

**NORTHAMPTON TOWN COUNCIL
COMMUNITY SERVICES COMMITTEE**

**Minutes of the meeting held at 18.00 on 7 March 2022 in
the Godwin Room at Northampton Guildhall**

PRESENT: Cllrs Birch (Chair), Holland-Delamere (Deputy Chair), Fuchshuber, Hallam, Hibbert, Ismail, Marriott and Miah

Officers: Mr S Carter (Town Clerk) and Mrs J Thorneycroft (Administration Officer)

28. APOLOGIES

Apologies had been submitted by Cllrs Ashraf, G Eales, T Eales, Lane and Soan

29. DECLARATIONS OF INTEREST

Councillors declared a non-pecuniary interest in minute 31, the minutes of the Grants Sub Committee since many individually had supported applications through the Councillor's Grant Scheme.

Cllr Hallam declared a non-pecuniary interest in minute 31 the application for a councillor grant submitted by St George's Conservative Club as he was on the managing committee.

Cllr Holland-Delamere declared a non-pecuniary interest in the Knife Angel update, minute 33, as he was on the organising committee.

30. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETINGS AND TO ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEMS

RESOLVED: That the Chair be authorised to sign the minutes of the meeting held 6th December 2021.

31. TO RECEIVE THE MINUTES OF THE GRANTS SUB COMMITTEE MEETING HELD 14 FEBRUARY 2022 FOR CONSIDERATION AND ADOPTION OF ITS RECOMMENDATIONS

RESOLVED: the recommendations contained within the minutes as attached at appendix A be adopted.

In response to a question it was confirmed that WNC had established their Councillor Empowerment Grant Scheme and that applications had to be linked to Covid recovery.

32. POETRY PROJECT

James McInerney presented to the committee members via zoom, detailing the Poetry Project, where had it had been used before and how he would like to do it in his home town of Northampton. He explained that this project was a free to use initiative about using positive, empowering and motivational messages on display in public areas to promote wellbeing and raise awareness of mental health issues.

The committee was very much in favour of this project highlighting that WNC had some poems displayed in their buildings and on computer screensavers. It was also commented that this could be something that could be partnered with the BiD Northampton.

It was agreed that the Council would initially look to design some posters with poems quoted on them, which could then be distributed to councillors. The Council would also aim to add a poem weekly to its website and social media and that the possibility of adding poems to electronic advertising boards in the town centre would also be investigated.

RESOLVED: That the Council take up the poetry project, look to produce posters, publicise on social media and work with partner organisations where possible.

33. KNIFE ANGEL VISIT TO NORTHAMPTON

Cllr Holland-Delamere gave an update on the Knife Angel visit to Northampton which will take place from 29th April to 14th May 2022. The youth led event planned for Saturday 7th May as part of the visit is now being held at the Market Square instead of Becketts Park.

RESOLVED: Cllr Holland-Delamere to work with Rachel Thomas (Communications Officer) to ensure the Knife Angel visit and event is publicised via all communication channels.

34. 2022/23 EVENTS

The Assistant Town Clerk's report was circulated with the agenda.

The committee noted the upcoming events and supporting information for 2022 namely:

Laforey Memorial Parade

The 78th Anniversary Parade to commemorate the sinking of HMS Laforey takes place on Sunday March 27th by the Northampton Sea Cadets, the Mayor is invited to the event.

Bands in the Park, Abington Park Bandstand

£10,000 budget agreed

Local and Regional Bands have been invited to play on the bandstand in Abington Park, dates offered are from the first Sunday in April (3rd) until the second Sunday in September (11th). The dates to use the bandstand have been booked with WNC. The bands charge fees ranging from between £200 - £600 and they play for between 90 - 120 minutes, the Town Council have allocated an estimated budget of £10,000 for this event. A media and marketing campaign will commence as soon as the Assistant Town Clerk has finalised the schedule with the various bands.

Oak Apple Day – 29th May

A Civic event managed by the Civic and Mayoralty Officer. All Saints Church is the venue and discussions with the Church are led via Lizzie.

Knife Angel Parade – 7th May

WNC and the community group Off the Streets NN are leading on an event to mark the Knife Angel coming to All Saints in the Town Centre (29th April to 14th May). This will be a youth led event with Stalls and a staged event featuring DJ's from Radio 1 Xtra at Becketts park.

