



# RAUNDS TOWN COUNCIL

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

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3 May 2023

Dear Councillor,

You are summoned to attend a meeting of the **Raunds Town Council** to be held in **The Council Chamber, The Hall, Thorpe Street**, Raunds, on **Tuesday 9<sup>th</sup> May 2023 at 7.30pm.**

***Press and Public welcome however please do advise the Clerk if you are attending to ensure adequate space is made available.***

*Mr Steve Tucker*

Mr Steve Tucker  
Clerk to the Council.

## AGENDA

**Prior to opening the meeting Cllr Richard Levell will address the meeting to make his remarks as the retiring Mayor and present a cheque to representatives from his chosen charities, East Northamptonshire First Responders and Raunds Foodbank.**

- FC1.23 Election of Town Mayor & Signing of Declaration of Acceptance of Office.**
- FC2.23 Election of Deputy Mayor & Signing of Declaration of Acceptance of Office.**
- FC3.23 To receive apologies for absence.**
- FC4.23 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- FC5.23 Notification of members questions in compliance with the council's standing orders.**
- FC6.23 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 LEAVE THE MEETING FOR THAT ITEM.

- FC7.23 Minutes:** to confirm the minutes of the Council meeting held 11 April 2023. (Copy herewith.) (Pages 3-7)

**FC8.23 Committee Minutes:** To receive the minutes of the following Committees:

- [Planning Committee](#) held on Tuesday 25 April 2023. (Draft) (Pages 8-11)

**FC9.23 Appointments to Committees and External Bodies:** To confirm appointments to Committees and External Bodies for 2023/24 (Report herewith.) (Pages 12-14)

**FC10.23 Schedule of Meetings 2023/24:** To approve the schedule of Council meetings for the 2023/24 municipal year. (Copy herewith.) (Page 15)

**FC11.23 Direct Debit Payments:** To approve the list of payments to be made via Direct Debit. (To Follow.)

**FC12.23 Subscriptions:** To review annual subscription payments. (To Follow.)

**FC13.23 Town Mayor's Address:** The newly-elected Mayor will address the meeting.

**Following the meeting attendees are invited to stay for light refreshments.**

**RAUNDS TOWN COUNCIL MEETING**  
**12 April 2023 at 7.30pm**

**PRESENT:**

Cllr R Levell (Chairman), Cllr P Byrne, Cllr B Cross, Cllr O Curtis, Cllr A Fernley, Cllr H Howell, Cllr M Levell, Cllr T Swailes and Cllr L Wilkes.

**IN ATTENDANCE:**

S Tucker, Clerk (Minutes)  
 N Joy, Assistant Clerk  
 S Smart, Operations Manager

**ALSO PRESENT:**

One Member of the public.

**704.22 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr R Beattie and Cllr D Hughes.

**705.22 PUBLIC PARTICIPATION**

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

**None received.**

**706.22 QUESTIONS FROM MEMBERS**

**None received.**

**707.22 DECLARATIONS OF INTEREST**

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

Cllr T Swailes declared a non-pecuniary interest in agenda item 721.22, as a family member of an individual employed by a tenant currently leasing two Town Hall offices.

**708.22 Minutes:** To confirm the minutes of the Full Council meeting held on 14 March 2023.

**RESOLVED** that the minutes of the Full Council meeting held on 14 March 2023 be confirmed as a true record.

**709.22 Committee Minutes:** To receive the minutes of the following Committee Meetings:

- (i) **Environment, Leisure and Recreation Committee** held on 23 March 2023 (Including recommendations at Items 677.22 & 678.22)

**RESOLVED that:**

- (i) **The minutes of the Environment, Leisure and Recreation Committee held on 23 March 2023 be noted;**
- (ii) **The Gritting Policy, as amended, be re-adopted; and**
- (iii) **The Sports Club (User Agreement) Policy be disappplied.**

**710.22 Mayor's Report:** To receive the Mayor's report.

The Mayor provided an overview of recent engagements attended.

**RESOLVED that the digest of Mayoral activities for March 2023 be noted.**

**711.22 Unitary Councillor's Report:** To receive reports from Unitary Councillors.

The attention of members was drawn to the recent edition of North Northamptonshire Council (NNC) Leader's Report.

