



Parish Plan



Ratley and Upton Parish Plan 2007

Ratley and Upton Parish Plan

2007–2012

Contents

	Questionnaire Section	Page
Introduction	1.1	3
Location	1.2	5
History	1.3	6
Survey respondents	1.4	7
Major Themes & Ideas	1.5	8
Issues Considered		
Communications / Access to Information	2	9
Social, Community and Leisure	3	10
Economics and Transport	4	13
Health and Social Services	5	15
Services	6	16
Crime, Disorder and Prevention	7	19
The Environment	8	20
Recommendations – Action Plan		21
Appendices:		
I–Acknowledgements		23
II–Volunteers Summary Details		23
III–Summary Budget Details		24
IV–Members of Parish Plan Steering Committee & contact details		24
V–Proposed Terms of reference: Environment sub-group		25
VI–Proposed Terms of reference: Communication sub-group		26

1.0

1.1 Introduction - *What is this Plan?*

The Parish Plan Steering Committee was set up by the Parish Council at a public meeting in January 2006 as a working group of parishioners to canvass the views of the community on a wide range of local issues. This Plan is the result of that consultation.

Your Parish Council is the most immediately accessible level of government, being elected from amongst your neighbours to take decisions about the locality in response to changing needs. This Plan will be a guide to them over the next few years, and provides useful evidence for them in their dealings with the higher levels of government - Stratford-on-Avon District Council and Warwickshire County Council. It is a record of what you have told us, robustly collected and, widely communicated.

The views and suggestions summarised in this document have been gathered in a number of ways:

- We conducted a preliminary interview with 30 residents to identify the likely areas of interest, on which we based a written household questionnaire.
- Several groups had individual visits from the Chairman or others to seek their opinions: the Parish Council, Women's Institute, Ratley Welfare Trust.
- Ratley Youth Club exhibited a photographic documentary of their 'likes and dislikes' in the area.
- Suggestion boxes were available in both public houses in the Parish.

- Regular update posters gave the details of steering committee members whom parishioners contacted with their ideas.
- Public meetings have been held to launch the survey and to present its findings.
- A separate Business Questionnaire asked for the views of employers and self-employed in the area.

Regular advice was sought from Warwickshire Rural Community Council, our Ward Councillor and Stratford-on-Avon District Council.

Questionnaires were delivered to 187 households in the parish and 100 were returned, representing 178 individuals over 14 years of age. Nineteen business questionnaires were returned from 39 distributed.

A draft of this document was presented to the parishioners and Parish Council for review and comment before the Annual Parish Meeting in May 2007, and Parish Plan Steering Committee members were also available for discussions and collection of feedback.

