



Northampton TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE - 18TH NOVEMBER 2024 - 18:00

To: Members of the Community Services Committee:

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

You are summoned to attend the meeting of the Community Services Committee of Northampton Town Council to be held at Northampton Town Council Committee Room on Monday 18th November 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

A handwritten signature in black ink, appearing to read 'Stuart Carter'.

Stuart Carter
Town Clerk
12th November 2024

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 PREVIOUS MEETING HELD ON 7TH OCTOBER 2024 – ATTACHED AT PAGES 3 - 4**
- 4. COMMUNITY ENGAGEMENT OFFICERS REPORT - OUT OF TOWN BUDGET CODE AND EXPENDITURE – VERBAL UPDATE**
- 5. TO RECEIVE THE MINUTES OF THE GRANT SUB-COMMITTEE MEETING HELD ON 13TH NOVEMBER 2024 – TO BE TABLED**
- 6. UNSPENT COUNCILLOR COMMUNITY FUND UPDATE – ATTACHED AT PAGE 5**
- 7. EVENTS AND PROJECTS UPDATE – ATTACHED AT PAGES 7 - 19**
- 8. TO DISCUSS AND AGREE THE COMMUNITY SERVICES BUDGET PROPOSAL 2024/25 AT PAGE 21**

COMMUNITY SERVICES COMMITTEE

DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 7TH OCTOBER 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Cllrs Birch (Chair), Holland-Delamere (Deputy Chair), Alwahabi, Ashraf, Evans, Hallam, Lane, Marriott, Miah.

OFFICERS PRESENT: S Carter (Town Clerk), J Thorneycroft (Assistant Town Clerk), J Haines (Events & Projects Officer) and C Osborn (Community Engagement Officer).

VISITOR PRESENT: Barry Percy-Smith

30. APOLOGIES FOR ABSENCE

Apologies were submitted by Cllrs Hibbert, Russell and Soan.

31. DECLARATIONS OF INTEREST

None

32. COMMUNITY ENGAGEMENT OFFICERS REPORT ON PARTNERSHIP WORKING

As per the recommendation in the community Engagements Officers report circulated with the meeting agenda it was agreed Northampton Town Council (NTC) to support the partnership working arrangement between NTC and West Northamptonshire Council to co-deliver the Northampton Youth Forum.

It was agreed in principle to ear mark from April 2025, £1000 match funding from the Community Needs Analysis budget code 315 4221, the monies will be used to support the growth of the Youth Forum.

33. PARTNERSHIP WORKING PRESENTATION FROM HAIFI RAHMAN, WEST NORTHAMPTONSHIRE COUNCIL'S YOUTH & COMMUNITY CO-ORDINATOR

Haifi presented to the committee members outlining the benefits of the Youth Partnership work, the co-working and aims of the Youth Forum for Northampton.

34. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 29TH JULY 2024

It was noted a small amendment to item 18D (page 5) was required – in the resolution Councillor Community Fund CCF270 requires amending to CCF271.

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

35. TO RECEIVE THE MINUTES OF THE GRANT SUB-COMMITTEE MEETING HELD ON 25TH SEPTEMBER 2024

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

The following was noted:

Item 13t – CGF128 Family Support Link £3150.00 – **ACTION:** CO to advise the organisation they need to ensure it is clear on their literature/website they have offices/services in the Northampton area.

Item 13uu – CGF130 - Moulton Leys Residents Association - £2,590.80 – **ACTION:** Clerk or Cllr Lane to liaise with the applicant regarding the works.

RESOLVED: The minutes of the Grant Sub-Committee meeting held on 25th September 2024 were received and adopted.

It was **RESOLVED to accept and approve a late grant application, CCF289** – IHWO Chai and Chat Group for the sum of £450.

36. EVENTS AND PROJECTS UPDATE

The Chair referred to the Events and Projects report circulated with the agenda pack, the report was approved and noted by the Committee members:

It was RESOLVED to approve an additional cost of £226.00 for First Aid requirements from budget code 315 4512 (NMF24), the cost will be drawn from the General Reserves.

It was RESOLVED to approve an additional cost of £4385.81 to maintain the same level of high-quality entertainment, content and event infrastructure from budget code 315 4502 (Fireworks). The additional cost will be drawn from the General Reserves.

37. CHRISTMAS LIGHTING UPDATE

As per the full Christmas Lighting report circulated at the meeting JO (Events and Projects Officer) updated the committee on the Christmas Lights proposal for 2024.

