



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

23rd July 2025

Dear Councillor,

You are summoned to attend an **Environment, Leisure and Recreation Committee** meeting of the Raunds Town Council to be held in the **Council Chamber, The Hall, Thorpe Street, Raunds**, on **Tuesday 29th July 2025 at 7.30pm.**

Press and Public welcome.

Steve Tucker

Mr Steve Tucker
Clerk to the Council.

AGENDA

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

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

ELR3.25 To Receive Apologies for absence.

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

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

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.

ELR7.25 Minutes: To approve the minutes of the Environment, Leisure and Recreation Committee meeting held 1st April 2025. (Copy via link.)
(Pages 3 – 11)

- ELR8.25 Raunds Garage Sale:** To receive an update on the Raunds Garage Sales and to consider potential date for 2026 (Information herewith.) (Page 12)
- ELR9.25 Saturday Markets:** To receive an update on the Saturday Markets and to consider potential dates for 2026. (Verbal Update)
- ELR10.25 Litter Picks:** To consider dates for community litter pick events in 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 (Information herewith.) (Page 13)
- ELR12.25 Suicide Prevention Bench:** To consider a quote and location to install a Suicide Prevention Bench. (Report herewith.) (Pages 14 - 16)
- ELR13.25 Hanging Baskets 2026:** To consider hanging basket options for 2026. (Report herewith.) (Pages 17 - 22)
- ELR14.25 Speed Watch:** To note statistics from recent Speed Watch activity. (Copy herewith.) (Page 23)
- ELR15.25 Promote the High Street Campaign:** To consider ways to promote the High Street. (Verbal Update)
- ELR16.25 Marshalls Road Bus Shelter:** To consider adopting a bus shelter on Marshalls Road and installing a Living Roof on the shelter. (Report herewith.) (Pages 24 - 26)
- ELR17.25 Management Asset Software:** To consider a subscription to an Asset Management Software application to record and track all assets, inspections, and maintenance. (Report herewith.) (Pages 27 - 30)
- ELR18.25 Progress report:** To receive a progress report on current projects and discuss any amendments, updates or additions required. (Copy herewith.) (Page 31)
- ELR19.25 Policy Review:** To review the Non-Commercial use of Council Recreation Grounds (Copy herewith.) (Pages 32 - 33)

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.

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

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



RESOLVED to

- (i) **Note the Conservation Management Plan;**
- (ii) **Name the new area “Garden of Peace”**

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

The Committee reviewed the Memorial Bench Policy and made a minor amendment.

RESOLVED that the Memorial Bench Policy, as amended and shown at Appendix 1, 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 item was 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 PSPO Dogs on Leads order 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;**
- (ii) Officers to investigate the costs to hire a private Dog Warden to support enforcement of the PSPO Dogs on Lead order.**

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

Approved: (Chairman)

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



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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**



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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: Please specify in as much detail as possible your preferred location at the chosen open space:	
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 kerbset 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><tr><th>Month</th><th>Google Play</th><th>Apple</th><th>Total for the month</th></tr><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></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
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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.																																																				

ELR8.25 Raunds Garage Sale

Please see below information regarding the Raunds Garage Sales.

20th April 2024

37 households participated (£185)

86 maps sold (£86) 43 on the day at the Town Square and 43 sold at the Post office

Total Raised £271

21st September 2024

30 households participated (£150)

34 maps sold (£34) 22 on the day at the Town Square and 12 sold at the Post office

Total Raised £184

The map was free to download from the Raunds Town App.

167 Downloads recorded on the Raunds Town App.

19th April 2025

29 households participated (£145)

32 maps sold (£32) 19 on the day at the Town Square and 13 sold at the Post office

Total Raised £177

The map was free to download from the Raunds Town App.

109 Downloads recorded on the Raunds Town App.

ELR 11.25 - ANNUAL TOWN INSPECTION REPORT
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



RAUNDS TOWN COUNCIL

Report to: ELR Committee
29th July 2025

Suicide Prevention Bench
Agenda item: ELR12.25

Summary:

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

Attachments:

1.0

Summary:

During the Annual Town Inspection on the 3rd June 2025, the idea of installing a Suicide Prevention Bench was put forward.