It was noted that NNC's most recent Full Council meeting had approved reforms to the Planning service scheme of delegation and committee structure, including an amendment to increase the proposed call-in period from 21 to 25 calendar days to allow more time for Town and Parish Councils to liaise with NNC Ward Members. It was noted that the Town Council meeting schedule for the next municipal year would benefit from spacing Full Council and Planning Committee meetings two weeks apart in order to avoid the chances of a potentially significant application missing the call-in option as a result of time constraints.

**RESOLVED that the report be noted.**

**712.22 Community Orchard Signage:** To consider designs for signage to be displayed on the new Community Orchard information boards at Amos Lawrence.

Members reviewed the designs for Community Orchard signage and fed back their preferences on the colour, wording and positioning of content options to the Operations Manager. It was requested that a proof check be carried out to address some minor typographical errors.

It was agreed that Officers be requested to apply the required changes and then circulate the final version to all Members by email.

**RESOLVED that the proposed Community Orchard signage be approved, subject to application of the tabled amendments and the opportunity for all Members to review the final version.**

**713.22 Application for Grant Funding:** To consider an application for grant funding from 1<sup>st</sup> Raunds Methodist Guides and 1<sup>st</sup> Raunds Methodist Rangers.

The Council gave consideration to the application for grant funding towards the purchase of replacement tents for the guide unit. Sharon Priest attended on behalf of the organisation to present the application and explain how the funding would benefit their user groups and the wider community. It was advised that should the organisation require additional funding to meet the cost of purchasing the equipment, they could also apply to their NNC Ward Members for empowerment funding.

**RESOLVED that a grant of £300 be approved.**

**714.22 King's Coronation Commemorative Coin:** To consider a request from the Events Committee to purchase King's Coronation Commemorative Coins to give to Raunds nursery and school children.

The Council gave consideration to the proposal and received a summary of the rationale behind it from the Vice-Chairman of Events Committee. The idea to provide a commemorative coin was broadly supported by Members, although it was considered that subject to confirmed pupil numbers and budgetary constraints, supply might have to be limited only to those children resident in Raunds.

**RESOLVED that the purchase of commemorative coins be approved.**

**715.22 Public Space Protection Orders (PSPOs):** To consider the Council's responses to North Northamptonshire Council's pre-consultation Public Space Protection Order questionnaire.

The Council reviewed the questionnaire and provided responses to enable the Clerk to respond formally on the Town Council's behalf. It was noted that the Dogs Exclusion Order in respect of the Skate Park area at Amos Lawrence was no longer applicable. It was also suggested that 'Dogs on Lead' requirements should be requested in respect of Bassfords and Millfield. A query was raised in respect of whether newly built play areas are automatically added to the list of Dogs Exclusion Orders, which the Operations Manager undertook to check.

**RESOLVED that the Clerk be instructed to formally respond to the questionnaire on behalf of the Town Council.**

**716.22 Saxon Hall Hearing Loop:** To consider installation of a hearing loop system for Saxon Hall.

The Council reviewed the quotations obtained but considered that for the level of investment required neither solution could adequately service the needs of the Council or Saxon Hall users. It was noted that the facility already possesses a high specification AV system, therefore investment towards a suite of compatible microphones to provide improved coverage and flexibility of use was a better option. The Operations Manager undertook to investigate and obtain quotations to bring these back to the appropriate meeting for consideration.

It was recommended that the Saxon Hall terms and conditions be updated to make it clear that there is no hearing loop system in operation.

**RESOLVED not to proceed with the installation of a hearing loop system for Saxon Hall.**

**717.22 Mobile Card Reader:** To consider procuring two mobile card readers to take card and telephone payments.

The Council reviewed the quotations obtained for mobile card payment terminals and determined that Quote 3 provided the required functionality at the best value.

**RESOLVED to proceed with Quote 3 for procurement of two mobile card reader devices.**

**718.22** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

**RESOLVED to exclude the press and public from the remainder of the meeting.**

**719.22 Clerk's Update Report:** To receive a confidential report from the Clerk.

The Clerk presented the confidential report.

