

## Rayne Parish Council Action Plan 2011- 2012



### **Calor Essex Village of the Year 2006**

This action plan is has been drafted by Parish Councillors and sets out achievements and priorities for development and maintenance within the Parish, how they will be achieved and monitored. The objectives are in accordance with the statutory articles for Parish Councils

## **Rayne Parish Council Action Plan 2011- 2012**

The Parish Council, supported by Braintree District Council, Essex County Council and, most importantly, villagers, has achieved a number of the objectives within the plan. The Parish Council acknowledges the contribution made by all these organisations and the individual contribution of villagers.

Some actions and objectives are annual and ongoing, others are major objectives related to village facilities. The plan builds on the achievements of recent years and incorporates the outstanding actions from the Village Appraisal.

The actions identified in the Parish Appraisal are included in this action plan.

## Rayne Parish Council Action Plan 2011- 2012

### Actions completed to October 2011

Priority	Area	Aspects for Development	Action Achieved	Resources	Cost	Person Responsible	Success Criteria/ benefit to parish	Monitoring
	Street lights	Non-working street lights repaired	Malfunctioning lights reported to 24/7.		Precept		All street lights functioning appropriately and lighting roads and footpaths providing safe environment for parishioners.	
	Litter	Litter is regularly cleared	Groundsman/parishioners/Clean Team remove litter as required	Facilities to remove sacks from litter bins	Grounds maintenance	Clerk/parishioners/parish councillors	The environment is litter free to the aesthetic benefit of parishioners and visitors	
	All areas of the village	Dog fouling and litter management	Additional bins installed	Parish Council funding	Precept		Facilities to dispose of dog fouling to encourage responsible dog ownership	Amount of dog waste on footways, appears reduced
	Amenity Space	Extension to Oak Meadow	Plan for field and estimates for car park obtained	Parish Council funding with grant applications		Amenity space committee	Parishioners have larger area for recreational use, which is used by a cross section of the community.	
	Churchyard	Grass cut and appearance improved.	Groundsmen maintain large areas and PCC work party further enhanced churchyard.				Parishioners satisfaction with maintenance standards, in keeping with a village churchyard	

## Rayne Parish Council Action Plan 2011- 2012

	Churchyard		Box Tomb repairs continued, grant of £500 obtained				Parishioners satisfaction with maintenance standards, in keeping with a village churchyard	
	Churchyard extension		Purchase in progress. Archaeological survey conducted	Councillors time	£20,000 plus legal fees		Parishioners satisfaction with maintenance standards, in keeping with a village churchyard	
	War Memorial	Maintained to a good standard	Chippings maintained weed free, flowerbeds planted.	Sue Pertwee has continued to maintain the flower beds	Cost of plants		War Memorial maintained to a standard expected by villagers.	
	Bus shelter opposite Welsh Princess	Provide shelter for waiting bus passengers (Parish Action Plan)	Shelter installed and in use	Section 106	Not yet known			Bus passengers will be sheltered whilst waiting for bus, making the public transport experience more acceptable.
	Footpaths	Footpaths maintained and open for walking	Groundsmen cut and maintained footpaths	Groundsmen	P3 funding		Villagers use all public footpaths within the parish, unhindered by obstructions	
	Footways	Footways maintained in a safe condition	Remaining footways repaired	Councillor time	No financial cost to Parish		Parishioners can walk safely on well maintained footpaths	
	New villagers	To introduce new villagers to activities within the village and encourage community cohesion	Welcome packs delivered/available to new residents	Councillors/ Parish Clerk	Parish Council letter in BDC and Church pack, funded from administration budget		New residents are welcomed to the village and encouraged to contribute.	

## Rayne Parish Council Action Plan 2011- 2012

	Reduce speed of traffic	Reduce speed of traffic around the village	Community Speed Watch volunteers have undertaken training		No financial cost known	Essex Police	Volunteers have come forward.	
	Working with the Police	Receiving regular reports on any crime and anti-social behaviour; villagers and councillors reporting incidents.	Intermittent reports received from police			Essex Police	Crime and anti-social behaviour appear low and is not an Essex Police priority area.	

## Rayne Parish Council Action Plan 2011- 2012

### Improving safety:

To keep parishioners safe from crime and the fear of crime.

