



Northampton TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE - 17TH FEBRUARY 2025 - 18:00

To: Members of the Community Services Committee:

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Alwahabi, Evans, 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 17th February 2025 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
10th February 2025

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 18TH NOVEMBER 2024 – ATTACHED**
- 4. TO RECEIVE THE MINUTES OF THE GRANT SUB-COMMITTEE MEETING HELD ON 11TH FEBRUARY 2025 – TO BE TABLED**
- 5. EVENTS AND PROJECTS UPDATE – ATTACHED**

COMMUNITY SERVICES COMMITTEE

DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 18th NOVEMBER 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Cllrs Birch (Chair), Alwahabi, Ashraf, Hallam, Lane, Miah and Soan

OFFICERS PRESENT: J Thorneycroft (Assistant Town Clerk) and C Maclellan (Responsible Finance Officer)

6. APOLOGIES FOR ABSENCE

Apologies were submitted by Cllrs Holland-Delamere (Deputy Chair), Evans, Hibbert, Ismail, Marriott and Russell.

7. DECLARATIONS OF INTEREST

Cllrs Birch, Ashraf, Soan, Alwahabi, Hallam and Lane declared an interest in individual Councillor Community Fund Grant Applications as listed below:

Cllr Birch	CCF291	The Methodist Homestead
Cllr Ashraf	CCF294 CCF301	The 3 Pillars Feeding the Homeless Connecting Communities 2gether project
Cllr Hallam/Lane	CCF299	Eastfield District Guides
Cllr Soan	CCF303	Space to talk
Cllr Alwahabi	CCF304	Northampton Town of Sanctuary

8. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 7th OCTOBER 2024

Further to No. 35 Item 13uu the Grants sub-Committee minutes 25th September 2024 –

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

Cllr Lane recommended on application CGF130 that the notice board requested should be supplied by NTC and branded as an NTC asset, he also stated that WNC would be able to assist in erecting the notice board.

Action: CO to engage with Moulton Leys Association regarding the Councillor recommendations.

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

9. COMMUNITY ENGAGEMENT OFFICERS REPORT ON OUT OF TOWN BUDGET CODE AND EXPENDITURE – VERBAL UPDATE

This item will be followed up at the next meeting.

10. TO RECEIVE THE MINUTES OF THE GRANT SUB-COMMITTEE MEETING HELD ON 13TH NOVEMBER 2024

The minutes of the recent grants sub – committee (13th November) were circulated and discussed at the meeting.

The Chair referred to the various grant applications listed within the minutes, the community services committee members reviewed the recommended decision for each grant application and approved the subcommittee listed recommendations.

RESOLVED: The minutes of the Grant Sub-Committee meeting held on 13th November 2024 were received and adopted.

11. UNSPENT COUNCILLOR COMMUNITY FUND UPDATE

The report submitted with the agenda was noted.

Action: Cllr Alwahabi requested the Castle ward remaining fund be split into the individual ward amounts – **CO** to arrange.
CO to continue to work with all Cllrs to identify projects whereby unspent monies can be utilised.
CO to arrange an additional Grants Sub Committee meeting in early December to consider any funding applications that are required prior to the holiday period.

12. EVENTS AND PROJECTS UPDATE

The Events and Project report circulated with the agenda was noted, the following points were raised and discussed:

Diwali – the continued success of Diwali was mentioned; this popular event was spectacular this year and is believed to be on a par with the same extremely popular event in Leicester.

Fireworks Event – the Chair spoke about the recent Fireworks event, commenting the event had been well organised, footfall had increased and the quality of fireworks and entertainment was high, this was noted by the committee members. The only slight dampener on the event was the drizzly still weather which caused some of the firework smoke to hang in the air.

Remembrance Day – the committee members agreed that the Remembrance Day Service was excellent and was very well organised.

Christmas – the Christmas plans are in the process of being finalised – 5 x large trees, 2 x Christmas events and an additional new Christmas lighting scheme.

