



# RAUNDS TOWN COUNCIL

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

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5 February 2025

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 11<sup>th</sup> February 2025 at 7.30pm.**

*Press and Public welcome.*

*Mr Steve Tucker*

Mr Steve Tucker  
Clerk to the Council.

## AGENDA

- FC129.24** To receive apologies for absence.
- FC130.24** Notification of requests from members of the public to address the meeting in compliance with adopted protocol.
- FC131.24** Notification of members questions in compliance with the council's standing orders.
- FC132.24** **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 LEAVE THE MEETING FOR THAT ITEM.
- FC133.24** **Council Minutes:** To confirm the minutes of the following Council meetings:
- **Full Council** meeting held on Tuesday 14 January 2025 (Draft) (Copy herewith) (Pages 4-7)
- FC134.24** **Committee Minutes:** To receive the minutes of the following Committees:
- **Planning Committee** held on Thursday 23 January 2025 (Draft) (Copy herewith) (Pages 8-10)
  - **Finance Committee** held on Tuesday 28 January 2025 (Draft) (Copy herewith) (Pages 11-21)
  - **Environment, Leisure and Recreation Committee** held on Tuesday 4 February 2025 (Draft) (Copy herewith) (Pages 22-27)

- FC135.24 Mayor's Report:** To receive the Mayor's report. (Copy herewith) (Page 28)
- FC136.24 Unitary Councillors Report:** To receive reports from Unitary Councillors. (Verbal update)
- FC137.24 Planning Applications Received for Consideration:** (Copy herewith) (Pages 29-32)

NE/24/01260/REM | **Proposal:** Approval of Reserved Matters. Reserved Matters: Appearance, landscaping, layout, and scale pursuant to application 20/00347/OUT: Outline: Residential development for up to 21 dwellings and access (All matters reserved except Access) Outline application was not EIA development | **Location:** Hillside Brick Kiln Road Raunds Wellingborough NN9 6HY

NE/22/00698/OUT | **Proposal:** Hybrid planning application comprising: Full planning application for the construction of a storage and distribution unit (Development Plot 1) (Use Class B8) with ancillary offices (Use Class E); creation of a principal estate road (including bus stop) and new access from the A605; construction and emergency access; highways improvements to Huntingdon Road and A605 roundabout and at Junction 13 of the A14; strategic green infrastructure; vehicular and cycle parking; pedestrian infrastructure; hardstanding; circulation areas; lighting infrastructure and all other ancillary, enabling and associated works including landscaping, drainage, earthworks, sub-station and boundary treatment. And - Outline planning application with all matters reserved for an employment park comprising Class B2, B8 and E uses with ancillary offices; creation of a new access from Oundle Road; vehicular and cycle parking; pedestrian infrastructure; hardstanding; circulation areas; lighting infrastructure and all other ancillary, enabling and associated works including landscaping, drainage, earthworks and boundary treatment. | **Location:** Land Adjacent Haldens Parkway Thrapston

- FC138.24 Application for Hire of Open Space:** To consider an application from Raunds Cricket Club to hire Bassfords Recreation Ground for its annual firework display. (Copy herewith) (Pages 33-35)
- FC139.24 Pedestrian Crossing Request:** To consider whether to support a request to the highway authority for a new pedestrian crossing on Brick Kiln Road. (Copy herewith) (Page 36-40)
- FC140.24** *The press and public will be excluded from the following agenda item(s) due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*
- FC141.24 Clerk's Update Report:** To receive a confidential report from the Clerk. (Report herewith) (Pages 41-42)

- FC142.24**      **Establishment Report:** To receive a confidential report from the Clerk (Report herewith) (Pages 43-44)
- FC143.24**      **Raunds Skate Park Update:** To receive an update on the construction of Raunds Skate Park (Report herewith) (Pages 45-47)
- FC144.24**      **Perimeter Land at Warth Park:** To consider an outstanding requirement of the Section 106 Agreement relating to Roxhill Howdens Phase 2 scheme (Copy herewith) (Pages 48-68)
- FC145.24**      **Grounds Maintenance Contract 2025-2030:** To review tenders received and approve the award of a five-year grounds maintenance contract to cover the period April 2025 - March 2030. (Report herewith) (Pages 69-100)

**RAUNDS TOWN COUNCIL MEETING**  
**14 January 2025 at 7.30pm**

**PRESENT:**

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

**IN ATTENDANCE:**

S Tucker, Clerk (Minutes)

1 Member of the Public

**FC116.24 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr O Curtis, Cllr D Hughes and Cllr T Swailes.

**FC117.24 PUBLIC PARTICIPATION**

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

A representative of Raunds Town Youth Football Club attended to speak upon agenda item FC124.24.

**FC118.24 QUESTIONS FROM MEMBERS**

**None received.**

**FC119.24 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.

**None.**

**RESOLVED** that in accordance with Standing Order 4a, the order of business be amended as set out in the minutes.

**FC120.24 Planning Applications Received for Consideration:**

Cllr L Wilkes left the Chamber for the duration of the item and did not take part in the debate or vote thereon.

NE/24/01145/FUL | **Proposal:** Full Planning Permission. Installation of 3 containers to be used for changing room and toilet facilities, following the

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demolition of the old building which was destroyed due to an arson attack. (Section 81 E/24/0024/DN) | **Location:** Amos Lawrence Park Stanwick Road Raunds Wellingborough NN9 6DG

The Council considered the application for permission to install three containers to be used as changing room and toilet facilities at Amos Lawrence Park, following the demolition of the former facilities. The Chairman of Raunds Town Youth Football Club spoke in support of the application and responded to a number of member questions.

Members expressed support for the application, subject to the containers being designed to blend in with the surrounding environment, and appropriate arrangements being made for the regular emptying of the cesspit to ensure compliance with health and safety standards once the toilet facilities become operational.

**RESOLVED that Raunds Town Council supports the application, subject to:**

- (i) **The proposed container units being designed and finished to blend harmoniously with the surrounding environment, ensuring minimal visual impact and maintaining the aesthetics of the park; and**
- (ii) **The applicant being advised that, in respect of the toilet facilities to be installed, under the terms of its licence to occupy the land it is obliged to pay all costs associated with the supply and removal of water and sewage utilities to or from the property to the relevant suppliers.**

**FC121.24 Council Minutes:** To confirm the minutes of the following Council meetings:

- [Full Council](#) meeting held on Tuesday 10 December 2024.

