



Northampton TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE – 7TH MAY 2024 – 18:00

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 Tuesday 7th May 2024 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
30th April 2024**

**Guildhall
Northampton
NN1 1DE**

A G E N D A

- 1. APOLOGIES**
- 2. DECLARATION OF INTERESTS**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 26th FEBRUARY 2024 - ATTACHED**

Pages 3 - 6

- 4. TO RECIEVE THE MINUTES OF THE EXTRAORDINARY GRANTS SUB-COMMITTEE MEETINGS HELD ON 6TH MARCH 2024 - ATTACHED**

Pages 7 - 9

- 5. EVENTS AND PROJECTS UPDATE - ATTACHED**

Pages 11 - 22

- 6. WESTON FAVELL'S 50TH ANNIVERSARY UPDATE – VERBAL UPDATE BY COUNCILLOR HOLLAND-DELAMERE**

- 7. COMMUNITY NEEDS ANALYSIS UPDATE – ATTACHED**

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- 8. COMMUNITY ENGAGEMENT OFFICER UPDATE**

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9. COMMUNICATOINS OFFICER'S SOCIAL MEDIA ENGAGEMENT REPORT – ATTACHED

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COMMUNITY SERVICES COMMITTEE – 25TH MARCH 2024

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 25TH MARCH 2024 AT 6PM
IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Chair), Holland-Delamere (Vice Chair), Alwahabi, Ashraf, Hallam, Hibbert, Lane, Marriott, Miah and Ismail

OFFICERS PRESENT: Mrs J Thorneycroft (Assistant Town Clerk) and Miss F Barford (Democratic Services Officer)

10. APOLOGIES

Apologies were submitted by Councillors Russell and Soan.

11. DECLARATION OF INTERESTS

No declarations were made.

12. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 26TH FEBRUARY 2024

In relation to item 57, the Assistant Town Clerk confirmed the statement of confirmation had been sent to the Northampton Business Improvement District. The Chair went on to explain a trial would be undertaken of the Project Request Form and any feedback would be reported back to this committee.

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 26th February 2024 as a true and accurate record of the proceedings.

13. TO RECIEVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETINGS HELD ON 6TH MARCH 2024

The Chair referred to the various grant applications that were reviewed at the Grants Sub-Committee meeting and requested any questions or queries.

RESOLVED: The minutes of the Grant Sub-Committee meeting held on 6th March 2024 were received and adopted.

14. EVENTS AND PROJECTS UPDATE

The Chair referred to the Events and Projects Update enclosed with the agenda and highlighted the variety of events the Town Council were supporting or hosting this year.

Balloon Festival

The Assistant Town Clerk explained, the organiser of the Balloon Festival requested the Town Council to provide an additional £400 to cover the cost of Chairs for the Community Marquee. A Councillor queried why the Town Council were requested to cover the £400 cost of the table and chairs when the Committee had previously agreed to provide additional funding. A Councillor suggested the £400 for the additional chairs be queried with the organiser of the Balloon Festival.

Action: Contact the organiser of the Balloon Festival and query the request for an additional £400 for chairs.

Tales and Traditions of Northampton Guildhall, (as part of Heritage Open Days)

The Chair explained an idea was posed that former Mayors be invited and present on Heritage Open Day to provide their stories and greet the public. Councillor Hibbert suggested a copy of the 'Guide to the Guildhall' be provided or displayed as it provided great insight into the stone carvings throughout the building. In response to a question, the Chair explained Heritage Open Day would go ahead as normal September 2024 as the Town Council had license to occupy until March 2025.

A supplementary copy of the Heritage Open Day report was circulated at the meeting. The Assistant Town Clerk explained different re-enactors were procured who would portray influential figures from Northampton's History. In response to a question, the Assistant Town Clerk explained the re-enactors were providing their own costumes and completing research.

RESOLVED: It was resolved to approve the expenditure from budget code 4524 Heritage Projects as outlined within the report (appendix A).

Christmas

The Chair highlighted planning had been undertaken for the Christmas Light Switch-On to take place in the new Market Square, at the end of November 2024.

Heritage Projects

The Chair explained a new budget code had been created during budget setting specifically for Heritage Projects. She added, this entailed the 'Snapshots in Time Trail' project, the 350th Anniversary of the Great Fire of Northampton and other heritage projects.

15. TO REVIEW UNSPENT COUNCILLOR COMMUNITY FUND (CCF) AND GENERAL COMMUNITY GRANT SCHEME (CGF) MONIES WOULD BE UTILISED

The Chair highlighted many discussions had been held regarding what happens to unspent Councillor Community Fund monies at the end of each Financial Year. Councillor Marriott highlighted any unspent funds were generally transferred into General Reserves however, Councillor Birch requested these funds be retained and used to benefit the community.

The Assistant Town Clerk explained roughly £15,000 was unspent from the Councillor Community Funding this financial year. The Chair referred to the Town Clerk's report, an option was for the Community Engagement Officer to assist Councillors in spending their remaining unspent fund or, provide the Community Engagement Officer with the delegated authority to spend these funds in their wards.

A Councillor posed that remaining funds be split amongst Councillor who have spent their funds. The Chair stated this would be to the detriment of the ward residents whose Councillor(s) had underspent. Councillor Marriott commented the funds should be utilised by the Community Engagement Officer to assist Councillors who are not spending or be delegated authority to spend this.

A Councillor stated reducing Councillor's who had not spent their Councillor Community Funding would penalise the residents and up-to the political parties to not select them as candidate at the next election.

RESOLVED: The remaining unspent Councillor Community Funding at the end of Financial Year 2023-24 be earmarked for the Community Engagement Officer to allocate.

16. TOWN CLERKS' VEHICLE ACTIVATED SIGNS (VAS) REPORT

The Chair referred to the Town Clerk's report on VAS signs outlined within the agenda.

A number of Councillors highlighted many ward residents queried the installation of VAS signs to deter drivers from speeding. The Chair commented in her opinion it was additional street furniture.

Councillor Marriott explained there was no budget allocated for the cost of insurance however, the Town Clerk would need to query the cost of licensing and insurance.

Councillor Hallam explained he had previously assisted with the purchase of a VAS sign and how the management of it could be complex. He added, if this Committee decided to host VAS signs that a process be formulated to ensure consistency.

In response to a question, a Councillor explained VAS signs collect data on the speed of vehicles however, it does not collect any personal or vehicle data. In response to an additional question, he explained the installation was down to the residents' or their association and raised the risks associated with the installation and charging of VAS signs.

Action: Town Clerk to request further information from Kingsthorpe Parish Council on the licensing of their VAS lines.

Action: Town Clerk to gain further information on the costings if additional licenses were required for any additional VAS Line and installation.

RESOLVED: It was resolved and agreed the Committee be the named body on the Section 50 licenses.

RESOLVED: It was resolved and agreed the that signs are added to the Council's insurance schedule once purchased.

RESOLVED: It was resolved and agreed that the council, in consultation with the Clerk, delegates the day to day management of the signs to the resident/community associations.

17. BECKETS PARK MEMORIAL UPDATE

The Chair explained, the Shadow Council set this in motion and students at the University of Northampton adopted this as a project to undertake during their course and ran a competition. She added, the design was welcomed by the Buddies of Becketts Park and the Northampton Hospital as it would provide additional facility for hospital staff and members of patients' families to utilise. The Chair stated, the seating area was modular and would be fitting for the

space and a consultation would be held to choose the planting to surround it. The Chair added drawings would be provided to a Quantity Surveyor to gain further costings and David Smith Associates were engineering the project pro bono.

