



Northampton
TOWN COUNCIL

Community Services Committee Meeting – 12th December 2022 – 18:00 hours

To: Members of the Community Services Committee:

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, G Eales, T Eales, Fuchshuber, Hallam, Hibbert, Ismail, Lane, Marriott, and Soan

You are summoned to attend the meeting of Community Services Committee of Northampton Town Council to be held at 18.00 hours on Monday 12th December 2022 in the Town Council Committee Room at Northampton Guildhall

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
7th December 2022

Guildhall
Northampton
NN1 1DE

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. To authorise the Chair to sign the minutes of the last meeting held 5th October and ask questions as to the progress of any items**

(P3-8)
- 4. To receive the minutes from the previous Grants Sub-Committee meeting held on 28th November 2022 for consideration and their recommendations.**

(p10 -11)

5. **To receive the minutes of Extraordinary Grants Sub-Committee held on 10th November 2022.**
For Councillors information only.
(p12-14)
6. **To review general community grants application that had been deferred for further information**
 - a) **Practical Matters CIC – CGF39 – Cooking Classes - £4,900**
(p16-17)
7. **To review time-sensitive application to the Councillors' Community Fund**

Northampton Association of Youth Clubs – CCF85 – NAYC Youth Development Project - £350 – Cllr Hallam – Parklands
(p18)
8. **Events and Projects**
report attached (p 19 – p23)
9. **Fireworks Update**
Report Attached (p24-25)
10. **Christmas Update**
report attached (p 26 – p 32)
11. **Events budget – discussion regarding proposal for 2023**
report included in email with agenda and paper copies sent in post.
12. **Event Management Services Contract**
report attached (p 34 – p 36)
13. **COVID 19 Memorial Installation at Becketts Park**
Cllr Birch to give a verbal update
14. **Community Needs Analysis**
Town Clerk to give a verbal update
15. **Ukrainian Art Exhibition**
Cllr Birch to give verbal update
(p38)
16. **Items for consideration for the next agenda**

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Community Services Meeting

Minutes of the meeting held at 18:00 on 5th October 2022 in the Committee Room at the Town Council's offices at the Northampton Guildhall

PRESENT: Cllr Birch (Chair), Cllr Holland-Delamere (Deputy Chair), Cllr Hallam, Cllr Hibbert, Cllr Lane, Marriott, Cllr Soan, Cllr Ismail,

OFFICERS PRESENT: J Thorneycroft (Asst. Town Clerk, J Haines and L Hannam-Jones (Events and Projects Officers)

12. Apologies for Absence

Apologies had been submitted by Cllrs Ashraf, Marriott and Fuchshuber.

13. Declarations of Interest

There were no declarations of interest.

14. To authorise the Chair to sign the minutes of the last meeting held 13th June 2022 and ask questions as to the progress of any items

RESOLVED: That the Chair be authorised to sign the minutes as a true and accurate record of proceedings.

15. To receive the minutes from the last Grants Sub-Committee meeting held 29th September 2022 for consideration of their recommendations

Attached to the agenda were the minutes of the last Grants Sub Committee meeting.

RESOLVED: That the recommendations as set out in the minutes be approved.

It was commented that the policy needed to be reviewed, there were a number of applications that did not provide enough detail and also some that were not appropriate. The Sub-Committee would look to do a review shortly.

16. Events and Projects Update

The Assistant Town Clerk and Events and Projects Officers gave a verbal update.

It was highlighted that the spend on the Beer Festival, Town Festival and Party in the Park had been higher than anticipated. This was due to inflation and also because of the lack of clarity in the details received from WNC.

It was noted that one of the grants was for a royal mural which the committee viewed as a positive.

Regarding Wallgames more generally this project had been well received with some fantastic work. There were a number of areas of concern including the number of hours that officers had given to support was an independent project. It was noted that extra measures had been put in place to ensure all litter and antisocial behaviour was contained and managed as much as possible.

Going forward it was suggested that for future projects we insist on design proofs per location with consideration to locality, heritage, Northampton in general and its culture. It was noted that graffiti issues were inevitable with this project but that steps had been taken to mitigate this. In addition, the workshops which took place in the run up to the Wallgames had worked well and were a great educational tool.

Moving on to Remembrance Sunday, officers were asked to ensure where possible that the poppies throughout the town on lampposts were the correct way up on installation. There was also the suggestion for next year to spread these installations further out into the wards with possible school involvement.

The Pilot Building stonework walk/tour was referenced. It was commented that it was both fascinating and positive with potential to do again. A follow up session would be arranged.

Finally, with regards to the fireworks, the artwork example for promotion for 2022 press release and social media was to go live shortly. It was reported that the options of drones instead of fireworks had been investigated but that the current cost of the technology was extremely prohibitive. Officers and the committee would continue to review options and alternatives for next year.

The event team and publicity team were thanked for their hard work on all these projects and events.

NOTED

17. Christmas Update

The Assistant Town Clerk and Events and Projects Officers gave a verbal update.

It was noted that the lights would commence install in the next few weeks. In response to a question it was explained that costs relating to energy usage were billed after install and were calculated based on total wattage and burn time. It was thought that WNC met these costs though this was subject to confirmation and also likely to change.

It was noted that the town council were working on the Christmas programme with Northampton BiD. There was to be an elves theme that would be used across the branding, as well as in shops and restaurants.

The council were to have a bandstand stage in the market place in the run up to Christmas which would host live performances, etc.

There was a working group meeting in October in which the plans would be finalised.

NOTED

18. Events Budget – Spent to date

Circulated with the agenda was an up-to-date budget.

As previously stated there had been some overspend on the Beer Festival, Party in the Park and Town Festival. It was noted that as part of the agreement the council was obliged to support these events for another year. Meetings would be held with the organisers of these events to determine a way forward, with the council perhaps offering a set amount rather than agreeing to pay for certain elements.

Overall though the budget was on target. This was in theory the first year that the town council officers had full control and there was a better understanding of what is spent after every event.

NOTED

19. Bleed Kits

Attached to the agenda was a report regarding bleed kits. This followed a previous resolution from the committee to investigate the feasibility of the town council working with partner organisations to install some bleed kits in the town.

