



# Northampton TOWN COUNCIL

**COMMUNITY SERVICES COMMITTEE - 29<sup>TH</sup> JULY 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 the meeting of the Community Services Committee of Northampton Town Council to be held at Northampton Town Council Committee Room on Monday 29th July 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  
23<sup>RD</sup> July 2023**

**Guildhall  
Northampton  
NN1 1DE**

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## **COMMUNITY SERVICES COMMITTEE – 10<sup>TH</sup> JUNE 2024**

MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 10<sup>TH</sup> JUNE 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Birch, Holland-Delamere, Evans, Hallam, Hibbert, Marriott, Lane and Soan

**OFFICERS PRESENT:** Mrs J Thorneycroft (Asst. Town Clerk), Mr C Osborn (Community Engagement Officer) and Miss F Barford (Democratic Services Officer).

**OTHERS PRESENT:** Mrs Sally Burns (Director of Public Health & Regulatory Services, West Northamptonshire Council).

### **1. APOLOGIES**

Apologies were submitted by Councillors Alwahabi and Russell.

### **2. DECLARATION OF INTERESTS**

No declarations of interests were made.

### **3. TO RECEIVE PRESENTATION FROM SALLY BURNS, DIRECTOR OF PUBLIC HEALTH FOR WEST NORTHAMPTONSHIRE COUNCIL**

The Chair welcomed the attendance of Sally Burns (Director for Public Health & Director of Regulatory Services) from West Northamptonshire Council.

- Mrs Burns explained Public Health required a multi-agency approach with different stakeholder and to ensure health and wellbeing were prioritised. She added the relationship between West Northants and Northampton Town Council was very important in improving the lives of Northampton residents.
- She explained that the Public Health team in West Northamptonshire Council was relatively new, having previously been hosted within North Northamptonshire Council which served the entirety of Northamptonshire.
- Public Health's strategy focuses on prevention and integrating health priorities into various council services and strategies. Mrs. Burns noted that Northampton Town Council's grant schemes align well with this strategy.
- There are significant health inequalities in Northampton. The Public Health team is working with the community to better understand and address these issues.
- Public Health is developing a strategic document to guide services and create an interactive tool for assessing local needs, which could benefit the Town Council.

Councillors raised concerns about fly-tipping and waste from HMOs affecting residents' wellbeing. Mrs. Burns acknowledged these environmental issues and mentioned a Wellbeing Team within the Communities team. There were also concerns about reduced Neighbourhood Warden presence and high levels of anti-social behaviour and fly-tipping in Regent Square.

Mrs. Burns indicated that the Town Council could contribute to the Strategic Needs Assessment and that Danny Moody would report back on its progress. Regarding funding opportunities, Mrs. Burns mentioned there are many funding sources available for public health initiatives and expressed willingness to explore these in partnership.

To prevent duplication of efforts, she highlighted the importance of the Local Area Partnership in identifying key focus areas. Emily noted that the larger parish forum is a valuable platform for the Town Clerk to stay engaged.

The Assistant Town Clerk mentioned that initiatives like Northampton in Bloom, which includes mental health walks, contribute to residents' health and wellbeing.

**4. TO RECEIVE PRESENTATION FROM PROFESSOR CLAIRE PATERSON-YOUNG FROM THE UNIVERSITY OF NORTHAMPTON ON THE COMMUNITY NEEDS ANALYSIS**

Professor Claire Paterson-Young presented the Community Needs Analysis, explaining its purpose to guide the Town Council's work by identifying and prioritizing community needs. She added, the analysis aims to highlight key impact areas such as health and wellbeing, and community engagement and this framework would assist in decision-making for grant applications and the Council's broader initiatives.

The Chair noted that this work could help reformat the Grants Sub-Committee, ensuring that funded groups and projects provide a greater benefit. Professor Paterson-Young confirmed that the University would conduct the research and develop a research-backed framework.

In response to a question, she clarified that many grant providers now require a Community Needs Analysis to quantify the impact of their funding on the community. The Town Clerk inquired about including the events programme and Northampton in Bloom in the research. Professor Paterson-Young responded that the framework would guide the Town Council on how to conduct such research in the future.

*DSO's Note: It was quoted £ £9,880 + VAT would be paid to The University Of Northampton and Officer time to coproduce the research once completed.*

**5. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 7<sup>th</sup> MAY 2024**  
**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 7<sup>th</sup> May 2024 as a true and accurate record of the proceedings.

**6. TO RECEIVE THE MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 5<sup>TH</sup> JUNE 2024**

The Chair referred to the minutes of the Grant Sub-Committee enclosed within the agenda and provided an overview. The Community Engagement Officer explained that there was a high volume of applications during this round of funding and the total amount requested if all of the applications were to be approved would deplete the entirety of the budget.

The Chair noted that grant application CGF106 submitted by the NAYC (Northamptonshire Association of Youth Clubs) had frequently applied for various Northampton Town Council grant schemes and

questioned whether they had explored other funding sources hence the application was deferred for further information.