Legend-on-the-Bench is a non-profit making charity set up by ex-professional footballer, Micky Hazard, and his sister Michelle following the tragic death of Michelle's son Jason Lee Mead, with the aim of reducing the number of such tragedies recorded each year due to mental health issues or suicides.

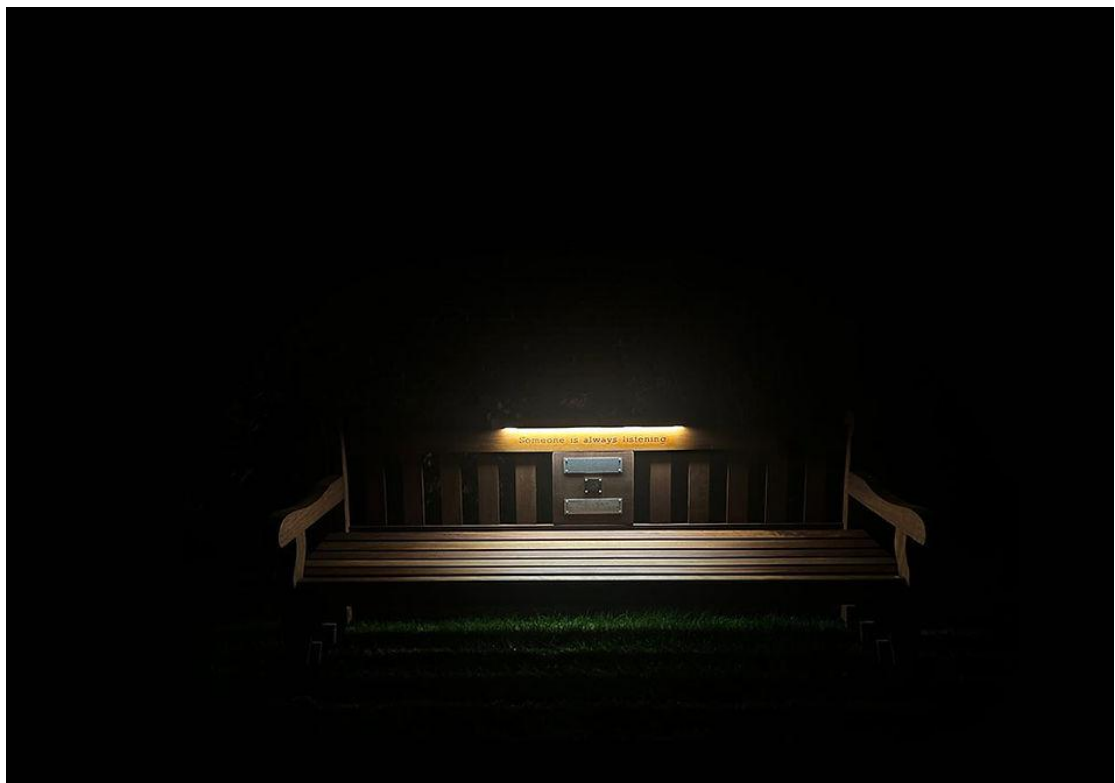
Every bench displays quick access to information at any time of the day or night for anyone experiencing mental health issues. Their mission is to install suicide benches in every local park or open space in the UK.



The bench measures 1830mm x555mm and is made of Iroko wood which is extremely hard wearing.