It was RESOLVED to implement the scope of works for the Christmas Lights programme as per the scheme outlined in the detailed Christmas Lights 2024 report provided.

38. WESTON FAVELL 50TH ANNIVERSARY UPDATE

Cllr Holland-Delamere spoke about the anniversary celebrations taking place at Weston Favell and reminded all that the exhibition will be situ at Weston Favell Centre until 30th November.

39. HEART OF COMMUNITY AWARDS PROPOSAL – FOR INFORMATION ONLY

In principle the proposal was agreed it was noted the timescales are tight. The proposal will need to be presented at the next Civic Working Party and at the next following Policy & Finance meeting for budget and scheme approval.

40. UNSPENT COUNCILLOR COMMUNITY FUND UPDATE

The report submitted with the agenda was noted.

Action: CO was invited to visit Cllr Alwahabi in his ward
CO to work with new Cllrs to allow an opportunity for monies to be spent in individual wards.

41. MURAL GIFT TO NORTHAMPTON

The report submitted with the agenda was noted, the proposal to have the mural was agreed in principle by the committee.

Action: NTC Communications Officer to put out a call for possible locations for the mural on the website.

MEETING CONCLUDED 7:29PM

Northampton Town Council Report Update: Councillor Community Grant Fund 2023/24 Unspent Funds

Following the previous report on the Councillor Community Grant Fund for 2023/24, I am pleased to provide an update regarding the allocation of unspent funds in the Kingsheath Ward.

The previously unspent funds of £899.72 in Kingsheath Ward have now been assigned to support Christmas trips for the two youth groups that operate within Kingsheath. This allocation will enable local young people to participate in seasonal activities, fostering community spirit and enhancing engagement within the ward.

Additionally, I have reached out to several other councillors to discuss potential community projects that could benefit from their remaining funds. In addition, unspent councillor funds will now be recorded under the reference code USCF for streamlined tracking and reporting.

We continue to ensure that the Councillor Community Grant Fund is effectively utilised to support impactful community initiatives across Northampton's wards.

