughout to entice people to wonder down with a light installation playing on the name Fish Street.
- For Abington Street, the design would feature activity alcoves that provide a variety of seating arrangements with greenery and play sculptures to entice people to sit and enjoy their surroundings.
- The DNA Sculpture honouring Francis Crick would be moved to a better suited location that enables it to be the centre piece of Abington Street.
- As part of the development of Abington Street subtle hostile vehicle mitigations would be put in placed to prevent unauthorized vehicular thoroughfare.
- A consultation had been held and a presentation provided to businesses in the Northampton Business Improvement District to gain the views of local businesses and would continue to be sought throughout the development.
- The majority of feedback received from the public consultation focused on vacant units, lack of maintenance and littering however the Abington and Fish Street developments hope to address these issues.
- A costing exercise has been undertaken and the final amendments to the design were being made and it was hoped a developer would be procured in the near future.
- Whilst the regeneration of Abington and Fish Street is undertaken access to businesses would be a priority to enable customer to access the premises.
- It is hoped that the regeneration works would start in the late autumn of 2023 and would continue into the summer of 2024.
- In response to a question posed by a Councillor, Mr Saunders explained it was hoped the investment in the Town would be the seed sower and catalyst for the changes desired within the Town Centre.
- In response to another question posed by a Councillor, Mr Millar explained Gillespies would be advising on the appropriate planting as they were experienced and knowledgeable about sustainable planting and greenery. In addition, Mr Millar explained insect hotels could be incorporated within the scheme to enable them to thrive in the urban space.
- In response to a question posed by a Councillor, it was clarified there would be no play area in the development only seating that could played on.
- In response to a question, it was explained the current lighting design for Fish Street was being reviewed and it was hoped to be modular and interchangeable through a device for example however, it is hoped it would complement the street scene.

- In response to a question posed by a Councillor, Mr Saunders stated that highways and some of the neglect would be reviewed as part of the project and a solution would be sought.
- In response to a question posed by the Assistant Town Clerk, Mr Saunders explained he would be happy to confirm the timelines of the redevelopment once a developer had been secured to enable the Town Council's planning of events and Christmas lighting.
- In response to a question, it was explained the nature of the hoardings would be dependent on the works being undertaken.
- In response to a question, Mr Saunders stated currently there were no plans at present for a cycle lane through Abington Street however, this would be investigated.

**14. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 17<sup>TH</sup> APRIL 2023 AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEMS**

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting as a true and accurate record of the proceedings.

**15. TO RECEIVE THE MINUTES FROM THE GRANTS SUB-COMMITTEE MEETING HELD ON 15<sup>TH</sup> JUNE 2023 FOR CONSIDERATION AND THEIR RECOMMENDATIONS**

The Democratic Services Officer provided a summary of the recommended amendments to the Grants Policy to the members as outlined in Page 4 of the agenda. The Deputy Chair explained that the amendment to staffing costs had been made.

**RESOLVED:** That the minutes of the Grants Sub-Committee held on 15<sup>th</sup> June 2023 be approved and adopted.

**16. ASSETS OF COMMUNITY VALUE**

The Town Clerk explained he wished to highlight Assets of Community Value which was now an option for Town and Parish Councils, the process is to initiate via the Unitary Authority who has to deem it against the principles of Assets of Community Value. He continued that Assets of Community Value enable the local community or community groups to deem an asset a Community Value and if the property was to be sold then they could place an offer to purchase it.

The Town Clerk had received a request for an Asset of Community Value for Open Stage on Whitworth Road. In response to a question, it was explained by the Town Clerk that if an asset is deemed a community asset then it can be considered as a material planning consideration. A Councillor stated there was a similar facility in the local vicinity. The Town Clerk explained one of the most common examples in more rural areas is a village pub or shop that was the only establishment of that nature in the area.

The report was noted and it was decided that it would not meet the criteria to be deemed an asset of community value and be deferred to planning for a comment.

**DEFERRED:** That the matter of Open Stage located on Whitworth Road be deferred to the Planning Committee for comment on the application.

**NOTED**

#### **17. COMMUNITY OWNERSHIP FUND**

The Town Clerk explained the eligibility for Community Ownership Fund has expanded to include Town and Parish Council and the purpose of the report was to highlight the option open for any assets at risk of closure.

**NOTED**

#### **18. CORONATION CELEBRATIONS**

The Assistant Town Clerk explained the Coronation Celebration went successfully and the Museum had received the highest visitors per day so far this calendar year. The Assistant Town Clerk explained she had noticed families that have attended to multiple of our events and taking note of our literature. She continued the Coronation Celebration was well received and provided great benefit to our partners.

The Assistant Town Clerk stated the Big Help Out went successfully and the large sustainable planters have now been installed and it was hoped more events could be held there to utilise the space.

**NOTED**

#### **19. WINDRUSH**

The Assistant Town Clerk explained the Mayoral Officer had completed a report to provide an update on the Windrush event scheduled to take place on Thursday 22<sup>nd</sup> June 2023. The report detailed the timings of the event and provided an update on the expenditure and the caterers.

**NOTED**

#### **20. EVENTS AND PROJECTS UPDATE**

The Assistant Town Clerk highlighted there would be a Northampton Town Council stall and requested any Councillors who wished to attend and contribute e-mail Mrs Hanam-Jones (Events and Projects Officer).

Furthermore, the Assistant Town Clerk requested Councillors attendance for the Balloon Festival as a Stall would be held over all three days of the event. The Events and Projects Officer explained the stall would be hosted in the Community Tent and would be from midday to 5/6pm in the evening however, confirmation would be sent to all Councillors.

In response to a question posed by a Councillor, it was explained the Diwali budget was agreed previously to a maximum of £10,000 and if Abington Street were to be closed then the parade would take place on The Dergate, Hazelwood Road and Giles Street.

