

RAUNDS TOWN COUNCIL

ENVIRONMENT, LEISURE AND RECREATION COMMITTEE

Minutes: 29th July 2025 Time 7:30pm

PRESENT: Cllr O Curtis (Chairman), Cllr P Byrne, Cllr R Comer, Cllr P Edwards, Cllr A Fernley, Cllr H Hill, Cllr R Levell and Cllr L Wilkes.

IN ATTENDANCE:

N Joy, Assistant Clerk (Minutes)

ELR1.25 To Elect a Chairman of the Environment, Leisure and Recreation Committee.

RESOLVED that Cllr O Curtis be elected as Chairman of the Environment Leisure and Recreation Committee for the 2025/26 civic year.

ELR2.25 To Elect a Vice-Chairman of the Environment, Leisure and Recreation Committee.

RESOLVED that Cllr R Comer be elected as Vice-Chairman of the Environment Leisure and Recreation Committee for the 2025/26 civic year.

ELR3.25 To Receive Apologies for absence.

None received.

ELR4.25 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

ELR5.25 Notification of members questions in compliance with the council's standing orders.

None received.

ELR6.25 Declarations of Interest

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

None.

ELR7.25 Minutes: To approve the minutes of the Environment, Leisure and Recreation Committee meeting held 1st April 2025.

RESOLVED that the minutes of the meeting held on 1st April 2025 be confirmed as a true record.

ELR8.25 Raunds Garage Sale: To receive an update on the Raunds Garage Sales and to consider potential dates for 2026.

The Committee received an update on the Garage Sales which took place in April 2024, September 2024 and April 2025. Overall, it was considered a good community event which received positive feedback.

Since making the event map freely downloadable from the Raunds Town App, there had been an increase in app downloads.

Members discussed ways to boost participation, including a leaflet drop targeting specific streets.

Previously, funds raised from the garage sales supported the Skate Park Project. Now that this project is complete, it was suggested that future proceeds be donated to the Mayor's Charity.

RESOLVED that

- (i) The update be noted;
- (ii) The 2026 Garage Sales be scheduled for Saturday 18 April 2026, and Saturday 19 September 2026; and
- (iii) The funds raised be donated to the Mayor's Charity.

ELR9.25 Saturday Markets: To receive an update on the Saturday Markets and to consider potential dates for 2026.

The Committee reviewed attendance levels of both stallholders and visitors at the Saturday Markets, noting concerns regarding low visitor turnout and limited diversity among stall offerings.

Officers reported that, following recent visits to other local markets, two new traders had been successfully recruited to attend.

RESOLVED

- (i) That visitor numbers be recorded at the August and September Saturday Markets;
- (ii) That Officers continue efforts to attract a wider variety of traders to attend; and
- (iii) That potential dates for the 2026 Saturday Markets be reviewed at the next ELR Committee meeting on 7th October 2025.

ELR10.25 Litter Picks: To consider dates for community litter pick events in 2026.

The Committee reviewed options for litter picking dates in 2026.

RESOLVED that the Spring Litter Pick be scheduled for Saturday 21 March 2026, and the Autumn Litter Pick be scheduled for Saturday 26 September 2026.

ELR11.25 Annual Town Inspection: To receive an update on the Annual Town Inspection which took place on Tuesday 3rd June 2025 and discuss any amendments, updates or additions required.

The Committee reviewed the Annual Town Inspection report as shown at Appendix 1, and members were informed that good progress was being made against the identified actions.

RESOLVED that

- (i) The report be noted;
- (ii) The North Northamptonshire Unitary Ward Councillors be contacted regarding the planning enforcement case at Amos Lawrence Park.
- (iii) Flowers to be planted on the Commonwealth War Grave.
- (iv) Sand to be used to fill the gaps around the edge of Bassfords play area.
- (v) The works completed on the Annual Town Inspection be shared via social media and included in the next Spotlight newsletter edition.

ELR12.25 Suicide Prevention Bench: To consider a quote and location to install a Suicide Prevention Bench.

The Committee reviewed the report and discussed approaching the NNC Unitary Ward Councillors for funding support. Members were concerned about the bench's material and how information displayed on the plaque could be updated or changed if required.

RESOLVED

- (i) That an Officer contact the NNC Unitary Ward Councillors to request funding towards the bench.
- (ii) That an Officer contact the supplier to enquire about options for alternative materials and how plaque information changes would be handled.

ELR13.25 Hanging Baskets 2026: To consider hanging basket options for 2026.