The Town Council had worked with Off the Streets NN, the police and liaised with WNC on this project. It was explained that if approved, the kits are mapped and that the ambulance service, police etc are made aware of their location. In addition, if a member of the public called 999 they would be able to access a bleed kit.

It was further explained that officers had worked with associated partners to research knife crime statistics and consulted partners within the NTC wards to understand where bleed kits had already been located or were in the process and planning of being installed. This data and information would highlight appropriate locations where bleed kits are needed whilst ensuring not to duplicate kits in areas across the wards.

It was proposed that 10 kits be purchased and located in venues which would make them accessible easily to staff, trained operatives etc. The locations of these would be finalised in conjunction with local partners. In addition, it was proposed to purchase three bleed kit cabinets to be located at sites within town again to be advised by local partners. The cost would be met from the council's Community Needs Analysis budget.

The committee were in favour of this project and thanked both Cllr Soan and Jo Haines for their work on this.

RESOLVED: That the council purchase 10 bleed kits to be positioned within venues.

RESOLVED: That the council purchase three bleed kit cabinets to be installed and located as recommended by the partner organisations involved in the project.

20. Covid Memorial at Becketts Park

The Chair updated the committee on the progress of this project. It was stated that the designs had been narrowed down to two. Both offered a different take on the pandemic, one that represented flowers which people would be able to sit on, meet and talk. The second was more modular which included structures that were 2 metres apart to represent distancing but with seating too.

To take this forward professional assistance would be needed to assist in terms of feasibility and costs.

It was also noted that the proposed location within Becketts Park would be close to the Cultural Quarter, University of Northampton and the Hospital.

It was suggested that the addition of Cherry Trees to signify time of year the pandemic started would be a positive addition to the project.

NOTED

21. Community Needs Analysis

It was noted that there had been a stall with the project, De Montfort University had been through cost cutting and the department the council were working with had been more than halved. The Professor had moved to another university and there was a debate over the intellectual property and who it belonged to. Students had undertaken a number of interviews with key stakeholders but that the findings remained with De Montfort.

The Professor was keen to keep working with the Town Council with his new university.

There was further discussion on needs within the community concentrating on youth facilities – funding provided to existing groups or recruitment of expert lead activities within the town in specific venues. Further suggestions included, Library/Toy 'Van', mobile youth centre, youth clubs per ward.

It was suggested a Working Group be set up to revise a questionnaire for local residents and forums to complete on the needs within the community.

NOTED

22. Ukrainian Art Exhibition

It was reported that a group had contacted the town council about undertaking an art

exhibition of Ukrainian artists. Officers had looked at potential venues and Northampton museum was interested. Other options included the university. The collection consisted of 40 paintings.

NOTED

23. Virtual History Tour of Northampton Town Centre Buildings

The committee considered a proposal that the council look at the provision of a virtual history tour.

The idea would be that an app would host the tour and that people would point the camera at a building and the app would give them the history of the building.

NOTED

24. Items for consideration at the next meeting

There were no items brought up for consideration.

MEETING CONCLUDED AT 7:55PM

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GRANTS SUB-COMMITTEE – 28TH NOVEMBER 2022

MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 28TH NOVEMBER 2022 AT 11:30AM IN THE COMMITTEE ROOM OF THE NORTHAMPTON TOWN COUNCIL OFFICES, THE GUILDHALL

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

OFFICERS PRESENT: Mr S Carter (Town Clerk)

29. APOLOGIES

No apologies were submitted.

30. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS GRANTS SUB-COMMITTEE HELD ON 29TH SEPTEMBER 2022 AND THE EXTRAORDINARY GRANTS SUB-COMMITTEE MEETING HELD ON 10TH NOVEMBER 2022

The Chair was authorised to sign the minutes of the Grants Sub-Committee held on 29th September 2022 the in addition to Extraordinary Grants Sub-Committee held on 10th November 2022 as a true and accurate record.

31. DECLARATIONS OF INTEREST

Councillor Birch declared a non-pecuniary interested for Councillor Community Fund application CCF118 (item h) as she supported this application and the funds would be deducted from her Councillor Community Fund.

32. GRANTS APPLICATIONS TO COUNCILLORS COMMUNITY FUND

Clerk's note: As per the minutes of te Community Services Committee held on 13th June 2022, the Grant Sub-Committee were delegated powers to approve for payment applications that are deemed time-sensitive and be retrospectively approved at the following Community Services Committee.

- a) **Northamptonshire Health Charity** – CCF111 – Daisy Suite Appeal: Maternity Bereavement Suite at NGH - £1,000 – Councillors Meredith and Fuchshuber – Talavera

RECOMMENDED: That this application be approved and paid.

- b) **Briar Hill Primary School** – CCF112 – Christmas Presents for All - £1,800 – Councillor Connolly – Briar Hill

RECOMMENDED: That this application be approved and paid.

- c) **Indian Hindu Welfare Organisation (IHWO)** – CCF113 – Westone Community Enhancements - £1,500 – Councillor Michael Brown – Westone

RECOMMENDED: That this application be approved and paid.

- d) **United African Association** – CCF114 – £100 – Family Fun event – Councillor Miah – Headlands

RECOMMENDED: That this application be approved and paid.

- e) **Parklands Community Association** – CCF115 – Redecoration of Parklands Community Centre - £500 – Councillor Hallam – Parklands

RECOMMENDED: That this application be approved and paid.

- f) **Community Spaces Northampton** – CCF116 – Semilong Christmas Hub - £500 – Cllr Marriott – Semilong

RECOMMENDED: That this application be approved and paid.

- g) **Northampton Bangladeshi Association** - CCF117 - £250 – NBA Annual Celebration Show – Cllr Miah – Headlands

RECOMMENDED: That this application be approved and paid.

- h) **Restore Northampton** – CCF118 – Crisis Support at Christmas – £500 - Cllr Birch – Trinity

RECOMMENDED: That this application be approved and paid.

33. GRANTS APPLICATIONS TO THE GENERAL COMMUNITY GRANTS FUND

- i) **Northampton Town of Sanctuary** - CGF43 – Learn2Live Refugees Together Project - £4,830

RECOMENDED: The Grants Sub-Committee deferred this application for further information from the applicant.