13. TO DISCUSS AND AGREE THE COMMUNITY SERVICES BUDGET PROPOSAL 2024/25

Community Grants 301

Code	Subject	Proposed Amount (£)	Proposed Action	Decision by CSC members (18 th Nov 2024)
4170	Community Grant Scheme	100,000	Leave as is CSC to confirm	Agreed

Community Services 310

Code	Subject	Proposed Amount (£)	Proposed Action	Decision by CSC members (18 th Nov 2024)
4140	Advertising and Marketing	0	Propose to Centralise 4140 under Policy & Finance 101	Agreed
4171	Councillor Community Funding	75,000	Propose to leave as is	Agreed
4221	Community Needs Analysis	0	Propose to remove from budget and earmark any unspent funds at the end of the year. NB! As per CSC 7/10/24 propose £1000 should be EM to match fund WNC re Youth forum any other unspent money to be EM for any other projects that come to Community Engagement Officers attention NOTE...will need to be approved by CSC if they have delegation to do so and will be posted to EMR 4221	Agreed
4225	Community Projects - Change name to Becketts Memorial	0	Propose to remove from Budget for 25/26 but earmark any unspent funds from 24/25 and add to 4225	Agreed

Public Events 315

Code	Subject	Amount (£)	Proposed Action	Decision by CSC members (18 th Nov 2024)
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1155	WNC Transfer	0	None	Noted
1536	Contribution to Service		Pending proposal from Events	To be agreed
4015	Travel and Subsistence	0	Propose to centralise and move to 4015 Policy & Finance	Agreed
4130	Insurance	0	Propose to centralise and move to 4130 Policy & Finance	Agreed
4140	Advertising and Marketing	0	Propose to centralise and move to 4140 101	Agreed
4500	Diwali	10,000	Propose to leave as £10,000 but to use additional £10k if needed from events EMR	Agreed
4501	Christmas Event	210,000	Propose no increase to remain as is with the caveat that if needed 10% of budget (£21,000) could be used from Events EMR	Agreed
4502	Fireworks	62,500	Propose to match this year's spend (includes CSC approved increase) with the caveat that if needed 10% of budget (£6250) could be used from Events EMR	Agreed
4503	Bands in the Park	13,000	Propose no increase and to leave as is and ear mark any unspent funds for celebrating 125 years of BITP	Agreed
4509	Heritage	22,000	propose no increase and to leave as is with any unspent funds to be ear marked for Heritage type projects i.e. Great fire	Agreed
4510	General Events - Change name to Events Consultancy	5,000	Propose we change the code description to Event Consultancy and leave as an ongoing budget line	Agreed

511	EID	10,000	Propose no increase and to leave as is and issue the budget as a direct payment to organisation	Agreed
4512	Northampton Music Festival	15,000	Propose no increase and to leave as is - highlighting the volume of support provided by NTC to event manager	Agreed
4513	Northampton Carnival	20,000	propose no increase and highlight the volume of support provided by NTC to the event manager	Agreed
4514	Balloon Festival	10,000	Propose no increase and leave as is.	Agreed
4515	Pride	4,000	Propose to reduce to £4000 based on the additional £200 added in Fy24/25 wasn't used.	Agreed
4517	Remembrance Day	0	Propose to centralise and move to 4517 110	Agreed
4519	Armed Forces Day	0	Propose to centralise and move to 4519 110	Agreed
4520	Beer Festival	5,000	propose no increase and continue support as is, celebrates 50 years of the Beer festival in 2025	Agreed
4521	Van Hire (Events)	2,000	Propose no increase and leave as is and earmark any unspent funds to grow fund to support future lease.	Agreed
4522	St Georges Day	5,500	Propose to decrease to £5500 as budget wasn't used and to earmark any unspent funds to support the event	Agreed
4525	Out of Town Events	0	Propose to remove from the budget and utilise the 4221-earmark reserve if any projects are required.	Agreed

New code	Freedom support for schools Rugby / Boxing	15,000	Propose to add this new budget line as a result of Town Freedom award and ongoing NTC legacy to support future sports opportunity for youngsters – £7,500 per organisation for as long as the term of the project.	Agreed
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MEETING CONCLUDED 7:10PM