**RESOLVED that the minutes of the Full Council meeting held on 10 December 2024 be confirmed as a true record.**

**FC122.24 Committee Minutes:** To receive the minutes of the following Committee meetings:

- [Planning Committee](#) held on Thursday 19 December 2024

**RESOLVED that the minutes of the Planning Committee meeting held on 19 December 2024 be noted.**

- [Events Committee](#) held on Tuesday 7 January 2025.

**RESOLVED that the minutes of the Events Committee meeting held on 7 January 2025 be noted.**

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**FC123.24 Mayor's Report:** To receive the Mayor's report.

**RESOLVED that the digest of Mayoral activities for December 2024 be noted.**

**FC124.24 Unitary Councillors Report:** To receive reports from Unitary Councillors.

Following an extraordinary meeting held on Thursday 9 January, North Northamptonshire Council had agreed to submit an expression of interest to pursue proposals to work with other South Midlands authorities on a devolution bid.

A meeting of the Executive is taking place on Thursday 16 January, at which the Council will be reviewing reports on the Post-Financial Settlement Budget Update and an Active Communities Strategic Framework.

**RESOLVED that the Unitary Councillor reports be noted.**

**FC125.24 Budget & Precept 2025/26:** To confirm the budget and precept requirement for the 2025/26 financial year.

The Council reviewed the detailed draft budget and precept requirement for the financial year 2025/26, as presented in the report. This included an overview of the financial pressures facing the Council, the modest growth in the tax base, and the proposed precept requirement of £662,539, reflecting an overall Council Tax increase of 2.99%.

**RESOLVED that:**

- (i) **A budget of £737,369 for the 2025/26 financial year be approved; and**
- (ii) **A precept requirement of £662,539 for the 2025/26 financial year be approved and formally submitted to North Northamptonshire Council.**

**FC126.24 Raunds Skate Park Update:** To receive an update on the construction of Raunds Skate Park.

The Clerk provided an update on the progress achieved to date on construction of the skate park and pump track, and members were presented with the programme for the remaining works. Consideration was given to a proposed repositioning of the accessible footpath from the car park to the skate park, in order to avoid damage to nearby tree roots.

Members also reviewed initial options for planning an opening event upon completion of the project.

**RESOLVED that:**

- (i) **The progress update and timeline for remaining works be noted;**

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- (ii) **A revised plan incorporating a minor amendment to the route of the accessible footpath be submitted to the planning authority;**
- (iii) **Quotes be obtained for the provision of coaching, demonstrations and entertainment at a future opening event; and**
- (iv) **An application be made to the unitary ward councillors for member empowerment funding towards the cost of running an opening event.**

**FC127.24 Spotlight Newsletter:** To review a draft of the Winter 2024/25 edition of Spotlight newsletter.

The Council reviewed the draft version of the Winter 2024/25 edition of Spotlight newsletter, and provided detailed feedback on the content, formatting, and overall styling of the publication. It was agreed to expand the newsletter by an additional four pages to accommodate the suggested changes and enrich the overall content, with a final draft to be circulated to members before publication.

**RESOLVED that the proposed amendments to the draft newsletter be applied.**

**FC128.24 Annual Town Assembly:** To consider provisional arrangements and promotional artwork for the Annual Town Assembly at Saxon Hall on Thursday 24 April 2025.

The Council reviewed the promotional artwork for the event and selected its preferred design, subject to a number of minor amendments. It was agreed to bring forward the start time of the event to 5.30pm and to adjust the running order of business to increase the engagement of attendees with the items on the agenda.

**RESOLVED that the provisional arrangements for the Annual Town Assembly 2025 be approved.**

There being no further business the meeting closed at 9.48pm.

Approved: ..... (Town Mayor)

Meeting date.....11 February 2025.....(Council)

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**RAUNDS TOWN COUNCIL**

**PLANNING COMMITTEE**

**Minutes: 23<sup>rd</sup> January 2025: Start Time 19:30pm**

**PRESENT:**

Cllr R Beattie, Cllr P Byrne, Cllr B Cross (Chairman), Cllr M Levell and Cllr T Swailes.

**IN ATTENDANCE:**

L Blood, Administrative Assistant (Minutes)

**PLC81.24 To Receive Apologies for Absence.**

None received.

**PLC82.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**PLC83.24 Notification of members questions in compliance with the Council's standing orders.**

None received.

**PLC84.24 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 LEAVE THE MEETING FOR THAT ITEM.

**None.**

**PLC85.24 [Minutes](#):** To confirm the minutes of the Planning Committee meeting held on 19<sup>th</sup> December 2024. (Copy via link) (Pages 14-16)

**RESOLVED that the minutes of the meeting held on 19<sup>th</sup> December 2024 be confirmed as a true record.**

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**PLC86.24 Planning applications received for consideration:**

NE/24/01201/OUT | **Proposal:** Hybrid planning application for the phased comprehensive development of land north of Northampton Road, Rushden: Outline planning permission (all matters reserved except access point and first phase spine road) for Class B2 development; highway works (including provision of a new roundabout on Northampton Road), landscaping areas and associated infrastructure. Full planning permission for a supermarket (Class E), non-food retail unit (Class E), Drive Thru Unit (Class E / Sui Generis), EV Charging Facility (Sui Generis); landscape areas, associated infrastructure and public art. | **Location:** Land North of Northampton Road, Rushden.

**RESOLVED that Raunds Town Council notes the application and acknowledges the potential economic benefits of the proposed development, but has concerns regarding the impact of the additional traffic likely to be generated by the scheme. Specifically, the Town Council shares the concerns raised by members of the public relating to increased traffic flow from Higham Ferrers and Rushden, placing further pressure on local infrastructure, congestion levels, and road safety.**

**PLC87.24 Planning appeals:**

NE/24/00308/FUL | **Appealed By:** Mrs Jenni Garratt | **Proposal:** Erection of wooden cabin to front. | **Site at:** 5 St Peters Court, Raunds.

The above appeal has now been withdrawn and no further action will be taken with regard to its determination.

**PLC88.24 Planning permissions granted:**

None received.

**PLC89.24 Planning permissions refused:**

NE/23/01242/OUT | **Location:** Hillside, Brick Kiln Road, Raunds, Wellingborough, NN9 6HY. | **Description:** Outline: Residential development of up to 86 dwellings (including 27 affordable units) with all matters reserved except access.

**PLC90.24 Planning applications withdrawn:**

None received.

**PLC91.24 Planning applications referred to NNC planning management committee:**

None received.

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**PLC92.24 Amended planning application:**

None received.

**PLC93.24 Application received for prior notification:**

None received.

**PLC94.24 Items not requiring planning consent:**

None received.

**PLC95.24 Consultations:**

None received.

**PLC96.24 Planning enquiries:**

None received.