NOTED

18. WESTON FAVELL CENTRE 50TH ANNIVERSARY FESTIVAL UPDATE

Councillor Holland-Delamere explained a successful meeting was held to discuss celebrating the Weston Favell 50th Anniversary and how other community celebrations would take place. He added, 60 Miles by Road or Rail and Silhouette Theatre would submit a bid for funding for displays demonstrating the heritage and how it was a community hub for the east of Northampton.

Councillor Holland-Delamere stated a report would be provided once the funding bids had been submitted. A Councillor posed whether celebrations would be held for the 50th Year of the Grosvenor Centre being built in 2025.

19. ITEMS FOR CONSIDERATION FOR NEXT MEETING

No discussion was held under this item.

MEETING CONCLUDED: 7:05PM

EXTRAORDINARY GRANTS SUB-COMMITTEE – 22nd APRIL 2024

MINUTES OF THE EXTRAORDINARY GRANTS SUB-COMMITTEE MEETING HELD ON 22nd APRIL 2024
AT 11AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL,
NORTHAMPTON

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

OFFICERS PRESENT: Miss F Barford (Democratic Services Officer) and **Mr** C Osborn (Community Engagement Officer)

39. APOLOGIES

No apologies were submitted.

40. DECLARATION OF INTERESTS

Councillor Birch declared a non-pecuniary interest in CCF259 as if approved the funds would be deducted from her Councillor Community Fund allowance.

Councillor Russell declared a non-pecuniary interest in CCF253 &258 as if approved the funds would be deducted from her Councillor Community Fund allowance.

41. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 14TH FEBRUARY 2024

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 14th February 2024 as a true and accurate record of the proceedings.

42. GRANT APPLICATIONS TO THE COUNCILLORS' COMMUNITY FUND

Reference Number	Organisation	Project	Amount Requested	Decision
CCF253	Bradlaugh Fields and Barn	Bradlaugh Fields New Orchard Fencing	£2,000	APPROVED
CCF254	St Giles Community Group	St Giles in Bloom Grant	£200	APPROVED
CCF255	Friends of Eastfield Park Northampton	Improvement to Eastfield Park (Northampton)	£350	APPROVED
CCF256	Spring Boroughs Voice	Spring Boroughs Voice	£1,650	APPROVED
CCF257	Delapre Dragons	Cup Final Kit	£264	APPROVED

CCF258	United African Association	Hire of Storage for Food Bank	£500	APPROVED
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43. LATE GRANT APPLICATIONS TO THE COUNCILLORS' COMMUNITY FUND AS PER THE ADDENDUM

CCF259	NN Street Ballerz	Mural	£500	APPROVED
CCF260	Northampton BID	St Giles Church Yard	£200	APPROVED
CCF261	United Women and Youth Programme	Mental Health Awareness Programme	£1,000	APPROVED
CCF262	Broadmead Community Church	Eastfield/Headlands Community Festival 2024	£250	APPROVED

44. GRANT APPLICATIONS TO THE GENERAL COMMUNITY GRANT SCHEME

Reference Number	Organisation	Project	Amount Requested	Decision
CGF99	Northampton Turkish Community Association	Room Hire	£10,000	It was recommended this application be DECLINED . It was commented the application was for the organisations room hire for an entire year and therefore core costs.
CGF100	YMCCA Northamptonshire	Building of Northampton YMCA Building	£5,205	It was recommended that this application be DECLINED .

<p>CGF101</p>	<p>Top Hat Theatre School</p>	<p>27 Dancers to Perform & Represent Team England</p>	<p>£10,000</p>	<p>It was recommended this application be DECLINED. It was commented the event was taking place abroad and therefore not directly benefiting the residents of Northampton Town Council area.</p>
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MEETING CONCLUDED 11:53AM

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Community Services Committee May 2024

Events and Projects Report – *updates in blue, review/approval in yellow*

Name of Event / Project	Date of Event / Project	Update
SAVE THE DATE – 2024 EVENTS		
Bands in the Park	Every Sun & BH Mon. 7 th April – 29 th September	<p>Abington Park Bandstand.</p> <p>The Bands in the Park season has started and will continue every Sunday and Bank Holiday Monday, April to September. The Park Café - Abington Park, have sponsored three dates on the calendar. The 2024 lineup features a variety of bands, singers and musicians; performances will take place between 2pm and 5pm.</p> <p>The calendar listings can be viewed online on the NTC website and Whats On page as well as social media, promotional banners at the bandstand, leaflets and a press release.</p>
Eid Festival	Sun 19 th May 12 – 6pm	<p>Becket's Park.</p> <p>NTC Stall at event.</p> <p>Eid Management Group working with NTC's event contractor and Events Team on planning and support.</p> <p>Event costs have been shared with Officers that include event personnel, site set up and logistics, infrastructure and equipment.</p> <p><i>More information on the timetable, content and stage acts will be shared by EMG shortly for press and publication.</i></p> <p>A call out for stall holders continues – please visit the website and share within your communities:</p> <p>https://www.northamptontowncouncil.gov.uk/eid-festival</p>
Oak Apple Day	BH Mon 27 th May	<p>All Saints' Church</p> <p>The day's events have been finalised to incorporate the usual schedule and proceedings: Civic processions to All Saints' Church, service, A Company LNR ACF Corps of Drums parade (with possible attendance from another marching contingent) followed by the ceremony/wreath, toast/prayers/blessings.</p> <p><i>The Honourable Company of Pikemen and Musketeers will hopefully join us again in 2025 for their 100th Anniversary of re-formation and the 350th Anniversary of the Great Fire.</i></p>
Northampton County Beer Festival	Thurs 30 th May - Sat 1 st June	<p>Becket's Park.</p> <p>NTC's funding allocation of £5000 for Northampton County Beer Festival will be paid directly to the event organiser, <i>Beer Festivals UK</i>, to support with staging infrastructure and live production costs.</p> <p>Promotion via the event organiser has been positive with brewers and stage/band line up being announced with further event details due to come. NTC will share and support the event on Social Media platforms and via press release.</p>

<p>Northampton Carnival</p>	<p>Sat 8th June 12 – 8pm</p>	<p>The Racecourse. NTC Stall at event. 2024 planning meetings to be attended by Events Team to determine support and actions required. NTC’s funding of £20,000 will be allocated for logistics, personnel and infrastructure costs. Officers are supporting event planning with appropriate suppliers and recommendations. The parade route’s exit out of the town centre has had to change this year due to the regeneration works taking place on Abington Street. (The route will exit the town centre via The Drapery and Lady’s Lane.)</p>
<p>Armed Forces Day</p>	<p>Sat 29th June 10am – 2pm</p>	<p>All Saints’ Piazza Following planning meetings with partners, it has been decided that for this year there will be no parade due to the significant impact of works taking place on the Market Sq, Abington St and Fish St along with the closure of Bridge St. The impact of disruption to traffic with road closures and diversions in place will create complex issues on a busy Saturday effecting bus routes significantly. Plans for large parades and road closures are a cause for concern for WNC Highways at this time especially on Saturdays.</p> <p>The event will take place on All Saints’ Church Piazza hosting military charity and local organisation stall holders, RBL, military display vehicles and live musical performances. The schedule will include speeches from Armed Forces representatives, The Mayor and The Lord Lieutenant. Plans are underway to invite veterans via the RBL and local organisations to join us for the day and give a speech or talk via interview on the day. Musical performances have been confirmed and include static band displays from 5F Squadron RAF Air Cadet Band and A Company LNR ACF Corps of Drums with The Starlight Sisters providing sets in between.</p> <p>Quotes to provide cream teas for veterans on the day are being sourced. Option to work with All Saints’ bistro/café to provide refreshments for veterans and a themed offering for the public on the day. Promotion, invitations and support from appropriate partner organisations are being explored with support from WNC and Lord Lieutenants office. Local 40s/50s enthusiasts’ group have been invited to participate in the days proceedings and hand out NTC leaflets and promote the day.</p>
<p>Northampton Pride</p>	<p>Sat 13th July</p>	<p>University of Northampton. NTC Stall at event. WNC have confirmed that NTC are the stage sponsor again this year for the fee of £4,000. NTC will be promoted on all major Pride materials as one of the main sponsors and will again be</p>