- j) **Hope for Families** – CGF46 – Training Programmes - £2,820

RECOMENDED: The Grants Sub-Committee deferred this application for further information from the applicant.

- k) **Northampton Town of Sanctuary** – CGF47 – Xmas Programme - £4,510

RECOMMENDED: The Grants Sub-Committee recommended that the application be approved however, it was recommended that Northampton Town Council provide £3,000 worth of funding towards their Xmas Programme rather than the £4,510 requested.

MEETING CONCLUDED AT 12:30PM

EXTRAORDINARY GRANTS SUB-COMMITTEE – 10TH NOVEMBER 2022

MINUTES OF THE EXTRAORDINARY GRANTS SUB-COMMITTEE MEETING HELD ON 10TH
NOVEMBER 2022

AT 11:30AM IN THE COMMITTEE ROOM OF THE NORTHAMPTON TOWN COUNCIL OFFICES, THE
GUILDHALL

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

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

34. APOLOGIES

No apologies were submitted.

35. DECLARATIONS OF INTEREST

Councillor Birch declared a non-pecuniary interest in application CCF103 (item h) as a trustee of Community Spaces Northampton.

Councillor Holland-Delamere declared a non-pecuniary interest in application CCF103 (item h) as he supported this application and the funds would be deducted from his Councillor Community Fund.

36. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

- a) **Northampton Carnival** – CCF96 – Support for Carnival - £1,500 – Councillor Choudary – Brookside

RECOMMENDED: That this application be approved.

- b) **St Albans Church Food Bank** – CCF97 – Support for Food Bank - £1,000 – Councillor Joyce – Westone

RECOMMENDED: That this application be approved.

- c) **Friends of Eastfield Park** – CCF98 - Improving Access to Wildlife and Wildlife Information - £1,000 – Councillors Miah & Joyce – Headlands and Westone

RECOMMENDED: That this application be approved.

- d) **Brookside Residents Club** – CCF99 – Celebration for Lings and Lumbertubs - £400 – Councillors Fuchshuber and Meredith – Talavera

RECOMMENDED: That this application be approved.

- e) **Billing United Youth Football Club** – CCF100 - Supporting the 2022/23 Under 14's Team - £400 – Councillors Fuchshuber and Meredith – Talavera

RECOMMENDED: That this application be approved.

- f) **St Vincent De Paul Society (England and Wales)** – CCF101 – Christmas 2022 – Councillors Fuchshuber and Meredith – Talavera

RECOMMENDED: That this application be approved.

- g) **Cats Protection, Northampton Branch** – CCF102 – Provision of Vouchers for Neutering Pet Cats - £800 – Councillors Fuchshuber and Meredith – Talavera

RECOMMENDED: That this application be approved.

- h) **Community Spaces Northampton** – CCF103 - Rectory Farm Community Garden - £2,500 – Councillor Holland-Delamere – Rectory Farm

RECOMMENDED: That this application be approved.

- i) **Northampton Child Contact Centre** – Support for Child Contact Centre 2022-23 - £2,500 – Councillor Purser – Abington

RECOMMENDED: That this application be approved.

- j) **43rd Northampton Brownies and Guides-** CCF105 – Youth Group Christmas Activity - £250 – Councillor Kilbride – Park

RECOMMENDED: That this application be approved.

- k) **65th Northampton Brownies and Guides** – CCF106– Light Trail - £200 – Councillor Kilbride - Park

RECOMMENDED: That this application be approved.

- l) **5 Streets Community** – CCF108 – Coronation Party – £350 - Councillor Hallam – Parklands

RECOMMENDED: That this application be approved.

- n. **Eastfield Residents Association** – CCF109 – Broadmead Avenue Notice Board - £300 – Councillor Joyce – Eastfield

RECOMMENDED: That this application be approved.

- o. **Bridgewater Residents Association** – CC110 – Information exchange - £950 – Councillor Hibbert – Riverside

RECOMMENDED: That this application be approved.

37. NORTHAMPTON IN BLOOM GRANT APPLICATIONS

- m) **The Spring Charity** – CCF107 - Garden Project: From Seed to Soup - £200 – Councillor Alwahabi – Castle

RECOMMENDED: That this application be approved.

MEETING CONCLUDED: 12:42PM

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6. TO REVIEW GENERAL COMMUNITY GRANTS APPLICATION THAT HAD BEEN DEFERRED FOR FURTHER information

CGF39	Practical Matters	Cooking Classes £4,900
		<p>We want to provide cooking classes for those with hidden disabilities in the Northampton area. These will be accessed in person and/or via Zoom.</p> <p>We want participants to be able to create their own healthy meals on a budget and know how to adapt the recipes for vegan, vegetarian or other dietary requirements. All recipes will be set out in a simple, easy-to-understand way with pictures for reference and will have alternates for various ingredients. These recipes will be provided digitally and classes recorded in case sessions are missed and for future use. We are looking to purchase all the required ingredients for the classes and a Zoom subscription to allow more people to join in without the 45 minute time limit.</p>

Application CGF39 was originally presented to the Grants Sub-Committee on 29th September 2022 and the members recommended that the application be deferred for further information to ensure an informed decision could be made.

The Town Clerk requested the following information from the applicant:

- How are people referred to the project
- Approximately how many people do you hope to support through the project?
- How many of these will be people living in Northampton town?
- Please give more detail on how the online part of the project works and also how the in-person element works. For example, you have asked for funding for room hire, what venue is this for? Is it the same people attending online and in person?

The applicant provided the following information in response to the Town Clerk's request:

“- Referrals into our programme will come via our extremely strong relationship already in place with the Northampton Job Centre Disability Employment Advisors and also through our network of partner organisations such as; Public Health Northamptonshire, Northamptonshire Carers, Prospects, Right Resolution CIC, Goodwill Solutions, C2C Social Action, Aspiring Ground CIC, The Frank Bruno Foundation, Emmanuel Church, St Giles Church, Mind.

- The direct beneficiaries (those being in the classroom training and over zoom) throughout the year, we hope to be 60 individuals

The approximate indirect beneficiaries (those being family and friends benefiting from an individual being able to cook healthy meals following attendance) would be around 300 individuals (based on a family of 4-5).