Remaining Funds

Castle Ward: £575.06

Abington Ward: £1,976.00

Boothville Ward: £2,321.93

Brookside Ward: £956.09

Headlands Ward: £45.53

Kingsley Ward: £2,048.76

Park Ward: £273.17

Phippsville Ward: £1,001.62

Rushmills Ward: £2,731.68

Spencer Ward: £2,003.23

Trinity Ward: £167.54

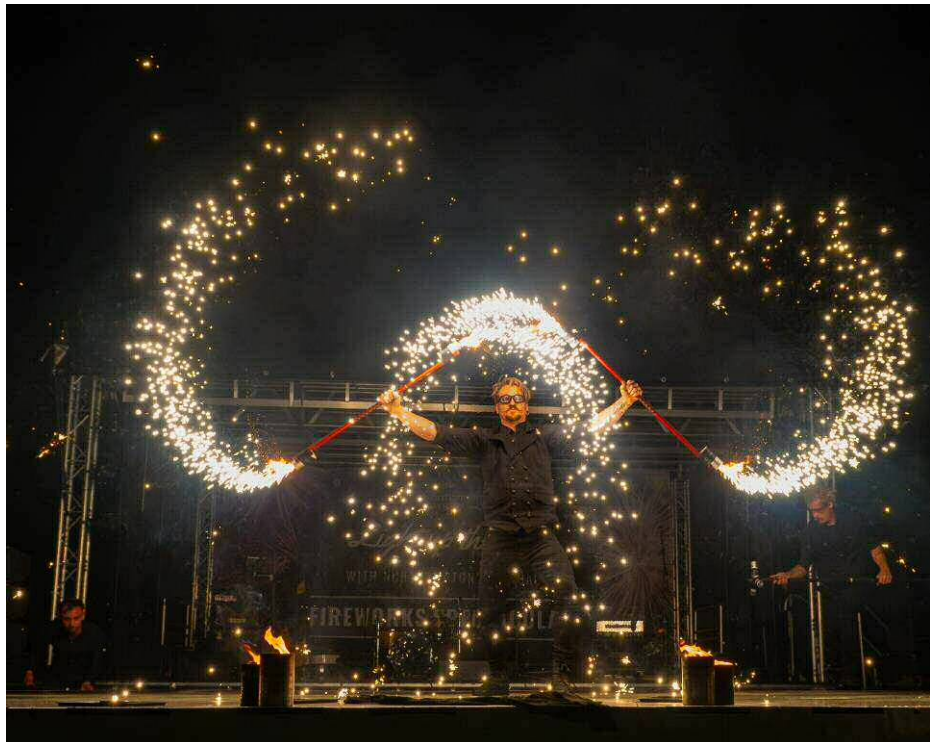
Westone Ward: £2,731.68

Community Services Committee November 2024

Events and Projects Report

Name of Event / Project	Date of Event / Project	Update
SAVE THE DATE – 2024 EVENTS		
Diwali Festival of Lights	Sat 26 th October	<p>The Diwali event was a great success, highlighting the vibrant community spirit of Northampton as it returned to the Market Square. This year’s celebration was the largest yet, energising the town centre as the community came together to enjoy the festivities. Planning is already underway for next year’s event, which will mark the 25th anniversary of Northampton's Diwali parade.</p> <p>The celebration featured outstanding live performances, beautiful stalls, and a magical parade, drawing thousands of attendees to the Market Square. The success of the event was made possible by the dedication of volunteers, talented performers, makers, and puppeteers. The parade commenced at Dychurch Lane/The Ridings, through St Giles' Terrace, St Giles' Street, St Giles' Square, George Row, around All Saints' Church, and concluding at the Market Square, with approximately 1,000 participants enjoying the event.</p> <p>NTC funded a Rangoli Workshop in The Gatherings Space at Grosvenor Shopping on Saturday, 12th October, with a total of £10,000 allocated for logistics, personnel, infrastructure, workshop costs, and advertising. Additionally, further funding from WNC enabled the continuation of work on the puppets and parade elements, which began on 7th October in a unit at the upper part of the Grosvenor Shopping Centre, in collaboration with Northampton College.</p>
Northampton's Annual Fireworks Spectacular	Sat 2 nd Nov 4pm – 7.30pm	<p>The Racecourse</p> <p>The fireworks event was a huge success with a high turn out of visitors and residents turning out to enjoy the celebrations and entertainment on offer. Feedback and comments from both partners and the public have been positive.</p> <p>The display saw some exciting new additions and effects creating a great atmosphere and reactions from the crowds.</p> <p>It is noted that numbers of attendees was higher this year than 2023.</p> <p>A slight change to the layout within the catering village and fun fair location created a wider space for greater footfall and safer crowd management and movement. This new layout will be adopted going forward to enable the site to easily cope with the heavy footfall within these areas.</p> <p>Food Vendors and traders were busy throughout the main event times with interest in attending in 2025.</p> <p>For the event to maintain the same level of high-quality entertainment, content and event infrastructure, there is an overspend on the budget (as agreed by the Community Services Committee on 7th October 2024) due general uplift in costs.</p> <p>To keep the event at the same level it has been difficult working with this year’s tight budget given the expectation to maintain the same high quality output coupled with the high volume of attendees which we have seen increase each year.</p> <p>Budget: £57,750.00</p> <p>Total spend: £61,894.81</p> <p>Current overspend: £4144.81</p>

Please note these figures do not include traffic management, park and ride schemes or any parking contingency costs as discussed during planning. Additional budget will need to be allocated if officers are to look into these options further in future years



Remembrance Sunday

Sun 10th
Nov

All Saints' Church
Remembrance Sunday was a success with a high turn out of public participants lining the route and memorial garden around All Saints' Church and in front of the Guildhall. A change of plans to the route and muster point from the Market Square were amended at short notice due to regeneration works not being complete in time. The alternative muster point and parade start therefore followed 2023's plans and began on Derngate.

		2025 will hopefully see plans return to normal, mustering on the Market Square and taking the route to the church service via the Drapery; with the second parade route taking Abington Street.
Christmas in Northampton	NOV / DEC	Please See Below
Christmas Light Switch On	Sat 23 rd Nov Market Sq	<p>The Christmas Lights Switch On will return to the Market Sq for 2024. Event Begins 12pm, Switch On 5pm, Event Finishes 6pm.</p> <p>Stage Schedule: The line up for entertainment includes a brass band, local dance troop, choir, breakdancing elves, singing group plus sneak peek performances from The Deco's Peter Pan, R&D's Cinderella and The Jolly Postman.</p> <p>Pantomime stars will take to the stage ahead of the countdown for panto previews and interviews. Father Christmas, The Mayor will join stars on stage for the countdown alongside local radio station host. Stage theatrics and visuals this year will include snow fall and large sparklers for when the switch on button is pressed with a finale performance to round off proceedings.</p> <p>Activities: Children's crafts/workshops/entertainment/stallholders will be housed in the pop up stalls available on site. A certain number of pop up stalls will be available to use and reserved for event use only.</p> <p>Stalls will see a mix of Christmas wares and gifts from local businesses, community groups and charities.</p> <p>A silent disco will be running throughout the event with slots pre-bookable from a week prior to the event.</p> <p>Small fun fair rides will be in situ in in the event space alongside food vendors and a festive bar offering with seating available.</p> <p>Officers would like to request that town centre car parking is FOC in all multi storeys for the event day.</p> <p>Approx. spend: 20-25k</p>