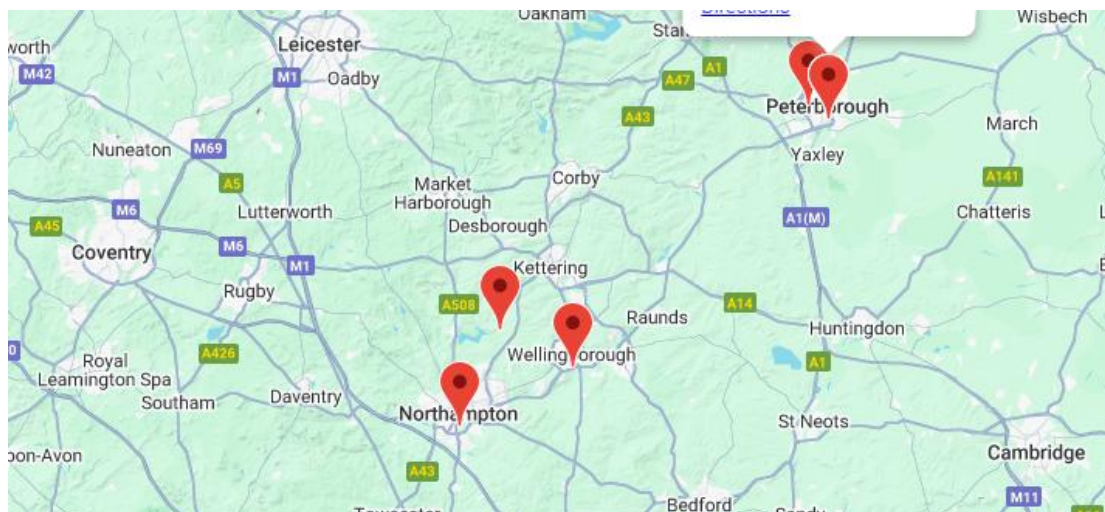


The helpline plaques have contact telephone numbers and a QR code that take anyone requiring support directly to a website help page. The bench has a built-in integral light, so there is a beam of light for those in crisis at night.



There are 24-hour support services with real people at the other end, ready to listen and offer the support so clearly needed to someone struggling with the impact of depression, bereavement, loneliness, anxiety and the many more reasons for the feelings of despair.

In Northamptonshire, three other locations have installed Suicide Prevention Benches supplied by Legend-on-the-Bench.



2.0 Financial Implications:

The cost of the bench is £1750 which includes the bench, lighting and the helpline plaques.

Delivery and fitting are £250.00

Total £2000.00

There is provision in the budget under Open Spaces 160 / 4715 Street Furniture £4000 is budgeted for the financial year 2025/26, there has been no year-to-date expenditure in this budget.

3.0 Recommendation

That the Committee reviews the report and determines:

- (i) Whether to approve the purchase of a Suicide Prevention Bench; and
- (ii) Subject to approval of (i), to confirm the proposed location of the bench.

Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Parish Councils Act 1957	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score: - Residual risk score:	
Person originating this report: Nicola Joy – Assistant Clerk		
Date: 24 th June 2025		



RAUNDS TOWN COUNCIL

Report to: Environment, Leisure and Recreation Committee
29th July 2025

Hanging Baskets 2026
Agenda item: ELR13.25

Summary:

To consider hanging basket options for 2026.

Attachments: Appendix 1: Quote 1

Appendix 2: Quote 2

1.0

Summary:

Each year, the Council installs 36 hanging baskets located along Brook Street, High Street, and The Square, alongside 6 barrier baskets at the front of the Town Hall. Currently, the planting, installation, and watering of these floral displays are handled in-house.



2.0

Financial Implications:

All quotes listed below cover planting, installation, watering, and feeding.

Quote 1: £4,621.00 + VAT

This company is a county-wide supplier, serving areas like Northampton Town Centre, Broughton, and Kingsthorpe. The quote is to supply their own hanging and barrier baskets. (See Appendix 1 for full quote and images.)

Quote 2: £4,700.00 + VAT

This is a local company, though they haven't provided hanging basket services before. The quote is to use the Council's existing hanging and barrier baskets. (See Appendix 2 for full quote.)

Quote 3: £5,000 + VAT

This represents the estimated cost of continuing to use the Council's current hanging baskets and carrying out the work in-house.

Additional Cost: Basket Bracket Stress Testing

An estimated £550 + VAT is needed for stress testing the hanging basket brackets.

The current budget for Floral Displays (160/4623) for the 2025/2026 financial year is £5,000, with £3,305 remaining. A new budget will need to be established for the upcoming 2026/2027 financial year.