Following a discussion, it was

**RESOLVED that the terms of the proposal be accepted and the timeframe for the remedial works be approved.**

**720.22 Printing Contract:** To consider the Council's options for future provision of printing services.

The Clerk presented the confidential report.

Following a discussion, it was

**RESOLVED that Quote 1 for printing services be accepted on a new five-year contract.**

**721.22 Town Hall Update:** To receive a confidential report on the Town Hall.

The Clerk presented the confidential report.

Following a discussion, it was

**RESOLVED that:**

- (i) The revised rental charges to Town Hall tenants be approved; and**
- (ii) A Working Group comprising Cllrs P Byrne, O Curtis, A Fernley, H Howell, M Levell and T Swailes be formed to oversee future Town Hall maintenance and repair workstreams.**

**722.22 Establishment Report:** To receive a confidential report from the Clerk.

The Clerk provided a verbal update on recruitment matters and staff overtime.

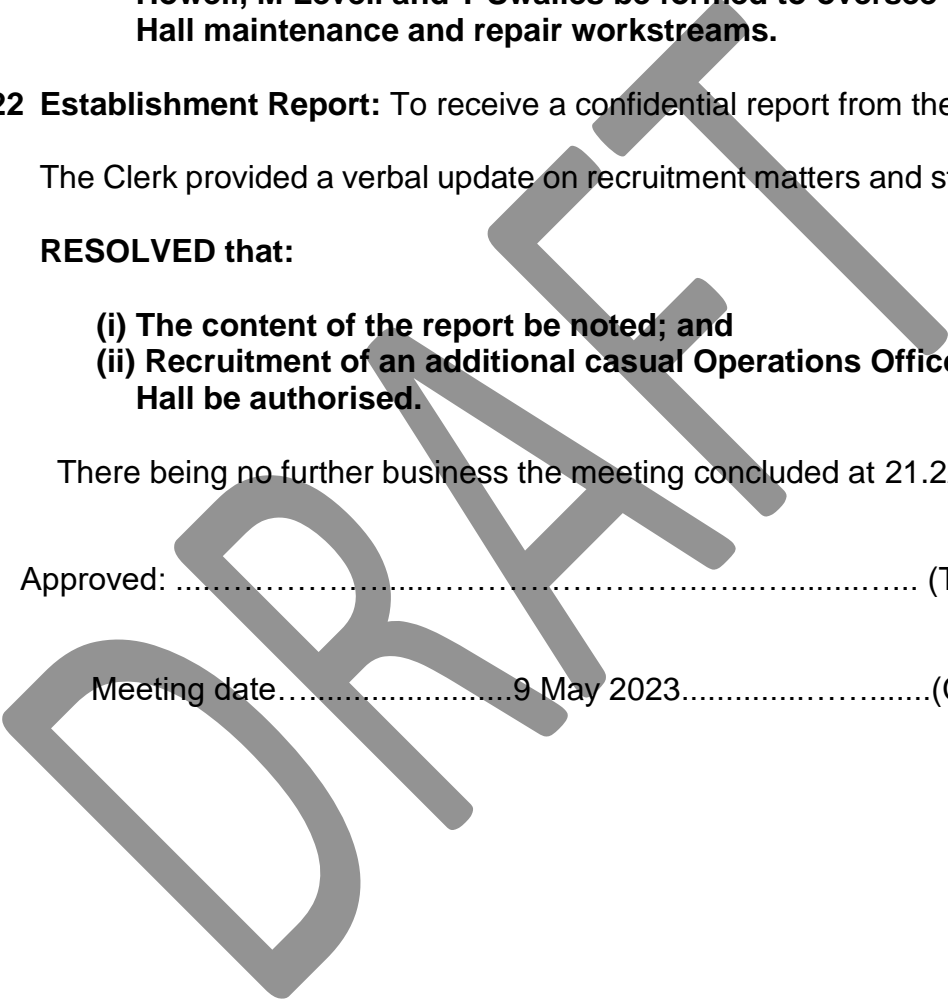
**RESOLVED that:**

- (i) The content of the report be noted; and**
- (ii) Recruitment of an additional casual Operations Officer for Saxon Hall be authorised.**

There being no further business the meeting concluded at 21.22pm.