- All service users will be Northampton Town. This project is specifically targeted at Northampton Town to expand our reach and impact in this area. I am based here and will be the project lead and I feel after much research, there is not currently sufficient projects of this nature for hidden disabilities, particularly Neurodiversity.

- The classroom training will be in a community kitchen (venue) to host up to ten participants in person each session so they get hands on training and direct support. The zoom element is aimed at those who are not yet ready to leave their homes as some of our clients are terribly isolated. We would like to host this on Zoom so it is accessible and inclusive and hopefully over time those attending virtually will not only get the same lessons as those live in the kitchen but also may build the courage to eventually attend in person thus reducing their social isolation, improve their mental and physical health but also create next steps for them in their everyday lives.

- We are going to use Vernon Terrace Community Rooms Kitchen for the project delivery site as it's in central Northampton and so will be accessible for our participants. A lot of our participants don't drive so delivering somewhere accessible is very important.

It may also be of import to know we are now involved with the UoN's Changemaker incubator and will be taking on a volunteer student to help us with marketing via social media and other aspects of our organisation.”

7. TO REVIEW TIME-SENSITIVE APPLICATION TO THE COUNCILLORS' COMMUNITY FUND

Northampton Association of Youth Clubs – CCF85 – NAYC Youth Development Project - £350 – Cllr Hallam – Parklands

<p>CCF85</p>	<p>Northampton Association of Youth Clubs</p>	<p style="text-align: center;">Youth Development Project £350</p> <p>The Youth Development Project is a training opportunity for young people who help at local youth provisions. These young people are aged between 14-17, and currently we have 13 signed up to start in September but we expect this number to grow.</p> <p>Each month the young leaders will take part in a training session, including First Aid and Safe Guarding.</p> <p>Alongside the training we will also engage the young people in an activity that they can then take back and deliver to their groups with confidence.</p>
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How will the grant be spent?

Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council.

Item Description and cost: Art and Craft Materials £200

Item Description and cost: Folders £30

Item Description and cost: Refreshments £120

8. Events and Projects

Please see below an update of the projects and events the town council events team have managed and supported throughout 2022.

Date	Project/Event	Summary
April to September	Bands in the Park	Throughout the Spring and Summer, a variety of music provided by local bands on a Sunday afternoon was enjoyed by many visitors to the bandstand at Abington Park. Considerations for next year will be managing the chairs for band members (currently the WNC park rangers help out), possibly extending the season and linking with other local events.
7 th May	EID	The first EID festival was enjoyed by many at the Racecourse. An initial EID event planning meeting took place on Friday 9 th December.
29 th May	Oak Apple Day	A Civic event held at All Saints Church managed by the Civic and Mayoralty Officer with logistical assistance from the event/project's officers.
3 rd to 5 th June	Beer Festival	Showtime Events delivered the beer festival which was supported by NTC through hire of a stage and arrangements and funding for waste collections throughout the 3-day event.
May to October	Northampton in Bloom	An ongoing project introducing colour and vibrancy across the whole town council area. Many new floral locations added to this successful scheme in 2022. Links with the local community through the introduction of Bloom grants and regular communication have been established. It is hoped through the Northampton in Bloom working group NTC will be in a position to enter RHS Britain in Bloom competition in 2024. A small thank you event took place for five local groups that entered East Midlands in Bloom "It's Your Neighbourhood" in 2022.
5 th June	Queens Platinum Jubilee Tea Party	As per agreement at the Community Services Committee held on 8 th December 2021 a successful event to celebrate the Queen's Platinum Jubilee was organised by NTC – it was attended by over 160 invited guests from the community, entertainment, room decoration and an afternoon tea were provided in the Great Hall at the Guildhall.
11 th June	Northampton Carnival	The Northampton Carnival Arts & Cultural Arts (NCCA) deliver the annual Northampton Carnival. NTC provided through the events agreement and additional

		funds agreed through this committee funding covered supply of first aid cover, traffic management, security and safety stewards, provision of onsite toilet facilities and waste management.
19 th June	Music Festival	Funding for the following ancillary items was agreed with the event organiser, first aid, security, stage equipment and waste management. NTC also awarded a Community General Grant of £5,000 which provided additional staging and event promotion for this popular free community event.
25 th June	Armed Forces Day	The Armed Forces Parade was cancelled due to local cadet groups being involved in the Queens Platinum Jubilee Parade at the beginning of June.
26 th June	Pride Event	A successful event held in partnership with WNC and the LGBTQ Forum. Funding of £2,000 from NTC enabled sponsorship of a Gold Package (brand/logo on the website's event promotions plus a link to NTC website, main stage banner placement at the main event, a presence in the town centre parade and brand/logo on social media promotions and mentions in posts via social media accounts.
1 st to 3 rd June	Town Festival	The Town Show is held as a commercial event run by Showtime Events. Showtime took over delivering this event from NBC – this used to be the old balloon festival. NTC supported this event with funding for waste collection, litter pickers and staging/pa systems. NTC staff and Councillors together with members from the Climate Change Forum hosted a marquee provided by Showtime events to promote town council events, activities and services.
28 th to 31 st July	TwinFest	A three-day musical celebration bringing together bands and artists from Northampton's twin towns of Marlburg and Poiters. NTC supported this event through its social media and website channels.
September	Poetry Project - James McInerney	As per agreement at the Community Services Committee held in December 2021 the town council has started a project that will see empowering and motivational message on display in public areas to promote wellbeing and raise awareness of mental health issues. Large banners promoting Northampton in Bloom combining poetry messages are currently on display on the Market Square. Further developments of this project will include motivational window stickers which will be displayed in business and shop