3.0	Recommendations: That the Committee reviews the information and quotations provided in order to: (i) Approve a quote for the planting, installation, and watering of both hanging and barrier baskets for 2026; (ii) Note the estimate for the Hanging Basket Bracket Stress Testing; (iii) Include the cost of the approved options in the budget-setting process for the 2026/27 financial year.
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Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Nicola Joy – Assistant Clerk		
Date: 22 nd July 2025		

Appendix 1:

To:

Raunds Town Council The Hall, Thorpe Street, Raunds, Northamptonshire, NN9 6LT	Quotation No: AM250714RAUNDS summer 2026 PD ID: 44083 Date: 14/07/2025
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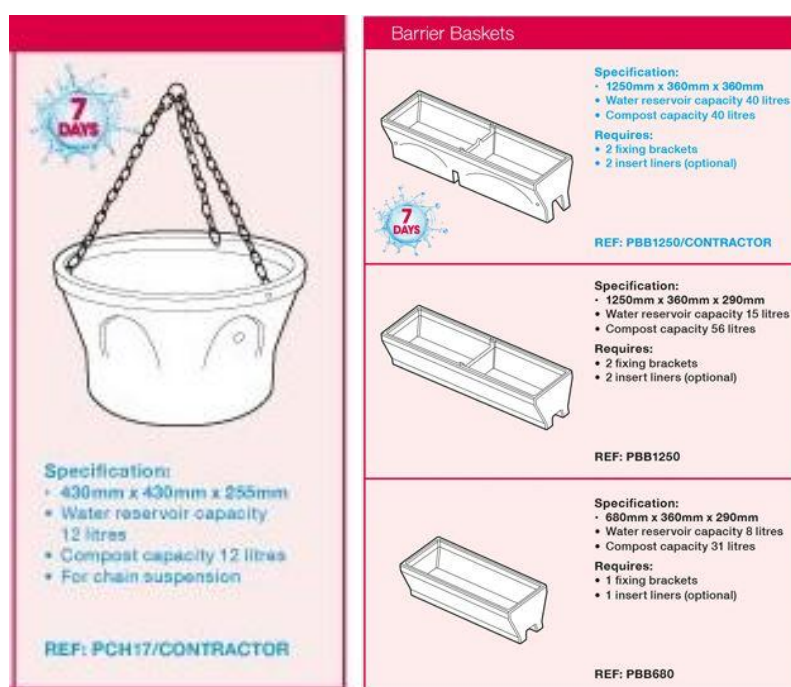
We thank you for your enquiry and have pleasure in confirming prices as follows:

Quantity	Part No.	Name	Unit price	Tax	Amount
36	PCH17-BCP	Hanging Basket 430mm Black Contractor Planted	£37.00	20 %	£1,332.00
6	PBB1250-CON-BP	Barrier Basket 1250mm Black Contractor Planted	£112.00	20 %	£672.00
1	ONCEAWEEK	Once a week watering of Plants for Summer 2026	£2,157.00	20 %	£2,157.00
1	CARRIAGE	Carriage: Deliver, Install, Remove & Collect	£460.00	20 %	£460.00

Subtotal: £4,621.00

VAT: £924.20

Total: £5,545.20



Our Planters have a large integral water reservoir enabling them to go 7 days without the need to re-fill their reservoir with nutrient enriched water, this saves money by reducing the number of times crews have to go out to water them, also reducing the amount of water wasted and the corresponding impact to the environment. All our black planters are made from tough and maintenance free, recycled polyethylene, that does not fade and is resistant to the effects of UV light. All scrapped and damaged planters can, in turn, be recycled.

For the summer, we can deliver and install the fully planted planters in June and then we collect them in October. We may also be able to offer our once a week watering and feeding service, ensuring the plants grow into blooms that cover the planter. In the few occasions where we experience weeks of constant hot dry weather and we feel the plants are beginning to be stressed, we will revisit the planters mid week to top up the reservoir and sprinkle water directly on the Peat Free compost.





