

RAUNDS TOWN COUNCIL**ENVIRONMENT, LEISURE AND RECREATION COMMITTEE****Minutes: 1st April 2025 Time 7:30pm****PRESENT:** Cllr L Wilkes (Chairman), Cllr P Byrne and Cllr A Fernley**IN ATTENDANCE:**

N Joy, Assistant Clerk (Minutes)

ELR48.24 To Receive Apologies for absence.

Apologies were received from Cllr O Curtis and Cllr D Hughes.

ELR49.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

ELR50.24 Notification of members questions in compliance with the council's standing orders.

None received.

ELR51.24 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.**ELR52.24 Minutes: To approve the minutes of the Environment, Leisure and Recreation Committee meeting held 4th February 2025.****RESOLVED that the minutes of the meeting held on 4th February 2025 be confirmed as a true record.****ELR53.24 Conservation Management Plan:** To note the Conservation Management Plan.

The Committee reviewed the Conservation Management Plan which forms part of the recommendations to achieve accreditation under the Northamptonshire Churchyard Conservation Scheme.

Members were impressed with the contents and achievements included within the Conservation Management Plan and showed their appreciation to the Assistant Clerk.

Initial _____

Members discussed the recent enhancements to the area at the rear of the Cemetery Chapel. Improvements included clearing and graveling the space, installing two Glebe Classic benches, the addition of a water feature, and creation of two flower beds for perennial plants. The garden now provides a place for visitors to sit and reflect, while also supporting biodiversity and wildlife.

Members considered a name for the new garden and acknowledged the substantial transformation.



RESOLVED that:

- (i) **The Conservation Management Plan be noted; and**
- (ii) **The area behind the Chapel be named “Garden of Peace”**

ELR54.24 Memorial Bench Policy: To review the Memorial Bench Policy

The Committee reviewed the Memorial Bench Policy and made minor amendments, as shown at Appendix 1.

RESOLVED that the Memorial Bench Policy, as amended, be recommended to Full Council for re-adoption for a further three-year period.

ELR55.24 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:

Bassford’s Recreation Ground: The Committee were informed that the new Hip Hop play equipment had been installed on the 21st March 2025.

Northamptonshire Churchyard Conservation Scheme: The Committee were informed the bird and bat boxes made by the Scouts had now been installed in the trees at the Cemetery.

Skate Park/Youth Activities: The Committee were informed the contractor had laid some gravel around the sloped area between the skate park and pump track to assist with drainage and they will be laying more grass seed to certain areas.

By-Laws/Public Space Protection Orders: The Committee were informed of a continued mixed response from residents regarding the perceived effectiveness of the Dog Control PSPO at Amos Lawrence Park. In particular, a lack of visible patrols by the Dog Warden had been highlighted by residents.