		premises in the town centre and an introduction of wellness walks at Abington Park.
23 rd August	Summer Tea Party for the Afghan Refugee Community	As per agreement at the Community Services Committee held on 8 th December 2021 NTC worked with WNC to provide a private tea party family event for the Afghan refugee community with catering, children's games and activities, musical performances plus display vehicles. (150 invitees + staff)
26 th to 28 th Aug	Party in the Park	Party in the Park is a commercial event introduced by Showtime Events in 2021. NTC supported funding for this event for waste collection, litter pickers and staging/pa systems. NTC staff and Councillors together with the Climate Change Forum hosted a marquee provided by Showtime events to promote events, activities and services.
26 th to 28 th Aug	Wall Games Project	The Wall Games Art Association applied for funding through the NTC Community Grants Scheme to organise the annual Wall Games Art event. Youth workshops aimed to engage youngsters were organised as part of the event. A music event held at the Roadmender was the finale of the event. This project whilst successful and well received by the public absorbed a lot of officer time in supporting the scheme, this implication must be considered carefully if future funding applications are received.
11 th September	The Proclamation of the new Sovereign	A necessary event held as part of the Operation London Bridge plan – organisational requirements for the event were invitations to the appropriate guests, supply of a wind band, a PA system, and refreshments which were served in the Mayors Parlour.
18 th September	Heritage Open Day	As part of the national open heritage weekends the Guildhall was due to open for tours on Sunday 18 th September, NTC had planned to work with the facilities team to supplement the event. Unfortunately, the event was due to be held within the national mourning period for the Queen and had to be cancelled. Plans to open the Mayor's Parlour and Mayor's corridor, meet the Mayor and Freeman of Northampton, opportunities to learn about the Civic traditions of Northampton and dress up as the Mayor in the Mayoral robes are on hold until next year.
20 th September	Building Stones Walk	Cllr Bob Purser led a building stones walk attended by 5 people the tour highlighted the many variations of geological stonework in the town centre area – Cllr

		Purser introduced the tour as a pilot scheme in preparation for Heritage Open Days next year.
1 st October	Thanks to Brian Sargeant	An evening of thanks took place for Brian Sargeant, Brian was elected as Mayor for Northampton Borough Council in 2020, unfortunately due to the COVID pandemic Brian's mayoral year couldn't progress as expected and Brian was unable to perform many duties as the Mayor, the Town Council wanted to hold this event to thank Brian for his efforts.
9 th October (TBC)	Multi Faith Covid Reflection Memorial Service	An afternoon of commemoration, reflection and remembrance to all those affected by Covid organised by Northampton Town Council and the Multi Faith Forum. A celebration of our community coming together: planting of a memorial tree, messages of thanks contributed by the public with ribbons and the bandstand will host prayers, speeches, poems, choirs, cultural musical performances and activities.
15 th October	Diwali Festival of Lights	The Diwali Festival of Lights is a community event that has traditionally been held in the town for over 20 years, it is organised by IHWO. NTC supported the event through the provision of staging, traffic management and security.
Early November	Installation of the remembrance poppies in the Town Centre	Installation of the poppies onto the lamp posts for 2 weeks prior to Remembrance Day.
5 th November	Fireworks Event	A successful family event consisting of a pyro musical display of fireworks with children's entertainment and food and drink outlets. The event attracted approximately 18,000 spectators.
11 th November	Youth Summit	Supporting the Youth Summit, engagement with the youth. NTC manned a stall at the summit, leaflets, be the Mayor for a minute selfies etc were enjoyed by the students who attended.
13 th November	Remembrance Day	A successful Remembrance Day event was held in the town centre.
26 th November	Christmas Lights Switch On Event	Please see separate report.
December	Christmas Programme	Please see separate report.
Ongoing Project	Northampton Town of Sanctuary	Northampton Town Council recently resolved to become a 'Town of Sanctuary'. Town of Sanctuary is part of the 'City of Sanctuary' initiative which is a national movement which, schools,

		<p>universities, councils, libraries and many more can be involved in. In order to get Sanctuary status, the organisation has to pledge to create a culture of solidarity, inclusivity and welcome.</p> <p>Northampton Town Council has already taken steps to do this having:</p> <ul style="list-style-type: none"> • Supported refugee awareness week • Liaised with local groups to support refugees fleeing the war in Ukraine • Working in partnership with Goodwill Solutions we have coordinated a project to provide school supplies to Ukrainian refugees in Poland • Arranged for the Mayor and Father Christmas to visit and welcome the Afghan refugees in Northampton 2021. <p>Northampton Town Council is continuing to work with partners to retain and enhance its town of sanctuary status and to ensure that Northampton is welcoming and inclusive to all.</p>
Ongoing Project	Bleed Kits	
October	Royal Mural	The Royal Mural was completed at the end of November. Positive media feedback has been received.

9. Fireworks Report

Purpose of report: To update the committee on 2022's Fireworks Event and to discuss next year's project.

Recommended: That subject to any comments, the committee note the report and consider the uplift in provisions for the next financial year.

Overview

The Fireworks Night on the Racecourse took place on Saturday 5th November. It was a successful evening with many positive comments on social media (Appendix 1) and in person. Due to the wet weather, there were less crowds this year with an estimate of 12,000 people but enough people to feel like a busy, yet safe event. The firework display was exceptional and the warm-up acts built up the crescendo to the display really well. De-brief with Events Partners to take place Thurs 8th Dec. Further evaluation and planning proposals to be circulated post meeting.

Set up and Layout

It was noted that some of the fairground rides had set up the previous day too close to the food vendor area, which narrowed the area for footfall, queues for activities causing congestion for public exiting site after the display. This could not be changed on the morning, so the food vendors were moved down the field to add as much space as possible. Before the display food vendors and fairground were quieter, after the fireworks had been let off, they were noticeably busy. Perhaps open the gates later next year to start everything in close proximity to the event- eg 4pm rather than 2pm.

Officers have since met with the Event Partners and WNC Events Team and have agreed that the fairground will shift down the field into the wider area of the racecourse, allowing more room for queues etc. The food vendors will also move towards the stage to create a more joined-up feel to the event. The walk from the fun fair and food vendors was noted as quite long if with young children. All fun fair rides, food vendors and activities to be sited on arrival and will not be able to set up without location approval from event management.

It was quite a dark walk from the food and fairground areas so next year, officers would like to add festoon lighting and uplighters in the trees to improve the safety of the event. Also, arrows highlighting where the stage is would be beneficial, as that is the best viewing point for the fireworks and where the entertainment takes place.

The televised screens worked well and advertised the Christmas programme. Next year, officers hope to tell Northamptonshire's story of the Gunpowder plot and show them on larger screens prior to the main stage events starting.