Eid Festival – Proposed in May and July

Agreed Budget £10,000

The Eid Management Group have registered as a constituted group with a bank account and are keen to expand on the celebration of Eid this year and to build this as an annual event. Currently communal prayer time is offered at the Racecourse between 8:30 and 9:30am in line with lunar activity. The group have met to discuss the options around holding a bigger family orientated event. Considerations to a bigger event include marquees, provision of toilets, security, power, children's rides/inflatables, waste bins, parking and food hygiene.

Queens Platinum Jubilee Events

Saturday Parade, Town Centre - Saturday 4th June midday

A pageant is being organised by WNC and partners, this will be the largest parade Northampton has ever done with a provisional number of 2,300 in the pageant to combine the military, civic, blue light services, schools, the seven faiths and community/voluntary organisations. This will be followed by a drumhead service in the Market Square.

Sunday 5th June, WNC Big Lunch at Delapre Abbey

Large picnic and food event at Delapre Abbey open for all to attend

Sunday 5th June, NTC Afternoon Tea Platinum Event

£10,000 budget agreed

The NTC Platinum Working Group are working with Stage Right Ltd to organise an early evening event (approx. 4-6pm) to celebrate the Queens Platinum Jubilee. Light entertainment and afternoon tea will be served in the Great Hall/Court Yard for invited guests.

Beer Festival, Becketts Park – 2nd to 5th June

£5,000 allocated funding

As per previous years Showtime Events will deliver this event, NTC have been approached to support funding for waste bins, litter pickers and staging /pa systems etc.

Carnival – Saturday 11th June Town Centre and Racecourse

Agreed budget £10,000

The Northampton Carnival Arts Consortium are responsible for delivering the Carnival event including the production of an event management plan and supporting documentation, road closures, traffic managements, site booking etc. NTC have agreed to provide funding for this event, the Assistant Town Clerk is organising a meeting with Morcea Walker and Myrle Roach (NCAC) to agree what aspects of the event the NTC funding will cover and how best to support the annual carnival. It is likely the funding will cover security costs, first aid and additional waste bins.

NMF 22 – provisional date 19th June

£10,000 agreed to support this event.

The Assistant Town Clerk is meeting with the organisers of NMF22 to establish the best ways to support this popular event – NTC funding will be utilised for staging/pa costs, waste collection and litter picking.

Armed Forces Day – 25th June

£5,000 budgeted to support the event

A military event led by the Armed Forces and the Royal British Legion. The Lord Lieutenant (LL) will take the formal salute by the Armed Forces on parade and the Mayor and High Sheriff are normally in attendance on the platform stage. The LL delivers a short speech to those present. The event includes various military support organisations on stalls on the Market Square which are managed by WNC's Market Manager. Stage Right produce the event management plan, ancillary documents and source the stage, PA and security for the road closure. NTC will fund the stage, PA and security and apply to West Northants Council for any road closures.

Pride LGBTQ – 26th June

£2,000 budgeted to support the event

WNC LGBTQ Forum lead event with partners

Town Festival, Racecourse – 1st – 3rd July

£5,000 budget agreed to support the event

The Town Show is held as a commercial event run by Showtime Events. Showtime took over delivering this event from NBC - used to be the old balloon festival. NTC funding has been agreed to support this event funds will be used for waste collection, litter pickers and staging / pa systems.

Party in the Park

£5,000 budget agreed to support the event

Party in the Park is a commercial event introduced by Showtime Events in 2021. NTC funding has been agreed to support this event funds will be used for waste collection, litter pickers and staging / pa systems.

Diwali Light Celebration – 22nd October

£5,000 budget agreed to support the event

Diwali is a community event that has traditionally been held in the town for over 20 years, it is organised by IHWO. Partner meetings are in the process with IHWO to discuss the plans for this event. The closure of the Market Square from June will impact on the usual venue location, alternative town centre venues are being investigated. Funding from NTC will help to provide a stage/pa and traffic management. WNC will apply for any necessary road closures.

Fireworks, Racecourse – 5th November

Budget - £35,000

A family event held on the Racecourse, the site and firework display team have been provisionally booked.

To be arranged - source hot food units (income generation) / source quotes for toilets, security, screens, tower lights, first aid, marques, entertainment and event management plan etc. to be arranged.

Remembrance Day – 13th November

Budget Agreed - £5,000

A military event led by the Royal British Legion. Partner (NTC, WNC, Armed Forces Groups, Church, LL, Mayor etc.) meetings usually commence in April. Considerations include road closures, traffic management, liaison with the police. Changes due to the Market Square closure may incur additional costs.

RESOLVED: That the Assistant Town Clerk in consultation with the Clerk, the Chair and the Deputy Chair of the Community Services Committee will agree urgent decisions relating to events. Regular reports would continue on the events to this committee.