In discussion of grant application CGF113, the Community Engagement Officer explained Prospects were funding their core costs however they requested additional funding for hiring a practitioner and covering room hire costs. In response to a question he confirmed that the rooms they intend to hire were within the Northampton Town Council area. A Councillor mentioned that Prospects were part of the Shaw Trust, that had significant reserves and suggested that funding should be prioritized for smaller organizations.

**RESOLVED:** The minutes of the Grants sub-Committee be approved and adopted.

*Clerk's Note: It was agreed that further information be sought in relation General Community Grant application CGF113 and once received the decision to approve or decline be delegated to the Community Engagement Officer in conjunction with the Chair.*

## **7. EVENTS AND PROJECTS UPDATE**

The Full Events and Projects Report circulated with the meeting agenda was discussed and noted.

**NOTED**

## **8. TO REVIEW PROPOSAL ON UPDATING THE GRANT PROCESS – COMMUNITY ENGAGEMENT OFFICERS REPORT**

The Chair discussed the time-consuming nature of processing grant applications, noting that some Councillors felt the process was too slow to benefit the community effectively. She highlighted that processing a grant application takes over 2 hours of an officer's time, which can be disproportionate to the outcome.

To address this, the Chair proposed forming a Grants Committee consisting of a maximum of 10 Councillors to review and decide on applications, leveraging their expertise and scrutiny. A Councillor suggested that meetings should be held in the evening to improve attendance.

Another Councillor expressed support for the idea in principle but recommended waiting for the outcome of the University of Northampton's research to guide the Grants Committee's decisions and enhance scrutiny. The Chair suggested inviting Professor Paterson to assist with developing the Grants Policy.

**RESOLVED:** That a Grants Committee be formed to review and decision grant application once the Community Needs Analysis has been completed.

## **9. COMMUNICATIONS OFFICER'S SOCIAL MEDIA ENGAGEMENT REPORT – FOR INFORMATION ONLY**

The Communications Officer's Social Media Engagement Report was circulated and noted. A Councillor inquired about the goals for the Town Council's social media platforms and the strategy to achieve them. Another Councillor responded the press releases circulated to all councillors from the Communications Officers have been beneficial. Additionally, a Councillor commented that she was unaware of the Town Council's Instagram and LinkedIn accounts and suggested these be publicized to Councillors so they can share and promote through their channels.

**MEETING CONCLUDED: 7:33PM**

## Community Services Committee June 2024

### Events and Projects Report

Name of Event / Project	Date of Event / Project	Update
<b>SAVE THE DATE – 2024 EVENTS</b>		
<b>Bands in the Park</b>	Every Sun & BH Mon. 7 <sup>th</sup> April – 29 <sup>th</sup> September	<p>Abington Park Bandstand. The Bands in the Park season continues every Sunday and Bank Holiday Monday, up until 29th 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 press release.</p>
<b>Northampton Carnival</b>	Sat 8 <sup>th</sup> June 12 – 8pm	<p>The Racecourse. The NTC Stall was set up in the trade and community stall area which featured various engagement activities for the public, including a 'Pedal Powered Music System' borrowed from WNC's Cycle Northants team, as well as a display of original Carnival bikes/creations. The public had a go at powering the PA system to play the carnival music as part of the Climate Change Forum campaign, Every Journey Matters.</p> <p>NTC allocated £20,000 of funding for logistics, personnel, and infrastructure costs. Officers helped in event planning by recommending appropriate suppliers, assisting and supporting with event documentation.</p> <p>Due to ongoing regeneration works on Abington Street, the parade route had to be altered this year. Instead of exiting the town centre through Abington Street, the route took a detour through The Drapery and Lady's Lane.</p> <p>The event was well attended both at the Racecourse and along the parade route.</p>
<b>Armed Forces Day</b>	Sat 29 <sup>th</sup> June 10am – 2pm	<p>All Saints' Piazza Following planning meetings with partners, it was decided that there would be no parade this year due to the significant impact of ongoing works on the Market Square, Abington Street, Fish Street, and the closure of Bridge Street. The potential disruptions to traffic, with road closures and diversions in place, were expected to create complex issues on a busy Saturday, especially affecting bus routes. WNC Highways expressed concerns about large parades and road closures, particularly on Saturdays. Alternative routes in the town centre would present challenges for an appropriate muster and fall out point for those parading.</p>