Approved: ..... (Town Mayor)

Meeting date..... 9 May 2023.....(Council)



**RAUNDS TOWN COUNCIL**

**PLANNING COMMITTEE**

**Minutes: 25 April 2023. Start Time 7:30pm**

**PRESENT:** Cllr T Swailes (Vice Chairman), Cllr O Curtis, Cllr M Levell and Cllr R Levell.

**In Attendance:**

Steve Tucker, Clerk (Minutes)  
Louise Blood – Administrative Assistant

**723.22 To receive any apologies for absence.**

Apologies were received from Cllr R Beattie, Cllr P Byrne, Cllr B Cross, Cllr A Fernley and Cllr L Wilkes

Cllr O Curtis attended as a substitute for Cllr R Beattie.

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

None received.

**725.22 Notification of members questions in compliance with the council's standing orders.**

None received.

**726.22 Declarations of interest:**

None.

**727.22 Minutes:** To confirm the minutes of the Planning Committee meeting held on 30<sup>th</sup> March 2023.

**RESOLVED** to confirm the minutes of the Planning Committee meeting held on 30 March 2023.

**728.22 Planning applications received for consideration:**

NE/23/00282/FUL | Proposal: Change of use of ground floor to retail shop. Change of use of upper floor to residential flat with internal and external alterations. | Location: Spire Works Park Road Raunds Wellingborough NN9 6JL.

**TO BE CONSIDERED WITH:**

NE/23/00283/LBC | Proposal: Change of use of ground floor to retail shop. Change of use of upper floor to residential flat with internal and



external alterations. | Location: Spire Works Park Road Raunds Wellingborough NN9 6JL.

**RESOLVED that Raunds Town Council supports the restoration of the building and its return to use, but objects to the planning application on the grounds that Policy R18 of the Raunds Neighbourhood Plan (Locally Listed Buildings) specifies that development proposals in respect of such buildings will take account of the scale of harm or loss against the significance of the building and its setting. The Council considers that a retail unit conversion would require changes to the façade that would be detrimental to the unique and historic characteristics of the building. In addition, there is insufficient parking provision to accommodate a retail unit and the likely consequence of this will be unsafe on-street and/or pavement parking in a busy residential area, presenting a safety concern to pedestrians and passing traffic.**

NE/23/00305/FUL | Proposal: Erection of garage and home office | Location: 23 Lawson Street Raunds Wellingborough NN9 6NG.

**RESOLVED that Raunds Town Council have no objections.**

NE/23/00274/VAR| Proposal: Variation of condition 4 to allow for access from Brookes Road for agricultural purposes only, in accordance with proposed turning head and track access 18027-SK114, pursuant to 12/01889/VAR. Variation of Condition 4: Removal of the access between Brooks Road and the eastern part of the site so that access to and from this eastern parcel is via Midland Road only. Approved plan CS24675/T/108 to be substituted with revised plan CS 0593-T-001, pursuant to Application 09/01626/OUT - 'Outline application: Proposed Sustainable urban addition to Raunds comprising residential (Use Class C3); residential care facilities (Use Class C2); business (Use Class B1); storage and distribution (Use Class B8); new vehicular and pedestrian access and associated road infrastructure, public open space, landscaping (including flood alleviation measures), and conversion of existing buildings to provide residential (Use Class C3) and/or community facilities (Use Class D1) (All matters reserved except for access)' dated 12.10.09| Location: Land North Of Raunds Fronting Brick Kiln Road North Street Brooks Road And Midland Road Raunds.

**RESOLVED that Raunds Town Council objects to the application on the grounds that the consultee comments from NNC Transport and Highways state that the scheme has not received the correct Section 278 Technical Approval.**

NE/23/00291/FUL | Proposal: Proposed garage with ancillary bedroom and shower room above, and addition of external staircase| Location: Gay Meadows 8 Streather Court Raunds Wellingborough NN9 6DR.