There being no further business the meeting closed at 19:55pm

Confirmed: ..... (Chairman)

Meeting Date: ..... 18<sup>th</sup> February 2025 ..... (Committee)

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**RAUNDS TOWN COUNCIL**

**FINANCE COMMITTEE**

**Minutes 28 January 2025: Start Time 7.30pm**

**PRESENT**

Cllr P Byrne (Chairman), Cllr B Cross, Cllr H Howell, Cllr D Hughes, Cllr R Levell and Cllr L Wilkes.

**IN ATTENDANCE**

S Tucker, Clerk (Minutes)

**F42.24 To receive apologies for absence:**

None received.

**F43.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol:**

None received.

**F44.24 Notification of members questions in compliance with the council's standing orders:**

None received.

**F45.24 Declarations of Interest:**

None.

**F46.24 [Minutes](#): To confirm the minutes of the Finance Committee meeting held 26 November 2024.**

**RESOLVED to confirm the minutes of the Finance Committee meeting held on 26 November 2024.**

**F47.24 Bank Reconciliations: To approve the bank reconciliations for October, November and December 2024.**

**RESOLVED that the bank reconciliations for October, November and December 2024 be approved.**

**F48.24 Payments for Approval: To approve the payments lists for October, November and December 2024.**

**RESOLVED that the payments lists for October, November and December 2024 be approved.**

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- F49.24 Budget Review:** To review performance against budget to the end of Q3, 31/12/24.

The Committee reviewed the performance against budget to the end of the third quarter and asked questions of the Vice-Chairman and the Clerk.

**RESOLVED that the performance against budget to the end of Q3, 31/12/24 be noted.**

- F50.24 Virement Request:** To consider a virement request from the Environment, Leisure and Recreation Committee.

**RESOLVED that a virement of £3,600 from the Digital Noticeboard Maintenance budget to the Memorials Testing and Repair budget be approved for the purpose of funding shelter coat treatment of the war memorial at St Peter's Church.**

- F51.24 Annual Review of Financial and Risk Management:** To review the Council's financial and risk management processes and risk assessments for recommendation to Full Council.

**RESOLVED that the Financial and Risk Management Assessment, as shown at Appendix 1, be recommended to Full Council for re-adoption without amendment.**

- F52.24 Annual Review of Insurance:** To consider the Council's current arrangements for insurance cover and continuity of its business operations.

The Committee reviewed the Council's existing insurance cover and the measures in place to ensure the continuity of its business operations. Members acknowledged the sufficiency of current arrangements, while also noting the benefit to updating the valuation of Council-owned buildings to ensure that the level of cover reflects current market values.

**RESOLVED that the current arrangements for insurance cover be reaffirmed, subject to commissioning a professional revaluation of Council-owned buildings.**

- F53.24 Policy Review:** To review the Flag Flying Policy.

The Committee reviewed the Flag Flying Policy and considered that it remained fit for purpose, subject to minor amendments as shown at **Appendix 2.**

**RESOLVED that the Flag Flying Policy, as amended, be recommended to Full Council for re-adoption for a further two-year period.**

There being no further business the meeting concluded at 20.11pm.

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Confirmed: ..... (Chairman)

Meeting date: .....29 April 2025.....(Committee)

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# Raunds Town Council's Risk Assessment

**Activity: Financial**

**Date of assessment: January 2025**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p><b>Book Keeping - Record of the Council's income and expenditure.</b> - Inaccurate or failure to maintain records properly could lead to loss of income, overcharging by suppliers or misappropriation of Council funds</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks, with bank reconciliation being the key control check.</p> <p>Annual Review of Financial Regulations.</p> <p>Internal controls: (see Internal Control policy) segregation of duties, compliance with Financial Regulations.</p> <p>Regular reports to Finance Committee.</p>		<p>Clerk, Council</p>		
<p><b>Purchase orders - Best value Accountability</b> Failure to observe Standing Orders and Financial Regulations could lead to improper acquisitions, work awarded incorrectly, overspend on services or breach of Code of Conduct.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Financial Regulations set out the requirements. Review of Financial regulations annually. Normal practice is to seek more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.</p>		<p>Clerk, Finance Committee, Council</p>		

<p><b>Purchase payments - Best value Accountability</b>  Failure to observe Standing Orders and Financial Regulations could lead to overpayment, and inappropriate payments, overspend on services or breach of Code of Conduct</p>	<p>Council's Reputation  Local Tax Payers</p>	<p>Financial Regulations set out the requirements.  Review of Financial regulations annually.</p>		<p>Clerk,  Finance,  Council</p>		
<p><b>Annual Budget - Statement of Council's estimated income and expenditure for each year.</b>  Risk of failure to provide for services to be provided, over/under statement of Precept.</p>	<p>Council's Reputation  Local Tax Payers</p>	<p>Review of Budget by Finance Committee &amp; Council.  Review of Financial regulations annually.</p>		<p>Clerk,  Finance,  Council</p>		
<p><b>Year end accounts - Statement of financial activity of the Council for each year.</b>  Failure to provide an accurate statement of the Council's financial transactions for each year.</p>	<p>Council's Reputation  Local Tax Payers</p>	<p>Review of Year End Accounts by Finance Committee &amp; Council.  Review of Financial Regulations annually.</p>		<p>Clerk,  Finance,  Council</p>		

<p><b>Income Precept and other income received by Council.</b> Lack of controls could result in loss of income, misappropriation of cash.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks. Review of Financial regulations annually.</p>		<p>Clerk, ICC Finance, Council</p>		
<p><b>Petty Cash- Minor operating expenses of the Council.</b> Lack of controls could result in loss of income, misappropriation of cash.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Operate imprest system. Reimbursement must not be carried out by person claiming the funds. Regular Internal Control checks by ICC Review of Financial regulations annually.</p>		<p>Clerk, ICC Finance, Council</p>		
<p><b>Payroll - Payment of wages and salaries to Council employees.</b> Failure to deduct, correct tax and NI contributions, failure to comply with current legislation on employment terms and conditions. Failure to pay correct remuneration.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Payroll outsourced to experts. RTC check on gross pay calculations. Regular Internal Control checks. With clerks gross salary checked monthly by ICC.  Review of Financial regulations annually. Personnel Committee to review terms and conditions.</p>		<p>Clerk, ICC Council</p>		
<p><b>Asset Control - Record of Council's Assets and investments.</b> Failure to maintain or review could result in undervaluing. e.g. insurance</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Review of Asset Register annually - to combine with Insurance review. Inventory check carried out with each payment voucher.</p>		<p>Clerk, Mayor/Deputy Chair/Vice of Finance</p>		