The Assistant Town Clerk explained Heritage Open Day could not take place last year (2022) due to HM Queen Elizabeth I's passing and there was no budget spent however, it was hoped an event would occur with a budget of £2275.

**AGREED:** That £2,275 be provided from the General Events Budget for the Heritage Open Day event to take place on 17<sup>th</sup> September 2023.

The Event and Projects Officer explained the Pyro-musical display went down very well last year with the spectators and to secure a booking for Fireworks 2023 a 40% deposit be required and the remainder to be paid prior to 30<sup>th</sup> September 2023.

**AGREED:** That £8,400 could be paid to Fully Fused Fireworks (40% as a deposit of the £21,000).

The Events and Projects Officer explained a re-enactment of Northampton's Story of the Gunpowder plot and Guy Fawkes and would take place prior to the release of fireworks. Events and Projects Officer clarified we would have the adequate infrastructure in place to enable horseback re-enactment. A Councillor raised concerns that the horses could be startled by the fireworks and could pose a risk to spectators or re-enactors.

**DEFERRED:** That re-enactors of Northampton's Story of the Gunpowder plot for Fireworks 2023 be deferred to the next meeting once further information had been received regarding the timings and options.

**AGREED:** That the Town Council provide a contribution of £470.51 towards the Christmas Grotto that was in partnership with the Northampton Town Business Improvement District (BID).

**NOTED**

## **21. ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA**

- **Cultural Compact Partnership** - *Request to postpone presentation to the next meeting.*

**NOTED**

**MEETING CONCLUDED 19:35**



#### 4. TO RECIEVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS

##### GRANTS SUB-COMMITTEE

MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 31<sup>ST</sup> JULY 2023 AT 3:30PM  
IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Birch (Chair), Hibbert, Holland-Delamere and Russell.

**OFFICERS PRESENT:** Mr S Carter (Town Clerk) and Miss F Barford (Democratic Services Officer).

#### 5. APOLOGIES

Apologies were submitted by Councillor Stevens.

#### 6. DECLARATIONS OF INTEREST

Councillor Holland-Delamere declared a non-pecuniary interest in grant application CCF193 as he was trustee of the organisation.

#### 7. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

- a) Martial Arts Academy - CCF192 – Kid's Summer Activities - **£400** – Cllrs Fuchshuber & Meredith – Talavera

**RESOLVED:** That grant application CCF192 be approved to the sum of £400.

- b) Emmanuel Church Food Bank – CCF193 – Weston Favell Food Bank - **£900** – Cllrs Fuchshuber & Meredith – Talavera

**RESOLVED:** That grant application CCF193 be approved to the sum of £900.

- e) Northampton Bangladeshi Association - CCF194 – Annual Summer Fair - £500 – Cllr Marriott – Semilong

**RESOLVED:** That grant application CCF194 be approved to the sum of £500.

- f) Primrose Garden Group – CCF195 – Primrose Garden - £320 – Cllr Birch – Trinity

**RESOLVED:** That grant application CCF195 be approved to the sum of £320.

- g) Spring Borough's Voice – CCF191 – Spring Festival - £1,500 – Cllrs Alwahabi, Haque, Ismail, Purser and Tarasiewicz (£300 each)

**RESOLVED:** That grant application CCF191 be approved to the sum of £320.

- h) Off the Streets – CCF196 – Bleed Kit Cabinet - £535 – Cllr Choudary – Brookside

**RESOLVED:** That grant application CCF196 be approved to the sum of £535.

## **8. GRANT APPLICATIONS TO THE COMMUNITY GRANT SCHEME**

### **c) Family Support Link – CGF69 - Office Space Hire - £6,300**

Councillor Soan explained that Family Support provide a great referral-based service for those who suffer from addiction and their families. He continued the organisation was based within the Doddridge Centre and provide course that support in building confidence and emotional support.

A Councillor proposed that the application be approved to the sum of £3,150 and for Family Support Link to provide a new application the following year.

**RESOLVED:** That grant application CGF69 be approved to the sum of £3,150.

## **9. GRANT APPLICATIONS TO THE CLIMATE CHANGE GRANT SCHEME**

### **d) Voluntary Impact Northampton – CCGS2 – Replacement of Lighting - £5,000**

The Democratic Services Officer explained in the absence of Councillor Stevens he had provided a Climate Change Forum summary and circulated this.

The Democratic Services Officer circulated a CEMA Lighting report that was submitted with the application.

A Councillor raised that Voluntary Impact Northamptonshire complete great work and the reduction in energy and cost would benefit them and the Town greatly. In response to a question, the Democratic Services Officer explained that within the CCGS Policy document it does suggest under item 5.4 applications could be submitted to replace existing lighting with LEDs. A Councillor stated from their recollection, Voluntary Impact Northamptonshire rent their premises from West Northamptonshire Council and posed that confirmation of their remaining lease be sought to ensure value for money. A Councillor raised that the annual savings predicted for the project, it would pay for itself in 3.5 years. The Democratic Services Officer contacted the applicant to confirm the length of their lease and it was confirmed that Voluntary Impact Northamptonshire had 99-year lease of the building.

**RECOMMENDED:** That grant application CCGS2 be approved in principal to the sum of £5,000 dependent on the Environmental Services Committee's review and adoption.

## **10. TO DISCUSS THE INCLUSION OF THREE-YEAR FUNDING INTO THE GRANTS POLICY – Verbal**

The Democratic Services Officer explained it was previously discussed the Grant Sub-Committee could offer committed funding over a 3-year period. She continued that this was not formally

included within the Grants Policy document and suggested there be a separate application form for those to apply.

A Councillor suggested that a separate application would be wise enabling a consistent format and could focus on the intended outcomes. A Councillor suggested that representatives of the organisation should make physical representations and members should be able to visit their facility prior to any decision.