The Committee reviewed the report and considered the three quotes, all of which included planting, installation, watering, and feeding.

RESOLVED

- (i) To approve quote 1 for £4,621.00 + VAT
- (ii) To approach businesses currently without hanging basket brackets and offer free installation to encourage their participation.

ELR14.25 Speed Watch: To note statistics from recent Speed Watch activity.

The Committee reviewed the data provided by Northamptonshire Police from the April Speed Watch sessions. Two volunteers conducted the monitoring across three locations in Raunds, resulting in 83 warning letters being issued to registered vehicle keepers.

Members agreed to schedule the next Speed Watch campaign for September 2025 and to promote volunteer recruitment via social media, the Town Council website, and the town app. It was also suggested that campaigns be held in April and August next year.

RESOLVED that the report be noted.

ELR15.25 Promote the High Street Campaign: To consider ways to promote the High Street.

Members discussed the creation of promotional banners to be placed within private new-build estates, aimed at encouraging footfall to the High Street.

The Committee also explored the idea of requesting developers, both for current and future development, to fund and install electronic digital noticeboards within their estates, enabling the Council to promote High Street activities and wider town events.

RESOLVED

- (i) That suitable locations be identified on private developments for the placement of promotional banners;
- (ii) That permission be sought to install temporary banners at those locations; and
- (iii) That an Officer contact site developers to explore the potential installation of electronic digital noticeboards.

ELR16.25 Marshalls Road Bus Shelter: To consider adopting a bus shelter on Marshalls Road and installing a Living Roof on the shelter.

The Committee gave consideration to the report and after a discussion it was

RESOLVED to decline the offer to adopt the Bus Shelter on Marshalls Road.

ELR17.25 Asset Management Software: To consider a subscription to an Asset Management Software application to record and track all assets, inspections, and maintenance.

RESOLVED that the item be referred to the Finance Committee meeting on 23rd September 2025 for further consideration.

ELR18.25 Progress report: To receive a progress report on current projects and discuss any amendments, updates or additions required.

The Committee reviewed the report as shown at Appendix 2, and the following items were drawn to the attention of Members:

CCTV Infrastructure: The Committee discussed the current CCTV locations and identified potential sites for new installations and upgrades.

Skate Park: The Committee were informed the contractor had laid gravel around the sloped area between the skate park and pump track to improve drainage. The contractor will be arranging to add soil and grass seed to these gravelled areas. To prevent stones on the skate surface and address areas where grass seed hasn't taken, turf was suggested for the skate park's perimeter. In the interim, plastic brooms with clips could be purchased for the site. The street art is also scheduled for completion on 30th July 2025.

RESOLVED

- (i) That the progress report be noted;
- (ii) That the Town Clerk invites tenders for upgraded CCTV infrastructure across all existing locations, including the Town Hall and Saxon Hall, plus additional new locations at Raunds Skate Park and Marshalls Road Car Park;
- (iii) That Officers contact the contractor to arrange application of turf around the skate park perimeter;
- (iv) That Officers purchase and install brooms at the skate park: and
- (v) That Officers share an update on the skate park on social media.

ELR19.25 Policy Review: To review the Non-Commercial use of Council Recreation Grounds Policy.

RESOLVED that the Non-Commercial use of Council Recreation Grounds Policy, as amended in Appendix 3, be recommended to Full Council for re-adoption for a further two-year period.

There being no further business the meeting closed at 9.17pm.

Approved: (Chairman)

Meeting date: 7th October 2025..... (Committee)

ELR 11.25 - ANNUAL TOWN INSPECTION REPORT
Appendix 1
Carried out on the 3rd June 2025
Present: Cllr B Cross, Cllr O Curtis, Cllr J Hague, Cllr H Hill, Cllr H Howell and Cllr L Wilkes.