BID
Partnership

Through
out
November –
December

WNC



Family
Focused
Christmas
Event

Through
out
November –
December

Becket's
Park
7th
December
Times:
TBC

The Christmas Working Group have agreed to support Santa's Grotto in the Grosvenor Centre for 2024 through funding and support. Santa's Grotto: Plans include securing a larger unit in the Grosvenor Shopping and creating a wonderland surrounding the grotto. Charity donation recipient of ticket/entry cost. NTC sponsorship through creation and funding of giveaway present – Colouring Books, crayons & pencil packs. Approx. spend: 2.5k

NTC and the BID have decided on a joint theme of Winter Wonderland for this year's Christmas in Northampton. This will feature throughout all event/partnership artwork and bring all activities, projects and events together.

Event officers are in liaison with WNC Markets & Urban Activities Manager with regular meetings fortnightly. Updates on both WNC and NTC's Christmas plans are discussed – events officers suggest that to provide a successful partnership approach and promote the town, all festive activities taking place in the town should be jointly promoted and shared by all partners.

NAME: Christmas in Becket's Park
Event Begins 12pm, Event Finishes 6pm.

The event will be family focussed in the beautiful surroundings of Becket's Park. Due to the overwhelming success of the event in this location last year for the *Christmas Lights Switch On...in the Park!* the proposal is to maintain the same scope of activities and content on a slightly smaller scale. The layout would be contained to the canal side of the middle pathway through the site, utilising the bowling green near the tennis courts as the main event space.

The traditional staging will be replaced with a temporary bandstand stage set up and trussing creating 360 viewing and audience space at a much more economical cost.

The stage line up will include local brass bands, choirs and performers.

An ice rink and curling lane will be the highlight of the event alongside a Christmas bandstand structure and festive bar area.

X1 Marquee will house local makers/community group stallholders.

X1 Marquee will house children's crafts/workshops/activities.

A Temporary Event Notification will be applied for to offer a festive bar – sourced and provided by local independent businesses.
 A traditional fun fair ride, horse drawn carriage ride, facepainting and Children festive entertainer will add to the winter wonderland atmosphere. Food vendors will be invited to trade.

Festoon lighting secured last year for NTC’s Fireworks event will be used to light the park and add some festive magic. Decorations from NTC’s Christmas inventory eg. mini Christmas trees and fairy lights will be used to dress the event spaces.