Community Services Committee February 2025

Events and Projects Report

Purpose of the Report: to update the committee members of the planned NTC events and projects for 2025

Recommended: the contents of the report are noted by the committee

Name of Event / Project	Date of Event / Project	Update
<p>SAVE THE DATE – 2025 EVENTS OVERVIEW GREEN = TBC</p> <ul style="list-style-type: none"> • Laforey Parade, Guildhall – Sun 30th March • Bands in the Park – Every Sunday and Bank Holiday Monday 6th April – 28th September • St George’s Day Celebrations, Market Sq – Sat 26th April • VE Day 80th Anniversary – 8th May ANY EVENT/PROJECT DATES TBC • Oak Apple Day, All Saints’ Church - Thurs 29th May EVENT DATE NOW TBC • Northampton County Beer Festival, Becket’s Park - 30th & 31st May • Northampton in Bloom – June-October • Eid Festival, Becket’s Park – Sun 8th June EVENT DATE TBC • Carnival, Racecourse - Sat 14th June • Armed Forces Day, Market Sq – Sat 28th June • Pride - Sat 12th July • Bands in the Park, Abington Park - 125th Anniversary of the Bandstand Celebration Event – Summer EVENT DATE TBC • Northampton Balloon Festival, Racecourse - 15th – 17th August • Northampton Music Festival, Market Sq – August/ September EVENT DATE TBC • Heritage Open Days, Guildhall – Sat 13th September • Diwali Festival of Lights, Market Sq - Sat 18th October • Northampton’s Annual Fireworks Spectacular, Racecourse - Sat 1st November • Remembrance Sunday, All Saints’ Church - Sun 9th November • Christmas Lights Switch On, Market Sq - Sat 22nd November • Xmas Events – December EVENT/PROJECT DATES TBC 		
<p>Bands in the Park 2025</p>	<p>Every Sun & BH Mon. 6th April – 28th September</p>	<p>The Bands in the Park schedule is confirmed and complete for every Sunday and Bank Holiday Monday, April to September. The Park Café - Abington Park, have sponsored three dates on the calendar. The 2025 lineup features a variety of local bands, singers and musicians; performances will take place between 2pm and 5pm. The schedule will be live on the website and via social media channels in the coming weeks.</p>

<p>Bands in the Park 125th Anniversary Celebration</p>	<p>May or Summer Date. Abington Park Bandstand</p>	<p>Officers are working through proposals to host a one-off Bands in the Park Celebration event to mark the 125th Anniversary. 125 years since the first Bands in the Park concert in 1900. The event could be similar to a summer fete with possible activities for children, local stallholders/organisations and possible online/static exhibition of archive photographs/information through the years. A date in May is proposed to make use of the Maypole originally organised for the Coronation event last year which was a great addition and success. The date could be on a Saturday or utilise a Sunday on the Bands in the Park 2025 calendar of events in May. Additional budget would be required to host a special schedule of performances, children’s activity and the infrastructure required. The Park Café and Abington Park Museum will be invited to join in the celebrations with potential offerings. Event Proposal with quotes/costs/provisional schedule will be detailed and submitted.</p> 
<p>St George’s Day Celebrations</p>	<p>26th April. Market Square</p>	<p>Children’s activities/crafts/storytelling, facepainting, balloon modelling and morris dancing will take place again this year to celebrate St George’s Day. This year’s location will be on the Market Square. ‘Juggling Jim’ the Jester with his knights’ school and circus workshops return plus St George and the Dragon re-enactment will also take place featuring the giant animated puppet from previous years. Officers are sourcing quotes for children’s crafts ad storytelling. All activities will be free for families. Northampton Scouts have been invited to join the event with possible involvement from local school groups to form a mini-parade with St George and the Dragon. As a curtain opener and in connection with the ‘England’ theme, the promotion of the Women’s Rugby World Cup is being considered - officers are working with WNC to arrange additional</p>