2023

The date for Fireworks 2023 will be Sunday 5th November. *Note: Diwali will take place on Saturday 4th Nov.*

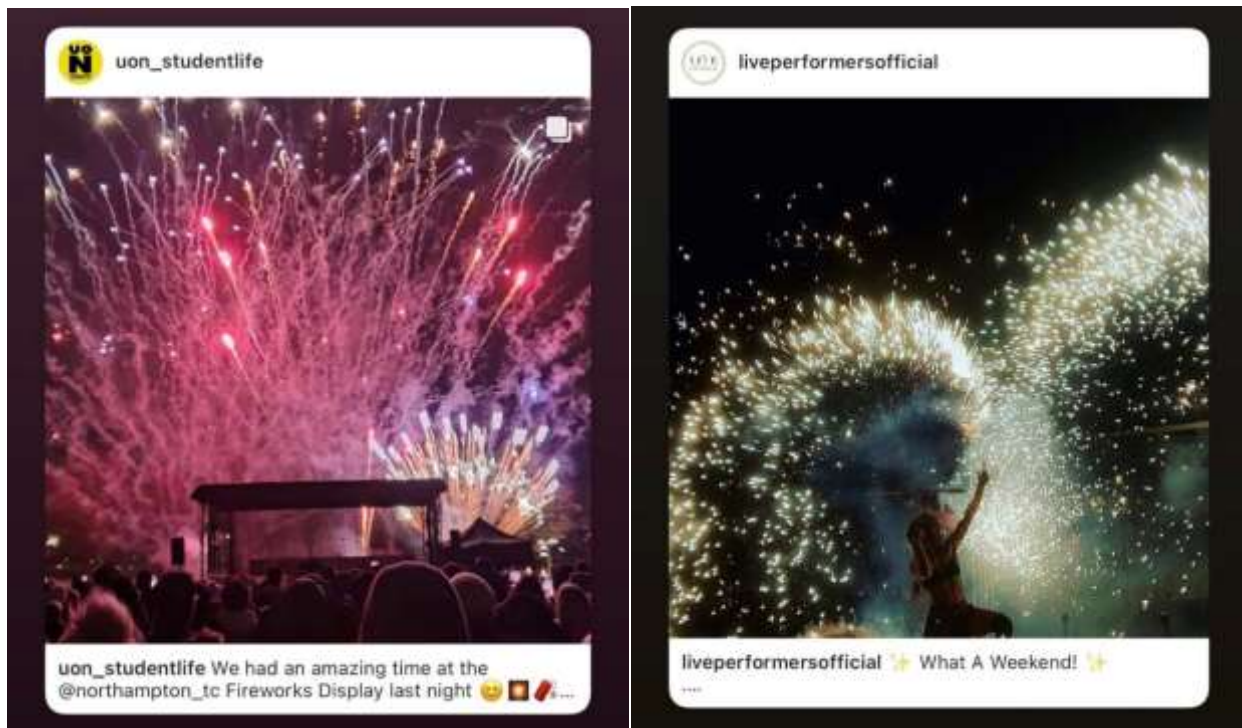
Environment and Sustainability

We have received some feedback at various events about the ethics of fireworks, and whether we can use drones or noiseless fireworks. This would echo some of the environmental services policies such as the climate change actions but obviously comes with very large cost incurrences. Some residents were upset about their pets being affected by the noise and asked if fireworks could be banned within the county and leave Bonfire Night as the only night to allow fireworks to be set off at an organised event and to ban fireworks being sold for public use. It was explained that while the Town Council could not implement such laws, their comments would be feedback and discussed.

Budget

Year	Total Budget	Total income	Total spent (after income)	Balance left	Notes
This Year 2022-2023	£45,000	£5,000	£52346	- £7,346	Would have been -£12,346 but the £5000 income makes it -£7,346
Next Year 2023-2024	TBC	TBC	TBC	TBC	Add 20% this year in accordance with rise in prices

Appendix 1



Thank you Northampton for a great fireworks display that was awesome!!!!!!	Wonderful night, thank you very much Northampton Town Council, for this beautiful fireworks
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10. Christmas Programme Update 2022 – 7th Dec

For information and comment:

Overview

NTC worked alongside partners (Northampton Town Centre BID, West Northants Council and Stage Right Productions Ltd) to present Christmas in Northampton 2022.

➤ **Christmas Lights Switch On – Market Square - Sat 26th Nov**

The event included a stage on the Market Square and entertainment from local musicians, choirs, bands and youth groups plus Panto Stars and performances from R&D and The Deco. The lights were switched on by Father Christmas, the Mayor with invited guests on stage at 5pm. There was a festive finale from local musician Billy Lockett to end the celebrations showcasing his new Christmas single plus crowd entertainment including balloon modelling and breakdancing/flash mob elves.

It was noted there was an estimated 3.5k in attendance and was busier than previous years. The stalls set up and invites to local charities is an aspect to be evolved going forward. This year we had the Rotary Clubs of Northampton and the Children's Air Ambulance join us.



➤ **Christmas Saturdays – Bandstand Stage and Festive Entertainment - Market Square (3rd, 10th & 17th Dec)**

The schedule of entertainment on the Market Square each Saturday in December is underway with local performers located on the Christmas Bandstand Stage. Schedule includes: local brass bands and musicians, community choirs, school and community group

performances. Plus, festive entertainment including balloon modelling and mischievous elf activities.

On Saturday 17 December, there will be an additional location - we are working with V and B on St Giles Square to host a festive sing-along around the Christmas tree. From 11am - 4pm there will be performances from carol singers including an ensemble from Churches of Northampton and local musicians.

Consideration for 2023: to condense the amount of dates and consolidate the offering to key venues throughout the wards with possible workshops and further family activities for our residents to be included. If a town centre location is decided – consider footfall, the reach and the publics journey through the town centre.



➤ **EXPLORE NORTHAMPTON APP – Interactive Festive Fun**

A world of augmented reality with Northampton Town Council's Christmas App. The Explore Northampton App can be downloaded now via the app store on any smart phone or tablet.

Statistics and data will be analysed in January to determine overall take up of the app and its outreach with the supplier/facilitator AR Media.