Approx. spend: 40-45k



CHRISTMAS TREES

Install:
 12th
 November 6pm -
 Midnight

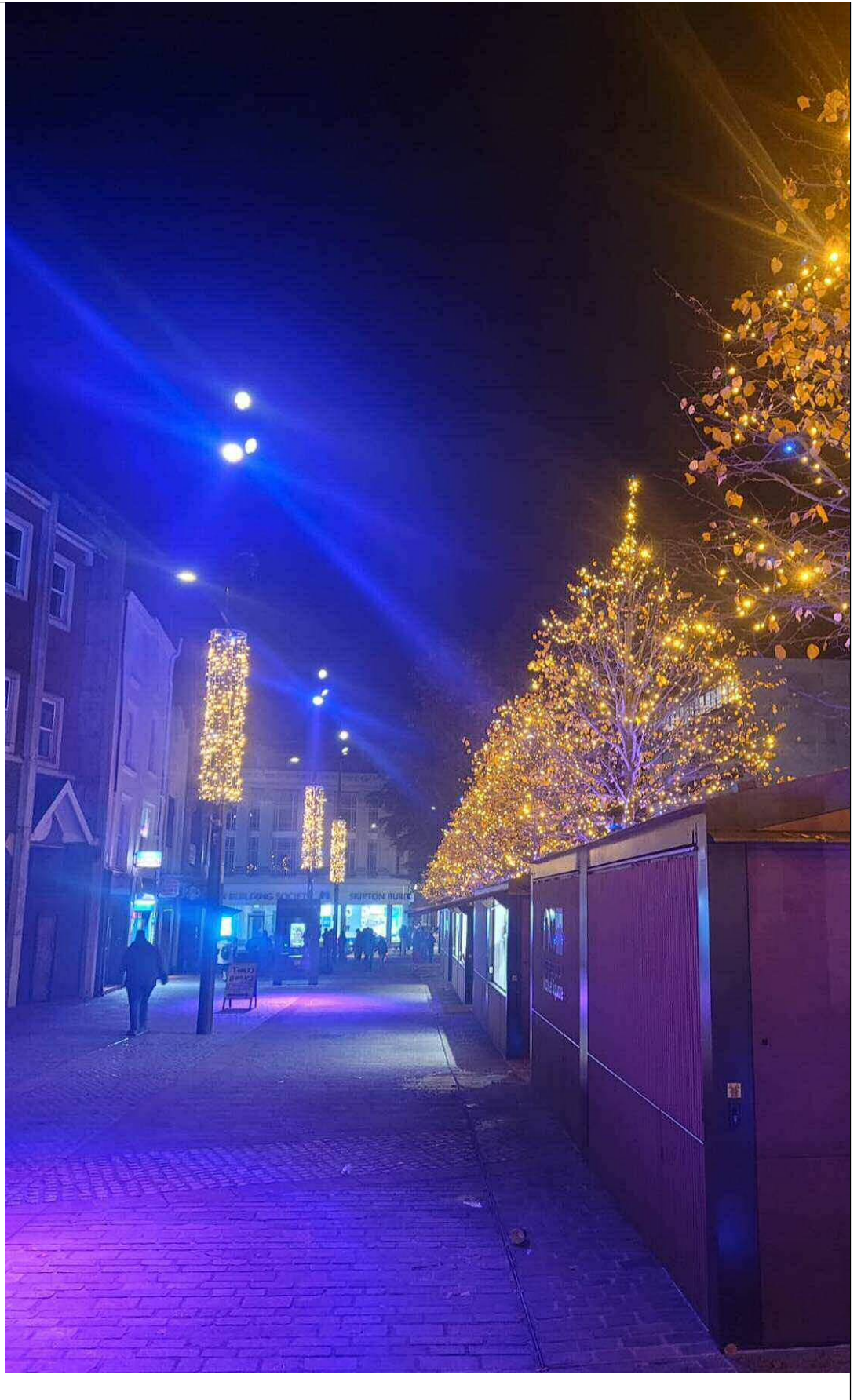
X5 40ft Christmas Trees have been ordered and reserved for the below locations:
 St Giles Square,
 All Saints’ Church Piazza
 Abington Square Memorial Garden
 Becket’s Park Corner
 Market Square – North East Corner
 X2 14ft Christmas Trees have been ordered and reserved for the old steps of The Guildhall entrance.

Installation is confirmed for after Remembrance Sunday on Tuesday 12th November.

LIGHTING SCHEME UPDATE

Event Officers received a proposal to sponsor a 14ft Christmas Tree for the Royal & Derngate’s foyer for the Christmas period. With the Working Group’s approval, the theatre will receive a tree on delivery of our usual order and we will work on a partnership over the festive weeks to share advertising and event information. The costs for this 14ft Christmas Tree will be supply and install only. The stand required is FOC and the lights will be sourced via R&D.
 This presents an exciting opportunity to join forces with our partners to celebrate all that’s on offer through the town this Christmas.

		<p>Approx. Spend: 25k (For x5 40fts, x3 14fts and with R/C signage and NTC events team to manage install/derig.)</p> <p>Progress continues to enhance the Christmas Lighting scheme combining new installations purchased over the last two years with renewed infrastructure to current inventory that needs replacing on a hire basis. Proposals have been presented to the Christmas Working Group.</p> <p>Phase One was completed in preparation for Diwali Festival of Lights seeing the new infrastructure on the Market Square lamp columns and trees plus the trees in front of the Guildhall new steps installed for Sat 26th October.</p>
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Phase Two sees installation w/c 11th November with all cross streets, lamp columns and additional string lights going in around the town and down Wellingborough Road.