The Democratic Services Officer stated she would include 3-year grants within the existing Grants Policy document and formulate a new application form.

**11. TO DISCUSS HOW THE GRANT SCHEMES COULD ASSIST WEST NORTHAMPTONSHIRE COUNCIL'S PUBLIC HEALTH STRATEGY**

The Chair explained a Public Health Officer from West Northamptonshire Council attended a meeting to discuss how we could assist in their Public Health initiatives that focus on community spaces, healthy eating and aging well. The Chair continued that from the grant we approve we do assist and promote Public Health. A Councillor suggested whether a directory could be formed to assist people in accessing the services we fund and support.

**MEETING CONCLUDED: 5:12PM**

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## 5. CHRISTMAS 2023 UPDATE

### EVENTS AND PROJECT OFFICER'S REPORT

Name of Event/ Project	Date of Event/ Project	Update
Christmas Lights switch on	25 November	<p><b>Christmas Event – Sat 25<sup>th</sup> Dec</b></p> <p>The events team and Christmas Working Party have been planning the proposal to utilise Becket’s Park for the Christmas Lights Switch On event for 2023 due to the regen works taking place on both the Market Square and Abington Street. Negotiations and discussions have been taking place with the BID to ensure the event works for all within the town with a full and vibrant schedule of stage entertainment, workshops, stall holders, kids entertainment, activities etc to welcome in the festive season that will benefit residents, visitors, businesses and the whole community.</p> <p>A joined up approach towards the artwork, theme and overall promotion and celebration of Christmas in partnership with the BID has been suggested under the usual banner of Christmas in Northampton so the festive offering is cohesive and clear to the public taking part and enjoying the activities on offer.</p> <p>The name of the event will be changed from ‘Christmas Lights Switch On’ for this year due to the location being away from the central Christmas lighting scheme under the programme title of Christmas in Northampton.</p> <p><b>Christmas Trees</b></p> <p>Quotes have been sourced with local groundworks and structural engineer companies along with our Christmas Tree provider to install a Christmas Tree trunk pit on the corner of Becket’s Park crossroads to house the fourth 40ft Christmas Tree (usually Market Sq) and benefit the event taking place. Plans are underway to have the tree pit design signed off and the groundworks implemented ready for delivery on 14<sup>th</sup> November. Permissions have been granted by the relevant WNC departments. The pit will be safely covered over when not in use and will be able to be utilised each year as an additional/alternative location for a tree on a major route through town.</p> <p>The x4 40ft trees (St Giles Sq, Abington Sq, All Saints Church, Becket’s Park) and x2 14ft trees (Guildhall steps) have been</p>

		<p>ordered with our regular supplier and the cost matched for last year.</p> <p>Research into other tree suppliers found that the full service and installation wasn't available from just one supplier as we have to use concrete block in most locations instead of tree trunk pits dug for specific usage.</p> <p><b>Christmas Lights</b></p> <p>Whilst regen works are taking place on the Market Square and Abington Street and we wait on final plans on street furniture such as lampposts, trees and space available for use etc, investment has been made into additional lights to infill and supplement areas that have been noted by businesses and approved by the Christmas Working party. These lights and locations will be used in future years and will marry with the ongoing theme of the replacement programme happening in 2024. NTC's existing lights inventory will be used for 2023 with refurbishments taking place where needed to see us through until 2024.</p> <p>Due to the age and the length of time that the current lighting infrastructure has been in place for, plans are being considered for 2024 that will see a full replacement Christmas Lights programme including all current infrastructure (cross streets, lampposts, trees, shop frontage etc) In consultation with the BID, we hope to clarify and identify the overall scheme required to enhance the offering for future years and have this prepared for when the town is back to normal once regen works have completed with a brand-new offering.</p> <p>Meetings are taking place with Christmas Lights suppliers in preparation for procurement and design for the 2024 project. Quotes and overall costings and infrastructure required will be considered against our current practice. Plans of the current town layout, power sources and logistics will be requested to include in the replacement program and to also identify new/additional areas needed (using the new lighting purposed this year as part of the new scheme and replacement program.)</p> <p><b>Ongoing Planning</b></p> <p>Meetings are ongoing with the BID and other partners for the planning of both the Christmas event on Saturday 25<sup>th</sup> November and the Christmas in Northampton programme with</p>
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		<p>further details to be clarified and signed off by the Christmas Working party in due course.</p> <p><b><i>PLEASE SEE BELOW FOR NOTES ON PARTNERSHIP WORKING FOR CHRISTMAS IN NORTHAMPTON PROGRAM AND PROPOSALS</i></b></p>
Christmas in Northampton	December plus additional event day 16 <sup>th</sup> December	<p>NTC are supporting the BID in the purchase and design of a new Grotto for the Grosvenor centre. The Grotto will be made by students from Northampton College and is a continuation of our work with them for the Big Help Out for the Coronation. In addition to this, NTC will fund the Grotto Gift Prizes and will support in the design ideas of the colouring book, pencils and crayons offered to every participant.</p> <p>As part of the overall Christmas in Northampton programme proposed with eth BID, in partnership we will promote local businesses, venues, community groups in the town via a Christmas Map, Trail and competitions that include the them for 2023 and that encourage visitors to explore the town and visit the many events and offerings taking place over the festive season.</p> <p>An additional day of festive entertainment will be taking place on Saturday 16<sup>th</sup> December that will see pockets of activities taking place across the town in areas suitable to house smaller scale entertainment. For example, choirs, Christmas crafts, bands, street entertainers etc.</p>

## **CHRISTMAS 2023 – NTC & BID – FOR INFORMATION ONLY**

**1 – Christmas Event – Sat 25<sup>th</sup> Nov**

**2 - Ways in which NTC will support and fund incentives for businesses in partnership with BID**

**3 - December Entertainment**

**4 - Food & Drink Festival**

**5 – Lights & Projections**

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**1. Christmas Event – Sat 25<sup>th</sup> Nov – proposed location of Becket’s Park**

### **Overview of NTC decision**

**NTC and the BID work extremely well together in partnership and we would very much like to continue the positive relationship throughout the Christmas campaign. NTC would like to work with the BID on all elements of the festive programme as detailed further in this proposal.**

Becket's Park provides the opportunity for a different style of family friendly event at the start of the Christmas season for this unprecedented year. We hope this will attract a new audience to the town benefiting all and encourage an increased footfall throughout the town and throughout December to take advantage of incentives and activities outlined below.