		<p>The event took place on All Saints' Church Piazza and featured military charity and local organisation stall holders, RBL, and live musical performances by the 5F S RAF Air Cadet Band, The Starlight Sisters and A Company LNR ACF Corps of Drums. Unfortunately, there were no military display vehicles this year due to a last-minute cancellation. The schedule included speeches from Armed Forces representatives, The Mayor, The Lord Lieutenant and veterans.</p> <p>Cream teas were provided for veterans on the day, served by All Saints' bistro/café. Additionally, a local 40s/50s enthusiasts' group helped to distribute NTC leaflets and cream tea vouchers whilst chatting to veterans and the public about Armed forces Day.</p> <p>The event was well attending with positive feedback from both the public, veterans ad stall holders who were thankful for the uplifting schedule and support for the Armed Forces. Fantastic comments about the entertainment on offer and the addition of speeches throughout the schedule – recommended that this element continues on the line up going forward.</p> <p>Despite the temporary location of All Saints Piazza working very well for the event and creating an intimate atmosphere, the proposal for 2025 would be to take the event back to the Market Square where there will be more scope for stalls, vehicle displays and activities coupled with an appropriate muster and fall out points for the returning parade.</p>
<b>Northampton Pride</b>	Sat 13 <sup>th</sup> July	<p>University of Northampton. Sponsor amount: £4,000 Northampton Town Council actively participated in Pride this year by hosting a stall inside the Learning Hub, alongside various other community and charitable stalls. This year, the parade started and ended at the University of Northampton, led by a colourful float, stilt walkers and other entertainment.</p> <p>The event featured live performances, walkabout entertainers, diverse range of stalls and food. NTC once again demonstrated their support by sponsoring the main stage and were the headline sponsor of the event. The NTC flags were put up either side of the stage.</p>
<b>Northampton Balloon Festival</b>	Fri 16 <sup>th</sup> – Sun 18 <sup>th</sup> August	<p>The Racecourse NTC will 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.</p> <p>Show Time Events Ltd have also agreed to fund the tables and chairs required for the stalls.</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> <p>NTC have extended invitations to community and charity stall holders to encourage them to book their stall. We can confirm that 26 community groups are attending across the three days. We are continuing to promote and seek additional stalls to fill every available space.</p> <p>Please extend this invitation to any local groups or organisations in your wards that you think may be interested.</p> <p>Any interested groups to email: <a href="mailto:events@northamptontowncouncil.gov.uk">events@northamptontowncouncil.gov.uk</a></p> <p>If anyone could spare some time to assist in manning the NTC stall and be on hand to speak with the community on the services we provide we would be most grateful – please email the events email above.</p>
<p><b>Northampton Music Festival</b></p>	<p>Sun 8<sup>th</sup> September Times – TBC</p>	<p>Town Centre – Various locations TBC</p> <p>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. Organisers have relayed plans that new for this year the Royal &amp; Derngate will be involved hosting a Musical Theatre stage for the event.</p> <p>Now the reopening of the Market Sq has been confirmed for late September, the plan to site the Main Stage on Guildhall Rd is being worked through. Locations for all other stages are being confirmed by the NMF committee with advice from events officers on suitability. Events officers are supporting in the application of road closures/parking suspensions and permissions/licences required for the event.</p> <p>The NMF Committee are keen to promote the event as widely as possible at other community events on the calendar such as the Balloon Festival.</p>

<b>Tales and Traditions of Northampton Guildhall, (as part of Heritage Open Days)</b>	Sat 14 <sup>th</sup> September 11am – 4pm	<p>The Guildhall NTC's contribution to the Guildhall Tours of Heritage Open Days will be titled 'Tales &amp; 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>The new Market Square film commissioned by NTC and created by Northants Film Festival will be premiered for the first time and shown on loop in the Great Hall, Guildhall.</p> <p>A family friendly heritage trail has been commissioned for families and children to get involved this year – this will be a fun, engaging and interesting information sheet with questions to answer based on the beautiful architecture and details on the outside of The Guildhall.</p> <p>If any past mayors would like to be involved on the day, please contact <a href="mailto:events@northamptontowncouncil.gov.uk">events@northamptontowncouncil.gov.uk</a></p>
<b>Diwali Festival of Lights</b>	Sat 26 <sup>th</sup> October	<p>Main stage/event will be held on the Market Square NTC Stall at event.</p> <p>2024 planning meetings being attended by Events Team to determine support and actions required.</p> <p>The working group are currently in the process of securing the remaining portion of the funding through a WNC grant application (submitted 28<sup>th</sup> June).</p> <p>Events officers are currently supporting planning with road closure applications/parking suspensions/event documentation.</p> <p>NTC funding of £10,000 will support with the procurement and sourcing of logistics, personnel and infrastructure as well as workshops, hire costs and advertising.</p>
<b>Northampton's Annual Fireworks Spectacular</b>	Sat 2 <sup>nd</sup> Nov 4pm – 7.30pm	<p>The Racecourse Display:</p> <p><i>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.</i></p> <p><i>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. (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</i></p>

