

## Rayne Parish Council Action Plan 2008- 2009



### **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 2008- 2009



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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 appended to this action plan.

## Rayne Parish Council Action Plan 2008- 2009

### Actions completed to October 2008

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	
		Extension to Oak Meadow	Unfortunately despite a winning bid the land was withdrawn from sale.				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. Box Tomb repairs continued				Parishioners satisfaction with maintenance standards, in keeping with a village churchyard	

## Rayne Parish Council Action Plan 2008- 2009

	War Memorial	Maintained to a good standard	Chippings maintained weed free, flowerbeds planted. Condition survey undertaken and grant application made.	Sue Pertwee has continued to maintain the flower beds and David Macgregor the Green	Cost of plants		War Memorial maintained to a standard expected by villagers.	
	Unadopted road to church	Repair pot holes	The road has been repaired/ resurfaced		Precept		Parishioners can safely walk to church.	
		Footpaths maintained in a safe condition	Some footpaths top-dressed and some resurfaced. Much red paint but little else.	Councillor time	No financial cost		Parishioners can walk safely on well maintained footpaths	
Speeding traffic	Reduce speed of traffic in New Road		Speed surveys undertaken and electronic speed signs to be installed. Adhesive 30MPH signs provided to some householders for refuse and recycling bins		Cost of signs	Essex Police	Parishioners perceive that traffic is moving at a safe and reasonable speed.	
	Village Gateways	Improvement to Village Gateways	Planting undertaken by Kings Nurseries		Nil to council		The entrance to the village is enhanced.	
	Development of existing sites	Foundry site developed	Liaison with developer		Meeting time		Parish Council has had input into the design of the development as far as was possible.	

## Rayne Parish Council Action Plan 2008- 2009

Removed from plan as results would negatively impact upon the village hall	Banning alcohol from playing field	Order banning consumption of alcohol on playing field	Obtain order				Parish Council in cooperation with Village Hall committee	Anti social behaviour reduced on playing field
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### 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 to identify areas for Parish Ranger/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 in New Road	Traffic calming meeting with Essex County Council				Essex Police	Parishioners perceive that traffic is moving at a safe and reasonable speed.	
	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 2008- 2009**

	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 to keep the village a safe and secure environment.	Parish Council monitor through reports at monthly meetings

## Rayne Parish Council Action Plan 2008- 2009

### 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	ECC to repair and top dress over the next two years	Councillor time	No financial cost		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	Groundsmen's time	Reimbursed by ECC			Villagers use all public footpaths within the parish, unhindered by obstructions	
	Street lights	Non-working street lights repaired	Malfunctioning lights reported to 24/7.		Precept		Cllr Ian Macnee	All street lights functioning appropriately and lighting roads and footpaths providing safe environment for parishioners.	Monthly reports to Parish Council at full meetings
	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

## Rayne Parish Council Action Plan 2008- 2009

	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
	War Memorial	Maintained to a good standard	Grant application	Volunteer time and Parish Precept	Cost of plants and repairs		Parish Council	War Memorial maintained to a standard expected by villagers.	
	Churchyard	Grass cut and appearance improved	Relatives cut grass, groundsman maintains large areas and PC levels grassed areas.	Top soil, Parishioner time / Community pay back scheme			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				Footways and amenity areas are clear of dog fouling	

## Rayne Parish Council Action Plan 2008- 2009

### 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	Meetings with church, purchase land,	Finance to be obtained or precepted	Not known			Parishioners can choose to be buried locally	
	Playing field	Additional recreational space	Alternative land required as Oak Meadow no longer available.					Parishioners have larger area for recreational use, which is used by a cross section of the community.	Negotiations with landowner and housing association being undertaken
	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 opposite Welsh Princess	Provide shelter for waiting bus passengers	Build shelter	Section 106/ grant funding application	Not yet known			Bus passengers will be sheltered whilst waiting for bus, making the public transport experience more acceptable.	
	Bus shelter near Swan Junction	Improve appearance of bus shelter	Remove leaves and 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 2008- 2009

### 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	May 2009	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				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 2008- 2009

**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  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					Footpaths maintained for the use and enjoyment of parishioners	

## Rayne Parish Council Action Plan 2008- 2009

**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
	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 2008- 2009

### 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.	Harold Giles
	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 identity 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	

## Rayne Parish Council Action Plan 2008- 2009

### Parish Action Plan:

To ensure that actions identified within the Village Appraisal are completed.