		<p>activities in collaboration. Initial discussions suggest Yarn Bombing 'craft/have a go' sessions on the square with the local Women's Institute who are knitting items to promote the world cup for display over the summer. This is also in connection with Northampton in Bloom and will include red roses. Other activities could be available from local rugby clubs on the day or for local clubs to showcase their organisation.</p>
VE Day	8th May	Currently no plans scheduled or proposals for VE Day 80 th Anniversary.
Oak Apple Day	29th May	Verbal update at Community Services Committee 17 th Feb.
Northampton's Annual Fireworks Spectacular	1st November. Racecourse	<p>Officers have a meeting scheduled with Fully Fused Fireworks to discuss last year's display and plan for 2025. The date is confirmed with the company; 2025 will be NTC's second year within the 3yr contract with Fully Fused.</p> <p>As per previous years Officers will work with the council's nominated Fireworks Working Group. All decisions will be reported back to the Community Services Committee.</p>
Christmas in Northampton	Nov - Dec	<p>CHRISTMAS LIGHTS SWITCH ON - 22nd November - Market Square</p> <p>Initial plans propose that the Christmas Lights Switch On takes place again in the new event space on the Market Square. Quotes and options for performers and entertainment are being explored in preparation for planning.</p> <p>DECEMBER EVENTS/PROJECTS – From 29th Nov – Town Centre</p> <p>Officers have had an initial meeting with WNC, Northampton Bid and Stageright to discuss what worked well from last year's Christmas offering as well as go over plans to collaborate for a cohesive festive program for 2025 after the success of the January Ice Rink event on the Market Square made possible by all partners involved.</p> <p>WNC's initial plans include a real ice rink in situ for 4 weeks alongside traditional vintage fun fair ride eg. Carousel, Helter Skelter, Big Wheel.</p> <p>Officers are working on a proposal to include additional events/projects or activities alongside the static attractions such as a permanent ice rink and festive rides that would be free of charge for the public to utilise, offering wholesome family entertainment over the Christmas period for the local community and visitors to the town. These do not have to be located on the Market Square and could have potential to spread further across the town centre onto Abington Street etc.</p>


		<p>As per previous years Officers will work with the council’s nominated Christmas Working Group. All decisions will be reported back to the Community Services Committee.</p> <p>A meeting will be called with the Christmas Working Group to discuss the below items in preparation for a report in further detail so decisions can be made for Christmas 2025 taking onto consideration the impact of these items.</p> <p>STORAGE – Christmas infrastructure for both lighting and the trees. Options are being looked into due to works planned to take place in the Floor Four Store in St John’s Car Park. (Fencing and small ‘on shop’ tree re currently stored here.</p> <p>PHASE TWO LIGHTS – Meetings are planned with both Christmas Lighting contractors to discuss next steps for 2025. These include additional areas for lamppost column lights and on business installations with the collaboration of both suppliers working together to install both our own Christmas stock and hired product (new lighting form 2024) going forward for the next two years.</p> <p>LARGE 40ft TREES – Officers have a meeting planned with NTC’s current Christmas Tree supplier to discuss lessons learnt and next steps for 2025 given there are now five locations for 40ft trees.</p>
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Heritage Projects

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.</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>
350th Anniversary of the Great Fire of Northampton	App completion May 2024, Launch at Oak Apple Day 2025.	<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 were arranged for September with Civic and Military partners to begin planning discussions for Oak Apple</p>

		Day and how the event ties in with the 350 th Anniversary year of the Great Fire.
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Other

<p>Roadside Boards x2</p>	<p>Abington Park</p>	<p>The roadside boards were installed and featured vibrant vinyl wraps promoting the four key 2024 winter events: Diwali, Fireworks, Remembrance, and Christmas. 2025: New designs are being created to promote 'Northampton in Bloom' and 'Bands in the Park' and will be installed soon.</p> 
<p>Noticeboard</p>	<p>TBC</p>	<p>The town centre notice board has been delivered, and we are still evaluating potential locations to ensure optimal visibility, high foot traffic, and ease of access.</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.</p> <p>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