Alternative locations have been considered; both All Saints Piazza and Guildhall Square present major logistical problems. The staging and surrounding infrastructure will be installed throughout the day meaning road closures in the surrounding streets; no traffic down Guildhall Road, Derngate, St Giles Street for the Guildhall location. Road closures for The Drapery, Bridge Street, Mercers Row and George Street around All Saints. Both locations would cause major disruption to traffic and public transport at a very busy time of year.

In the past the Light Switch-on has attracted 4-5,000 people. There are serious Health and Safety issues with so many people in both these locations – this has been raised by WNC/NTC's event contractor and discussed thoroughly.

The alternative option of Abington Street at this time is not viable to host this type of event; the street is not the best advert for the town and at present, the Christmas Lights infrastructure is not suitable to give the desired effect. The regeneration works due to take place cause a concern for footfall and aesthetics in the area and at this time, a definite timescale or level of works prior to Christmas can not be provided by WNC.

Hosting different components of the event throughout the town centre would feel disjointed and dilute the offering if all elements were to be split up with multiple entertainment areas/activities on the scale we envisage. However, pockets of activity could take place on the Saturdays in December where entertainment could be hosted in a couple of locations that wouldn't require disruption to traffic and clash with regen works.

Becket's Park offers the perfect location to site the fourth Christmas Tree (usually Market Sq) as a major gateway and route into the town. Plans are in place to have the infrastructure installed at this location.

Name to be discussed.

## **2. Ways in which NTC will support and fund incentives for businesses in partnership with BID**

### **Joint Artwork/Theme/Design – Christmas in Northampton**

**'The Twelve Days of Christmas'** - due to its scope of identifying 12 locations in the town centre to include in trails or competitions.



Collect/visit/stamp 12 locations on a map. Businesses/Venues will be chosen on a first come first serve basis.

For a competition - post your entry at the event (this could even be in circulation prior to the event) and win the equivalent of the Golden Ticket/shopping voucher prize AND be the one to press the button on the stage alongside Father Christmas etc to switch on the lights.

An additional trail and map could be created with the same theme for other days that promotes a journey through the town centre promoting events/businesses etc. Using the same artwork in different ways, this could be easily achieved.

This theme would marry into projection options, Grotto prize packs, trail/competition/event maps, show window decorations and props.

Christmas in Northampton could utilise the existing Explore Northampton App to promote a trail/competition over the festive period as well as advertise the overall offering of events and activities and business incentives.

Create the journey to and from the town centre via Derngate and other routes.

**Call out to businesses – an invite information for their participation with information on the below offerings:**

- Voucher Booklet (all)
- Shop Window Decs/Props - theme
- Christmas in Northampton Map (activity/entertainment venues)
- Stall/Involvement at event on 25<sup>th</sup> Nov
- Advertising material/giveaway/promo for goodie bags at event on 25<sup>th</sup> Nov
- Be one of the twelve locations for the trail/competition

#### **Shop/Venue Windows**

Would help facilitate decorations/props for businesses to adopt and display provided to them FOC (as with the elves last year) – to be discussed further on conclusion of 2024 theme.

#### **Christmas Promotion and Voucher Booklet for businesses and venues**

NTC would fund the design of a booklet and help facilitate content for businesses to advertise FOC with promotional discounts/giveaways/incentives/deals and advertising space. Businesses would be invited to send in their promotional offer and a logo/image to be included in the booklet – this could be simply that the customer brings the voucher when they shop/visit or include a code to be used online if booking tickets.

Vouchers could be valid from 25<sup>th</sup> Nov through to 24<sup>th</sup> Dec with customers being able to redeem the offers throughout the festive period. Booklets could be available to pick up a week prior from 18<sup>th</sup> Nov.

*For example:*

*£5 Off A beauty treatment*

*10% Off Any purchase*

*Free Mince Pie with any hot drink / Free drink*

*Buy one get one free admission tickets*

The booklets would be available to pick up from businesses taking part, Santa's Grotto in the Grosvenor Centre, the library etc and would showcase the 'Shop Local / Support Local' offering from businesses over the festive period.

This could be featured on the Explore Northampton App.

### **Christmas in Northampton Map**

In addition to the above, NTC would fund circulation of the Christmas in Northampton map which will feature activities and events taking place around the town. This will create a thorough two pronged approach to highlight all that is taking place in the heart of the town.

### **Saturday 25<sup>th</sup> Nov – Christmas event**

An invitation to all businesses to attend and participate in the event with a stall FOC within a marquee – we would promote this as an element of the event 'Support Local' etc and brand the offering – this could be promotion for the BID and businesses.

NTC have secured sponsorship for giveaway/goodie bags to be handed out at the event – businesses would be invited to include any of their own promotional material alongside the Voucher Booklet.

'Golden Ticket' or 'Christmas Trail' participate could be chosen at random to win the opportunity to switch on the Christmas lights. This could be promoted with a sign up feature prior to the event

### **NLive Christmas Radio**

NTC would fund the FM licence for the 24hr Christmas Radio over the festive period to promote local businesses, festive activities/events taking place and encourage visitors to the town centre. With additional promotion and a scheduled plan of content this would help promote the above Voucher Booklet and offerings taking place.