Responsible councillor: Adam Bulkeley

Status	Area	Aspects for Development	Action needed and progress made	Resources	Cost	Time	Person Responsible	Success Criteria/benefit to parish	Monitoring
Completed 2008	To carry out a Village Design Statement (VDS)	Completed 2008	Monitoring planning applications against plan				Clerk/all councillors	Properties are built or extended according to the requirements of the VDS.	Planning sub-committee
Ongoing, progress made	Maintain Rayne as a separate village	Work with BDC officers in developing the Local Plan	Attended meetings and provided comment on draft plans				Clerk/all councillors	Rayne retains its separate identity.	Parish Council
Ongoing, progress made	Protect and preserve flora and fauna within the village	Carry out botanical survey. Involve suitable agencies, conservation groups etc	Friends of the Fritchway have identified plants along Fritchway. Regular wildlife articles published in Village Magazine and on Rayne website Conservation verges identified, yet to be marked by ECC				Clerk/all councillors	Parishioners live within an area that is active in protective its natural environment	
Ongoing, progress made (see p10)	Publish map of local footpath network	Continued liaison with farmers to confirm/agree footpaths	Meetings with most farmers undertaken				Roger Jiggins Parish Council	Parishioners have access to open and clearly marked footpaths	

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Removed October 2008	Lobby for doorstep collection of glass recycling materials	To lobby BDC to provide for the collection of glass	BDC will not change their policy as Bring Banks are effective and glass recycling rates would not be improved through collection						
Ongoing, good progress made	Establish a dog poo plan	See p7							
Achieved	Redevelop play area	Superb children's play area built with help of National Lottery and hardworking volunteers.							
Partly achieved	Establish playing fields committee to look at best possible use of areas available. Look to extend amenity area to enable extension to car park and provide multi court	Sports groups met to agree development of field and village hall. Small hard area with basketball hoop provided. Appraisal of village hall conducted by architects. Purchase of additional land not successful, preventing village hall development and car park extension							

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Achieved	Restructure Village Hall Management committee. Try to become focal point of village	New committee has raised funds to make numerous improvements to facilities and improve maintenance							
Ongoing, good progress made	Improved police response/presence to deal with issues including speeding and parking	Attendance of Parish Councillors at Police Liaison meetings has improved communication	Continuing speed checks.  Parish Council have requested double yellow lines at junctions to improve safety at school times						
Progress made	Look to provide educational coursed		Computer training offered by web steering group						
Ongoing, good progress made	Parking – Define parking areas with enforcement from Police.	Parish Council to ensure that parking in new developments, meets or exceeds government requirements	Speed activated signs have been offered by ECC. Parish Council provided 30MPH signs for some wheeled bins. Speed checks undertaken by police.						

## Rayne Parish Council Action Plan 2008- 2009

Achieved	Improved communication by Parish Council	Develop a regular newsletter. Encourage public to attend meetings Maintain a Parish Council website	Regular monthly articles in Parish Magazine. Annual report sent to all households. Parish Council agenda emailed to over 80 villages that have opted in to the system. Parish Council website provides up to date information.						
Ongoing, good progress made	Establish a Village Museum to display documents and artefacts	Set up a working party	Web steering group are requesting grant funding to set up a virtual museum. Village Society is conducting audio recording of villager's lives. These are transcribed and available on Village website following publication in Parish Magazine.						
In progress	Provide Bus shelters, particularly for pupils catching school busses	Identify locations and funding sources.	Bus shelter site identified and grant application to be made. Precept funding						

## Rayne Parish Council Action Plan 2008- 2009

Some progress	Look to set up a Youth council/club with their own meeting place.								
Achieved	Have whole village events such as a fun day		Village Hall committee organise an annual fete involving all village organisations.						
Superseded	Use Parish Assembly to review/update Parish Plan action plan		Parish Plan incorporated into Parish Council Action Plan						
Partial achievement	Assess street lighting needs in village		Additional lighting installed along a walkway. Lights along main street need replacing to more appropriate lighting, as the road is not now a trunk route.						