Staff: N Joy (Assistant Clerk)

Key

Done
In Progress
FMS

Description	Status	Notes	Who
Saddlers Play Area			
Blue railings next to swings worn, need to be painted blue	Done	Painted ordered. Completed 19/6	Operations Officer
Swing frame worn, needs to be painted red	Done	Painted ordered. Completed 19/6	Operations Officer
Large amount of Litter, check current litter picking schedule	Done	Play Area is schedule to be litter picked daily, emailed contractor to report litter and discuss timings of litter picks	Assistant Clerk
Amos Lawrence Park			
Install missing picnic bench next to Sports Wall	Done	Completed 10/6	Contractor
Sports Wall missing fixings and middle lower section has damage to railings.	In Progress	Missing Fixings completed 01/7/25. Welder booked to repair railings.	Contractor
Land grab fence to chase status	In Progress	Contacted Planning Enforcement for an update	Town Clerk
Install large No Dogs sign for Orchard	Done	Completed 10/07	Contractor
Social Media post to remind people the Orchard is a no dogs area.	Done	Completed 10/07	Comms Assistant
Graffiti Workshop Poster to Print A3 laminated versions to place in the Play Areas and do a push notification on the App	Done	A3 posters displayed in play areas and bandstand, push notification on Town app done	Comms Assistant
Grass area near path/compound has sunk around the drain cover, need to fill area and level off.	Done	Completed 10/6	Contractor
London Road Cemetery			
Refill wildflower seed paper and envelopes	Done	Completed 5/6	Operations Officer
Cut brambles in Peace Garden	Done	Completed 10/6	Gardener
Block paved pathways sinking			
Find Commonwealth grave and display location in noticeboard	In Progress	Grave found, Holly Bush removed. Kerb set repaired.	Assistant Clerk
Look at Wildflower verges either side of the entrance, road side.		Look at cost and proposed areas to see if suitable	Gardener
Gold Diamond on gate missing	Done	Completed 27/6	Contractor
Bassfords Recreation Ground			
Paint Shelter	In Progress	Paint ordered 17/6	Operations Officer
Look at repairing penguin bin to speak when depositing of litter	Done	On the original order the voice box was not part of the specification, therefore did not come with this feature.	Assistant Clerk
Grass area has worn and sunk near bench in toddler section	Done	Completed 10/6	Contractor
Mulch surface has gaps around the perimeter and lifting near penguin side	In Progress	Contacted contractor for quote 10/6	Contractor
Mulch surface needs to be jet washed			Gardener
Repaint whole of yellow section on toddler slide	In Progress		Operations Officer
Webb Road Play Area			
Remove weeds from play area mulch surface	Done	Completed 20/6	Operations Officer

Repaint climbing frame, Red and Blue	Done	Completed 10/7	Operations Officer
Areas of mulch surface missing, near spinner and see saw	In Progress	Ordered mulch repair kit 10/6	Gardener
Clean black off slide	Done	Completed 20/6	Operations Officer
Refurbish see saw	Done	Completed 20/6	Contractor
Clean play area sign	Done	Completed 20/6	Operations Officer
Town Square			
Remove cable ties from play area railings	Done	Completed 5/6	Operations Officer
Move banners on play area railings to face the road	Done	Completed 5/6	Operations Officer
Remove growth at the foot of the trees	Done	Completed 30/6	Contractor
Clear any debris around Car Park	Done	Completed 7/07	Gardener
For 2026 hanging Baskets look at cost to source more establish plants from other providers	In Progress	Quote obtained from Supplier. Report attached to ELR Agenda, Meeting 29th July 2025	Assistant Clerk
Marshall's Road Car Park			
Sweep perimeter	Done	Completed 20/6	Operations Officer
Ada Salter Memorial Gardens			
Look at lifting the conker tree behind seating area	Done	Quote accepted PO2789 Completed 24/6	Contractor
Clean information sign	Done	Completed 5/6	Operations Officer
Tidy and add gravel around planters	Done	Completed 5/6	Gardener
Idea of suicide bench	In Progress	Quote obtained from Supplier. Report attached to ELR Agenda, Meeting 29th July 2025	Assistant Clerk
Book Street			
Write to maintenance company who tend to Hill Street Flats area, grass bank opposite QD fly tipping, rubbish to be cleared.	In Progress	Report to NNC	Town Clerk