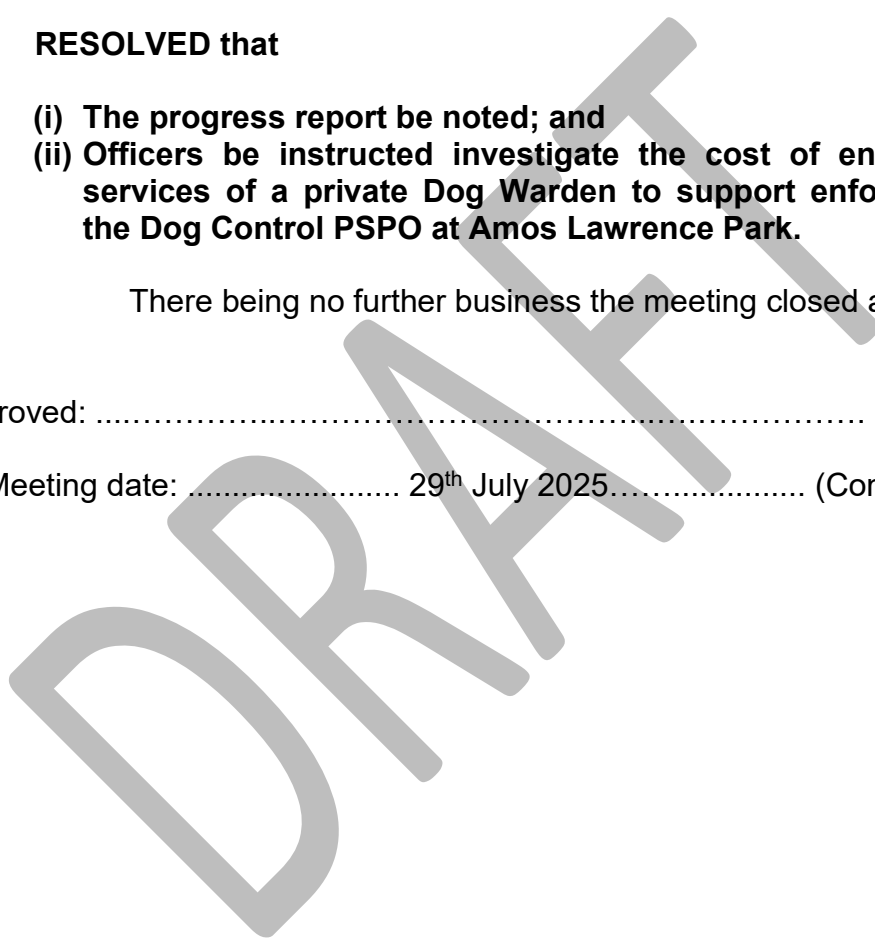
RESOLVED that

- (i) The progress report be noted; and**
- (ii) Officers be instructed investigate the cost of engaging the services of a private Dog Warden to support enforcement of the Dog Control PSPO at Amos Lawrence Park.**

There being no further business the meeting closed at 8.00pm.

Approved: (Chairman)

Meeting date: 29th July 2025..... (Committee)





RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail: info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

MEMORIAL BENCH POLICY

Raunds Town Council will consider applications for memorial benches to be placed in its public open spaces.

- The location of a memorial bench will be determined by the Town Council in consultation with the applicant. ~~with all public open spaces considered as potential sites.~~

~~It is the policy of Raunds Town Council that they will accept applications for memorial benches to be sited in one of its public open spaces.~~

- ~~The site of the memorial bench will be agreed by the Town Council and all public open spaces will be considered as a potential site and discussed with the applicant.~~
- The type of bench must be in keeping or complimentary to what is currently within the vicinity of the siting point and must be selected from the Council's list of approved benches – see Appendix 1. The style of bench and location plan must be submitted with each application.
- All applications must be made in writing to the Town Clerk.
- The Town Council will allow memorial plaques to be affixed to benches with prior approval of the wording by the Town Council.
- The purchase of the bench will be the responsibility of the applicant.
- The installation of all memorial benches will be undertaken by Pendred Signs at the expense of the applicant.
- The applicant and or immediate family will be responsible for the upkeep of the bench and if the bench falls into disrepair the Town Council may make the decision to remove it.
- The Town Council will not replace stolen, damaged, or vandalised benches. A bench may be removed from site if vandalised and of a Health and Safety concern. If a bench needs to be removed, we will make every effort to inform the applicant.
- The Town Council cannot guarantee the long-term safety or security of any bench and it is not responsible for the replacement resulting from damage.
- Regular inspections by the Town Council's Facilities Team will determine if a bench is safe and the Council will make the final decision for the removal of any bench.
- The Town Council does not permit the placing of additional memorials on, around or under benches.
- The Town Council will keep a record of **the** applicant's contact details for future reference and in accordance with data protection laws. It is the responsibility of the applicant to keep the Town Council informed of any change in circumstance or address.

The Town Council may not be able to accept all applications for memorial benches as the number of benches and the potential upkeep is a major consideration if we are to keep our public open spaces looking attractive and uncluttered.

Adopted April 2024

Reviewed and amended April 2025

To be reviewed triennially

Appendix 1

Bench styles

LUBLIN - 2m long, £950 + vat.



GLEBE CLASSIC – 1.52m long, pressure treated timber, £450 + vat



Installation costs

- Installation on concrete/ tarmac/ paving = £80 + vat which includes bolts /epoxy resin fixing.
- Installation on grass or soil site = £250 + vat which includes 4 x slabs, bolts and fixings.

N.B

Prices correct as of April ~~2024~~ 2025 and will be subject to change.

Memorial Plaques

Raunds Town Council has two memorial benches situated in the Garden of Peace Chapel Memorial Garden at Raunds London Road Cemetery where memorial plaques can be placed.

As these benches have been provided through public funds, there is a charge of £200, this fee is towards the original purchase and future maintenance of the benches.