This could be featured again on the Explore Northampton App.

### **Joint Advertising and Promotion**

NTC have already scheduled and secured advertising space within NNPulse magazine and the local Primary Times in the run up to Christmas to promote events/activities taking place – this would include any 'Shop Local' campaign in support of businesses to encourage footfall to the town and would promote schemes mentioned above.

NTC would help fund and support advertising in the lead up to all activities over the festive period under the Christmas in Northampton partnership campaign.

NTC to promote the partnership campaign on the Christmas Tree boards that are installed at each tree location.

### **Santa's Grotto**

NTC have contributed to the build of a bespoke Grotto and will support in its promotion and success. Commitment to fund Colouring Books and Pencils etc for the prize packs as in previous years.

The location could be used to collect the Voucher Booklet and Trail Competition Sheet. Agreed theme and artwork could be used.

### **3. December Entertainment**

NTC propose to organise festive entertainment in the form of bands/singers/entertainers on Saturday 16<sup>th</sup> Dec in a couple of key locations in the town in partnership with venues that don't require any traffic management or in areas caused by disruption from regeneration works. These will be pockets of festive activity for shoppers and visitors to enjoy whilst in the town centre, alongside Santa's Grotto, the Christmas Trail/competition and other organisation events.

Discussion on whether to open this up to include an additional Saturday.

### **4. Food & Drink Festival – Discussion on update from Beverley Ward**

### **5. Lights & Projections**

NTC are sourcing extra quotes for festoon lighting in the town centre for both All Saints Church and St Giles Street scenarios proposed by GM Lawrences.

**2023** – NTC has invested in new lighting to infill and supplement areas that have been noted

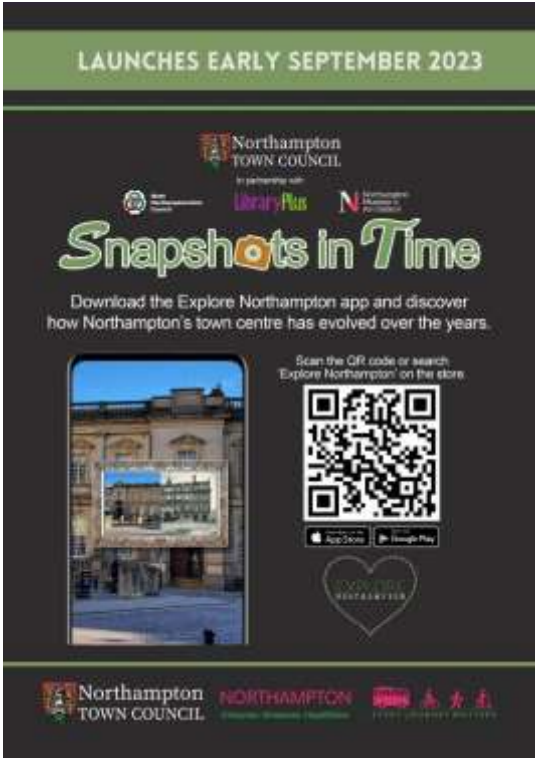
**2024** will see a full replacement Christmas Lights programme including all current infrastructure (cross streets, lampposts, trees, shop frontage etc) In consultation with the BID, NTC hopes to clarify and identify the overall scheme required to enhance the offering for future years.


**Projection** quotes have been requested for locations discussed.

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## 6.EVENTS AND PROJECTS UPDATE - COMMUNITY SERVICES COMMITTEE JUNE 2023

Name of Event/ Project	Date of Event/ Project	Update
NMF	10 September	<p>Brilliant atmosphere, lots of happy visitors to the town. Have had plenty of good feedback and some constructive- including drinking in the streets which will be considered as part of next year’s safety planning and request for greater police presence. Licencing have confirmed it is not easy to police and perhaps needs to be some policy making on how stringently street drinking at next year’s event should be dealt with and by whom.</p> <p>We have also had feedback from a few sources that it would be better to close St Giles Square as there were quite a few people milling outside VandB and outside the guildhall in the audience. Additionally, we will feedback to the organisers to perhaps hold on a separate weekend to Heritage Open Days in future years as out of town activities were quieter than usual.</p> <p>The level of logistical and operational support the organisers needed with event suppliers and event documentation was greater than expected – the events team will feedback to the organisers that additional planning meetings and briefings may be needed next year to ensure everything is on schedule and arranged in good time. As well as the right contacts and support from partners given well enough in advance for NTC and the NMF team to implement. The annual event is well known and a big draw for the town and requires the same attention and level of consideration as other major events on the calendar.</p>
Snapshots in Time: A virtual heritage tour	1 September	<p>Download the Explore Northampton App and go back in time in Northampton’s high streets!</p> <p>The trail highlights 10 historic locations in some of Northampton’s most prominent streets, from large civic and leisure buildings to family-run businesses that are still trading today, and shows how the town centre has evolved over the years:</p> <p>A tour of Northampton Town centre highlighting buildings of the past, with historic photos, information and audio. A</p>

		<p>chance to see the history of some of Northampton’s finest buildings. Free to use- just download Explore Northampton App</p> 
Heritage Open Day	17 <sup>th</sup> September	<p>The Events Team added to the Guildhall Tours of Heritage Open Days this year by opening the Mayor’s Parlour to meet the mayor and previous mayors of Northampton Town Council, as well as local Morris dancing, stonework tours by Cllr Bob Purser and historic re-enactment of some of the Guildhall statues such as shoemaking and lacemaking displays, with local Nene Lacemakers making lace and the story of Northampton’s association in the Civil War with Oliver Cromwell and Charles I.</p> <p>£2275 for historical re-enactment was agreed in 19<sup>th</sup> June Community Services Committee meeting, and £110 was additional expenditure for historical props that requires retrospective approval at this committee meeting.</p>