Appendix 2:

Estimate

ADDRESS
Raunds Town Council
clerk@raunds-tc.gov.uk

ESTIMATE 1156
DATE 21/07/2025

DESCRIPTION	QTY	RATE	AMOUNT
Hanging Baskets & Boxes Raunds Town Hall Front & High Street Use Council owned self watering baskets. Supply & Plant with Professional compost, Mixed Geraniums x 3 Helichrysum x 1 Purchased locally via Hillside Nursery Finedon. Plant March and maintain indoors. Install May time (Weather Dependent) Water weekly Water soluble fertiliser every 3 weeks. Take down at the end of season. Based on a normal temperature growing year. Any additional watering over the weekly would be extra approximately £75+VAT RAUNDS Town Council to provide water. Remove and Dispose of old compost, plants at the end of season.	1	4,700.00	4,700.00
SUBTOTAL			4,700.00
VAT TOTAL			940.00
TOTAL			£5,640.00
VAT SUMMARY			
	RATE	VAT	NET
	VAT @ 20%	940.00	4,700.00

Accepted By

Accepted Date

ELR 14.25 Speed Watch

As a community, 83 Police warning letters were generated and posted out to the registered keepers of vehicles that were detected.

Detailed breakdown below:

CSW breakdown		Column Labels						
Row Labels	Letters sent	CES Complaint/Missread	CES Duplicate	CES Incorrect details	CES Lease/Hire/Foreign	CES Missing Information	CES Vehicle sold	Grand Total
5059								
Chelveston Road, Raunds								
14/04/2025 10:45	8				1			9
25/04/2025 11:46	10			2	3	3		18
5060								
Stanwick Road, Raunds								
08/04/2025 10:55	17	1		1		1		20
24/04/2025 10:50	19		1	2	2		1	25
5061								
London Road, Raunds								
11/04/2025 14:39	11	1		1	1			14
30/04/2025 12:05	18	1		2	1		1	23
Grand Total	83	3	1	8	8	4	2	109



RAUNDS TOWN COUNCIL

Report to: ELR Committee
29th July 2025

Marshalls Road Bus Shelter
Agenda item: ELR16.25

Summary:

To consider adopting a bus shelter on Marshalls Road and installing a Living Roof on the shelter.

Attachments:

1.0

Summary:

North Northamptonshire Council has offered Raunds Town Council the opportunity to adopt a bus shelter on Marshalls Road, near the junction with London Road. If adopted, the Town Council would have the option to install a living roof on the shelter. This initiative, along with regular maintenance, would not only benefit bus shelter users but also promote and enhance biodiversity in Raunds, aligning with our existing Biodiversity Policy.

Eaton Wooden Bus Shelter

The Bus Shelter is made from hardwood and can be cleaned with glass cleaner, or with soap, water and chamois leather. "Sikkens" brand of wood stains is recommended for ongoing maintenance because of its high performance, durability and appearance.

As per the photos below, the Bus Shelter is in good overall condition but requires a clean.





2.0	Financial Implications: Installation of a Living Roof, consistent with those previously installed by the Council at Marshalls Road Car Park Bus Shelter.  Quote: £650 + VAT There is provision in the budget under Projects 320 / 4874 Biodiversity £5000 is budgeted for the financial year 2025/26, £567 has been spent therefore £4433 is remaining. 3.0 Recommendations: That the Committee reviews the report and determines: (i) Whether to adopt the bus shelter on Marshalls Road; (ii) Whether to approve the installation of a living roof on the bus shelter for £650 +VAT.
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Implications:		
Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Local Government (Miscellaneous Provisions) Act 1953	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Nicola Joy – Assistant Clerk		
Date: 15 th July 2025		



RAUNDS TOWN COUNCIL

Report to: Environment, Leisure and Recreation Committee
29th July 2025

Asset Management Software
Agenda item: ELR17.25

Summary:

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

Attachments:

1.0 Summary:

Currently, the Council's asset management processes are fragmented and inefficient. The assets are recorded across numerous disparate documents and excel spreadsheets, stored in various locations on the Council's database.

Daily Skate Park inspections and weekly park/play area checks are paper based, requiring manual input into spreadsheets by the assistant clerk.

Similarly, resident queries and reports come in via phone and email and are handled by different staff members, leading to scattered information, making it hard to track progress and provide updates.