<p><b>Bank Reconciliation - Record of the Council's transactions in respect of income and expenditure.</b> Failure to undertake monthly reconciliation could result in loss of income, inappropriate payments or misappropriation of funds</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks Bank Reconciliation presented to Finance Committee and all checked by ICC Review of Financial regulations annually.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Insurance- Insurance cover provided for Council's financial and other activities.</b> Inadequate cover could lead to financial loss and legal claims against Council</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Review of Insurance Schedule annually &amp; approval by Council required.</p>		<p>Clerk, Mayor/Deputy Chair/Vice of Finance</p>		
<p><b>Financial Records of Council's financial transactions.</b> Failure to ensure safekeeping and updating of records.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks Review of Financial Regulations annually.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Internal Audit - Review of systems and controls implemented by Council.</b> Failure to secure independent internal audit and record audit results.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Internal Audit Review annually.</p>		<p>Clerk, Finance, Council</p>		

<p><b>External Audit - Completion of the Audit Commission process.</b> Failure to comply with statutory requirements for completion and publication of Audit.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Review of Year End Accounts by Finance Committee &amp; Council. Review of Financial Regulations annually.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Business continuity - Council not being able to continue its business due to unexpected circumstances: loss of office accommodation, loss of personnel (sickness or resignation)</b> Loss of offices due to fire, flood etc. Manage loss or long term incapacity of key personnel. Loss of the Council due to resignation, election or other circumstance.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>IT data backed up and held off-site.  Office staff continually inducted and involved in key aspects of Council business.  General reserves adequate to fund interim Clerk if necessary in the event of The Clerk resigning.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Bank and banking</b> Inadequate checks, Bank mistakes, Loss, Charges</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Cash and cheques received banked regularly. Cheques and electronic payments require two signatures from the nominated signatories. Bank errors in processing cheques would be discovered when the bank accounts are reconciled once a month and corrected immediately by informing the bank. Financial Regulations relevant. Review the bank signatory list when necessary.</p>		<p>Clerk, Finance, ICC Council</p>		

<b>Grants and support</b> Power to pay Authorisation of Council to pay	Council's Reputation Local Tax Payers	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137. Councillors to request a copy of S137 rules if required.		Clerk, Chair of Finance, Council		
<b>VAT</b> Re-claiming/charging	Council's Reputation Local Tax Payers	The Council has Financial Regulations which set out the requirements. Existing procedure adequate.		Clerk, Finance, Council		
<b>Data protection</b> Policy Provision	Council's Reputation Local Tax Payers	Council registered with the Information Commissioners Office..		Clerk, Council		
<b>Freedom of Information Act</b> Policy Provision	Council's Reputation Local Tax Payers	Council has a publication scheme in place. The Council is able to request a fee but the applicant also has the right to re-submit the request broken down into sections. Monitor and report any requests made under the Fol Act. Ongoing.		Clerk, Council		
<b>Council Debit Card for Purchases</b>	Council's Reputation Local Tax Payers	Policy for use of debit card in place. All transactions checked against supporting documentation by ICC		Clerk, Finance, Council		
<b>Debit/Credit Card Payments from Sales</b>	Council's Reputation Local Tax Payers	Council follow Data Protection Act for Payments received. Policies reviewed in line with GDPR regulations.		Clerk, Finance, Council		
<b>Internet Banking</b>	Council's Reputation Local Tax Payers	Segregation of duties and triple authorisation process used. Electronic authorisations from nominated signatories. All transactions checked against supporting documentation by ICC Officers cannot authorise payments				
<b>Clerks Signature:</b>			<b>Date:</b>			
<b>Mayor's Signature:</b>			<b>Date:</b>			



# RAUNDS TOWN COUNCIL

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## Flag Flying Policy

### Town Flag

**This policy should be read in conjunction with the Town Council protocol for marking the death of a senior national figure or local holder of high office. The protocol shall always take precedence.**

The Town Flag shall be flown from the town flagpole, at full mast, at all times unless:

a) The Union flag should be flown as detailed below:

The Union flag will be flown to mark the following occasions:

- **11 March:** Commonwealth Day (second Monday in March)
- **9 April:** His Majesty The King's Wedding Anniversary
- **23 April:** St George's Day (in England)
- **6 May:** Coronation Day
- **15 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of HRH The Prince of Wales
- **17 July:** Birthday of Her Majesty The Queen
- **8 September:** His Majesty The King's Accession
- **10 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of His Majesty The King

The flying of the Union Flag shall take precedence over all other flags.

b) Or to mark a specific occasion with the appropriate flag:

- The Cross of St. George should be flown on the 23<sup>rd</sup> April
- The Commonwealth Flag shall be flown on Commonwealth Day, normally the second Monday in March (11<sup>th</sup> March)
- The Armed Forces Day Flag should be flown on the last Saturday in June. (29<sup>th</sup> June)
- The Red Ensign shall be flown on 3<sup>rd</sup> September for Merchant Navy Day.
- The RAF flag shall be flown on Battle of Britain Day on 15<sup>th</sup> September.
- Any other flag, on any other occasion, where a majority of Councillors vote in favour for an agreed time period.

c) Or The Town Flag should be flown at half-mast

The Town Flag shall be flown half-mast in the following circumstances:

- On the death of present or former Town Councillors.
- On the death of present or former District/County/Unitary Councillors representing the town.
- On any other occasion where a simple majority of the Members of the Council agree and where this has been first indicated to the Clerk.

The period the Town Flag will fly half-mast shall be:

- For past or present Councillors: a period of seven days or until the day following the funeral (whichever period is the sooner).
- On any other occasion: for a number of days not exceeding seven, determined by a simple majority of Members of the Council.

However, the period of flying shall be reduced where the period coincides with the flying of the Union Flag (see below).

- d) Or The flag may sustain damage (storm, Christmas Tree etc).

**It is unlawful to fly or use a flag of the arms of any local authority except on sites or premises occupied by that authority.**

#### **Notes to the policy:**

1. Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.

2. The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left-hand side of the Flag nearest the flagpole.

~~3. It is unlawful to fly or use a flag of the arms of any local authority save on sites or premises occupied by that authority.~~

**Adopted May 2013**

**Reviewed and amended November 2014**

**Reviewed April 2016**

**Reviewed and amended September 2020**

**Reviewed and amended April 2022**

**Reviewed and amended March 2023**

**Reviewed and amended January 2025**

**To be reviewed biennially**

**RAUNDS TOWN COUNCIL****ENVIRONMENT, LEISURE AND RECREATION COMMITTEE****Minutes: 4<sup>th</sup> February 2025 Time 7:30pm**

**PRESENT:** Cllr O Curtis (Chairman), Cllr R Beattie, Cllr P Byrne, Cllr B Cross and Cllr L Wilkes.

**IN ATTENDANCE:**

S Tucker, Clerk  
N Joy, Assistant Clerk (Minutes)

**ELR39.24 To Receive Apologies for absence.**

Apologies were received from Cllr A Fernley. Cllr B Cross attended as a substitute.