		
<p>Bands in the Park</p>	<p>Began 23<sup>rd</sup> April Ended 24<sup>th</sup> Sept</p>	<p>This year's Bands in the Park finished on Sunday 24<sup>th</sup> September with the last performance of the season. Overall there were 25 bands and musical groups that performed across the program plus 3 being paid for/sponsored by Tony Ansell/The Park Café and 1 Sunday being taken up for the annual Rockin' Roadrunner event.</p> <p>Feedback from both the public and performers has been good with new contacts joining the schedule and more bands now enquiring ready for 2024.</p> <p>The additional metal storage trunk that was made to measure and bespoke to be located at the back on the bandstand has been working well to house the chairs for performers and makes the process for their set up easier for all.</p> <p>The chairs (x40) NTC currently (handed down from NBC) are past their best – <b>consideration by committee</b> to purchase new chairs for 2024 that not only would be used for BITP but at other events too when needed. Events team to look into sourcing quotes with support and contacts from Stage Right Production etc.</p> <p>NTC can no longer rely on the support of the Park Rangers team at WNC for policing vehicle movement and band set up on each event day due to limited resources on site. <b>Alternatives plans need to be considered</b> on how this can be staffed in 2024 with either casual event staff or volunteers and budget allocation discussed.</p>


		The events team will begin planning for next year’s season with available dates and 2024 information going out to the Bands mailing list early December. The event application notice will be filed with the WNC ESP team in the coming weeks to secure the slots between April – September 2024.
Diwali	4 November	<p>Events Team have been booking in suppliers with NTC funded money, nearly complete, coming in at around £7,000 in total. Also working closely with the committee to facilitate road closures, parking suspensions, and event documentation.</p> <p>This year due to the closure of the market square, the Diwali stage will be located on the junction of Derngate/ St Giles Square, with access to the Derngate open until 5pm, when St Giles St will shut ready for the parade as per previous years. Stalls will be in Guildhall courtyard and at the top of Guildhall road (bottom of Ghall Rd/ Swan St remains open for traffic to not impact on businesses at the bottom of Guildhall road).</p> <p>It has been confirmed that works will have started on Abington St, so this year the parade will leave from the stage- up St Giles St, down Hazelwood Rd, down Derngate, finishing at the Stage.</p> <p>Businesses and organisations along the route will be notified of the road closures in advance due to private carparks along the route, and we have worked with the committee to ensure that there are as little disruptions as possible, with extra traffic marshals to assist with the exit and entry of vehicles where possible and when safe to do so.</p> <p>The full route will be shut from 5-8pm and car parking spaces and taxi ranks will also be suspended in staggered timeslots to allow room for the parade.</p>
Fireworks	5 November	<p><b>Sunday 5<sup>th</sup> November at The Racecourse</b></p> <ul style="list-style-type: none"> <li>• <b>Event opens from 3pm (time TBC) with Live Stage Entertainment/Activities/Fun Fair/Catering Village/Big Screens</b></li> <li>• <b>Fireworks Display at 6pm</b></li> <li>• <b>Event closes at 7.30pm</b></li> </ul> <p><b>Display – Fully Fused Fireworks</b></p>