		able to have a stage banner up, and a stall space in the Pride Village.
Northampton Balloon Festival	Fri 16 th – Sun 18 th August	<p>The Racecourse NTC propose to host and manage The Community Marquee again for this year, inviting local charities and groups to have a stall and promote their organisations. NTC to have a stall inside the marquee.</p> <p>NTC’s funding allocation of £10,000 for Northampton Balloon Festival will be paid directly to the event organiser, <i>Show Time Events Group Ltd</i>, to support with event planning costs. NTC will share and support the event on Social Media platforms and via press release.</p> <p>Show Time Events Ltd have confirmed a marquee will be supplied for NTC to use for The Community Marquee which will host approx. 25 charity and community organisations. Show Time Events Ltd have also agreed to fund the tables and chairs required for the stalls.</p> <p>Invites will be sent out in the next couple of weeks for community and charity stall holders to book their pitch. A number of last year’s participants have been in touch to secure their place with positive feedback from the 2023 event detailing it was worthwhile for their community outreach.</p> <p>Officers propose that any NTC materials needed for our own stall in the marquee will be paid for out of the appropriate Advertising and Marketing budgets.</p>
Northampton Music Festival	Sun 8 th September	<p>Town Centre – Various locations TBC Initial meetings underway with Events Team to determine support and actions required. NTC will sponsor the event through payment of staging and other infrastructure/personnel costs from the allocated budget of £15,000.</p> <p>NTC will share and support the event on Social Media platforms and via press release. Applications are now closed for performers.</p> <p>Organisers have relayed plans that new for this year the Royal & Derngate will be involved hosting a Musical Theatre stage for the event.</p> <p>Plans for the Main Stage to be hosted on the Market Sq – TBC; plan B being discussed to utilise Guildhall Rd. Officers will support in the application of any road closures or parking suspensions required for the event. Headline act to be announced end of June.</p>

		NMF Committee are keen to promote the event as widely as possible at other community events on the calendar such as Carnival and the Balloon Festival.
Tales and Traditions of Northampton Guildhall, (as part of Heritage Open Days)	Sat 14 th September	<p>The Guildhall NTC's contribution to the Guildhall Tours of Heritage Open Days will be titled 'Tales & Traditions of Northampton Guildhall'.</p> <p>Plans are underway to include opening the Mayor's Parlour, local Morris Dancing and historic re-enactments related to the Guildhall and Northampton's heritage.</p> <p>If any past mayors would like to be involved on the day, please contact events@northamptontowncouncil.gov.uk</p>
Diwali Festival of Lights	Sat 26 th October	<p>Market Sq - TBC NTC Stall at event.</p> <p>2024 planning meetings being attended by Events Team to determine support and actions required.</p>
Northampton's Annual Fireworks Spectacular	Sat 2 nd Nov	<p>The Racecourse Display - NTC Officers are in liaison with last year's fireworks display supplier and have reviewed previous displays to discuss options for 2024 and beyond.</p> <p>A three-year contract has now been agreed with Fully Fused Fireworks. Details have been confirmed for this year's display with dates for 2025 and 2026 to be agreed at a later date.</p> <p>The appropriate Public Liability insurances are now in place to also cover event cancellation due to adverse weather and other such scenarios that would cause the display being unable to take place.</p> <p>(Cancellation of the display in its entirety is rare - the supplier is able to amend content of the display if required due to moderate wind speeds/direction etc. The supplier will send over a breakdown of the display, protocol and product details for officers to have on file in preparation for if such circumstances were to arise. In this scenario, NTC's event contractor and the events team would work with Fully Fused to agree amendments and ensure event safety before going ahead.)</p> <ul style="list-style-type: none"> • 2025: Saturday 1st November (Remembrance Sunday will fall early taking place on 9th November.) • 2026: Sunday 1st November OR weekday could be considered for Thursday 5th November/Friday 6th November. (Remembrance Sunday will fall early this year on 8th November.) <p>We propose <i>not</i> to hold the fireworks event on the same weekend as Remembrance Sunday for various reasons.</p>

		<p>Live Stage - Band and Fire Show - Quotes are being sourced for both a band and a live stage fire show with pyrotechnics as an intro to the fireworks display and countdown.</p> <p>Planning - Meetings underway to determine any changes needed for this year's event to personnel, logistics and infrastructure. A Working Group meeting is to be arranged to discuss the proposed plans and content.</p>
Remembrance Sunday	Sun 10 th Nov	All Saints' Church 2024 planning meetings to be arranged.
Christmas Light Switch On	Sat 23 rd Nov	<p>Market Sq Initial plans propose that the Christmas Lights Switch On return to the Market Sq when regeneration works are complete. Plans for content and schedule are dependent on the new Market Sq event space dimensions. Events Team are in liaison with WNC for regular updates which will be shared when available. Please see below Market Sq update for further information at this stage.</p> <p>Quotes and options for performers and entertainment are being explored in preparation for planning.</p> <p>A recce of the Market Sq event space is being planned for June so stall holders, charity groups and activities can be decided and booked.</p> <p>Sponsorship opportunities are being explored to support the event as well as partner organisations involvement.</p>
Christmas in Northampton / BID Partnership	Throughout November – December	<p>The events team met with Northampton Bid to discuss last year's Christmas programme and to begin planning for 2024. It was noted that footfall was up throughout the town on Saturday 25th November on the day of the Switch On at Becket's Park in comparison to previous Saturdays and the 2022 event.</p> <p>Plans and initial proposals in partnership with the BID for the Christmas on Northampton 2024 programme will be discussed with the Christmas Working Group.</p> <p>In summary, the 2023 Switch On event was a huge success despite the move to the park with greater attendance figures at approx. 5.5k with a much more family orientated audience participating in the festive activities and entertainment on offer.</p> <p>NTC proposed theme for 2024: 'Traditional Christmas'</p>

		<p>to include in plans for new installations. Each column will have brackets in situ that can be used to house Christmas lights. Existing lighting in the columns are warm white which will complement the Christmas light replacements throughout the town.</p> <p>It has been confirmed that a 40ft Christmas tree can be sited on the new Market Sq with paving being able to withstand the weight of both the installation and haulage for delivery/derig. Initial plans and review of the 'events space' look positive with regards to enough surface area for activities/stage/audience as well as the tree. As discussed, other options are available and quotes have been obtained should a smaller tree be required.</p> <p>Officers shared a list of NTC and partner events with WNC along with significant public holidays/themed days etc for review to be included within the lighting scheme throughout the year. Lighting in the form of tree uplighters, lighting columns, stalls, seating and the fountain can all be programmed/colour changing to marry a specific event/holiday at any point of the year. The proposed list was well received by the fountain team and designers with further discussion planned on how this can be achieved at the next meeting.</p> <p>NTC will be able to utilise the control system and help manage the lighting for these events and projects. For example. Diwali, The Great Fire Anniversary, Armed Forces Day etc. The Events Team will attend future meetings with WNC in relation to the lighting of the Market Sq, the Fountain and updates associated with this.</p> <p>The fountain lighting system is extensive with many options available to create a spectacle and have dramatic visual impact described as 'a performance or theatre.' All jets can be programmed individually and illuminated creating not only light but texture. For example, Fire/Flowers etc. Officers are keen to explore these options further and how they can marry into our events and projects for the community.</p>
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Heritage Projects