	<p><i>Fused to agree amendments and ensure event safety before going ahead.)</i></p> <p>Live Stage:  Quotes reviewed and requested for a fire act and live covers band. Local suppliers and performers preferred and recommended. The live Stage will be hosted by a local radio station – TBC. The schedule will begin with live band followed by fire act, culminating in the countdown to the fireworks finale. Inbetween the performances, officers propose to play The Gunpowder Plot film commissioned last year on the big screens again. The screens will also be used to advertise the Christmas events plus NTC advertising material.</p> <p>Officers are exploring options for a possible live stage sponsor for 2024.</p> <p>Fire Act – Live Performers  Trio Fire Show – 12mins: Fire skill, sparkle fire and large flame effects with pyrotechnic finale.</p> <p>Live Band – Whiteroom  1hr set from local, popular and well renowned party band with a repertoire of contemporary rock pop and indie covers.</p> <p>Officers are exploring Stage Sponsorship for 2024.</p> <p>Planning:  Logistics, personnel and infrastructure are likely to not change significantly from previous years planning, layout and procedures. The fireworks company has requested a wider perimeter for the display fall out zone which will increase costs for fencing requirements.  There will be Fun Fair rides with a mix of large and small installations, food vendors and a facepainting/glitter trader.  On site reces will take place in the coming weeks to review utilising more space behind the tennis courts to spread out the catering area and allow more footfall space. Last year’s move of the fence line created a larger area for this however, it was still extremely busy in the main entrance/catering/fun fair location. Additional unused space was clear to see from where the public seemed to gather - plans will be drawn up to work on this.</p> <p>Park &amp; Ride:  Officers are revisiting the Park &amp; Ride options for 2024 and have requested follow up meetings with bus companies and University of Northampton to go over initial plans proposed last year. Comparisons will be looked into for operational costs and what is included in the service.</p>
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	<p>Viability of a P&amp;R scheme will be dependent on the Traffic Regulation Order required to use the parking bays on East Park Parade/Kettering Road.</p> <p>The cost to implement this would just be the operation of the buses if NTC are able to secure suspended bays at the park.</p> <p>Options are also being looked at to utilise Malcolm Arnold Academy's car park on Trinity Avenue – this would help alleviate the on-street congestion – advertise as 'first come first served, spaces are limited'.</p> <p>Officers would like to request that both St Michaels' and Mayorhold car parks could be FOC for the event day extending the standard first 2hrs free; FOC from 3-8pm or a flat rate of £2.20 for the whole day/duration.</p> <p>For reference – 2023 costs to operate the buses were approx. £4400.00 including management, stewards, vehicle costs and signage.</p> <p>Officers to feed back P&amp;R progress to the Working Group and work on the best scenario available.</p> <p>Sponsorship: For a second year, sponsorship in kind from MSE Ltd has been confirmed for the installation of infrastructure and power to rig festoon lighting secured for NTC in 2023. Festoons will light the walkway from the catering/fun fair and main entrance onto site upto the stage/main viewing area. This worked really well last year, added atmosphere along the route, joined up each area of the event site plus added additional lighting for safety.</p> <p>As quotes and supplier recommendations are processed, budget reviews and spend will be relayed to the Working Group as items are confirmed.</p> <p>For the event to maintain the same level of high quality entertainment, content and event infrastructure, following an initial forecast of approximate costs, the budget is looking likely to go over due to additional infrastructure required, general uplift in costs and P&amp;R proposals.</p> <p>To date the additional expenditure amounts to approximately £7,000 (this figure is based on current information available as at 23<sup>rd</sup> July 2024).</p> <p>If a Park &amp; Ride Scheme is approved costs for this scheme alone are estimated at circa £4,500, details shown earlier in this report. Committee approval is sought to approve possible additional expenditure of approximately £12,000.</p> <p>As per the resolution agreed by this committee at its February meeting delegated authority was agreed to officers to progress the project alongside members of the Fireworks Working Party.</p>
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<b>Remembrance Sunday</b>	Sun 10 <sup>th</sup> Nov	All Saints' Church 2024 planning meetings to be arranged.
<b>Christmas in Northampton</b>	<b>NOV / DEC</b>	<b>Please See Below</b>
<b>Market Square Update</b>		Events officers will join the WNC regen and market team on Weds 24 <sup>th</sup> July for a recce of the Market Square to determine stage locations, audience/viewing space, scope and number of pop up stalls, viability for the Christmas Tree – location and sizing, plus understand power sources and vehicle access available for suppliers.
<b>Christmas Light Switch On</b>	Sat 23 <sup>rd</sup> Nov Market Sq Times TBC	<p>The Christmas Lights Switch On will return to the Market Sq for 2024. Timings proposed: Event Begins 1pm, Switch On 5pm, Event Finishes 6pm.</p> <p>Stage Schedule: Officers have reached out to well know local performers for a festive finale to headline the stage after the switch on and are obtaining quotes and interest from local groups/acts for the line up from 1pm – 4.30pm. Pantomime stars will take to the stage ahead of the countdown for panto previews and interviews. VIP (TBC) to join The Mayor on stage for the countdown alongside local radio station host. Stage theatrics and visuals will include snow fall and large sparklers for when the switch on button is pressed.</p> <p>Activities: Children's crafts/workshops/engagement projects could 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. Officers obtaining quotes, interest and service details from local suppliers who regularly work within the community and offer outreach/participatory activities such as music, arts, reading/storytime etc.</p> <p>These activities could extend into surrounding venues if additional space is required or a local group would like to host from their own premises. This has the benefit of event goers/public to navigate a wider area of the town potentially visiting local businesses/shops.</p> <p>Community Groups/Charities: Local organisations will be invited to take part in the day by having a pop up stall space to showcase their services/outreach.</p> <p>Entertainment: Quotes will be sourced for walkabout/engaging performers throughout the afternoon for public participation and to help advertise the line up/schedule.</p>