		<p>Plans are in place with approvals such as the musical soundtrack etc being signed off in preparation for the final design of the 17min pyromusical fireworks display.</p> <p>Following previous Community Services Committee approval, the balance payment for the booking will be paid prior to 30<sup>th</sup> September (deposit payment paid.)</p> <p><i>NB: NTC have had site of the company's environmental policies, information and carbon footprint documentation. This will be on file to ensure we can reference and evidence we are being environmentally responsible in our planning. (Fully Fused currently offset 44.3 tonnes of carbon - their footprint last year was 21.9 tonnes - at their sites across the country and have planted trees and shrubs as part of The Queens Green Canopy.) The carbon offset for the proposed firework display in Northampton will 0.04 of one tree.</i></p> <p><b>Sponsorship Secured for Additional Atmospheric Lighting</b></p> <p>Sponsorship has been secured from local electrical companies, <i>Maintenance Services Electrical Ltd and Midshires Electrical &amp; Lighting Ltd</i> to provide labour, materials and products to install festoon lighting along the route from the Fun Fair/Catering Village to the Live Stage area working alongside NTC's event contactor Stage Right. The festoon lights will be NTC's to keep for addition events/usage.</p> <p>These festoon lights will help light up locations that were very dark last year for the public travelling on foot across site making the event safer as well as enhancing the atmosphere/experience for event goers.</p> <p>The additional lighting scheme will also include multicoloured uplighters in the trees in the area between activities provided by Stage Right. Waiting on quotes for the additional tree uplighters for Working Party approval.</p> <p>The sponsorship package includes logos/mentions in all social media comms, press releases, promo material, website and event banners etc using the slogan: <i>'Helping light up Northampton for NTC's annual Fireworks Spectacular!'</i></p> <p><b>Live Stage - Fire &amp; Pyrotechnic Performances</b></p> <p>In the build up to the fireworks finale, as last year and due to their success/public feedback, <i>Live Performers</i> (local</p>
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		<p>performance company) will perform a 12min Trio Fire and Pyrotechnics Show. To enhance and marry in with the plans to tell the story of Northamptonshire’s history and connection to the Gunpowder Plot/Guy Fawkes, the performers will theme this year’s show on the story with special effects, costume and props.</p> <p><b>Live Stage – Host &amp; Band</b>  <i>BBC Radio Northampton</i> have confirmed their commitment to host the Live Stage and support the event through promotion again for 2023 FOC. The host will be <i>Kerrie Cosh</i> who presents the BBC Introducing show.  Quotes for local bands have been requested.  <i>Six Feet Apart</i>, local party/covers band have been proposed to perform a 1hr slot for £650.</p> <p><b>Story of the Gunpowder plot</b>  As per the last CS Meeting on 19<sup>th</sup> June 2023, the Events Team were asked to redraft the idea of telling the story of the Gunpowder plot due to health and safety concerns of a re-enactment with horses at the Fireworks event.  Therefore, showing a visual of the Gunpowder plot in the form of a film that can be reshared at various points through the year and in continuous years, has been worked up for the <b>committee to consider</b>.</p> <p><b>Film Commission by Northampton Film Festival - £5,335.00</b>  <b>Proposal for committee approval:</b> Allocation of funds for this project to be taken from the appropriate Heritage budget as this film will form part of the stock library and evolution of the Town Council’s increased focus on celebrating our heritage and will be used in related projects on this subject in the future. For example, Heritage Open Days.</p> <p>A combination of local actors and animation to tell the story of the Gunpowder plot which was hatched in Northamptonshire, with the conspirators ultimately being caught, beheaded and their heads displayed on the town walls in Northampton. It will be a family friendly- horrible history-type film to tell the important connect Northampton has with Bonfire Night that we know today. The film will include local venues such as Ashby St Ledgers</p>
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		<p>Manor House, Boughton House, Delapre Abbey, Rushton Hall and the Guildhall. It will be able to be shared on various platforms – website, and socials and shorter clips to promote it across various channels.</p> <p><b>Fireworks Event Photographer</b>  Officers have been looking into requirements to recruit a photographer to document the Fireworks event with professional images to use for publicity/artwork going forward and to post a roundup of the event afterwards. This will also bolster the photo library for our overall branding/NTC info material/imagery.  Local photographer <i>Stu Vincent</i> quote: £250 for duration of event and full supply and use of images - approved by Working Party.</p> <p><b>Food Vendors, Fun Fair Rides and Stalls</b>  This year a Food Vendor Application Form has been published on the NTC website for local traders to register interest to trade at the event. The form includes full T&amp;Cs to sign to ensure attendance and compliance with all H&amp;S measures in the lead up to the event and on site. The vendors will be selected allowing a fair offering with a variety of different food types that cater for all.  NTC’s event contractor has sent out the Fun Fair Rides/Stalls requirements and proposal to the local Fun Fair companies for their attendance.  NTC has had interest from local face painting companies as well as stall holders such as Help for Heroes. Pending the cost of additional marquee space next to the First Aid and Security areas to house these activities (quotes are being sourced via Stage Right) - <b>committee to consider</b> if the additional spend could be allocated to increase the event offering (estimated cost max £400.)</p>
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Remembrance Sunday	12 November	<p>Plans are underway for Remembrance Sunday. The Events Team are working on the Road Closures, working with the police, military and WNC Highways. Meetings with partners have taken place throughout the year and plans are progressing to ensure another respectful morning dedicated to those who fought for their county and country.</p> <p>Current planning includes walk rounds of the routes with all partners involved considering the different routes that will need to be taken for this year due to upcoming Abington Street regen works.</p>
Bleed Kits Update	N/A	<p>All NTC Bleed kits bar x 2 kits and x 2 cabinets have now been distributed.</p> <p>The Events Team are working with Off The Streets NN and WNC to obtain permissions for the remaining cabinets (one hopefully on Super sausage and 1 on Wellingborough Rd). The first 24hr cabinet at the Train Station has been installed and the press release went out to promote this.</p>
Great Fire of Northampton 350 Anniversary	TBC May 2025 to coincide with Oak Apple Day commemorations	<p>For Budgeting purposes for 2024, the Events Team would like the <b>committee to consider the following proposals</b> to commemorate the Great Fire of Northampton in an imaginative and accessible format: (See also Brief attached for detail)</p>

	<p>or Sept 2025 (actual anniversary)</p>	<p><b>Great Fire of Northampton - AR Trail provided by AR Media on the Explore Npton App</b></p> <p>AR trail of sites/buildings affected by or associated with the Great Fire of Northampton on 20<sup>th</sup> September 1675. To include the rebuilding of the Georgian town with timber provided by Charles II (Oak Apple Day link) and castle stone from the town.</p> <p>Work with Friends of St Peters, Castle archaeologist Andy Chapman and Museums/Libraries.</p> <p><b>Option 1- actors, £8,500</b></p> <p>A ten part augmented trail following the journey of the fire as told by historical characters. Each marker would offer an augmented character featuring a visual and audible experience. The actors/actresses would be filmed at our studio on a green screen cove where they will deliver their own unique part of the story. There is also an opportunity to enhance the audio by including background effects where possible such as the fire itself although we would want to make sure this didn't detract from the storyline making it too difficult to follow. This can of course be discussed and tested at a later date before production has started.</p> <p><b>Option 2- Animation- £11,500</b></p> <p>A ten part augmented trail offering the story leading up to and during and after the fire. This option differs by being an animation lead production. Each location could contain a picture frame or portal into the story showing animation lead chapters with full audio soundscape. The animation style and volume will of course need some figuring out to decide the level of detail and movement which in turn may have an effect on cost.</p>
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## Great Fire of Northampton – 350<sup>th</sup> Anniversary

**Notion:**

To provide an AR trail of sites/buildings affected by or associated with the Great Fire of Northampton on 20<sup>th</sup> September 1675.

Perhaps launch with the celebrations at Oak Apple Day -May 2025 which will focus on the Great Fire as a theme due to Charles II providing the town with 1000 tonnes of timber to rebuild the town in the aftermath of the Fire.

**History:**

The Great Fire of Northampton started in St Marys Street and devastated the town centre, destroying about 700 buildings (of 850) in six hours. Three quarters of the town was destroyed, 11 people died and about 700 families were made homeless.