**RESOLVED that Raunds Town Council have no overall objections but recommends that any approval is subject to a condition**

**stipulating that the whole structure should remain for ancillary use.**

NE/23/00397/TPO | Proposal: T1 to T4 lime trees - Raise crowns to the east to 5 metres removing encroaching limbs and reaction growth from previous pruning to allow light into 16 Ramsey Close; T2 and T3 Lime - reduce upper crowns by 4 metres in height to allow more light in to 16 Ramsey Close. | Location: Pantiles London Road Raunds Wellingborough NN9 6EQ.

**RESOLVED that Raunds Town Council have no objections, subject to adherence to the requirements of the Planning Authority Tree Officer.**

**729.22 Planning appeals:**

None.

**730.22 Planning permissions granted:**

NE/22/01435/FUL | Location: 1 De Ferneus Drive, Raunds, Wellingborough, NN9 6SU | Description: Erection of single storey side and rear extension.

NE/23/00081/FUL | Location: 101 Windmill Lane, Raunds, Wellingborough, NN9 6SJ | Description: Single storey front and rear extension with conversion of existing garage to a habitable room.

NE/23/00121/FUL | Location: 18 Chamberlain Way, Raunds, Wellingborough, NN9 6UE | Description: First floor extension and loft conversion.

**Members noted the planning permissions granted.**

**731.22 Planning permissions refused:**

None received.

**732.22 Planning applications withdrawn:**

None received.

**733.22 Planning applications referred to NNC planning management committee:**

None received.

**734.22 Amended planning application:**

20/01453/OUT | Proposal: Outline Planning Application for a Sustainable Urban Extension comprising residential development of up to 2,200 dwellings (Class C3), residential institution (Class C2), up to 110,000 square metres of employment development (Classes B2

(General Industrial), B8 (Storage and Distribution), E (comprising Office, Research and Development of Products or Processes and Industrial Processes)), two local centres, two primary schools, one secondary school, details of the principal accesses from A6 /John Clark Way roundabout and Newton Road, secondary vehicular and non-vehicular accesses, public open space including Suitable Alternative Natural Greenspace, cemetery, allotments, noise mitigation features, drainage, primary sub-station utilities apparatus and associated engineering works, demolition of existing buildings, earthworks and ground remodelling (All Matters reserved except Access) at Rushden East Urban Extension Liberty Way Rushden Northamptonshire.

**RESOLVED that Raunds Town Council have no objections.**

**735.22 Application received for prior notification:**

None received.

**736.22 Items not requiring planning consent:**

None received.

**737.22 Consultations:**

Regulation 18 North Northamptonshire Gypsy and Traveller Local Plan (Information herewith)

**RESOLVED that the consultation documents be noted and that members be reminded of their entitlement to submit their individual responses as desired.**

Street Naming and Numbering Application - Site E, off Brick Kiln Road, Raunds (Information herewith)

**RESOLVED that the following suggestions be made to the Street Naming and Numbering Authority, in order of preference:**

- (i) **Coronation Street (or any similar variation i.e. Coronation Road/Way/Close etc);**
- (ii) **Charles Street (or any similar variation);**
- (iii) **Windsor Way (or any similar variation).**

**738.22 Planning enquiries:**

None received.

There being no further business the meeting closed at 20.28pm.

Confirmed: ..... (Chairman)

Meeting date: .....23 May 2023..... (Committee)



# RAUNDS TOWN COUNCIL

Report to: Full Council  
9<sup>th</sup> May 2023

Appointments to Committees and External Bodies  
Agenda item: FC9.23

**Summary:**

To confirm appointments to Committees and External Bodies for 2023/24.

**Attachments:**

None.

1.0

**Summary:**

The proposed appointments to Committees and External Bodies for 2023/24 are as follows:

**Environment, Leisure and Recreation Committee (7)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Rosalie Beattie

Cllr Ollie Curtis

Cllr Adam Fernley

Cllr Kirk Harrison

Cllr Dudley Hughes

**Events Committee (7)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Ollie Curtis

Cllr Adam Fernley

Cllr Magdalena Levell

Cllr Richard Levell

Cllr Trevor Swailes

**Planning Committee (6)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Rosalie Beattie

Cllr Bill Cross

Cllr Magdalena Levell

Cllr Trevor Swailes

**Finance Committee (7)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Bill Cross

Cllr Kirk Harrison

Cllr Helen Howell

Cllr Dudley Hughes

Cllr Richard Levell

**Personnel Committee (8)**

Mayor – Ex Officio

Deputy Mayor – Ex Officio

Cllr Rosalie Beattie

Cllr Bill Cross

Cllr Kirk Harrison

Cllr Helen Howell

Cllr Dudley Hughes

Cllr Magdalena Levell

**External Body (7)**

Joint Action Group (JAG) (1)