MISCHIEVOUS ELF TRAIL

Launched at NTC's Christmas Lights Switch On. Santa's mischievous elves have taken over the town and everyone can find out what they've been up to. 10 locations, the augmented trail takes you on a journey through the town centre – some of these cheeky chaps have found their way into shop windows and are hiding in the Christmas trees.

INTERACTIVE FESTIVE EVENT MAP

The Explore Northampton app will feature an interactive 'Festive Event Map' of Northampton's Christmas events and activities over the holidays – a one stop shop to plan festive fun for all the family. Click on each location on the map for further information of what's on in Northampton this Christmas. The map also indicates where our Mischievous Elves will be hiding – look out for the Christmas Presents and follow the trail.

The app also features:

NLIVE 24hr CHRISTMAS RADIO

SANTA'S GROTTO BOOKING INFO FOR GROSVENOR SHOPPING

'CREATE YOUR OWN ELF OF MISCHIEF' ACTIVITY - Tag your cheeky elf creations - #NNCHRISTMAS

Leaflets and Festive Event printouts available from Northampton Library, Santa's Grotto in Grosvenor Shopping and from the Christmas Bandstand every Saturday.

Please email josephine.haines@northamptontowncouncil.gov.uk if you would like any leaflets to distribute in your wards.

West Northamptonshire Council | Northampton TOWN COUNCIL | Northampton TOWN CENTRE BID

Christmas Lights Switch On

Saturday 26th November
From 2pm - Market Square - Northampton

Festive Line Up!

2pm - Hannah Faulkner | 2.45pm - The Gus Band
3.40pm - Bespoke Ballroom Dance & Drama Academy by Kristina Rihanoff | 4pm - Northampton Rock Choir
From 4.30pm
Royal & Demgate Jack & the Beanstalk Panto Interview & The Deco's Snow White Panto Performance

5pm Switch On!

With The Mayor of Northampton & Father Christmas
Followed by special guest performance from Billy Lockett singing new Christmas single, 'GUIDING STAR (CHRISTMAS EVE)'

Christmas *Northampton 2022*

#NNCHRISTMAS @NORTHAMPTON_TC

Northampton TOWN COUNCIL | Northampton TOWN CENTRE BID

Mischivous Elf Trail

Step into a world of augmented reality with Northampton Town Council's Christmas Trail. Santa's mischievous elves have taken over the town - find out what they've been up to!

10 Town Centre Locations!

FEATURING
INTERACTIVE FESTIVE MAP | LIVE CHRISTMAS RADIO
SANTA'S GROTTO BOOKING INFO
'CREATE YOUR OWN ELF OF MISCHIEF' ACTIVITY
Tag your creations #NNCHRISTMAS

For everything Christmas download the Explorer Northampton App



Christmas *Northampton 2022*

#NNCHRISTMAS @NORTHAMPTON_TC





➤ **Christmas Lights**

NTC Officers and Northampton BID have planned a walk round of the town on Friday 9th Dec to record and note the Christmas Lights installations to consider which areas work well and which areas need improving or adding to.

GM Lawrence's have advised that some light installations will need upgrading due to age and general wear and tear.

Events Team to meet with GM Lawrence's in January to evaluate what modifications may be needed and how to utilise what we have during the regenerations plans.

➤ **40ft Christmas Trees**

Its been noted that the trees are not quite of the same quality as previous years, especially for Market Square location. One tree had to be delivered a week late due to issues during delivery and install. This will be discussed with Elveden Farms Ltd and possible alternatives researched.

Proposal for future tree installations to include covers and skirting to hide the concrete blocks and electrical equipment at the base of each tree to make more attractive at eye level.

Due to the Market Square closure for Christmas 2023, there will only be a need for three 40ft trees with the option to locate a fourth in a new location – to be discussed. One suggestion could be to take the fourth tree out of the town centre further into wards.

➤ **Additional activities jointly funded by NTC and the BID:**

Santa's Grotto in the Grosvenor Centre with activity gift pack for all children who visited with a Mischievous Elf theme.

NLive 24hr Christmas Radio dedicated to Northampton and promoting local events and initiatives is playing back-to-back Christmas hits. Launched online from 26th Nov, the station will also broadcast from 87.9FM from 12th - 26th Dec. Local community groups and businesses are encouraged to message via the website to promote their projects over the Christmas season. The Golden Ticket Prize Draw was provided by the Town Centre BID and launched in early November until mid-December.

➤ **Frost Fair Involvement:**

The annual Frost Fair organised by WNC was held on Sunday 4th Dec on the Market Square - NTC accompanied the offering with the Christmas Bandstand performances throughout the afternoon and elf entertainment which added to the event experience.

➤ We are encouraging the public to follow us on social media and find out more via the NTC website:

For more information and further line ups to come, please visit our website: <https://www.northamptontowncouncil.gov.uk/local-events.html>

Tag your Christmas in Northampton - #NNCHRISTMAS and watch out for all those mischievous elves hiding and up to no good around the town centre!

➤ **Competitions:**

Until 31st December: 'Spot the Elf' with NN Pulse Magazine. To enter the competition, the public must submit how many elves they have spotted in the magazine for a chance to win half term 2023 tickets for family fun shows at The Deco <https://www.northamptontowncouncil.gov.uk/christmas-competition.html>

Launching w/c Monday 12th Dec: 'Name the Mischievous Elves' with Northampton Filmhouse – Facebook campaign to name the elves hiding in the large Christmas Trees in the town centre and help advertise the Elf Trail in general. The winners will win tickets to a screening at Northampton Filmhouse – to be decided and details to be finalised.

➤ **2023**

Due to the regeneration of the Market Square and Abington Street throughout 2023, new locations to hold the Christmas in Northampton programme need to be considered.

- SWITCH ON – Alternative locations to be researched and road closures considered. To combine a 'Frost Fair' element with local makers and businesses. Sites for consideration include St Giles Square/In front of the Guildhall with Christmas Market surrounding All Saints Church.
- STREET TREES – Meeting planned with supplier K&J Hird to discuss all options going forward to evolve this part of the lighting and decoration offering. This is in conjunction with NTC's Northampton in Bloom offering as the brackets on building facades are the same for both projects. A full location review is required to further develop ongoing plans. Planning for how to make these light installations more sustainable and with possible new decorations/visuals to be hired in or invested in ready for 2024. This will include discussions on power install where appropriate, permissions and consultation with businesses and what options this may provide to ensure investment in sustainability and longevity.