Snapshots in Time: Market Square locations	Project complete	5 new locations on the market square will be launched once the square reopens. If WNC permissions allow, floor markers will be placed on the square to signify where the new locations are- otherwise can be found on the virtual map on the app itself.
Market Square Film	Film completion May 2024, film showing on Market Square	The film is due for completion in May 2024, with the view of showing on a summer's afternoon on a big screen. Depending on the market square reopening, monies may need to be earmarked from 24-25 budget to 25-26 budget, to ensure a summer showing of the film due to weather restrictions of an

	after the reopening	<p>open-air event. The film will also be shown on the town council's social media and form part of our film archive.</p> <p>Northants Film Festival have hosted workshops to engage the community with the film and will portray the square's history through a series of themes:</p> <ul style="list-style-type: none"> • Radical history, mavericks and change • Entertainment • Trading • The Weird and Wonderful
350th Anniversary of the Great Fire of Northampton	App completion May 2024, Launch in Sept 2025 for anniversary	<p>Local actors from the Masque Theatre have been filmed in various Northampton locations, and events and projects officer from the town council has written the accompanying historical content for the app.</p> <p>The app will be launched in association with the wider town and county activities occurring next year to commemorate the anniversary.</p> <p>The Great Fire working group, chaired by Father Oliver Coss and James Miller, local historian are taking place monthly and the town council are taking minutes and facilitating the wider county meetings.</p>

Other

Waste Management Services	Review of local suppliers	<p>The events team are looking into more sustainable solutions with local waste management companies for the events where we book in these services; not just for our own events but those we support.</p> <p>Research into potential suppliers and how waste from events is handled will hopefully achieve a better understanding of the 'event waste journey' to ensure the services and suppliers we work with are as sustainable as possible.</p> <p>Including public messaging at the event with information and signage provided by the waste management companies is being explored.</p> <p>Veolia's Commercial team have invited NTC for a site visit and tour to see how waste is handled once collected. The Chair and Cllrs form the Environmental Services Committee will be invited once a date has been set.</p>
Roadside Boards x2	Abington Park	<p>Officers have been exploring options to install NTC roadside boards at Abington Park. Following discussions with WNC Comms team, we have been denied permissions to use the boards to promote our summer activities in the park.</p> <p>Quotes have been sourced to supply and install x2 Roadside boards in Abington Park from recommended companies.</p>

		<p>Permissions and suitability have been approved by the WNC Parks Team, J&S Potter Ltd and Idverde.</p> <p>The boards will advertise Bands in the Park, Wellness Walks, Fireworks and Christmas plus the option for any other events that fit in the timeline for the calendar.</p> <p>Abington Park approx. costs: X2 Roadside Boards £2673.80 + £45 delivery X2 Installation £560 Total: £3278.80</p> <p>Quote also sourced for an NTC notice board within the town centre (location TBC, Market Sq, Wood Hill) to advertise all events/projects/services.</p> <p>Approx. costs: X1 Noticeboard £1181.00 X1 installation - £360 Total: £1541.00</p> <p>Please see attached <i>Abington Park Roadside Boards - Location & Examples</i></p> <p>Approval and agreement needed to utilise the General Advertising & Marketing Budget. A report will be submitted to the Policy and Finance Committee on Monday 13th May along with other promotion proposals for upcoming event opportunities .</p>
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NORTHAMPTON
TOWN COUNCIL

SAVE THE DATES 2024 EVENTS



www.northamptontowncouncil.gov.uk/local-events



24TH MARCH	LAFOREY PARADE 80TH ANNIVERSARY
7TH APRIL-29TH SEPTEMBER	BANDS IN THE PARK
20TH APRIL	ST GEORGE'S DAY CELEBRATIONS
19TH MAY	EID FESTIVAL
27TH MAY	OAK APPLE DAY
30TH MAY-1ST JUNE	NORTHAMPTON COUNTY BEER FESTIVAL
JUNE- OCTOBER	NORTHAMPTON IN BLOOM INCLUDING WELLNESS WALKS
8TH JUNE	NORTHAMPTON CARNIVAL
29TH JUNE	ARMED FORCES DAY
13TH JULY	NORTHAMPTON PRIDE
16TH-18TH AUGUST	NORTHAMPTON BALLOON FESTIVAL
8TH SEPTEMBER	NORTHAMPTON MUSIC FESTIVAL
14TH SEPTEMBER	TALES & TRADITIONS OF THE GUILDHALL AS PART OF HERITAGE OPEN DAY
26TH OCTOBER	DIWALI FESTIVAL OF LIGHTS
2ND NOVEMBER	NORTHAMPTON'S ANNUAL FIREWORKS SPECTACULAR
10TH NOVEMBER	REMEMBRANCE SUNDAY
23RD NOVEMBER	CHRISTMAS LIGHTS SWITCH ON
DECEMBER	CHRISTMAS IN NORTHAMPTON

NORTHAMPTON 
Cleaner. Greener. Healthier. EVERY JOURNEY MATTERS

Abington Park Roadside Boards


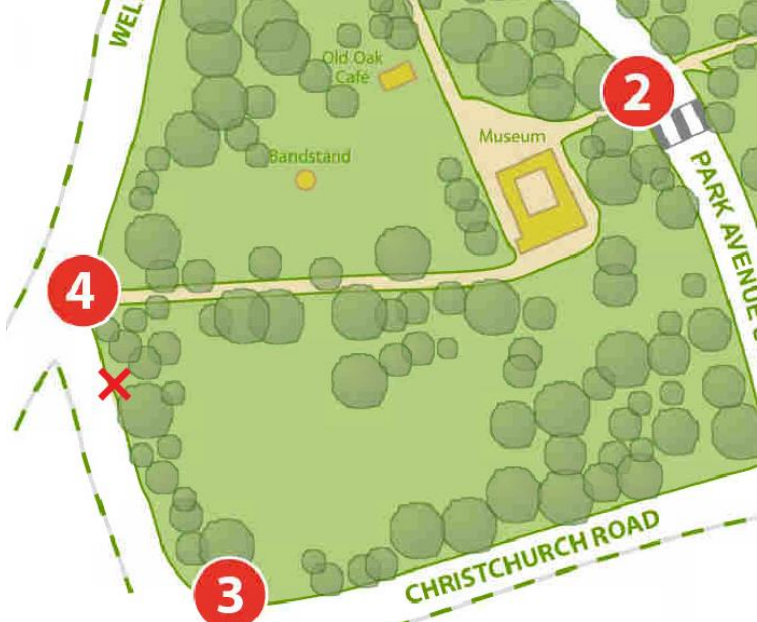
2 x Roadside Boards:

2440mm x 1220mm x 3mm aluminium composite sign panel (small radius corners and three rails on the back along the 2440mm width)

Face mounted with a full colour digital print and laminated with an exterior protective film. Finished With a black 'Maxi Frame' edge profile

Locations

3 options for locations approved by Tom Robinson, Park Ranger –
A & B are top choices, option C is back up (red X marks the spot):

Location	Description	Image	Map
A-Top of Ardington Rd	RH side of the APH gate		

<p>B-Park Avenue South by East Side Walkway</p>	<p>To LH side of the Playpark behind the fixed bollards</p>		
<p>C- Park Avenue South</p>	<p>By the Bus layby/ Cricket parking</p>		

Community Services Committee - 7th May 2024

Community Needs Analysis – Community Engagement Officer Update

Purpose of Report – To inform the committee of the progress to date of the community needs analysis work

Recommendations: That the committee note the report and agree to the spend of £9,880 from budget line 315 4221 to The University Of Northampton and Officer time to coproduce the research.