VACANT

NCALC Police Liaison Representative (PLR) (1)

VACANT

Ringstead Grange Liaison Group (1)

Cllr Bill Cross

East Northants South Local Area Partnership  
(LAP) Representative (1)

VACANT

Grounds Maintenance Consortium (1)

Cllr Bill Cross

Raunds United Charities (2)

Cllr Ollie Curtis

Cllr Richard Levell

St Peter's Enterprise Community Centre (1)

Cllr Paul Byrne

2.0

**Recommendations:**

- (i) That the appointments to Committees and External Bodies for 2023/24 be approved; and
- (ii) That nominations be invited to represent the Council on those Outside Bodies where there are current vacancies.

**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	X
	There will be financial implications – see paragraph 2.0	
	There is provision within the budget	
	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:	
<b>Person originating this report:</b> Steve Tucker, Town Clerk		
<b>Date:</b> 03 May 2023		



# RAUNDS TOWN COUNCIL - CALENDAR OF MEETINGS

## 2023/24

Committee	MEETING DATE												
	2023								2024				
	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>COUNCIL</b> Tuesday 7.30pm	9 <sup>th</sup> (AGM)	13 <sup>th</sup>	11 <sup>th</sup>		12 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>	9 <sup>th</sup> (BP)	13 <sup>th</sup>	12 <sup>th</sup>	9 <sup>th</sup>	14 <sup>th</sup> (AGM)
<b>PLANNING COMMITTEE</b> Tuesday 7.30pm	23 <sup>rd</sup>	27 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>	26 <sup>th</sup>	24 <sup>th</sup>	28 <sup>th</sup>	19 <sup>th</sup>	23 <sup>rd</sup>	27 <sup>th</sup>	26 <sup>th</sup>	23 <sup>rd</sup>	
<b>FINANCE COMMITTEE</b> Thursday 7.30pm	2 <sup>nd</sup>		6 <sup>th</sup>		7 <sup>th</sup>	26 <sup>th*</sup>		7 <sup>th</sup> (B)		1 <sup>st</sup>		4 <sup>th</sup>	
<b>EVENTS COMMITTEE</b> Tuesday 7.30pm	16 <sup>th</sup>	20 <sup>th</sup>			19 <sup>th</sup>	17 <sup>th</sup>	7 <sup>th*</sup>		30 <sup>th</sup>		5 <sup>th</sup>	2 <sup>nd</sup>	
<b>PERSONNEL COMMITTEE</b> Thursday 7.30am		22 <sup>nd</sup>					9 <sup>th*</sup>		25 <sup>th</sup>		28 <sup>th</sup>		
<b>ENVIRONMENT, LEISURE &amp; RECREATION COMMITTEE</b> Tuesday 7.30pm	30 <sup>th</sup>		18 <sup>th</sup>			31 <sup>st*</sup>			16 <sup>th</sup>			16 <sup>th</sup>	
<b>OTHER</b>		6 <sup>th</sup> (ATI)										25 <sup>th</sup> (ATA)	
<b>Key to Symbols:</b> AGM = Annual General Meeting & Mayor Making ATA = Annual Town Assembly ATI = Annual Town Inspection (6pm) * = Committee Budget Setting B = Draft Budget (Finance Committee) BP = Budget & Precept (Council)		<b>Bank &amp; Public Holidays</b> 2023 – 1 <sup>st</sup> , 8 <sup>th</sup> & 29 <sup>th</sup> May, 28 <sup>th</sup> August, 25 <sup>th</sup> & 26 <sup>th</sup> December 2024 – 1 <sup>st</sup> January, 29 <sup>th</sup> March, 1 <sup>st</sup> April, 6 <sup>th</sup> & 27 <sup>th</sup> May <b>Notable Dates</b> May 2024 – General Election (tbc)											