To apply for a memorial plaque to be installed on one of the benches:

- 1) A Memorial Application Form should be completed and sent to the Town Clerk, preferably by email to info@raunds-tc.gov.uk or by post.
- 2) A maximum of 6 memorial plaques may be attached to each bench (one memorial per applicant). Plaques must be engraved plastic and 200mm x 70mm.
- 3) The proposed inscription on a memorial plaque must be approved by the Town Council before any order is placed. There will be a limit on the number of words.
- 4) Only the Council's approved supplier can be used to order and install plaques.
- 5) No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any bench. The Town Council reserves the right to remove any such mementos or flowers.
- 6) The Town Council reserves the right to remove or re-site a memorial plaque ten years from installation or sooner if the plaque is in a poor state of repair or the bench is no longer considered safe or fit for purpose.
- 7) The Town Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available. The Town Council is not responsible for the maintenance of memorial plaques.
- 8) Memorial plaques must not be removed or inscriptions amended without the written approval of the Town Council.
- 9) The Town Council will undertake regular assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. The donor will be asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.
- 10) The Town Council retains the right to re-site a plaque should this become necessary.
- 11) The Town Council accepts no liability for damage to plaques by a third party.
- 12) The Town Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Town Clerk with updated details in writing. Failure to do so could lead to plaques being removed without notice to the donor.

Memorial Plaque Example**Location of Memorial Benches at the Chapel Memorial Garden, London Road Cemetery**



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- info@raunds-tc.gov.uk, Website: www.raunds-tc.gov.uk

Memorial Bench/Plaque Application Form

Use this form to apply for a Memorial Bench and/or a Memorial Plaque

Return form to: info@raunds-tc.gov.uk

PLEASE COMPLETE ALL RELEVANT SECTIONS CLEARLY IN CAPITAL LETTERS.

SECTION 1 – YOUR DETAILS

Forename:		Mr/Mrs/Miss/Ms*
Surname:	Email address:	
Address:		Postcode:
		Telephone contact no:

SECTION 2 – DETAILS OF MEMORIAL

Type of Memorial (tick all that apply):	✓
Memorial bench LUPIN	
Memorial bench GLEBE CLASSIC	
Memorial plaque (on existing bench)	
Location of memorial: <i>Please specify in as much detail as possible your preferred location at the chosen open space:</i>	
Please specify your preferred memorial plaque inscription (if applicable):	
Please let us know any other details that you feel are relevant:	
Signed by applicant:	
Print Name:	Date:

Appendix 2 ELR PROGRESS REPORT

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.																																																					
Bassford's Recreation Ground	Install new Hip Hop	ongoing		Oct 2024: RESOLVED to: Install a new like-for-like Hip Hop play equipment piece at Bassford's Recreation Ground during the 2025/26 financial year.	Hip Hop to be install 21st March 2025.																																																				
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.																																																				
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 kerbside 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.																																																				
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 Graffiti artists.																																																				
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 - 15th March 2025 <table border="1"> <thead> <tr> <th>Month</th> <th>Google Play</th> <th>Apple</th> <th>Total for the month</th> </tr> </thead> <tbody> <tr><td>May</td><td>5</td><td>6</td><td>11</td></tr> <tr><td>June</td><td>56</td><td>76</td><td>132</td></tr> <tr><td>July</td><td>57</td><td>103</td><td>160</td></tr> <tr><td>Aug</td><td>68</td><td>86</td><td>154</td></tr> <tr><td>Sep</td><td>115</td><td>127</td><td>242</td></tr> <tr><td>Oct</td><td>68</td><td>86</td><td>154</td></tr> <tr><td>Nov</td><td>34</td><td>54</td><td>88</td></tr> <tr><td>Dec</td><td>13</td><td>18</td><td>31</td></tr> <tr><td>Jan</td><td>20</td><td>26</td><td>46</td></tr> <tr><td>Feb</td><td>25</td><td>28</td><td>53</td></tr> <tr><td>Mar (up to 15th)</td><td>12</td><td>11</td><td>23</td></tr> <tr><td>Grand Total</td><td>473</td><td>621</td><td>1094</td></tr> </tbody> </table>	Month	Google Play	Apple	Total for the month	May	5	6	11	June	56	76	132	July	57	103	160	Aug	68	86	154	Sep	115	127	242	Oct	68	86	154	Nov	34	54	88	Dec	13	18	31	Jan	20	26	46	Feb	25	28	53	Mar (up to 15th)	12	11	23	Grand Total	473	621	1094
Month	Google Play	Apple	Total for the month																																																						
May	5	6	11																																																						
June	56	76	132																																																						
July	57	103	160																																																						
Aug	68	86	154																																																						
Sep	115	127	242																																																						
Oct	68	86	154																																																						
Nov	34	54	88																																																						
Dec	13	18	31																																																						
Jan	20	26	46																																																						
Feb	25	28	53																																																						
Mar (up to 15th)	12	11	23																																																						
Grand Total	473	621	1094																																																						
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 2024/25. 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.																																																				