<p><b>BID Partnership</b></p>	<p>Throughout November – December</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> <p>Event officers have a Christmas meeting with the Bid on Tues 6<sup>th</sup> August to discuss partnering on elements of the Christmas in Northampton offering, joint projects and the scope to tie all festivities across the town together with one united theme.</p> <p>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 &amp; pencil packs. Approx. spend: 2.5k</p> <p>TBC:          BID Budget for contribution to light installations for allocation towards new lighting schemes.          NLive Radio – 24hr Christmas: 2023 - x33 businesses advertised at a cost of £1500 for FM only. Officers will ask for any listening Confirmed there is figures to understand the reach of the channel. Option to extend the offering to digital radio for a wider platform for groups and businesses to advertise from.</p>
<p><b>WNC</b></p>	<p>Throughout November – December</p>	<p>Event officers are in liaison with WNC Markets &amp; 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.</p>
<p><b>Family Focused Christmas Event</b></p>	<p>Becket’s Park          7<sup>th</sup> December          Times: TBC</p>	<p>NAME: TBC          Timings proposed: Event Begins 12pm, Event Finishes 6pm.</p> <p>Quotes and interest are being obtained from suppliers and local performers/entertainment/activity providers. 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 <i>Christmas Lights Switch On...in the Park!</i> 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.</p>

<p><b>CHRISTMAS TREES</b></p>	<p>Install: 12<sup>th</sup> November 6pm - Midnight</p>	<p>The stage line up will include local brass bands, choirs and performers.  Quotes for the same size and quality ice rink as 2023 are being sourced.  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.</p> <p>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.</p> <p>Approx. spend: 40-45k</p> <p>X4 40ft Christmas Trees have been ordered and reserved for the below locations:  St Giles Sqare,  All Saints’ Church Piazza  Abington Square Memorial Gareden  Becket’s Park Corner  X2 14ft Christmas Trees have been ordered and reserved for the old steps of The Guildhall entrance.</p> <p>Installation is confirmed for after Remembrance Sunday.</p> <p>The fifth location for a large scale tree on the Market Sq is TBC pending final recce of the event spaces available to use. This would preferably be our usual 40ft tree size; if required prices have been sourced and detailed for smaller trees and supplier is on standby for the final order.</p> <p>Progress and location details will be shared with the Working Group for final approval and decisions on which size tree would be best suited based on WNC regen/market team advice and permissions.</p>
<p><b>LIGHTING SCHEME UPDATE</b></p>		<p>Approx. Spend: 25k (For x5 40fts 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. Further updates and proposals will be presented to the Working Group over the next few weeks.</p> <p>Timing Control System:</p>