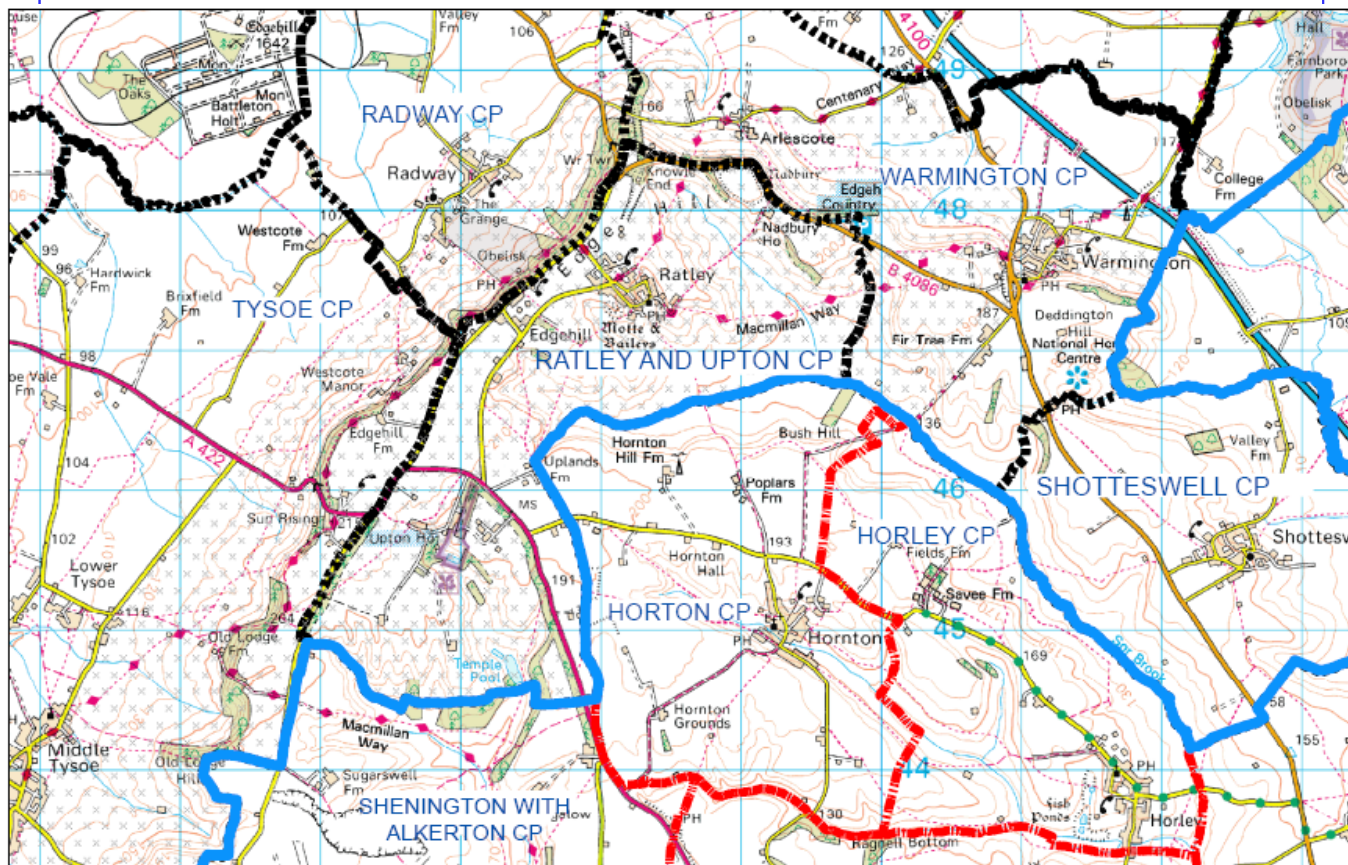
This document and the resulting Action Plan will be presented to the Parish Council and other local bodies for implementation.

Action Plans

Action Plans within each section are detailed within highlighted boxes, similar to this. Appendix 1 – shows all the actions and identifies which local body "owns" the action.

1.2 Location - *What area does this cover?*

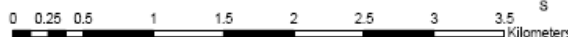
Ratley and Upton parish in south Warwickshire, on the border with Oxfordshire on the northern edge of the Cotswold Ridge, is the highest parish in Warwickshire, approximately 14 miles from Stratford and 8 miles from Banbury via the A422.



For information on the Parish Plan

Reproduced from the Ordnance Survey Mapping with the permission of the controller of Her Majesty's Stationary Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

Scale - 1:30000



Parish Boundaries (Cherwell)



District Boundary



Parish Boundaries (SDC)



Cotswold AONB

Ratley and Upton borders five other parishes - *Warmington, Radway and Tysoe*, in Warwickshire, and *Shenington with Alkerton*, and *Horton* in Oxfordshire.

It consists of the village of Ratley, nestling in the lee of Edge Hill and Edgehill hamlet formerly known as Ratley Grange. Resting high along the crest to the west lies Upton House estate and associated farms. Camp Lane is the small community on the eastern end of the crest on the B4086 Banbury to Kineton Road overlooking the Burton Dassett Hills.