This fragmented approach makes it challenging to effectively prioritise and track the progress of maintenance issues across all Council assets.

An Asset Management Software solution would centralise and simplify these operations by providing:

- **Mobile-Friendly Reporting:** Ability to complete inspections on-site using a mobile-friendly system. This will enable immediate upload of location data, photographs, and detailed fault descriptions.
- **Centralised Access and Scheduling:** Ability for office staff to easily access inspection reports and fault details, allowing them to schedule internal repairs or request external quotes.
- **Comprehensive Reporting Capabilities:** Ability to generate detailed reports, enabling proactive management and tracking of all outstanding works and repairs.
- **Complete Asset Inventory and Mapping:** All Council assets, including land, buildings, play equipment, lampposts, grit bins, trees, dog bins, waste bins, CCTV, benches, and noticeboards, comprehensively listed and mapped.
- **Enhanced Visibility:** Clear visibility into the condition of all assets and their ongoing maintenance requirements.

Implementation of Asset Management Software will lead to a reduction in paper usage, increased staff efficiency, improved transparency, and more robust record-keeping for all Council assets in a central location.

Comparison Summary:

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Inspection and checklist functionality	✓	✓	✓	✓
Mobile app for field work	✓	✓	✓	✓
Photo documentation features	✓	✓	✓	✓
Document storage capabilities	✓	✓	✓	✓
Automated reminders and notifications	✓	✓	✓	✓
Manitenace Reports	✓	✓	✓	✓

Designed for council assets/needs	✗	✓	✓	✓
Mapping capabilities	✗	✓	✓	✓
Asset lifecycle management	✗	✓	✓	✓
Resident reporting and web forms	✗	✗	✗	✓
Number of Users	5	Unlimited	Unlimited	Unlimited
What training is included and cost	Free Help desk, online videos	Free online zoom training, online videos, email support and AI chatbot	£990 Onsite and offsite consultancy to support project delivery. Includes project management, platform configuration, and training.	£990 Onsite and offsite consultancy to support project delivery. Includes project management, platform configuration, and training.

Option 1: SafetyCulture

Overview: An American based safety and quality management platform with inspection capabilities.

Description: A CMMS (Computerised Maintenance Management System) solution primarily focused on safety inspections and compliance checks. It offers basic inspection templates and tracking.

- Strong inspection and checklist functionality.
- Easy to use Mobile app for field work.
- Document storage capabilities.
- Good photo documentation features.
- Limited asset lifecycle management.
- Charges per user.
- Not specifically designed for council assets.
- Lacks dedicated mapping capabilities for dispersed assets.
- Requires lengthy custom setup for council-specific compliance.
- Limited financial planning tools for asset replacement.
- Primarily focused on inspections rather than full asset management.

While SafetyCulture excels at inspections, it lacks the comprehensive asset management capabilities councils need. It's good for safety inspections but without the system to track what happens with those inspection results over time or plan for future asset needs. All inspection forms and assets have to be added and set up manually by staff.

Option 2: Civic.ly

Overview: A newly established English based company which provides a purpose-built asset management system designed specifically for town and parish councils.

Description: A purpose-built daily operational platform, which integrates advanced mapping, comprehensive asset documentation, and intelligent task management into a single, intuitive interface. The system connects all stakeholders, office staff, maintenance teams, and contractors—through a notification engine that ensures critical tasks are never overlooked. With

Civic.ly, councils can effectively manage all their assets while maintaining compliance with relevant regulations, all without the complexity of enterprise solutions or the limitations of generic tools.

- Complete management of inspections, maintenance, and defects in one system.
- Automated reminders and notifications for critical tasks.
- Built-in awareness of all regulations related to health and safety.
- Built-in routine and operational checklists for inspections.
- Geographical mapping with GPS photo integration.
- Serves office staff, maintenance teams and contractors from a single platform.
- AI-powered asset classification and visual condition assessments.
- User-friendly mobile interface for field work.
- Asset lifecycle management with financial planning tools.

Civic.ly addresses the specific challenges town and parish councils face in managing diverse public assets across multiple locations. It offers a good solution for the Council's needs with a balance of advanced mapping capabilities, comprehensive inspections with photo documentation, and smart task management, all tied together with a reminders and notifications system.