### Responsible councillor:

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/benefit to parish	Monitoring
	Nuisance youths	Reduce complaints of nuisance youths	Involvement with BDC and housing associations to identify areas for CPO to patrol	Clerk/Parish councillor time	No cost to Rayne		Clerk/Chair	Parishioners perceive that vandalism and rowdiness is limited	
	Speeding traffic	Reduce speed of traffic around the village	Purchase of a speed gun for use by trained Speedwatch volunteers	Speed gun required	£1,000		Essex Police/Parish Council	Parishioners perceive that traffic is moving at a safe and reasonable speed.	
	Parking – Define parking areas with enforcement from Police. (Parish Action Plan)	Parish Council to ensure that parking in new developments, meets or exceeds government requirements							
	Household security	All areas of Rayne active in Neighbourhood Watch	Parish Council to encourage neighbourhood watch in all areas of the village.	Liaison with crime prevention officer	No financial cost to PC		Neighbourhood Watch coordinator	Parishioners are informed and active in monitoring crime and potential crime resulting in lower than average criminal acts.	

## Rayne Parish Council Action Plan 2011- 2012

	Working with the Police	Receiving regular reports on any crime and anti-social behaviour; villagers and councillors reporting incidents.	Crime/ concerns reported. Councillors attend liaison meetings				Parish Council	Parishioners and councillors report all vandalism and anti-social behaviour and criminal activities to keep the village a safe and secure environment.	Parish Council monitor through reports at monthly meetings
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## Rayne Parish Council Action Plan 2011- 2012

### Maintaining and improving the environment:

To ensure that the environment is safe and well maintained to a standard expected by parishioners.

Responsible councillor:

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/ benefit to parish	Monitoring
		Footways maintained in a safe condition	Villagers to notify clerk or ECC of actions required	Councillor time	No financial cost to Parish Council		Parishioner/ Parish Councillors/ clerk	Footways well maintained with risk of injury through unsafe footpaths, minimised.	Reports to Parish Council at full meetings
		Designated footways swept at an agreed interval	Arrange contract and allocate time for assistant groundsman to undertake task	Volunteers / groundsman			Parish Councillors	Designated footpaths are regularly cleaned to the satisfaction of villagers.	
		Footpaths maintained and open for walking	Membership of the Parish Paths partnership and publication of a footpath map	Groundsmens time	Reimbursed by ECC			Villagers use all public footpaths within the parish, unhindered by obstructions	
		Church Lane, repairs to potholes	Pot holes to be filled	Financial cost	Not known				
	Street lights	Non-working street lights repaired	Malfunctioning lights reported to 24/7.		Precept		Councillors	All street lights functioning appropriately and lighting roads and footpaths providing safe environment for parishioners.	Monthly reports to Parish Council at full meetings
		Lighting along The Street to be appropriate to village location							

## Rayne Parish Council Action Plan 2011- 2012

	Roads	Damage to roads repaired	Potholes reported to highways, ECC		No cost to PC		Parishioner/ Parish Councillors/ clerk	Roads maintained in good order with risk to both pedestrians and vehicles minimised.	Reports to Parish Council at full meetings
	Litter	Litter is regularly cleared	Groundsman/ parishioners/Clean Team remove litter as required	Facilities to remove sacks from litter bins			Clerk/parishioners/ parish councillors	The environment is litter free to the aesthetic benefit of parishioners and visitors	Free litter pickers, gloves and high visibility vests, free to parishioners
	Churchyard	Grass cut and appearance improved	Relatives cut grass, groundsman maintains large areas	Parishioner time, groundsmen			Parishioners, groundsman, overseen by Cllr. Roger Jiggins	Parishioners appreciate the improvements in the appearance of the churchyard	
	All areas of the village	Dog fouling reduced/ Eliminated	Errant dog owners persuaded to clear up	Dog warden and villagers time. Dog bins and provision of poo bags at CIP				Footways and amenity areas are clear of dog fouling	

## Rayne Parish Council Action Plan 2011- 2012

### Providing community facilities:

To provide facilities to improve the quality of life for all parishioners

Responsible councillor:

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/benefit to parish	Monitoring
	Burial ground	Extension to the church yard	Complete purchase of land,	Finance already precepted	£20K+			Parishioners can choose to be buried locally	
	Burial ground	Fencing and preparation for use	Raise funding	Precept and grants					
	Playing field	Implementation of plan	Access bridges, car park surfacing and hedging	Village hall and grants				Parishioners have larger area for recreational use, which is used by a cross section of the community.	
	Village Hall	Facilities to meet current and future demands	Implementation of village hall appraisal	Grants, fundraising and Parish precept	Not yet known			Villagers will have a community facility that is well used with low maintenance costs	Village Hall appraisal completed and public consultation held
	Bus shelter near Swan Junction	Improve appearance of bus shelter	Provide seating Solar lighting?	Parish precept/grant	Not yet known			Villagers would have the benefit of improved facilities.	Bus shelter cleaned

## Rayne Parish Council Action Plan 2011- 2012

### Ensure community involvement:

To involve parishioners in the work of the Parish Council through their attendance at meetings and community responsibilities.

### Responsible councillor:

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/ benefit to parish	Monitoring
	Annual Parish meeting	Annual meeting attended by parishioners	Direct invitations to parishioners	Printing of Annual Report	£150	March 2011	Clerk/Chair	Parishioners contribute to the village plan and believe that they can influence the Parish Council	Report published in colour 2007
	Young Parish Councillors	Involving young people in the development and maintenance of the village.	Engage young people Meet with School's Council, Rayne Primary, Scouts and guides				Councillors  Chair	Young people contribute to the development of the village and are included.	Young people attend Parish Council meetings
	Councillor representatives on village committees	Each village committee that has requested parish council representatives has a representative.		Councillor time				Parish Councillors are seen as pro-active in the life of the village, increasing opportunities to access parishioner's views.	
	Reports by parishioners to the Parish Council	Increase attendance at Parish Council meetings by the public	Council listens to parishioners and communicates with them over action taken.	Time, clerk and councillors	No financial cost		Clerk and councillors	Parishioners value the Parish Council and see it as being proactive. Parishioners have the opportunity to comment on Parish matters.	Greater use of email and Rayne Forum has increased contact

## Rayne Parish Council Action Plan 2011- 2012

### Ensure that the Parish Council manages local contracts:

To manage local contracts as deemed appropriate by the parish council to provide high quality services at an economic cost.

#### Responsible councillor:

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/ benefit to parish	Monitoring
High	Grass cutting	All contracted grass areas cut regularly	Schedule of cutting to be identified	Precept and BDC contract payment.			Groundsman	Grass areas within the parish are well maintained and appreciated by parishioners	Roger Jiggins <i>Grass regularly cut</i>
	Parish footpaths	Identify all parish footpaths on a definitive map to enable maintenance	Map drawn, soon to be published (Parish Action Plan)  Footpaths maintained	Parish Paths Partnership				Footpaths maintained for the use and enjoyment of parishioners	
		Encourage village to take responsibility for P3 and footpaths	Formation of a P3 group/ involvement of Friends of the Fritchway					Footpaths maintained for the use and enjoyment of parishioners	

## Rayne Parish Council Action Plan 2011- 2012

### Ensure the efficiency and effectiveness of the Parish Council:

To provide high quality cost effective services which enhance the environment to the benefit of parishioners.

Responsible councillor: Chairman

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/benefit to parish	Monitoring
	Financial Management	To produce regular financial statements for councillors	Clerk to produce	Clerk's time Paper copies for councillors			Clerk/chairman	Funds are effectively managed	
		Update asset register	Obtain current values for equipment	Clerk's time			Clerk/chairman & councillors	Assets are correctly recorded, accounted for and insured	
	Produce an Annual Report for parishioners		Report written with contribution from Parishioners	£150 publishing costs			Chairman / Clerk	Parishioners informed of the work and achievement of the Parish Council.	
	Call an annual meeting of Parishioners		Meeting date published and invitations issues				Chairman / Clerk	Parishioners have the opportunity to raise questions on the Annual Report and contribute to village management and development	

## Rayne Parish Council Action Plan 2011- 2012

### Managing the development of the village:

To ensure that the character of the village is protected whilst supporting sensitive development.