Since forming in 2021, Northampton Town Council has budgeted £50,000 per year for an ongoing community needs analysis. The aim of this has been to understand the needs of our local residents and what we can do to best represent them on a community level. Work had previously been done with De Montfort University to begin a community needs analysis, but the work didn't go further than the pilot, due to the faculty's research topic changing. It's imperative that Northampton Town Council conducts this research, as it's crucial to developing an ongoing strategy for where grant money is being spent.

The Institute for Social Innovation and Impact (ISII), who are based at The University of Northampton, have developed a detailed proposal of how they can conduct this community needs research for Northampton Town Council. The proposed research seeks to scope the needs of residents and communities in Northampton, with focus on co-developing a Theory of Change. Social Impact Measurement Framework (SIMF) and to measure the social impact of the Northampton Town Council grants.

Through consultation with Northampton Town Council, the researchers will support the development of a general Theory of Change that represents the overall narrative and purpose of Northampton Town Council grants. In order to develop this theory of change, the researchers carry out focus groups with community organisations in the town, as well as analysing pre-existing data. This will allow them to develop our very own bespoke Impact Measurement Tool which will allow the town council to understand how every £1 spent in Northampton Town Council, saves money for the wider society through improved health outcomes, improved wellbeing, reduced primary care service use, increased physical activity, increased employability etc.

The research project is proposed to take place over the course of 7 months (Between June 2024 & December 2024)

The costs are spread over the duration of the evaluation project and payments will be made to ISII upon completion of the project in December 2024. The project will be completed over 7 months for a total cost of £9,880.00 excluding VAT. The research activity includes project administration, research design, data analysis, SIMF and report. Professor Richard Hazenberg will provide pro-bono oversight for the project.

The request to the committee is for payment of £9,880 + VAT to The University Of Northampton and Officer time to coproduce the research.

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Community Services Committee - 7th May 2024

Community Engagement Officer Update

<p>Out of Town Fund</p> <p>Budget Code</p> <p>315 4525</p>		<p>The new out of town fund is currently designed to provide extra support for community events taking place in Northampton. The majority of the events organised and supported by Northampton Town Council, take place in the vicinity of the town centre. Through LAP information, there is data to suggest that people living outside of the town centre are isolated from larger events, due to transport issues. The out of town fund should be an added injection of funds for already established community events, which require minimal NTC officer support. This enables Northampton Town Council to support its wider communities without the requirement of staffing. The community engagement officer has already identified several community festivals that could benefit from the fund.</p> <p><i>Possible events:</i></p> <p><i>Kingsheath Community Day – 2nd August</i></p> <p><i>Eastfield & Broadmead Community Festival – 17th May</i></p> <p><i>Fernie Fields Disability Fun Day – 22nd June</i></p> <p><i>Rockin Roadrunner – September 15th</i></p> <p><i>50 Years of Weston Favell – October 2024</i></p> <p>Northampton Town Council’s contribution should on be an addition to what is already taking place. Suitable community events/festivals should be identified by Town Councillors working with the Community Engagement Officer. In order to make a project proposal, the individual should firstly liaise with the Community Engagement Officer and then complete a project proposal form.</p> <p>All completed applications will be reviewed and approved/declined by the community services committee. As this is a new process, the town council will hold regular reviews, to ensure best possible practice is used.</p>
<p>Youth Offer Board</p>		<p>In March, the Community Engagement Officer was invited to a peer review of local governments youth offer. It was hosted by the LGA and focussed on different local governments youth programmes. West Northants Council shared the findings of their peer review and it suggested much improvement was required. Since taking part in the peer review in 2022, WNC have been taking pro-active steps to improve their youth offer. The Assistant Director of Commissioning & Community Partnerships, Tony Challinor was WNC’s representative on the day and following conversations, he was totally unaware of the level of funding & resources that Northampton Town Council were providing the local community. Tony</p>

	<p>is also the chair of West Northamptonshire’s Youth Offer Board. This board is responsible for Youth Provision in the county, The counties youth ambassador programme (Youth Council) and the development of Young Northants.</p> <p>Young Northants is Northamptonshire’s answer to a statutory youth service, but rather than it being run by WNC, it’s run as a collaborative by the VCSE and is funded by WNC. Most of the organisations involved in Young Northants are being funded / have been funded by Northampton Town Council, i.e. The Lowdown, NAYC, Sport4Fitness & Free2Talk.</p> <p>The aims of Young Northants are to share funding & resources amongst the collaborative, whilst maintaining a common strategy with one another. It means that the funding can go further and more young people in the county can be benefitted as a result of the same grant funds. As Northampton Town Council is already providing these organisations with grant funding, it makes sense for NTC to work alongside this collaborative, so that funding can be strategically placed for projects happening in Northampton. This ensures that Northampton Town Council is getting better value for money on grants, more people in the town are being benefitted and the quality of work is higher.</p> <p>As a result, Northampton Town Council has been offered a seat at the Northamptonshire Youth Offer board. The community engagement officer has been invited to attend the monthly meeting. He will provide monthly update reports from the meetings to update the relevant committees.</p>
<p>Changes to Grant Application Form</p>	<p>In order for Northampton Town Council to effectively monitor projects that it’s funded, there needs to be some added information on the grant’s applications forms. For the General Community Grants Fund, there needs to be more detail surrounding the details of the project. Rather than ‘explain your project’, it should ask:</p> <ul style="list-style-type: none"> • <i>What activities you plan to do for your project?</i> • <i>When do you plan to start delivering your project?</i> • <i>Is it a one-off event or is a long-term project that aims to be delivered across multiple sessions?</i> • <i>Which area(s) of Northampton will your project be held?</i> • <i>How have you identified the need for this project?</i> <p>This enables Northampton Town Council to have more comprehensive understanding of when, why & how these projects are taking place. For Councillor Community Fund applications, it should remain simple for ease of access, but there should be similar questions added which include:</p>

- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">• Please explain the project, its aims and objectives and who will benefit from it• Please state when your project intends to start• How long is your project expected to run for?• When is your project expected to be completed?• How will you measure the impact of this project on the community? |
|--|--|---|

In addition to refined information, it's important that all grant applications are now sent directly to grants@northamptontowncouncil.gov.uk – this allows the team to correctly log all applications.