The system does not yet have a customer portal for residents to report, they plan to add this next year, along with QR codes. This will be a paid add-on, but if the Council join Civic.ly this summer / early autumn, it will be free of charge in exchange for recommendations to other councils.

Option 3 and 4: Abavus Ltd

Overview: An English based company established in 2007 which provides a purpose-built asset management system designed specifically for town and parish councils.

Description:

Option 3: Provides functionality enabling full digitisation, processing and management of core workflow processes. This includes Asset Management, Mobile Working, and associated Tasks, bringing them onto a secure digital platform accessible remotely to improve efficiency and productivity.

- Assets Module with Tasks and Analytics, providing full Asset Management and Task capability.
- Mobile Working and Inspection Management, enabling staff to conduct and record work on-site, sending and receiving updates to and from the back-office.
- GIS, one (1) shape or boundary file to be used on the platform at no cost. Further files will incur costs.

Option 4: Provides functionality enabling full digitisation, end-to-end processing and management of core workflow processes. This includes Asset Management, Mobile Working, and associated Tasks. In addition, we will also be providing a customer-facing Customer Portal and Web Forms, as well as a back-office Service Desk, enabling reactive and scheduled work to be managed throughout the lifecycle of a service request.

- Customer Portal providing a bespoke Customer Portal branded to the authority style guide.
- Ability to deploy customised Web Forms on the platform.
- Service Desk and Analytics providing repository for all service requests submitted, with supporting analytical reporting.
- Assets Module and Tasks providing full Asset Management and Tasks capability.
- Mobile Working and Inspection Management enabling staff to conduct and record work on-site, sending and receiving updates to and from the back-office.
- Task Management providing functionality for reactive and scheduled tasks to be created and managed within the system.
- GIS, one (1) shape or boundary file to be used on the platform at no cost. Further files will incur costs.

The primary distinction between Option 3 and Option 4 lies in the Customer Portal. This feature can be integrated into the Council's existing website, Town App, and social media channels, making it easy for residents to report faults.

When a resident reports an issue, the system determines the responsible party. For example, a pothole report will automatically direct the resident to North Northamptonshire Council. However, if the report concerns faults on Council land or issues with play equipment, it will be routed directly to the service desk for the office to promptly action. Option 4 also provides Web Forms, enabling the Council to offer online booking forms for event/market pitches, weddings, Saxon Hall, and Cemetery services.

With Option 4 in particular, by consolidating asset data, inspection reports and resident communications into a secure, access-controlled system, the Council will significantly improve its compliance with the General Data Protection Regulation (GDPR). The current approach of storing personal data in emails, paper records, and other unsecured documents increases the risk of data breaches, loss, or unauthorised access.

Another key difference to consider is the level of setup support provided. Abavus Ltd offers comprehensive assistance with initial setup, including creating forms and adding assets. In contrast, Safety Culture and Civic.ly do not provide setup support; they only offer training on how to use their systems.

2.0 Financial Implications:

TOTAL cost per annum	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Year 1	£1,200	£4,140	£4,490*	£4,985*
Year 2	£1,200	£4,140	£3,500	£4,995
Year 3	£1,200	£4,140	£3,500	£4,995

* Inc set up and training cost

The Council had set aside £5,000 in Earmarked Reserve 340 Gardening for new gardening equipment. However, the 2024/2025 revenue budget had sufficient funds to cover these purchases. Therefore, the council has the option to repurpose these funds to cover the first year of the Asset Management Software costs.

3.0 Recommendation to Full Council

It is recommended that the Committee reviews the report and recommends to Full Council:

- (i) To approve the purchase of Option 4 from Abavus Ltd as the preferred Asset Management Software solution.; and
- (iii) To make provision within the 2026/2027 budget for the ongoing annual subscription cost.

Implications:

Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Health and Safety Act 1974, UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Nicola Joy – Assistant Clerk		Date: 21 st July 2025

ELR18.25 - 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.	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.																																																																				



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

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 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

To be reviewed biennially.