Appendix 2

Resolution	Action/Progress	Complete	Date Completed	Resolution/ Notes	Update Notes																																																																				
CCTV	Upgrade current infrastructure	ongoing		December 2024: RESOLVED to research options and costs to upgrade the Council's CCTV infrastructure.	Committee to discuss locations for CCTV infrastructure.																																																																				
Bio Diversity	Install Living Roofs and Order Seed Bombs	ongoing		Oct 2024; Order 500 seed bombs for £100.00; Install living roofs on the two Town Square bus shelters, with a maximum budget of £3400.00;	Seed bombs have been given out at Coffee/Film afternoons and the Christmas Market and Lights Switch on event. Residence can also collect from the Town Hall. Living Roofs installed on the 8th November 2024. Hedgehog Houses installed at the Cemetery, The Delves and Saxon Hall. Seed Bombs given to the Brownies, Raunds Park Infants School and Raunds Playgroup.																																																																				
Northamptonshire Churchyard Conservation Scheme	Improve Bio-Diversity at London Road Cemetery and St Peter's Churchyard	ongoing		April 2024: RESOLVED to contact the Northamptonshire Churchyard Conservation Scheme and book an advisory visit. July 2024: RESOLVED to (b)Designated mini meadow areas be sectioned off within London Road Cemetery; (c)Local schools be contacted to explore working in partnership through children building bug hotels, bird and bat boxes; (d)Volunteers be sought to tend to untended graves and plant mediterranean herbs; Oct 2024: RESOLVED to (b)Quotes be obtained for installation of a water feature; and (c)Quotes be obtained for a VE Day 80 commemorative bench	The Assistant Clerk met with the Conservation Officer on 5th July 2024. The Officer noted that a good range of habitats already exists but there are some improvements that could be made, for example installing bird and bat boxes and designating some areas as meadows. A full report with recommendations is to follow. UPDATE: Mini meadows marketed out and signage installed 14/8/24. Herb planting in untended graves took place on the 15th September. Emailed schools regarding bird boxes and bug hotels 16/09/24. Raunds Playgroup to make four Bug Hotels. 31/10/24: Four residents have adopted graves. Update 12/11/24: The Scouts 2nd Group would like to make bird boxes and bug hotels for the cemetery. Update: 09/1/25: Raunds Playgroup Bug Hotels are now in the Cemetery. The Scouts 2nd group have the materials and will be making Bird/Bat boxes and bug Hotels this month. Update: 20/01/25: The Scouts 1st Group have adopted 5 kerb set graves to clear and plant bulbs and herb in. Update: 12/03/25: 10 large Bug Hotels made by the Scouts have been installed at the Cemetery. The water feature and two benches will be installed at the back of the Chapel in March 2025. Bird Boxes made by the Scouts to be install in March 2025. Raunds London Cemetery has entered the Northamptonshire Churchyard Conservation Award Scheme 2025 and expect a visit from the judges in Summer. Update: Large bug/bee hotel has been installed. The Wildlife Trust judges visited the Cemetery in June, awards will be announced in October. Raunds Playgroup have made fat ball bird feeders for the Cemetery and at the September Coffee afternoon the group is making apple seed bird feeders.																																																																				
Skate Park / Youth Activities	Maintenance and Improvements	ongoing			The contractor completed the Skate Park and Pump track on Thursday 27th February 2025. The Grand Opening will be Saturday 22nd March 2025. The Skate Park Artwork is now in production and schedule to be installed on the 19th March 2025. 11/03/25 Full Council adopted a Graffiti Policy. The Chair and Clerk are meeting with Street artists. Update: Full Council has agreed the Street Art Design, Artwork to commence in August.																																																																				
Raunds Town App	Monitor usage / Photography Competition	ongoing		RESOLVED to launch a photography competition for the Raunds Town App from 01 January 2025.	Raunds Town App Download Figures May 2024 - 11th July 2025 <table><tr><th>Month</th><th>Google Play</th><th>Apple</th><th>Total for the month</th></tr><tr><td>May-24</td><td>5</td><td>6</td><td>11</td></tr><tr><td>Jun-24</td><td>56</td><td>76</td><td>132</td></tr><tr><td>Jul-24</td><td>57</td><td>103</td><td>160</td></tr><tr><td>Aug-24</td><td>68</td><td>86</td><td>154</td></tr><tr><td>Sep-24</td><td>115</td><td>127</td><td>242</td></tr><tr><td>Oct-24</td><td>68</td><td>86</td><td>154</td></tr><tr><td>Nov-24</td><td>34</td><td>54</td><td>88</td></tr><tr><td>Dec-24</td><td>13</td><td>18</td><td>31</td></tr><tr><td>Jan-25</td><td>20</td><td>26</td><td>46</td></tr><tr><td>Feb-25</td><td>25</td><td>28</td><td>53</td></tr><tr><td>Mar-25</td><td>19</td><td>17</td><td>36</td></tr><tr><td>Apr-25</td><td>62</td><td>82</td><td>144</td></tr><tr><td>May-25</td><td>15</td><td>19</td><td>34</td></tr><tr><td>Jun-25</td><td>13</td><td>7</td><td>20</td></tr><tr><td>Jul-25</td><td>8</td><td>17</td><td>25</td></tr><tr><td>Grand Total</td><td>578</td><td>752</td><td>1330</td></tr></table>	Month	Google Play	Apple	Total for the month	May-24	5	6	11	Jun-24	56	76	132	Jul-24	57	103	160	Aug-24	68	86	154	Sep-24	115	127	242	Oct-24	68	86	154	Nov-24	34	54	88	Dec-24	13	18	31	Jan-25	20	26	46	Feb-25	25	28	53	Mar-25	19	17	36	Apr-25	62	82	144	May-25	15	19	34	Jun-25	13	7	20	Jul-25	8	17	25	Grand Total	578	752	1330
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By-laws / Public space protection orders.	Review annually	Monitor		Review annually, update as required. Subject to consideration at a future meeting of Full Council. Review due before end of municipal year. 05/07/23 - NNC currently holding a consultation on PSPO's which closes on the 3rd August 2023. PSPO's for Bassford's recreation ground and Millfield's (Raunds) during council events Amos Lawrence Park, Raunds come into force 1st December 2023 and remain in place for 3 years. NNC signage installed at Amos Lawrence 10/7/24. Update: The Clerk contacted NNC regarding the policing of the Dogs on Leads PSPO, no response was received from the dog warden, the Clerk has now written to the Unitary Councillors and it has been escalated to the relevant director and executive member at NNC. RTC will arrange additional Dogs on leads signage which will be installed in March 2025.
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RAUNDS TOWN COUNCIL