Approx. spend / budget allocation: 100k


		CHRISTMAS IN NORTHAMPTON APPROX. BUDGET BREAKDOWN	
		Christmas Trees	12%
		Christmas Lights	50%
		Events / Projects	35%
		97%	

Heritage Projects

Guildhall Ghost Tour	1 st November	<p>NTC successfully organised its first Guildhall Ghost Tour, offering two one-hour tours at no cost to 50 residents of Northampton. Remarkably, all spots were filled within a single day, highlighting a significant interest in similar events for the future. The Mystery Tours featured five reenactors, dressed as ghosts, and positioned throughout the Guildhall, including the Council Chamber, Courtroom, and cellars. Feedback from attendees was overwhelmingly positive, with many participants experiencing the Guildhall for the first time.</p> <p>To enhance the sustainability and cost-effectiveness of future tours, it is recommended to introduce a small ticket fee. This would not only help cover expenses but also encourage commitment from attendees, reducing the likelihood of last-minute cancellations.</p>
Snapshots in Time: Market Square locations	Project complete	<p>Five new locations were unveiled in the market square during the Market Square Re-opening event which NTC supported. To enhance the presence of the launch, we worked with Tangerine Red to design and produce five striking 1.2m bollard covers, and placed around the market square during the two-day event.</p> <p>We have had around 70 downloads of the app across both Android and iOS in the last 90 days, with peaks on Heritage open day and the Opening of the Market Square.</p> <p>Keeping in mind, this figure are <u>new</u> people downloading the app. On iOS in the last 90 days there have been over 100 sessions (a sessions is defined as people opening and using the app).</p> <p>NTC are working with Hardscape and WBC to provide a long-term solution for these market square locations. Our proposal involves using stone etching to permanently engrave the designs into the flooring, creating a lasting and visually appealing feature.</p>
Market Square Film	Film completion June 2024, film premiering on Heritage Open Day and Market Square Grand Opening event 19 th October	<p>The much anticipated showing of the market square film was a great success during the MSO event. It was shown three times during the day and was also used to launch the event day/stage of performances. Crowds gathered to watch, with approximately 600 people on the square stopping to watch and/or while walking around the event space. Great feedback was received; people enjoyed learning about the history of the square and the journey of its regeneration.</p> <p>Northampton Film Festival plan to put the film online shortly so we could begin to share it on our socials and reach a further audience.</p>

<p>350th Anniversary of the Great Fire of Northampton</p>	<p>App completion May 2024, Launch in Sept 2025 for anniversary</p>	<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. The app will be launched in association with the wider town and county activities occurring next year to commemorate the anniversary. The Great Fire working group, chaired by Father Oliver Coss and James Miller, local historian are taking place monthly.</p> <p>Meetings were arranged for September with Civic and Military partners to begin planning discussions for Oak Apple Day and how the event ties in with the 350th Anniversary year of the Great Fire.</p>
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Other

<p>Roadside Boards x2</p>	<p>Abington Park</p>	<p>The roadside boards have been successfully installed and feature vibrant vinyl wraps promoting four key events: Diwali, Fireworks, Remembrance, and Christmas. These eye-catching designs have been placed in two prominent areas around Abington Park.</p> <p>The town centre notice board has been delivered, and we are currently evaluating potential locations to ensure optimal visibility, high foot traffic, and ease of access.</p> 
<p>Noticeboard</p>	<p>TBC</p>	<p>We are in the process of seeking planning permissions for several locations to assess the feasibility of installation based on the necessary requirements. Locations to consider:</p> <ul style="list-style-type: none"> • Market Square • All Saints' Church Memorial Garden facing out onto Wood Hill or Mercers/George Row. • Outside County Hall

**Market Square
Celebration /
Reopening
Event**

19th & 20th
October

The Market Square event took place on 19th and 20th October, featuring a variety of activities across multiple zones. NTC participated in the 'Discover Northamptonshire Zone' in partnership with Northampton Town Council, alongside 78 Derngate, Northamptonshire Central Library, the Performing Room, and the Northampton Museum & Art Gallery.

At our stall, we launched five new locations for the Snapshots in Time App, utilising cutting-edge AR technology to reveal the fascinating evolution of Northampton's town centre. We set up distinctive black and green posts with QR codes for app downloads throughout the square and distributed 250 printed maps designed by AR Media for attendees to take home.

Additionally, we showcased three A2 display boards: two featured enlarged versions of the map with historical details about each location, while the third highlighted the rich history of Northampton Market Square through a timeline created by our officers. Attendees also enjoyed the premiere of the Market Square Film, screened three times throughout the event, which celebrated the area's heritage.

For more details, please refer to the sections on 'Snapshots in Time' and the 'Market Square Film.'

Despite regular call outs and organisation, unfortunately, due to low numbers and a road closure refusal, it was decided that the parade, a celebration of cultural events, community and local groups, would not go ahead.



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