		<p>Event officers met with NTC's current electrical supplier/contractor to understand options to replace and update the timing radio control system. Quotes and approximate costs have been sourced to manufacture a bespoke controller prototype box and switch on 'node' suitable in each lighting location on each installation. The high production costs involved in producing and supplying these control boxes would not be financially viable for the project requiring over half of the total Christmas lighting allocation of budget. The benefit of this system is that distance is no issue and the whole scheme could be controlled as one.</p> <p>NTC's current contractor is looking at ways these could be produced themselves with the node attachment being purchased separately. Recommended that this would still not be economically wise and a hire option alongside new installations would be preferable to enable and guarantee up to date equipment that stays in line with current practices using a digital system controlled via an app.</p> <p>NTC's current control system infrastructure no longer has any available spares to fall back on with only one switch on button. Wellingborough Road installations are on a different timing system to the town centre installations. Option could be to utilise timing clocks in Wellingborough Rd and renew the overall control system gradually to save on expenditure in one go.</p> <p>Breakdown of Works:</p> <p>NTC's current supplier will provide an approximate quote to provide installation and tests of all current electrical hook ups and supply for the locations used. This will include installation of new lights purchased over the last two years by NTC in the below locations:</p> <ul style="list-style-type: none"> <li>• Abington Street Trees – Twinkle globes</li> <li>• Guildhall Rd x5 icicle twinkle cross streets</li> <li>• Bottom of St Giles St x1 icicle twinkle cross street</li> <li>• X5 large scale Christmas Trees and x2 small scale Christmas Trees</li> <li>• Bus Station ceiling and wall icicle twinkle installations</li> <li>• All Saints' Church tower flood light</li> <li>• Wood Hill/Memorial Garden Trees – string lights</li> </ul> <p>The quote and proposal will be shared and reviewed by the Working Group.</p> <p>NTC's scope of works to enhance and replace all other installations across the town are proposed to be on a hire basis/contract including storage and installation in the below locations:</p> <ul style="list-style-type: none"> <li>• Wellingborough Rd lamp columns (replacement of motifs)</li> <li>• All cross street installation (replacement of motifs)</li> <li>• Market Sq/Bottom of Abington Street Tree – string lights</li> <li>• NEW: Market Sq lamp columns</li> <li>• NEW: x5 Market Sq trees – string lights</li> <li>• St Giles St/Guildhall – x2 trees – string lights</li> </ul>
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		<ul style="list-style-type: none"> <li>• TBC: Guildhall window string lights in Spencer Percival entrance and One Stop Shop</li> <li>• Town Centre locations of lamp columns including new/amended locations</li> <li>• Shop front brackets</li> </ul> <p>The detailed scope of works will be sent as a request to quote to appropriate suppliers identified. Bracket points, anchor points and all fixings will still need to be weight tested.</p> <p>Abington Street Regen and BHS/M&amp;S Works: Events officers to follow up on updates for Abington Street to understand access availability for installation works and possible changes to wall power box supply for cross streets ad trees at the bottom of the street. Information is required on the schedule of works for BHS/M&amp;S buildings to understand if Wellington Street lighting columns will be out of action for the foreseeable due to proximity to demolition site.</p> <p>Approx. spend / budget allocation: 80k</p> <p><b>CHRISTMAS IN NORTHAMPTON APPROX. BUDGET BREAKDOWN</b></p> <table border="1" data-bbox="598 1104 1187 1234"> <tr> <td>Christmas Trees</td> <td>12%</td> </tr> <tr> <td>Christmas Lights</td> <td>50%</td> </tr> <tr> <td>Events / Projects</td> <td>35%</td> </tr> </table> <p style="text-align: right;"><b>97%</b></p>	Christmas Trees	12%	Christmas Lights	50%	Events / Projects	35%
Christmas Trees	12%							
Christmas Lights	50%							
Events / Projects	35%							

## Heritage Projects

<b>Snapshots in Time: Market Square locations</b>	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.
<b>Market Square Film</b>	Film completion June 2024, film premiering on Heritage Open Day and potentially Market Square Grand Opening event in October	<p>The film is now complete, with the view of premiering on Heritage Open Day in the Great Hall, Guildhall.</p> <p>The film has reached its final stage of completion, and it is planned to be showcased during the Heritage Open Day in the Great Hall of Guildhall.</p> <p>Exciting opportunities have emerged for the film's showing, considering the reopening of the market square in September and the grand opening event in October. There is a potential plan to feature the market square film during this event. However,</p>

		<p>confirmation of this is pending from WNC. NTC are part of the steering group for the event in October.</p> <p>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"> <li>• Radical history, mavericks and change</li> <li>• Entertainment</li> <li>• Trading</li> <li>• The Weird and Wonderful</li> </ul>
<b>350<sup>th</sup> Anniversary of the Great Fire of Northampton</b>	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.</p> <p>Meetings have been arranged for September with Civic and Military partners to begin planning discussions for Oak Apple Day and how the event ties in with the 350<sup>th</sup> Anniversary year of the Great Fire.</p>

## Other

<b>Roadside Boards x2</b>	Abington Park	<p>The roadside boards have been delivered and installation into Abington Park is in progress. The boards will advertise ‘Autumn and Winter’ Events.</p>
<b>Noticeboard</b>	TBC	<p>The town centre notice board should be delivered in the next two weeks.</p> <p>Locations for the town centre notice board are being considered for visibility, high footfall and easy access.</p> <p>Planning permissions are being sought for a few locations to determine if permissions can be granted depending on what works would be required to install.</p> <p>Locations to consider:</p> <ul style="list-style-type: none"> <li>• Market Square</li> <li>• All Saints’ Church Memorial Garden facing out onto Wood Hill or Mercers/George Row.</li> <li>• Outside County Hall</li> </ul>
<b>Market Square Celebration /</b>	October Weekend	