#### Responsible councillor:

Priority	Area	Aspects for Development	Action needed	Resources	Cost	Time	Person Responsible	Success Criteria/ benefit to parish	Monitoring
High	Development of existing properties	All planning applications considered by the Parish Council are managed consistently.	Planning applications discussed at PC meetings				Clerk/all councillors	Properties are developed to meet parishioner's needs and changing trends.	
	New building	Sites for new buildings are within the village envelope and in keeping with the character of the village and comply with the Village Design	Planning applications discussed at PC meetings				Clerk/all councillors	Rayne retains its separate identify whilst sensitively developing available spaces.	
	Buildings of historic interest and buildings within the conservation area	Developments to these buildings are sympathetic to their surroundings and comply with the Village Design	Planning applications discussed at PC meetings				Clerk/all councillors	Parishioners live within an area that is considered attractive whilst preserving historic buildings which meet current standards and needs	
	Maintain Rayne as a separate village (From Parish Action Plan)	Work with BDC officers in developing the Local Plan	Attended meetings and provided comment on draft plans				Clerk/all councillors	Rayne retains its separate identify.	

## Rayne Parish Council Action Plan 2011- 2012

		Gravel extraction	To protect the village or minimise the impact from proposed gravel extraction and waste disposal	Fighting fund					
		Boxted Wood Development	Work with interested parties to protect the best interests of Rayne	Fighting fund					

## Rayne Parish Council Action Plan 2011- 2012

**Improving the aesthetic and physical environment of Rayne:  
To improve the street scene and both the natural and planted environment.**

**Responsible councillor:**

Status	Area	Aspects for Development	Action needed and progress made	Resources	Cost	Time	Person Responsible	Success Criteria/benefit to parish	Monitoring
Ongoing,	Protect and preserve flora and fauna within the village		Conservation verges identified, some yet to be marked by ECC				Clerk/all councillors	Parishioners live within an area that is active in protective its natural environment	
	Oak Meadow, car park triangle, adjacent to Flitch way and eastern boundary	Tree planting	Identify funding streams				Parish Council/volunteers	Trees planted and appreciated by villagers	
	New pond to Oak Meadow						Friends of Flitchway		
	Rayne road towards Braintree, field side	Trees, Lime and Field Maple					Parish Council/volunteers		
	Swan Junction	Planters on railings	Ordered	To be planted	Greeheart award		Swan PH		
	Corner by Oak House	Raised bed?					Parish Council/Rayne Gardeners		
	Street, tarmac splay	Wooden planter	Ordered	To be planted	Greeheart award		Parish Council/Rayne Gardeners		
	Medley Road/Street	Raised flower beds, both sides of the road	Permission being sought ECC Highways		Greeheart award		Parish Council/Rayne Gardeners		

## Rayne Parish Council Action Plan 2011- 2012

	Hance Lane & green areas on the Elms estate	Bulbs Snowdrop & crocus Tree		Ordered, to be planted	Greehe rt award		Parish Council/Rayne Gardeners		
	Post Office railings	Planters on railings		Ordered, to be planted	Greehe rt award		Post office to water <i>(agreed)</i>		
	Station	Planters and hanging baskets to include watering system		Ordered, to be planted	Greehe rt award		Station café <i>(agreed)</i>		
	Dunmow Road before Broadfields	Bulbs Snowdrop & crocus		Ordered, to be planted	Greehe rt award		Parish Council/Rayne Gardeners		
	Pods Lane	Trees					Parish Council/volunteers		
	Capel Road/Shalford Road junction	Bulbs Snowdrop & crocus		Ordered, to be planted	Greehe rt award		Parish Council/Rayne Gardeners		
	Village Green	Bench		To be installed	Greehe rt award		Parish Council/memorial bench		
	Shalford Road, adjacent to allotments	Tree management					Parish Council/ contractor		
	New burial ground	Mixed hedge					Parish Council		
	New Road	Remedial work to trees and tree planting x 4. Bulbs		Ordered, to be planted			Parish Council/volunteers		
	School Road adjacent to Fargo	Trees x 2					Parish Council		
	Signs warning of planting						Parish Council		

## Rayne Parish Council Action Plan 2011- 2012

Whole village	Purchase of gloves, reflective tabards and litter pickers						Parish Council		

## Rayne Parish Council Action Plan 2011- 2012

### Miscellaneous (from Parish Action Plan):

#### Responsible councillor:

Status	Area	Aspects for Development	Action needed and progress made	Resources	Cost	Time	Person Responsible	Success Criteria/ benefit to parish	Monitoring
Ongoing	Establish a Village Museum to display documents and artefacts	Set up a working party							
	Look to set up a Youth council/club with their own meeting place.								
								Views of younger residents influence Parish Council's decisions	