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Northampton Town Council Social Media report - January 2024

Facebook

Number of posts published - 18

Top performing post of the month

31st Jan It's Your Neighbourhood comp post with photos of IHWO and FOEP members

Reach (number of people who saw the post) 5,874

Likes 28

Shares 14

Link clicks 33

Instagram

Number of posts published - 12

Top performing post of the month

25th Jan Northampton Town Council rallies against decision to be moved from Guildhall. Visit the News section of our website to find out more: <http://tinyurl.com/yntk85zn>

Reach (people who saw the post) 769

Likes 62

Audience

Current audience

Potential audience

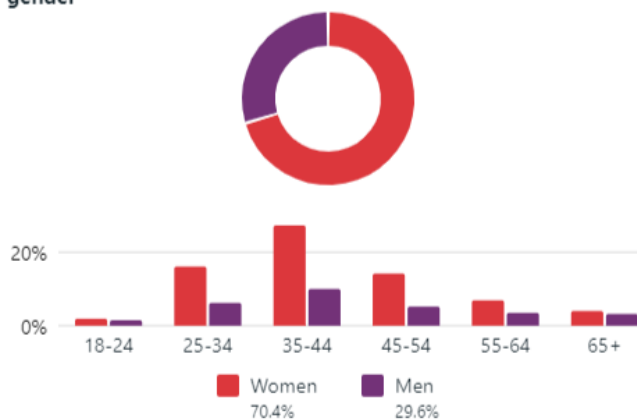
Facebook followers ⓘ

2,941

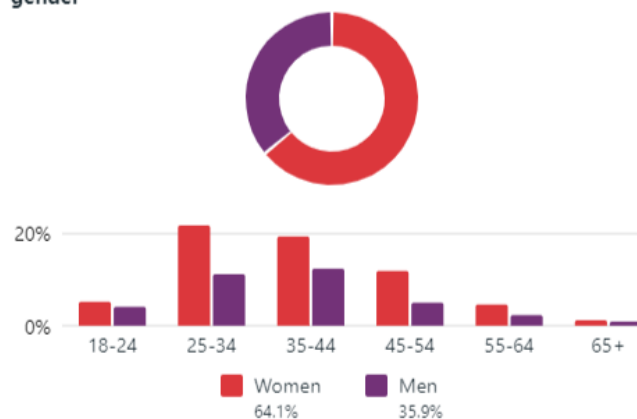
Instagram followers ⓘ

1,681

Age & gender ⓘ



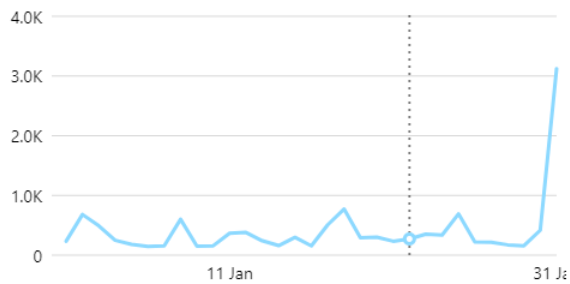
Age & gender ⓘ



Reach

Facebook reach ⓘ

6,873 ↓ 72.4%



Instagram reach ⓘ

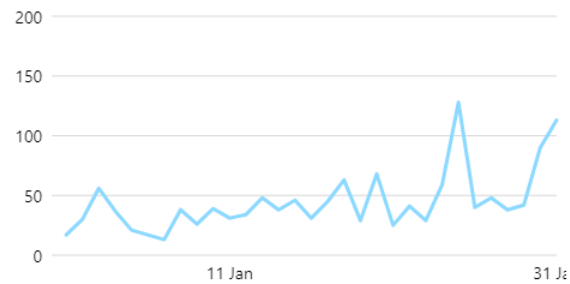
1,064 ↓ 47.7%



Visits

Facebook visits ⓘ

1,380 ↓ 52.3%



Instagram profile visits ⓘ

235 ↓ 76.5%



New likes and follows

Facebook Page new likes ⓘ

33 ↓ 29.8%



New Instagram followers ⓘ

46 ↓ 25.8%



Linked In

583 total followers, 38 new followers. 60 page views.