<p><b>Reopening Event</b></p>		<p>NTC officers were invited to sit on the Market Square Reopening event steering group.</p> <p>The work on the Market Sq is progressing well with traders returning in September; WNC are planning a weekend of celebrations following the completion of works scheduled for mid-October. The will be "We Are Northampton" and focus on events/activities which celebrate Northampton and Northamptonshire.</p> <p>Across the weekend of celebrations, the market square will be zoned, creating subthemes within the space.</p> <p>Following initial meetings with the group and WNC's Culture &amp; Music Events Manager, the below support and suggestions were shared.</p> <p>Officers proposed showcasing the completed Market Square Film commissioned from Northants Film Festival on a big screen alongside the launching of the new Market Sq locations/buildings added to NTC's Snapshots in Time Interactive App.</p> <p>Both these projects are now complete and have been budgeted/paid for.</p> <p>The celebration of cultural events, communities and local groups was suggested in the form of a parade/gathering with representatives from each showcasing these important events and projects that take place annually such as Carnival, Diwali, Scouts, Military etc; the idea to bring everyone together to meet and celebrate within the Market Sq.</p> <p>Officers will support with a call out to our contacts for these events and groups to gain interest and have shared recommended suppliers for engagement/children's activities.</p> <p>The possibility of having a heritage/celebration stall where NTC can highlight both heritage projects and calendar of staple events is also being considered and in what form that may be shown.</p> <p>For example, a 'Heritage Showcase' with booklet handout/map, instructions for the app etc, exhibition display board with imagery/information from the film.</p>
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**NORTHAMPTON**  
TOWN COUNCIL

# SAVE THE DATES 2024 EVENTS



[www.northamptontowncouncil.gov.uk/local-events](http://www.northamptontowncouncil.gov.uk/local-events)



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

**NORTHAMPTON**      
Cleaner. Greener. Healthier. EVERY JOURNEY MATTERS

## Community Projects Update

Name of Event/ Project		Update
Use of Unspent Councillor Funds		<p>In recent discussions with the town clerk, it has been agreed that the community engagement officer is to conduct an audit of all of the unspent councillor grant funds from 23/24. Once this has completed, we will have an accurate representation of how much money is available to spend in each ward. The use of these funds should be spent in the ward where they were originally allocated or where residents from this ward will benefit. The community engagement officer will identify projects and community groups that will benefit from the funding. When appropriate projects have been identified, the community officer will contact the relevant councillor(s) to seek their approval of the funds being spent. When the councillor has given their approval, the community engagement officer will have delegated authority to disperse the funds to appropriate community groups within the relevant wards.</p>
Community Surveys		<p>At recent community events, officers and councillors have been conducting community surveys to develop an understanding of NTC's relationship with its residents. At the recent pride event, the method of collection was changed. Rather than giving bloom bags to residents as a free gift, members of the public were able to take a bag if they completed the survey. This saw a big jump in survey participants and a reduction in bags dispersed. Most residents seemed happy with this format as the survey only took around a minute of their time. We are starting to develop a good sample of results and this method of collection is working well. We will do the same at the balloon festival and other community events over the summer. In September we will be able to review the data and work out next steps for methods of community engagement. <b>Please see below for feedback gathered at the pride event.</b></p>

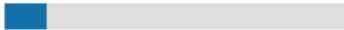






### Have you attended any events organised or supported by Northampton Town Council's in the last 12 months? (Tick All That Apply)

Answer Choices	Responses		
Armed Forces Day		5.88%	2
Bands in the Park		29.41%	10
Christmas Lights Switch On		41.18%	14
Diwali Festival of Lights		29.41%	10
EID		35.29%	12
Heritage Open Day		26.47%	9
None of The Above		5.88%	2
Northampton Balloon Festival		26.47%	9
Northampton Carnival		50.00%	17
Northampton County Beer Festival		44.12%	15
Northampton in Bloom		14.71%	5
Northampton Music Festival		32.35%	11
Northampton Pride		67.65%	23
Northampton's Annual Fireworks Spectacular		29.41%	10
Oak Apple Day		14.71%	5
Remembrance Sunday		14.71%	5
St Georges Day		17.65%	6
The Northampton Youth Summit		8.82%	3
Answered: 34 Skipped: 0		Response Total:	34

Q3

[Customise](#)


Have you used any of Northampton Town Council's Services in the last 12 months? (Tick All That Apply)

Answer Choices	Responses		
Community Grant Funding	 11.76%	4	
Environment Grant Funding	 2.94%	1	
Councillor Grant Funding	 5.88%	2	
Northampton Town Council Events	 32.35%	11	
Mayoral Engagements	 2.94%	1	
Northampton in Bloom / It's Your Neighbourhood	 8.82%	3	
None of The Above	 58.82%	20	
Answered: 34 Skipped: 0		Response Total:	34

Q4

Customise

Did you know Northampton Town Council provide the flowers around the town for Northampton in Bloom and the Christmas Lights and Trees over the festive season?'

Answer Choices	Responses
Yes	 70.59% 24
No	 23.53% 8
Not Sure	 5.88% 2

Answered: 34 Skipped: 0

Response Total: 34






STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	3	1.35	0.59	17.65	0.35	0.1



Q5

[Customise](#)

Overall, how well informed do you think Northampton Town Council keeps residents about the services and benefits it provides?

Answer Choices	Responses						
Poor		8.82%	3				
Fair		47.06%	16				
Good		26.47%	9				
Very Good		8.82%	3				
Excellent		8.82%	3				
Answered: 34 Skipped: 0		Response Total: 34					
STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	5	2.62	1.06	40.44	1.12	0.18

Q6

Customise

To what extent do you think Northampton Town Council acts on the concerns of local residents?