**ELR40.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**ELR41.24 Notification of members questions in compliance with the council's standing orders.**

None received.

**ELR42.24 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.

**ELR43.24 Minutes: To approve the minutes of the Environment, Leisure and Recreation Committee meeting held 3<sup>rd</sup> December 2024.**

**RESOLVED that the minutes of the meeting held on 3<sup>rd</sup> December 2024 be confirmed as a true record.**

**ELR44.24 VE Day 80 Commemorative Bench:** To consider quotes and designs for a VE Day 80 Commemorative bench.

The Committee reviewed the report and considered quotes received for the purchase of a VE Day 80 Commemorative bench. Members were informed that there was currently a VE Day Commemorative bench (purchased on the 75<sup>th</sup> anniversary) in storage which also needed to be

installed. The Committee discussed its preferred location for the two benches.

It was also discussed to install two Glebe Classic benches in the new Cemetery Chapel memorial garden which will be a place for visitors to sit and reflect. This area will also have a water feature installed which forms part of the recommendations to achieve accreditation under the Northamptonshire Churchyard Conservation Scheme.

**RESOLVED to**

- (i) **Approve Quote 1 for purchase of a VE Day 80 Commemorative Bench for £1695+VAT and delivery, as shown at Appendix 1;**
- (ii) **Install the existing VE Day Commemorative Bench alongside the new VE Day 80 Commemorative bench at St Peter's Church Memorial Gardens;**
- (iii) **Invite all Councillors to an unveiling on VE Day 80, 8<sup>th</sup> May 2025.**
- (iv) **Install two Glebe Classic benches at Raunds Cemetery Chapel Memorial Garden and invite members of the public/business community to make a financial contribution.**

**ELR45.24 Skate Park Artwork:** To consider quotes and ideas for the Skate Park Artwork.

The Committee reviewed the report which explained that as part of the Crowdfunding campaign for Raunds Skate Park, pints of concrete were sold for £3 each in return to have the supporters name included on a special piece of public artwork. A total of 75 pints were purchased by 48 individuals. A local signwriter had provided sign options to display the artwork on and potential ideas of how the artwork could look. Alongside this, the Committee considered options for displaying the approved safety and information sign for the skate park.

**RESOLVED to**

- (i) **Accept Quote 1 and purchase sign 1 for £1400+VAT;**
- (ii) **Contact all supporters who donated to the Crowdfunder campaign and ask them if they would like their name to be included in the public artwork;**
- (iii) **Work with the signwriter to further develop the preferred artwork design; and**
- (iv) **Email the proof artwork design to the Committee for approval.**

**ELR46.24 Skate Park Grand Opening Event:** To consider a quote from a Skateboard and Scooter coaching and events company to run a Skate Park Grand Opening Event.

The Committee reviewed the quote obtained from the specialist skateboard and scooter coaching and events company, which detailed the full offering included with the standard 'Skate Jam' package, running from 12noon to 4pm. This included the provision of essential equipment (including a gazebo, sound system, generator, and wireless mics), competitions for local skateboard, scooter, and BMX riders, and

the inclusion of demo riders, an MC, judges, prizes, and support for promotion across various Council channels. The Committee were impressed with the quote and felt that it would be likely to attract strong attendance.

**RESOLVED to**

- (i) **Accept the quote for a Standard Skate Jam for £1,500+VAT.**
- (ii) **Provisionally book Saturday 22<sup>nd</sup> March 2025 for the Grand Opening.**
- (iii) **Submit an application for NNC empowerment funding to fund the event.**
- (iv) **Book a drink/food trailer to attend.**

**ELR47.24 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:

Skate Park/Youth Activities: The Committee were informed that the contractor had made good progress on the Skate Park build and are now on schedule to start the extension of the Car Park. Members were informed that there will be a large amount of spoil created from the works and the contractor had given options on locations the spoil could be redistributed on-site or there is an option for the spoil to be taken away.

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) **The Amos Lawrence Car Park extension works be referred to Full Council for determination.**
- (iii) **Officers contact North Northamptonshire Council Dog Warden to request an increased frequency of enforcement of the PSPO Dogs on Lead order.**

There being no further business the meeting closed at 8.24pm.

Approved: ..... (Chairman)

Meeting date: ..... 1<sup>st</sup> April 2025..... (Committee)



Appendix 1:



DRAFT

**Appendix 2:**

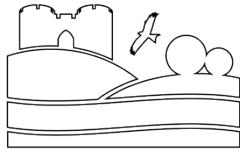
DRAFT

ELM7.24 - ELK 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. Oct 2024: RESOLVED to install a new like-for-like Hip Hop play equipment piece at Basstords Recreation Ground during the 2025/26 financial year.																																													
Basstords Recreation Ground	Install new Hip Hop	ongoing		Oct 2024: RESOLVED to recommend to Full Council to approve option 2 for the installation of new play equipment at Saddlers Play Area at £23,116.80 +VAT.	Hip Hop to be install in February 2025.																																												
Saddlers Play Area	Install new play equipment	Done		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. Residents can also collect from the Town Hall. Living Roofs installed on the 8th November 2024. Heddylog Houses installed at the Cemetery, The Delves and Saxon Hall.																																												
Bio Diversity	Install Living Roofs and Order Seed Bombs	ongoing		April 2024: RESOLVED to contact the Northamptonshire Churchyard Conservation Scheme and book an advisory visit. July 2024: RESOLVED to (i) Designated mini meadow areas be sectioned off within London Road Cemetery. (ii) Local schools be contacted to explore working in partnership through children building bug hotels, bird and bat boxes. (iii) Volunteers be sought to tend to unattended graves and plant Mediterranean herbs. Oct 2024: RESOLVED to (i) Quotes be obtained for installation of a water feature; and (ii) Quotes be obtained for a VET 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 unattended graves took place on the 15th September. Emailed schools regarding bird boxes and bug hotels 16/09/24. Round's 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: Round's 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: 20/1/25: The Scouts 1st Group have adopted 5 kerbside graves to clear and plant bulbs and herb in.																																												
Northamptonshire Churchyard Conservation Scheme	Improve Bio-Diversity at London Road Cemetery and St Peter's Churchyard	ongoing																																															
Skate Park / Youth Activities	Plan required for long term regeneration of skate park.	ongoing		Funding in place and Planning Application submitted.	Skate Park Working party met 15 May 23 - concrete decided on, on agenda for May 2023 RESOLVED to instruct the Clerk to use the feedback from the Skate Park Working Group as the basis for drawing up a specification to obtain three designs and quotations via an open tender process in accordance with the Council's Financial Regulations. 11/07/23 - Update: First draft of Tender document complete, will be shared with members of the Working Party for feedback. 25/09/23 Tender deadline 11/10/23. Update: 13/10/23 - Three Tenders received to be reviewed at Full Council in November 2023. Working Party Meeting held 18th December 2023. Crowdfunding page to be launched 19th January 2024. Crowdfunder complete and target reached. Full Update at Full Council Meeting 9th April 2024. Planning Application has been submitted June 2024. Application is now out for consultation until 3rd August 2024. RTC Planning Committee met on 18 July 2024 and resolved to support the application. Planning application was approved 6th November 2024. Update: Contractor onsite from the 18th November 2024 to start works.																																												
Round's Town App	Monitor usage / Photography Competition	ongoing		RESOLVED to launch a photography competition for the Round's Town App from 01 January 2025.	Round's Town App Download Figures May 2024 to 27th January 2025 <table border="1"> <thead> <tr> <th>Month</th> <th>Google Play</th> <th>App Store</th> <th>Total for this month</th> </tr> </thead> <tbody> <tr> <td>May</td> <td>6</td> <td>4</td> <td>11</td> </tr> <tr> <td>June</td> <td>86</td> <td>76</td> <td>162</td> </tr> <tr> <td>July</td> <td>57</td> <td>103</td> <td>160</td> </tr> <tr> <td>Aug</td> <td>60</td> <td>66</td> <td>124</td> </tr> <tr> <td>Sept</td> <td>115</td> <td>177</td> <td>242</td> </tr> <tr> <td>Oct</td> <td>60</td> <td>66</td> <td>124</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 (up to 27th)</td> <td>20</td> <td>18</td> <td>38</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>438</b></td> <td><b>374</b></td> <td><b>812</b></td> </tr> </tbody> </table>	Month	Google Play	App Store	Total for this month	May	6	4	11	June	86	76	162	July	57	103	160	Aug	60	66	124	Sept	115	177	242	Oct	60	66	124	Nov	34	54	88	Dec	13	18	31	Jan (up to 27th)	20	18	38	<b>Grand Total</b>	<b>438</b>	<b>374</b>	<b>812</b>
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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 2024-25. Update: 05/07/23 - NAC: currently holding a consultation on PSPOs which closes on the 3rd August 2023. PSPOs for Basstords recreation ground and Mitfords (rounds) during council events.																																												
<b>PENDING NOT RTC</b>																																																	
Provision of a piece of public art at Warth Park	Review project	Monitor		Written to Rodhill regarding original artwork.	15/3/23 - Update: The developers (Rodhill) have been sold, enquires have been made to the new company who confirmed they are no longer going to keep to this commitment. Further to this at the Full Council meeting on 14/03/23 it was agreed the Council will actively monitor funding opportunities for Public Artworks. 05/07/23 - Town Clerk has spoken to Biz Space about taking on this project.																																												

**Raunds Town Council**  
**Mayor's Activities – January 2025**

25 <sup>th</sup> January	Irthlingborough Charity Quiz	We won. Good attendance with jacket potato supper.
27 <sup>th</sup> January	Holocaust Memorial Day Peterborough	Very moving service.
30 <sup>th</sup> January	Installation of new vicar.	More outsiders attended than Raunds people.
31 <sup>st</sup> January	Charity Choir Concert	Corby Cube. Choir very good.



Steve Tucker  
Clerk To Raunds Town Council  
The Hall  
Raunds  
Northamptonshire  
NN9 6LP

Ask for: Lisa Greenwood  
Telephone: 01832 742143  
Email: [planning.enc@northnorthants.gov.uk](mailto:planning.enc@northnorthants.gov.uk)  
Our Ref: NE/24/01260/REM  
Your Ref: PP-13650134  
Date: 20 January 2025  
SCIPTX

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)**

**Proposal:** Approval of Reserved Matters. Reserved Matters: Appearance, landscaping, layout, and scale pursuant to application 20/00347/OUT: Outline: Residential development for up to 21 dwellings and access (All matters reserved except Access) Outline application was not EIA development  
**Location:** Hillside Brick Kiln Road Raunds Wellingborough NN9 6HY

North Northamptonshire Council has received the above application and you are being notified as a Town or Parish Council representative. The plans and other details for **NE/24/01260/REM** are available online at [www.northnorthants.gov.uk/papps](http://www.northnorthants.gov.uk/papps)

You are invited to provide any comments by **13 February 2025**. If you do not respond within this time period, we shall assume you have no comments to make. The application may then move forward to determination on that basis. Should we receive late comments (ie after the 24 day period) whilst the application is still pending, please be advised that this will fall outside the Council's Scheme of Delegation and it will not be triggered by your comments. The Constitution, including the Scheme of Delegation, is available to view online at: <https://www.northnorthants.gov.uk/constitution>

Any comments you wish to make can be submitted:

- online at <https://publicaccess.east-northamptonshire.gov.uk/online-applications/>
- email to [planning.enc@northnorthants.gov.uk](mailto:planning.enc@northnorthants.gov.uk)

Please include **NE/24/01260/REM** on all correspondence.

Please contact the case officer above if any further information or clarification is required.

The form is reproduced below as a copy for your own use if required.

Recommend Approval (Support)

No observations in favour or against (neutral)

Recommend Refusal (object)\*

**Foul Water Drainage Strategy Addendum**

Project/File: 332611241/STN/GEN/SW/TN/C/007  
Date: 7<sup>th</sup> January 2025  
Prepared By: Alex Goffin  
Reviewed By: Matt Hipkiss  
Revision: P02

---

**1 Introduction**

This Technical Note has been prepared by Stantec UK in relation to the Newlands Developments site located off Huntingdon Road, Thrapston. It provides an updated summary of the proposed foul drainage design that is to serve the development. This note updates the proposals and plans originally prepared by BWB Consulting (LTP-BWB-ZZ-XX-RP-YE-0002\_Flood Risk Assessment and LTP-BWB-ZZ-XX-RP-CD-0001\_SDS Sustainable Drainage Statement) and Chapter 9 of the Environmental Statement (Sections 9.2.15, 9.5.21, 9.6.19 and 9.6.20), and subsequently updated by Stantec (TN004 – Sustainable Drainage Statement) in support of the hybrid planning application for the development (ref. NE/22/00151/FUL).