X

1,282 followers

4.1K impressions over a 31-day period

Number of posts published - 4

Northampton Town Council Social Media report - February 2024

Facebook

Number of posts published - 15

Top performing post of the month

19th Feb It's Your Neighbourhood comp post with photos of IHWO and FOEP members

Reach (number of people who saw the post) 15,785

Likes 21

Shares 18

Link clicks 21

Impressions 17,114

Instagram

Number of posts published - 8

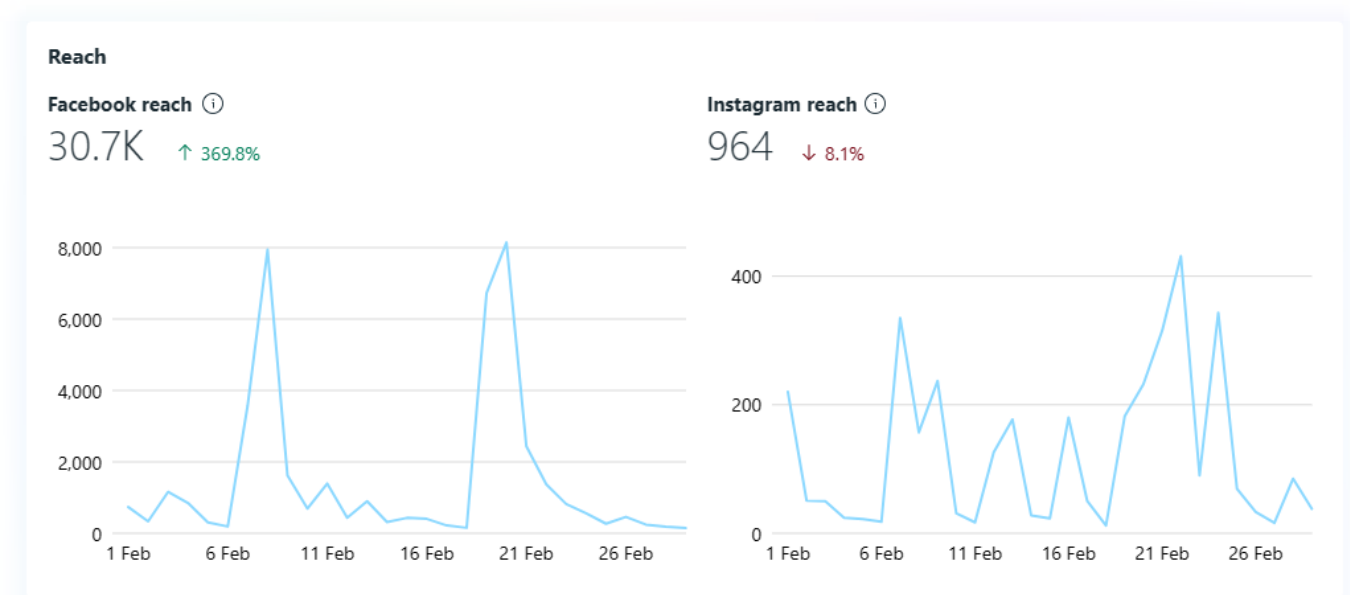
Top performing post of the month

7th Feb John Luce Lockett retrospective exhibition at 78 Derngate

Reach (people who saw the post) 466

Likes 49

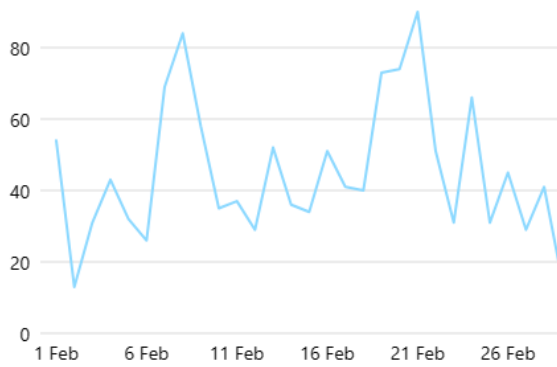
Impressions 589



Visits

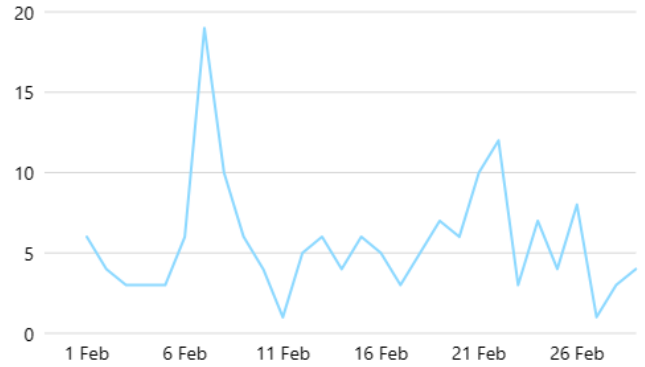
Facebook visits ⓘ

1.3K ↓ 1.7%



Instagram profile visits ⓘ

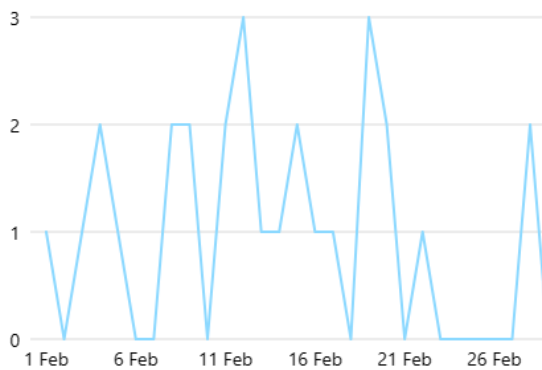
164 ↓ 25.8%



Follows


Facebook follows ⓘ

28 ↓ 9.7%



Instagram follows ⓘ

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Data unavailable
This data is currently unavailable.

**Instagram data was not available in the Meta Suite*

Linked In

4 posts / 648 total followers / 18 new followers / 38 page views.

X

1,320 followers

1,576 post impressions over a 29-day period

Number of posts published - 2

Northampton Town Council Social Media report - March 2024

Facebook

Number of posts published - 32

Top performing post of the month

28th March Bands in the Park is back! 2024 performance announcement

Reach (number of people who saw the post) 6,120

Likes 35

Shares 17

Link clicks 22

Impressions 6,346

Instagram

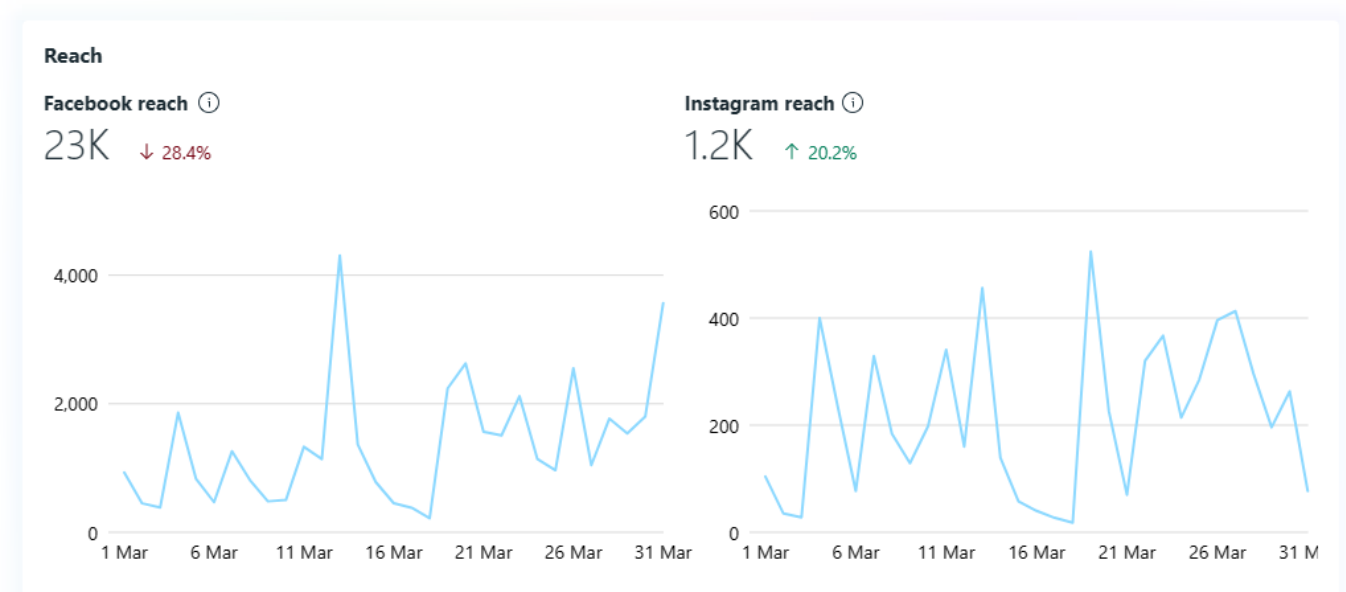
Number of posts published - 18

Top performing post of the month *19th March We are hiring – Events and Projects Officer temp contract*

Reach (people who saw the post) 686

Likes 40

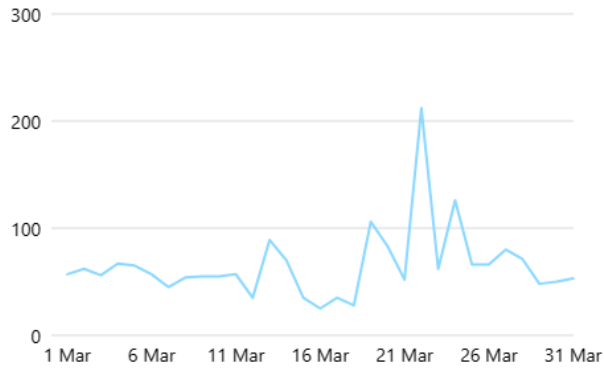
Impressions 741



Visits

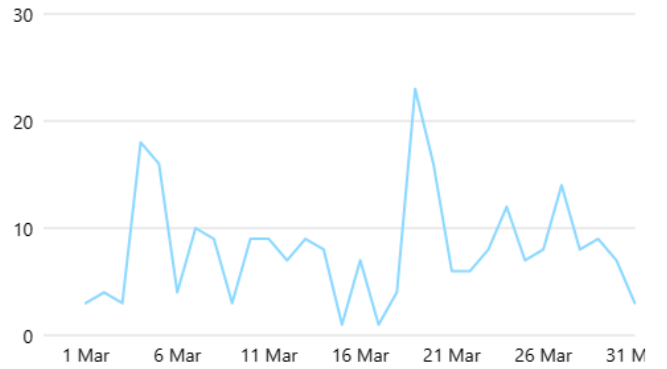
Facebook visits ⓘ

2K ↑ 33.6%



Instagram profile visits ⓘ

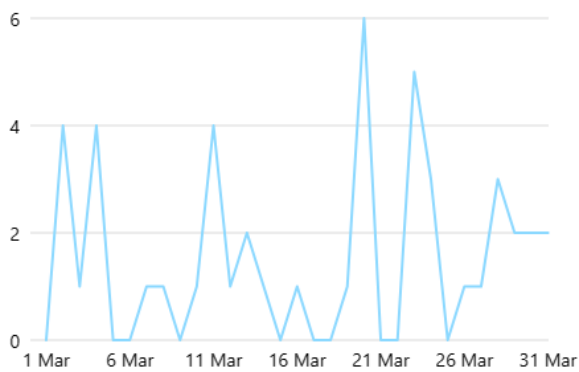
252 ↑ 42.4%



Follows


Facebook follows ⓘ

45 ↑ 40.6%



Instagram follows ⓘ

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Data unavailable
This data is currently unavailable.