Answer Choices	Responses		
A great deal		20.59%	7
A fair amount		58.82%	20
Not very much		17.65%	6
Not at all		2.94%	1

Answered: 34 Skipped: 0






Response Total: 34

STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	4	2.03	0.71	34.31	0.5	0.12

Q7

Customise

How strongly do you feel you belong to the Northampton area?

Answer Choices	Responses						
Very strongly		47.06%	16				
Fairly strongly		41.18%	14				
Not very strongly		5.88%	2				
Not at all strongly		5.88%	2				
Not Sure		0.00%	0				
Answered: 34 Skipped: 0		Response Total: 34					
STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	4	1.71	0.82	17.65	0.68	0.14

Q8

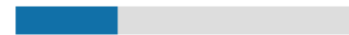
[Customise](#)

Do you know who your local Northampton Town Councillor is?

Answer Choices

Responses

Yes



29.41%

10

No



47.06%

16

Unsure



23.53%

8

Answered: 34 Skipped: 0

Response Total: 34

STATISTICS

Minimum

Maximum

Mean

Std. Deviation

Satisfaction Rate

Variance

Std. Error

1

3

1.94

0.73

47.06







0.53

0.12

Q9

[Customise](#)






## How easy is it for you to contact a Northampton Town Councillor?

Answer Choices	Responses						
Extremely easy		8.82%	3				
Somewhat easy		11.76%	4				
Neutral		29.41%	10				
Quite difficult		5.88%	2				
Difficult		8.82%	3				
Haven't tried		35.29%	12				
Answered: 34 Skipped: 0		Response Total: 34					
STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	6	4	1.75	60	3.06	0.3

Q10

Customise




To what extent would you agree or disagree that people in Northampton pull together to improve the local area?

Answer Choices	Responses						
Definitely agree		14.71% 5					
Tend to agree		35.29% 12					
Neither agree nor disagree		35.29% 12					
Tend to disagree		11.76% 4					
Definitely disagree		2.94% 1					
Answered: 34 Skipped: 0		Response Total: 34					
STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	5	2.53	0.98	38.24	0.96	0.17

Q11

Customise

Do you know the difference between Northampton Town Council and West Northamptonshire Council?

Answer Choices	Responses						
Yes				64.71%	22		
No				29.41%	10		
Not sure				5.88%	2		
Answered: 34 Skipped: 0					Response Total: 34		
STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	1	3	1.41	0.6	20.59	0.36	0.1

Q12

Customise

Are there any other comments that you would like Northampton Town Council to be aware of?

Responses:

6	We really need mire on offer for children snd young people in Northampton	13/07/2024 12:46 PM ID: <a href="#">248942625</a>	▲
5	Engage the youth	13/07/2024 12:36 PM ID: <a href="#">248942252</a>	
4	Be nice to help and get the homeless off the street and put a roof over them specially the lady next to argos have you seen the mess and she really is not well betending to be in a fight with some one and she swear so loud also just off balfore Road the flats opsided the lawn mower shop the hedge needs a good cut can't really walk on the path due to the Bush over growing not safe during school times please cut	19/05/2024 21:54 PM ID: <a href="#">244891113</a>	
3	I think you put in some great events	19/05/2024 14:54 PM ID: <a href="#">244881113</a>	▼

Answered: 7 Skipped: 27

Response Total: 7



Q13

Customise

What age group do you fit into from the following?

Answer Choices	Responses						
Below 18		0.00%	0				
18 - 24		26.47%	9				
25 - 34		17.65%	6				
35 - 44		23.53%	8				
45 - 54		11.76%	4				
55 - 64		8.82%	3				
65 - 74		11.76%	4				
Over 75		0.00%	0				
Answered: 34 Skipped: 0		Response Total:	34				
STATISTICS	Minimum	Maximum	Mean	Std. Deviation	Satisfaction Rate	Variance	Std. Error
	2	7	3.94	1.66	42.02	2.76	0.28

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**6. TO REVIEW TIME SENSITIVE GRANT APPLICATIONS AND PROVIDE APPROVAL FOR PAYMENT**

- A. **NORTHAMPTON BANGLADESHI ASSOCIATION** – CCF268 – NBA SUMMER FAIR - £500 – MARRIOTT – SEMILONG
- B. **C2C SOCIAL ACTION** – CCF269 – BLOOM GRANT – £200 - ALWAHABI - CASTLE
- C. **LINGS PRIMARY SCHOOL** – CCF270 – LIBRARY REFURBISHMENT - £1,000 – FUCHSHUBER & MEREDITH – TALAVERA
- D. **99<sup>TH</sup> NORTHAMPTON GUIDES** – CCF271 – GUIDE CAMP HOLIDAY - £500 – HOLLAND-DELAMERE – RECTORY FARM