**Location ideas (in rough order of proximity):**

**1. Original Fire Location: St Mary's St**

*Augment woman leaving pot to bubble over – which starts the Great Fire*

**Exact Location:**



Or Possibility of outside **Doddridge Centre**

Or **Archaeology Park** (Due for completion in Autumn 24)- include Castle info- has 1987 plaque

**2. The Old Black Lion**

Burnt down in the fire- rebuilt in 1720 as Old Black Lion

**3. Hazelrigg House**

Survived the Great Fire – part of it destroyed in the Fire?

**4. St Katherine's Gardens**

Already has a 1987 heritage plaque describing Fire

**5. All Saints' Church**

Destroyed in Fire- Reference to Charles II providing timber and reducing taxes, and Oak Apple Day

**6. Jeyes' Chemist**

One of the few buildings to survive the Great Fire

**7. Welsh House**

Only building on Market Square to survive fire- people fled through the house to escape.

**8. Market Square**

Location where the fire spread- archaeological evidence recently found in the regeneration works could be augmented into the app- peeling back the strata to see the charred remains.

**9. Museum**

Museum interactive of the fire and 100 Objects exhibition which will feature an object associated with the fire.

**10. Sessions House**

First building to be rebuilt as new after the fire. Links to the castle as court moved from the castle to the Sessions House and became the new court rooms.

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**NEXT STEPS:**

Meeting on Tuesday 19<sup>th</sup> September

Agenda Items:

- Theme
- Branding of Christmas in Northampton 2023 and Artwork
- BID / NTC Resources timeline and to do list
- Promotion and advertising – partnership opportunities

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## 8. EVENTS CALENDAR 2024

### NORTHAMPTON TOWN COUNCIL EVENTS - SAVE THE DATES 2024

Date	Project/Event	Location	NTC Event Lead	Contact/Lead Officer
March	Mayor's Gala		NTC Civic	LH
March TBC	Mayoress Tree Planting	TBC	NTC Civic	LH
Sunday 26 <sup>th</sup> March	Laforey Parade	The Guildhall, Town Centre	NTC Civic	LH
April	St Georges Day Event and Flag Raising	The Guildhall	NTC Events	JH and LHJ
April to September	Bands in the Park	Abington Park Bandstand	NTC Events	JH and LHJ
16 <sup>th</sup> May	EID	Beckets Park	EMC (with assistance from NTC Events)	JH and LHJ
May TBC	Mayor Making ceremony	The Guildhall (non-public)	NTC Civic	LH
May TBC	Mayor's Civic Reception	The Guildhall (non-public)	NTC Civic	LH
May TBC	Oak Apple Day Heritage Aspect	All Saints Church	NTC Civic	LH and JH LHJ
Friday 31 <sup>st</sup> May to Sat 1 <sup>st</sup> June	Beer Festival	Becketts Park	Showtime Events (with assistance from NTC Events)	JH
June to October	Northampton in Bloom	NTC area	NTC Events	LHJ
June to October	Poetry Project - James McInerney	NTC area	NTC Events	LHJ
6 June 2024	D DAY 80	TBC	Work with museum	LH
10 <sup>th</sup> June	Northampton Carnival	Town Centre and Racecourse	Northampton Carnival and Cultural Arts (with assistance from NTC Events)	JH
22 <sup>nd</sup> June	Flag Raising and Windrush Day	The Guildhall	ALL	LH

24 <sup>th</sup> June	Armed Forces Day	Town Centre	NTC Events	LH, JH and LHJ
TBC	Northampton Pride	Becket's Park & Town Centre	WNC (with assistance from NTC Events)	LHJ
11 <sup>th</sup> July	Remembering Srebrenica Day	TBC	NTC Civic/ WNC Community Engagement	LH
July TBC	TwinFest	TBC	NTC Civic	LH
July TBC	NHS and Frontline Workers Day	Mayor's Parlour	NTC Civic	LH
6 <sup>th</sup> August	Jamaican Independence Day Flag Raising	The Guildhall	TBC	LH
16- 18 August TBC	Northampton Balloon Festival	The Racecourse	Showtime Events (with assistance from NTC Events)	JH and LHJ
24 <sup>th</sup> August	Ukrainian Independence Day Flag Raising		TBC	LH
3 <sup>rd</sup> September	Flag Raising - Merchant Navy Day (Red ensign)		TBC	LH
9 <sup>th</sup> September	Flag Raising - Emergency Services Day		TBC	LH
TBC	Music Festival	Town Centre	NMF (with assistance from WNC, BID & NTC Events)	JH and LHJ
September (TBC)	Charity Sunday - Mayor's Civic Service	All Saints Church/ Guildhall	NTC Civic	LH
September TBC- 1 <sup>st</sup> weekend	Heritage Open Day	The Guildhall	NTC Events	LHJ
25 <sup>th</sup> October	St Crispin's Day	?	Lord Lieut	LH
Saturday 26 <sup>th</sup> October	Diwali Festival of Lights	Town Centre	IHW0 (with assistance from NTC Events)	LHJ

November- TBC 2 <sup>nd</sup> ?	Fireworks Event	The Racecourse	NTC Events	JH
November (TBC)	Youth Summit	TBC	NTC Events	LHJ
10 <sup>th</sup> November?	Remembrance Day	Town Centre	NTC Civic/ Events	LH, JH and LHJ
11 <sup>th</sup> November	Armistice Day	All Saints' Church	NTC Civic	LH
Saturday 23rd November	Christmas Lights Switch On Event + Christmas Market	TBC: Town Centre	NTC Events	JH
Throughout December	Christmas Programme (x1 Saturday in Dec)	Town Centre	NTC Events	JH and LHJ
December	Nine Lessons and Carols	All Saints' Church	NTC Civic	LH
2024		50 <sup>th</sup> Anniversary Weston Favell Centre		
2024	Market Square Heritage Film	Town Centre		
2025	Great Fire 350 App	Town Centre		

Climate Change

Engagement Opportunities

Stall at various Events