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NON-COMMERCIAL USE OF COUNCIL RECREATION GROUND POLICY

Preamble

Raunds Town Council (RTC) provides public open space for the benefit of the public to enjoy recreational activity. However, it will consider allowing clubs and organisations the exclusive use of its recreation grounds subject to conditions of use.

Conditions of use:

1. No organisation shall have exclusive use of any recreation ground, or part thereof, without the prior consent of RTC.
2. Clubs and Organisations with a reasonable proportion of Raunds residents may apply to use recreation ground on a regular basis. Such use will be agreed by entering into a user agreement with RTC and be subject to compliance with these conditions of use. Any agreement will be subject to periodical review.
3. Where Clubs and Organisations with User Agreements have a clash of events and agreement cannot be reached between respective parties, then RTC will act as adjudicator and their decision shall be final.
4. All applications will be considered on their own merits and in conjunction with existing user requirements. Where necessary RTC will consult as appropriate before confirming bookings.
5. All applications must be submitted to the Office of the Clerk to Raunds Town Council. No booking is to be considered authorised until the individual, Organisation or Club is notified in writing by the Office of the Clerk to the Council that the application has been approved.
6. Organisations shall provide and maintain an up to date fixture list extending 6 months into the future or up to the review date of the agreement, the fixture list to be sent to the Office of the Clerk to the Council. Reasonable notice (minimum 2 weeks) must be given of any variation.
7. All Hirers must confirm with the office of the Clerk to the Council that they have carried out all suitable and sufficient Risk Assessments for their activities.

8. Organisations who have entered into a user agreement with RTC must not sub-let any part of the public open space without prior permission in writing from the Office of the Clerk to the Council

9. Hirers of the ground are responsible for the maintenance of good order and behaviour during their use of the Ground, including any setting up and clearing down period.

10. Any hirer of the Ground wishing to charge an entry fee must notify RTC at **the time of booking for consideration** ~~least one month in advance~~ and indicate to the Office of the Clerk to Raunds Town Council the part of Ground for which admission will be charged and the length of time for which the entry fee is payable.

11. Hirers shall ensure the Ground is maintained in good condition. RTC reserves the right to demand a security deposit to this end. Hirers shall repay to RTC on demand the cost of reinstating or repairing any damage which may have been caused during the period of use. The amount of the cost shall be certified by the Office of the Clerk to Raunds Town Council, whose certificate shall be conclusive.

12. RTC shall be indemnified against all liability for injury to persons **or damage** to property arising from the hire and hirers shall arrange and be responsible for their own insurance in respect of the same.

13 Hirers shall pay any relevant booking fee and required security deposit in advance to the Office of the Clerk to Raunds Town Council and shall at the same time provide evidence of indemnifying insurance together with contact details of a responsible person to be contacted by RTC.

Adopted 21st January 2009.
Revised November 2012.
Amended January 2015.
Amended July 2017
Reaffirmed July 2023
Amended July 2025
To be reviewed biennially.