It was noted that the Council did not have a good stock of photos for all the events that it did.

RESOLVED: That NTC appoint a photographer to attend NTC events to be delegated to the Assistant Town Clerk to arrange.

35. CHRISTMAS PROJECT UPDATE 2022

The Assistant Town Clerk's report was circulated with the agenda.

It was explained that due to regeneration commencing in the summer the Market Square would no longer be available as the main community events space for the following two years. Alternative sites to hold a Lights Switch On in the town centre suggested were outside the Guildhall, Abington Street at the cross section with Fish Street, All Saints or at the top of Abington Street (Radio Northampton end). Any required road closures would be subject to permission from WNC. Members initially favoured the Guildhall option but it was understood that this would be subject to permissions.

It was noted that with the Market Square out of action, the amount of large Christmas trees could be reduced to 3 x 40 foot trees. Alternatively, a fourth tree could be (subject to permission) positioned on the Abington Street/Fish street intersection; a 6 metre square space is required with a nearby power supply.

It was noted that the date for the Christmas Lights Switch On event was generally set as the third Saturday in November which will be 19th November 2022.

Other points highlighted and noted were:

- Christmas trees are usually ordered in April.
- Lights are refurbished every 2 years.
- All fixtures and fittings are owned by NTC.

It was proposed and agreed that NTC would lead on the Christmas lights as did NBC in previous years. Other partners i.e. Delapre & Far Cotton and East Hunsbury Parish Councils and the Business Improvement District who have far less requirements could be invoiced accordingly.

The contractors who were generally employed to assist with the Christmas campaign are:

- Elveden Christmas Trees – complete Christmas tree service – provision of tree, install, take away.

- G M Lawrence Electrical Ltd to test the electrical fittings/connections and lamp posts annually.
- Ultralite Ltd for testing the Cross street light fittings, requirement for testing is every 3 years.

It was noted that NTC owned approximately 200 small 5 foot Christmas trees for use in the town centre brackets located on various buildings in the town centre. The trees were in situ for approximately 6 weeks. Currently the lighting used for the majority of the small trees was battery powered on 6 hour timers, the project required at least one battery change throughout the period which was not very sustainable from an environmental perspective. Solar was not an option as many were shaded. The brackets in Guildhall Road had 240-volt power which could be accessed enabling LED lights. It was agreed that options for these lights would be reviewed.

RESOLVED: that the Assistant Town Clerk in consultation with the Clerk, the to be appointed Events and Projects Officers, the Chair and the Deputy Chair of the Community Services Committee be delegated to agree decisions relating to Christmas events and lights. Reports will come back to the committee detailing actions taken as happens now.

RESOLVED: that due to the forthcoming closure of the Market Square 3 x 40 foot Christmas trees will be ordered for Christmas 2022. The trees will be located one each at All Saints Plaza, St Giles Square and Abington Square.

Mrs Thorneycroft was thanked for her report.

36. COUNCILLOR GRANT APPLICATIONS FOR CONSIDERATION BEFORE THE END OF THE FINANCIAL YEAR.

| App No | Organisation | Project Name, Amount & Synopsis | Ward | Councillor |
|--------|--|---|-----------|-------------|
| CCF55 | 70th Northampton Brownies and Rainbows (Parklands) | Brownies and Rainbows Trip to Twycross Zoo £805 Coach Hire and Group Entry for a visit to Twycross Zoo | Parklands | Cllr Hallam |
| CCF56 | St Georges Con Club | Community Grant to help celebrate the Queen's Jubilee £200 We intend to hold a 1950's style garden party to celebrate the Queen's Jubilee to which all local residents will be invited. It will be publicised on social media and we hope to leaflet many surrounding households. (St George's Ave, Homestead Way, Trinity Avenue & Kingsley Road at least.) The event will be entirely free from any political bias or propaganda. | Trinity | Cllr Birch |

| | | | | |
|-------|---|--|---------------------------|------------------------------------|
| CCF57 | 71 st Northampton Guides | <p>Outdoor learning, exploration and deepening friendships post covid £667</p> <p>Our goal is to make the second half of the summer term all outdoors, including a weekend activity day and a weekend camp in June. Although the guides will be making their usual termly financial contribution to the unit, the majority goes to cover the annual census payment and rent for first half of term, leaving little for activities. We would love to be able to explore all the green spaces Northampton and the surrounding area provides whilst allowing the girls to deepen friendships, learn new skills and most importantly have fun and start to recover from the past 2 years</p> | Parklands & Boothville | Cllr Hallam £234 Cllr Lane £433 |
| CCF58 | Friends of Eastfield Park | <p>Installation of 5 new bins £539.02 - The park already has over 12 bins, but only 7 of these are modern bins of the approved design. Increasing bin capacity should hopefully help reduce littering in the park. All park users will benefit from reduced litter.</p> | Parklands | Cllr Hallam |

RESOLVED: That the Council approve the additional Councillor Grant applications as per the summary above.