This note reflects an updated position in respect of the foul water drainage strategy following further discussions with Anglian Water.

**2 Development**

The development to the east of Thrapston, Northamptonshire comprises of up to 200,000m<sup>2</sup> (gross internal area) of B8 distribution/logistics floor space. The proposals seek detailed (full) permission for one building (Unit 1) at this stage, with future reserved matters applications to determine the number and size of units on the remaining area of the site which is currently proposed in outline. The planning application is for commercial development that will generate only domestic foul water flows. Any potential future applications for trade effluent flows would be subject to a separate application, discussion and agreement with Anglian Water. The site is accessed off Huntingdon Road via a new three arm roundabout.

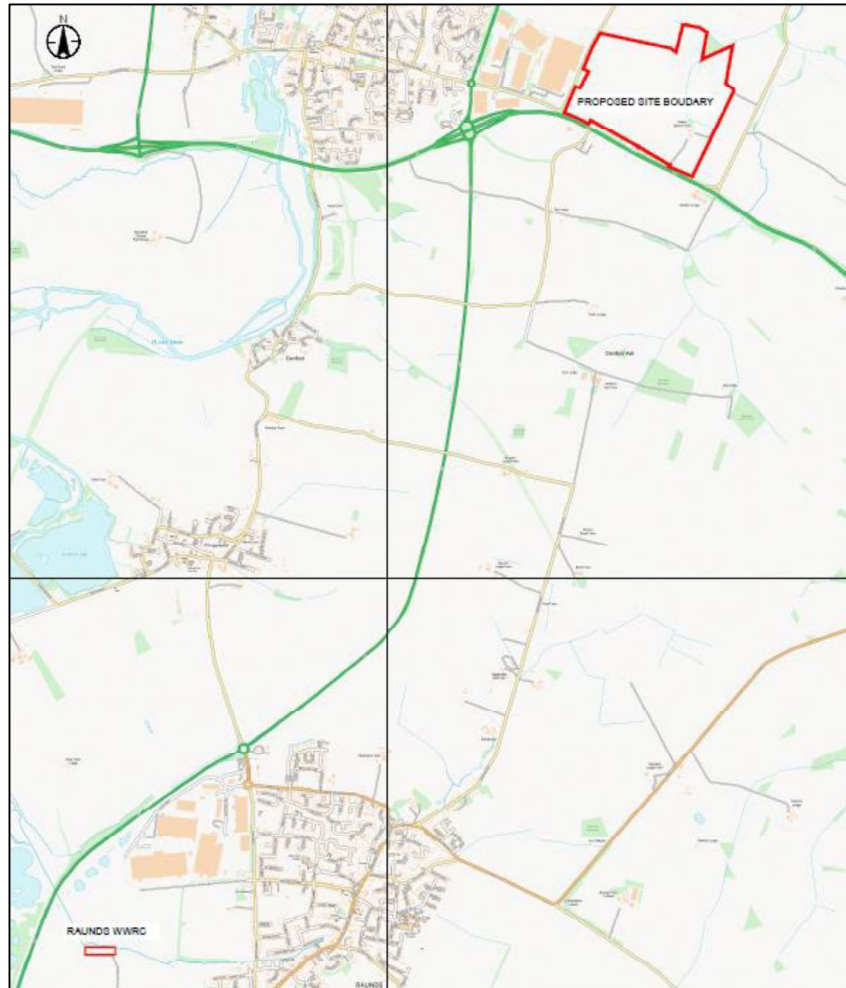
**3 Site Wide Design Principles**

Section 5 of the BWB Sustainable Drainage Statement established a point of connection located in Huntingdon Road within the catchment of the Islip Water Recycling Centre (WRC). Following further consultation with Anglian Water as the statutory water undertaker, a revised position from Anglian Water has been provided to establish that Islip WRC no longer has capacity to treat foul water flows generated by the development.

Therefore, an updated point of connection has been identified by Anglian Water that has the available capacity within the Water Recycling Centre and subsequently the existing Environment Agency Discharge Permit to service the development. This new connection point is located within the catchment of Raunds Water Recycling Centre, located approximately 4 miles to the south of the development, indicated on Figure 1 below.



Figure 1: Distance between Proposed Development and Raunds Water Recycling Centre.



The point of connection proposed is to the existing manhole 5201 located on the 675mm sewer to the east of the Raunds WRC, between MH1300 and MH6201 identified on Figure 2 below.

As per the original strategy included within the BWB Sustainable Drainage Statement, the flows from the site will be pumped via a rising main from an on-site foul water pumping station. The pumping station will be designed and built to adoptable standards and be privately managed by the management company of the development until such time as it is adopted by Anglian Water. The rising main will discharge into the existing Anglian Water sewer network at the identified connection point.

The exact conveyance route of the rising main between the development site and the off-site point of connection will be developed further in conjunction with Anglian Water as part of a sewer requisition agreement under Section 98 of the Water Industry Act 1991.





Figure 2: Foul Water discharge connection location.



The proposed foul water flows generated from the development remain unchanged from those included within the Stantec Sustainable Drainage Statement Addendum (ref. 332210808/TN004 – December 2022). The anticipated foul water flows are as follows, which have been calculated based on a factored assessment of the typical potable water use for industrial distribution spaces:

- Peak discharge rate - 13.74 l/s
- Average daily discharge rate – 82 m<sup>3</sup>/day

#### 4 Summary

This note updates the proposed point of connection for the foul water discharge to a new manhole located within the catchment of Raunds Water Recycling Centre, that has been identified by Anglian Water to have sufficient capacity to service the development. The conclusions of the Environmental Statement on Flood Risk, Drainage and Water Quality prepared by BWB Consulting remain unchanged as a result of this update.







# RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT  
 Telephone: (01933) 622 087  
 E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

## APPLICATION FOR THE HIRE OF OPEN SPACE

Please refer to our guidance notes when completing this form

Name of organisation/hirer	Raunds Town Cricket Club		
Charity	Yes		No <input checked="" type="checkbox"/>
Please give Charity Number			
Name of responsible person	Paul Guest		
Address for correspondence	REDACTED		
	Postcode		
Tel No.	REDACTED		
Email:	REDACTED		
Alternative contact	Glenn Woolley		
Alternative contact number	REDACTED		
Alternative Email	REDACTED		

<b>Event Details</b>			
Name of Event	Raunds Cricket Club Fireworks Display		
Type of Event ( <b>see note 1</b> )			
Public Event?	Yes <input checked="" type="checkbox"/>	No	
Expected number of attendees	1,200 - 1,400		

Is the event free to attend?	Yes		No	x
If paid admittance, please give price	TBC - Approximately £5-£6 adults Children £3-£4 under 5 free			

Which area/s do you require?	What will each area be used for?
Amos Lawrence Playing Field	
Bassfords Recreation Ground	to set off the fireworks on the night of 02 November 2025
Millfield	
Raunds Town Square	
Dog Park	

Date of Event	02 November 2025			
Event timings (see note 2)	From	set up from 12:00	To	20:30
Period of hire (see note 3)	From		To	
<b>Description of event</b> Please include ALL activities and attractions that will be at your event <i><b>You must read note 4 before completing this section</b></i> (see note 4 and 5)	A firework display let off in Bassfords Recreation Ground and watched by the public from the outfield of the cricket club. The gates will open approximately 4pm where we have a few stalls selling food sweets etc on the club premises (car park). The bar will be open for refreshments.  At approximately 6:00pm the display will commence and last about 15-20 mins  <p style="text-align: center;"><b>Continue on separate sheet if required</b></p>			
Will you be applying for a road closure notice	Yes		No	x
Please include details				
		Yes	No (to follow)	
Have you attached a copy of your risk assessment? (see note 7)			to follow	
Have you attached a copy of your public liability insurance? (see note 8)			to follow	
Have you attached a copy of your site layout? (see note 8)			to follow	

**OFFICE USE ONLY**

Approved (RTC Stamp)	Date of meeting	Resolution	Additional conditions applied by Raunds Town Council?	
			YES	NO
			See separate sheet	

**From:** [Info](#)  
**To:** [Town Clerk](#)  
**Subject:** FW: [Form Results] Local Council Contact Form  
**Date:** 20 January 2025 10:09:57

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Your message :  
Good Evening,

I am hoping that this is the correct place to contact - the government website recommended that crossing requests are made to town or parish councils.

I would like to put a request in place for some sort of pedestrian crossing to be erected near the junction of kelmarsh avenue and brick kiln road.

During rush hour in the morning and in the evening there are many young children, families and young adults crossing the road here to walk to the schools in the main town.

I find it very strange, and dangerous, that there is no crossing here when so many people are crossing here from the new estate to the main town. The speed limit on this part of the road is 40mph, and many cars appear to exceed this speed even when young children are waiting to cross.

There is a path leading to the junction and an active bus stop on kelmarsh avenue side of brick kiln road so people have no safe way of crossing to access this either.

I look forward to hearing your response.

Parish & Town Councils



[Home](#) > [Road safety](#)

## Pedestrian crossings

We receive many requests each year for new pedestrian crossings, which are very expensive road safety features to install.

All requests for pedestrian crossings should be made through your [parish or town council](#). This encourages local debate and ensures there is a democratic process in place from the start.

If your local parish or town council supports the proposal they should contact us with their request providing as much information as possible about the location, any local issues to be addressed and any other useful information that will assist with the assessment of the site.

We will make our initial decision based on several criteria including (but not limited) to:

- local traffic volumes
- pedestrian or other user volume
- vehicle speeds
- demand for a crossing facility
- location on a route to school
- proximity of cycle routes
- speed limit in existence on the road
- road hierarchy (major routes would be limited to signal-controlled crossings only)
- accident history of the site and surrounding area
- potential to be incorporated into a traffic calming scheme

Once the initial assessment has been completed we will inform the parish or town council of the outcome.

If approved the scheme will be designed and a feasibility study carried out. This will determine the type of crossing required and the most appropriate location. Budget allocations are renewed every April and if the scheme receives a high priority and is affordable, it will be put forward for inclusion in the works programme.

---

## Types of pedestrian crossings



### **Zebra crossing**

Zebra crossings have black and white stripes across the road with orange flashing beacons at each end.

A zebra crossing gives the pedestrian the right of way over traffic once their foot is on the crossing. However, pedestrians must make sure that all the traffic has stopped before crossing and they should keep looking and listening as they cross.

### **Pelican crossing (Pedestrian light controlled crossing)**

Pelican crossings are controlled by the pedestrian pressing the button on the WAIT box.

Pedestrians should only cross when the green man lights up and all the traffic has stopped. Pedestrians should not start to cross if the green man is flashing.

There may be a bleeper to assist blind or partially sighted people to know when it is safe to cross. Alternatively, there may be a rotating knob underneath the WAIT box, which turns when the green man lights up.

### **Puffin crossing (Pedestrian user friendly intelligent crossing)**

Puffin crossings look very similar to Pelicans and are an updated version of a Pelican crossing.

One of the main differences is that the red and green man signals are just above the WAIT box and not on the other side of the road.

Puffin crossings have special sensors built in which can detect a pedestrian waiting and makes sure that traffic remains stopped until all the pedestrians have crossed.

Puffins do not have a flashing green man for pedestrians or a flashing amber light for drivers.

## **Toucan crossing (Two-can cross)**

Toucan crossings are designed for pedestrians and cyclists to cross, usually at sites where cycle routes cross busy roads.

They are similar to a Puffin, with the crossing operated by a push button on the WAIT box. On a Toucan crossing there is a red and green cycle signal as well as the red and green man.

The main advantage for cyclists is that they do not have to dismount to cross. Toucans also have sensors to detect pedestrians/cyclists using the crossing.

There is no flashing green man/cycle signal and drivers must wait for a green light.

## **Pegasus crossing**

Pegasus crossings are designed for horse riders, as well as pedestrians and cyclists to cross, usually at sites where bridleways and/or cycle routes meet busy roads.

On a Pegasus crossing there is a red and green horse with rider signal above the push button on the WAIT box. The crossing is usually wider than a Puffin or Toucan, and the push button units are set further back from the road and mounted higher up to assist horse riders.

## **Pedestrian refuges**

In some locations, where a pedestrian crossing cannot be justified, a pedestrian refuge (traffic island) may be placed.

These narrow the road and allow pedestrians to cross in two halves, with a safe place to wait in the middle. Pedestrians should cross with care as drivers have priority at traffic islands.

## **Dropped kerbs**

Dropped (or lowered) kerbs are installed at suitable crossing points at the same level as the road, so that wheelchair users and pedestrians with pushchairs are

able to cross the road more easily.

Tactile paving may be installed at dropped kerb crossing points, with small dimples on the surface. This is to inform visually impaired pedestrians of the presence of a pedestrian crossing.

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Last updated 10 March 2022

Pages in this section



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