**Instagram data was not available in the Meta Suite*

Linked In

6 posts / 648 total followers / 23 new followers / 75 page views.

X

1,320 followers

1,185 post impressions over a 29-day period

Number of posts published - 5

Northampton Town Council Social Media report - April 2024

Facebook

Number of posts published - 49

Top performing post of the month

3rd April Bands in the Park 2024 line up reminder

Reach (number of people who saw the post) 5,348

Likes 34

Shares 14

Link clicks 8

Impressions 5,529

Instagram

Number of posts published - 33

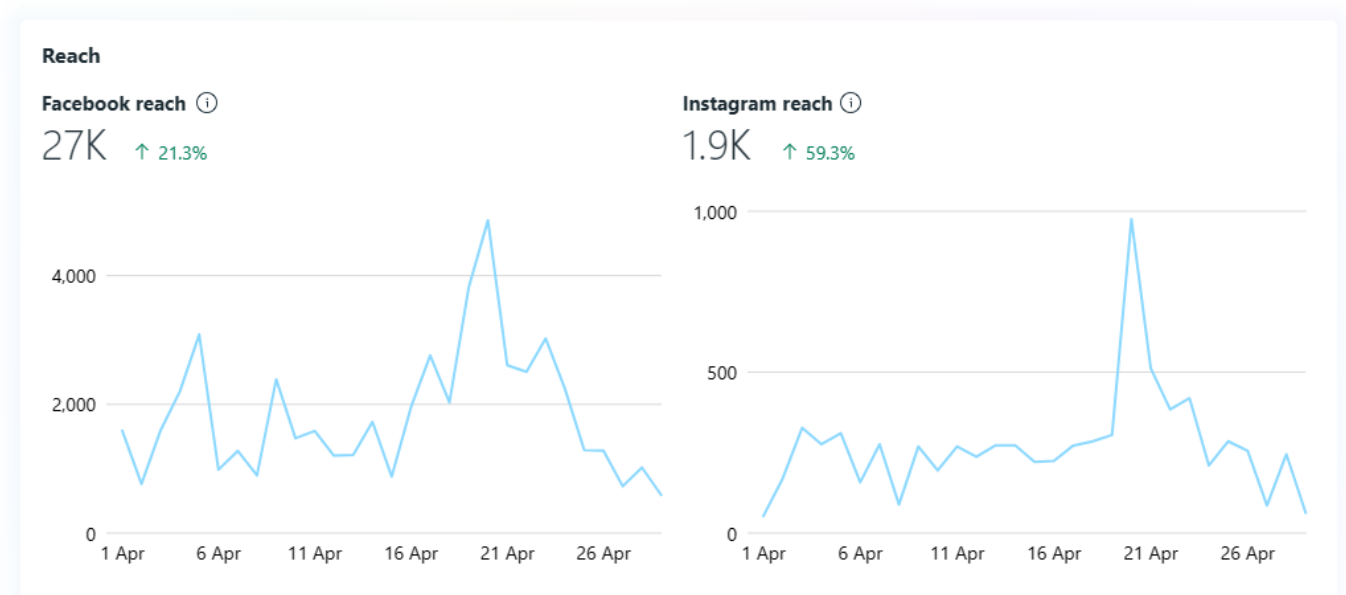
Top performing post of the month *20th April Look who's at the Guildhall today! St Georges Day*

dragon video

Reach (people who saw the post) 1,185

Likes 78

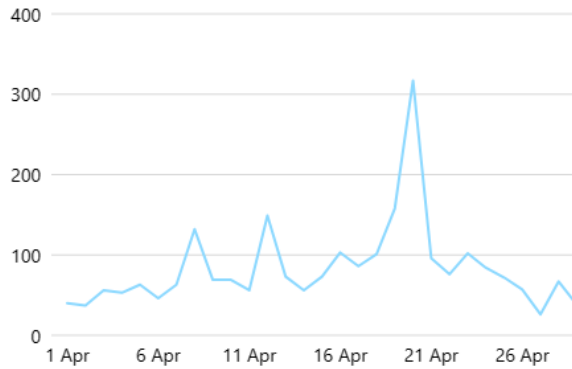
Impressions 1,353



Visits

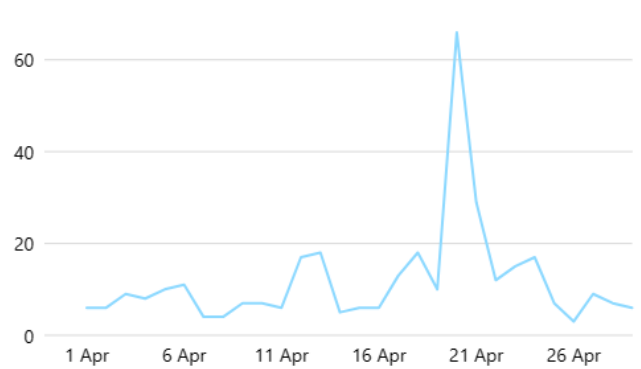
Facebook visits ⓘ

2.4K ↑ 27.1%



Instagram profile visits ⓘ

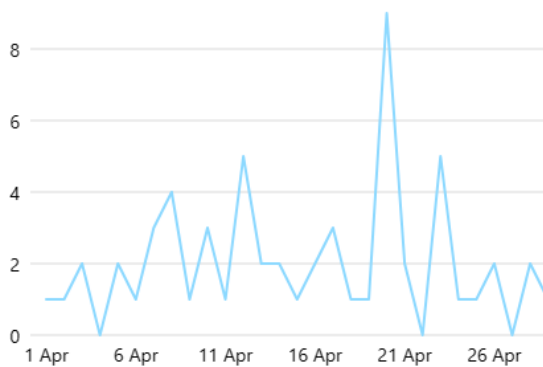
342 ↑ 39.6%



Follows


Facebook follows ⓘ

59 ↑ 43.9%



Instagram follows ⓘ

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Data unavailable
This data is currently unavailable.

**Instagram data was not available in the Meta Suite*

Linked In

6 posts / 648 total followers / 39 new followers / 66 page views.

X (formerly Twitter)

1,320 followers

2,180 post impressions over a 29-day period

Number of posts published – 6

Facebook and Instagram audience to date

Audience

Current audience

Potential audience

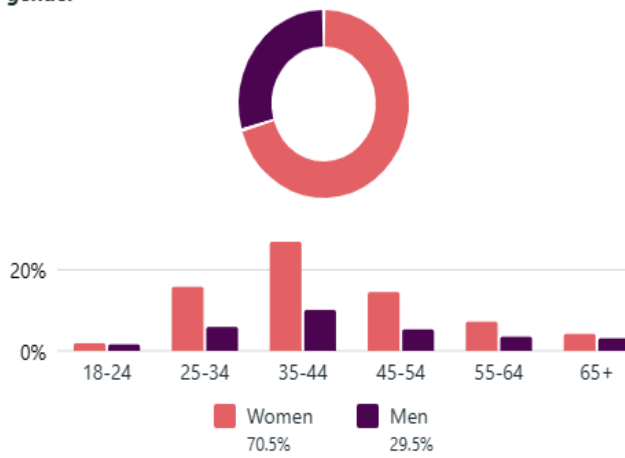
Facebook followers ⓘ

3,025

Instagram followers ⓘ

1,773

Age & gender ⓘ



Age & gender ⓘ