- ABINGTON STREET & LIGHTS – To identify which areas/lamppost lights and cross lights will be lost on Abington Street in relation to the works planned for late 2023. Consider how these installations could be installed elsewhere for 2023 to further invest in the overall scheme ready for 2024 in consultation with the Market Square lighting plans.
NTC Events Team to meet with WNC officers in January to discuss further.
- Potential to explore the use of projections in various locations to infill loss of Christmas lights offering in specific areas through the town and wards.

➤ **2022 Evaluation & Budget Review / 2023 Working Party**

Key partners will be invited to a de-brief/pre-planning in January at which the full Christmas program of events will be reviewed and plans for 2023 discussed.

In January a thorough evaluation will be circulated along with budget and spending reviews for 2022 plus planning proposals.

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11. EVENTS BUDGET – DISCUSSION REGARDING PROPOSAL FOR 2023

The Spreadsheet has been circulated within the email containing the agenda and within posted copies of the agenda.

12. OPTIONS ON THE PROCUREMENT OF AN EVENTS MANAGEMENT PARTNER

Report by Julie Thorneycroft – Assistant Town Clerk

Purpose of the Report: To seek the views of the Community Services committee on the options for the procurement of an Events Management Services partner to assist in the delivery of NTC events and projects.

Recommended: Direction from the committee is requested in terms of how they wish to manage the procurement of an Events Management Service (EMS) from April 2024. The options going forward are outlined in this report.

Background

Following the closure of Northampton Borough Council (NBC) agreement was made that Northampton Town Council would manage and deliver the traditional events that were previously managed by NBC. The Town Council following its formation in April 2021, has managed the delivery of event services under the existing EMS contract (originally drawn up between NBC and Stage Right Productions Ltd). This contract expires on **March 31st 2023**. West Northamptonshire Council whom have some responsibility for events in the town centre and activities that are booked on land they own. WNC have an agreement to manage their events through Stage Right Productions Ltd in a similar way to NTC. The suite of prices listed below are currently offered to both NTC and WNC:

Description	Unit	Cost
STAFF - DAY RATE - provision of staff for events	8-hour day	£180.00
STAFF – HOURLY RATE – provision of staff for events	Per 1 hour	£22.50
Third Party Events (event documentation, checking and facilitating, advice)	Per 1 hour	£10.95
Attendance at meetings	Per 1 hour	£19.75
Emergency Call Out Fee	Per Call Out	£35.00

To date NTC have been invoiced **£1,004.78** for event management services provided by Stage Right Productions Ltd, the invoice covered the period March to May 2022 and detailed costs for the evaluation of event submissions, meeting attendance, ordering and obtaining quotes.

Please note there is **no** retainer fee for this contract.

It is considered that arrangements for the future management of event services on behalf of both NTC and WNC might continue in a similar vein and be dealt with under one EMS contract covering both parties. Many of the Northampton events are intrinsically linked with both councils e.g. Fireworks, Bands in the Park, Christmas, therefore it makes sense to utilise the same events partner. Having two different events companies working on different elements of the same event might be confusing and detrimental to the management of the event. The length of the EMS contract would ideally be a 3-year contract with the option to extend for 1 year, a suite of fees and charges will be agreed and locked in for the duration of the contract.

The NTC events team are looking for the provision of the following services under a new agreement.

1. Management and delivery of events
2. Sorting all licensing matters including premises licenses, entertainment licenses, highways license for Town Council events
3. Provision of Event Management plans including risk assessments, H&S assessments, methodology statements, traffic management plans etc. as required for events
4. Negotiation of best prices from external suppliers for the council and its partners as requested.
5. Source food and other concessions for the Town Council and its partners as requested
6. On site event management for Town Council events as and when requested
7. Provision of professional advice at council meetings (when requested)
8. Attendance and presentation at the Events Safety Advisory Group meetings
9. Meetings with NTC Events team when needed
10. Delivery of Civic events and other similar events as directed by the town council
11. Attending ad hoc meetings as requested
12. Provision of professional advice to charitable organisations, community groups, NTC partners, Councillors and others as requested by the Town Council
13. Exploration of sponsorship opportunities where appropriate for Town Council events
14. All employees of the contractor are to have appropriate photo identification badges and be DBS checked (where appropriate)
15. All employees of the contractor must be covered by the Contractor's insurance
16. Any and all equipment provided by the Contractor shall be secured when not in use and removed once the event is finished.

Going Forward there are two available options:

Option 1

Procurement of a new 3-year event management services contract (joint parties WNC and NTC) the process to be actioned via the services of the procurement team at WNC in consultation with NTC. A suite of service charges from the successful supplier similar to that listed on page 1 would then be available for both parties.

The Process

1. Event Specification to be outlined and agreed by both WNC and NTC
2. Advertisement of the opportunity to submit a proposal via a government portal
3. Event Management companies invited to quote
4. Evaluation process performed by WNC and NTC
5. Contract awarded

NTC are partners in this process and would be consulted at every stage of the process.

The process will be completed by February/March 2023.

Option 2

NTC carry out an independent procurement exercise.

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15. Ukraine Art Exhibition

Golden Time Talent, Ukraine would like Northampton Town Council to support them in hosting their Ukraine art exhibition which was painted on the streets of war-torn Ukraine. The exhibition has toured the United Arab Emirates, and Europe- this will be the first time it is displayed in the UK and the group would like it to be displayed in Northampton, due to its established Ukrainian Community.

There are approximately 40 paintings which are now in the UK looking to be showcased. The artists have been filmed painting in their homeland, and can be shown alongside the exhibition.

Northampton Museum and Art Gallery have agreed to be the host for the exhibition in their Central Hall with the physical paintings as well as the film projected onto the front wall. Every painting has a QR code which takes the viewer to a digital catalogue. We have suggested physical labels and catalogues to be printed alongside the exhibition which Northampton Town Council would be required to fund.

The Town Council would like to host a private view of the exhibition. This is a cost of £200 for the space, plus £5 for wine and £3 soft drink pp.



«SUNFLOWER FIELD»



«THE WAY HOME»