37. EVENTS AGREEMENT WITH WNC

Tabled at the meeting was a report regarding the Community Events Agreement with WNC. The report explained that this was the culmination of much negotiation with WNC. The report also highlighted the contract with Stage Right Productions to assist the town council in the delivery of the events. This contract would be crucial in terms of offering support and advice as the Town Council transitioned into taking the lead on events.

WNC had stated that there would be some transitional support from officers and that they had no intent to charge the town council at present for ‘community events’ held on their land. For storage of Christmas lights, there was no intention to charge at this time but that this may change.

The report also stated that legal advice had been sought on the agreement. The Town Council’s solicitor stated that the agreement was overly complicated but had no major concerns that warranted slowing the process.

RESOLVED: That the committee agrees in principle to the Events Agreement with WNC.

RESOLVED: That the committee delegate the final sign off to the Chair, Deputy Chair, Chair of Policy and Finance and Town Clerk.

38. QUEENS PLATINUM JUBILEE EVENT

The Chair informed members that the working group were planning to hold a tea party at the Guildhall to celebrate the Queen's Platinum Jubilee. This would be held at 4pm-6pm and would be held later in the day compared to the WNC Big Lunch at Delapre Abbey. Numbers would be approximately 200 so the intention was to invite councillors and partners, grant recipients, and then depending on numbers, allocate around two tickets per councillor to people in their wards that they thought deserved to be invited for whatever reason.

There would be entertainment in the courtyard and Great Hall as well as food and drinks.

NOTED

39. COMMUNITY NEEDS AUDIT

The Town Clerk gave a verbal update on the progress of the audit. De Montfort students were writing to youth leaders locally requesting to interview them in order to get an idea on youth provision, plans, expectations etc in Northampton.

To give an oversight it was explained that included in the list of people asked to interview were the PCC, WNC councillor with youth services portfolio, community teams at Northampton Saints and Northampton Town FC and many more. They would then compile the findings in a report to be reported back to the Council.

De Montfort University had also linked up with the University of Northampton in order to get their views on youth provision and services and see where they could provide mutual support in undertaking the audit.

It was hoped that this model could be used for engaging with other demographics as the audit focussed on other areas.

It was highlighted that the Knife Angel event may be a good event at which to do some engagement, this would be passed on to De Montfort University.

NOTED

40. AFGHAN REFUGEES – WELCOME EVENT

The Clerk informed the committee that he had been liaising with the Communities Team at WNC on a welcome event for Afghan Refugees. They were keen to partner with the Town Council and the NBA, however, they wanted to wait until later in the year. At present there were more Afghan refugees in Northampton than ever before, however, there was a constant churn and the majority would be allocated housing around the country. It was therefore recommended that an event be deferred to later in the year pending the allocation of homes in and around Northampton. Once this was confirmed NTC, WNC and NBA could then work together to organise an event for those staying in Northampton. Councillors fully understood this and agreed to defer this until later in the year.

NOTED

41. COVID MEMORIAL

The Chair gave a verbal report which explained 6 students from the University of Northampton will be giving presentations on their ideas on Thursday 10th March at 1:30pm, this will be attended by Cllrs Birch and Holland-Delamere.

They had been asked to draft designs for the memorial that is to be located at Becketts Park. Further information would be fed back to the committee in due course.

NOTED

42. SUPPORT FOR UKRAINE

The Chair updated the committee and explained that she and other Town Councillors were working with Goodwill Solutions and members of the Polish and Ukrainian communities to provide support where possible.

Warehouse storage for sorting and storage of donations was in the process of being arranged. It was hoped to find drop off points (possibly the Guildhall) in the town for local donations. Logistics and routes for transport to Poland and Ukraine were also discussed.

The Clerk explained that legislation prevented the Town Council from giving financial assistance to the effort, but that councillors could help coordinate and publicise what was going on.

RESOLVED: NTC to communicate through their social media channels updates of the project to keep the local community informed.

RESOLVED: That the Council supports the work of Goodwill Solutions in getting provisions to Ukraine.

There being no further business, the meeting ended at 20.30 hours.

Signed.....Chair