1.3 Highlights from History - *What is the history of the area?*

Settlement in the area can be traced back to the Bronze Age crop marks and enclosures and to the Iron Age Nadbury Camp Hill Fort, but the earliest easily visible feature of the landscape is the motte and bailey castle active in the middle years of the 12th century. The earliest building of note is the church of St Peter ad Vincula (St Peter in Chains) in Ratley which dates mostly from the 14th century though it has earlier origins. The sandy limestone and ironstone known as Hornton stone of which the church is built, led to quarrying in the area throughout the Tudor period to the present day. This natural resource has created the landscape and the variety of grand and humble buildings that make the parish unique.

The Battle of Edgehill of 1642 was started by King Charles I when he raised his standard at the site of the Castle Inn, but this most significant of historical events has left little permanent mark. Enclosure of common land in the 18th century, however, set the pattern for the modern parish we see today with its pattern of housing, roads, fields and public paths. During this period, Upton House and its formal gardens were completely remodelled similar to how we see them today. The renowned local architect Sanderson Miller designed and built Egge Cottage, and the Edgehill Tower as a gatehouse to Radway Grange; later converted into the Castle Inn c.1822. Both these buildings are just inside Radway parish. His other work which was in Ratley Grange was a folly, a “ruined castle”, now the site of the Castle Inn car park.

During the Victorian period increasing prosperity and industrialisation lead to further building, including Methodist and Wesleyan chapels in Ratley. The Edgehill Light Railway Company’s legacy is still just visible in the fields alongside Camp Lane. The most recent public building is the Village Hall, generously donated by Viscount Bearsted in 1935.

Increasing mobility opened the parish to a wider market and since the last quarter of the 20th century it has become a popular commuter area, while retaining a strong local identity, active economy, and sense of community.

(Details are summarised from ‘A Guide to the History of The Parish of Ratley and Upton, Warwickshire’ compiled by Sue Flintoff at the time of the sealing of the Millennium Time Capsule. A fuller account of life in the second half of the 19th century can be found in ‘Ratley - The Story of a Warwickshire Parish’ by John Ashby and Dan Batchelor)

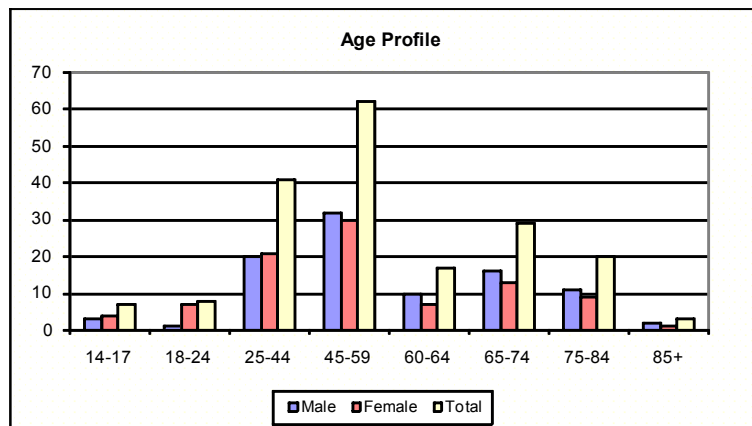
1.4 Survey respondents - *Whose views are represented?*

1.4.1 Survey Coverage

One hundred and seventy eight (178) people sent in their views on the household survey forms. This represents a high proportion of residents (nearly 60% of those over 14 years old), so we can be confident that the findings reflect community opinion. This included information covering 30 children and teenagers who were represented in the returns. There are 284 registered electors on the Parish register. With nearly 50% of the business questionnaires returned, we have a flavour of the issues that concern this crucial section of the community. Worthy of note is the fact that the average number of years trading for these business respondents is more than 27 years!

1.4.2 Ethnic mix and age profile

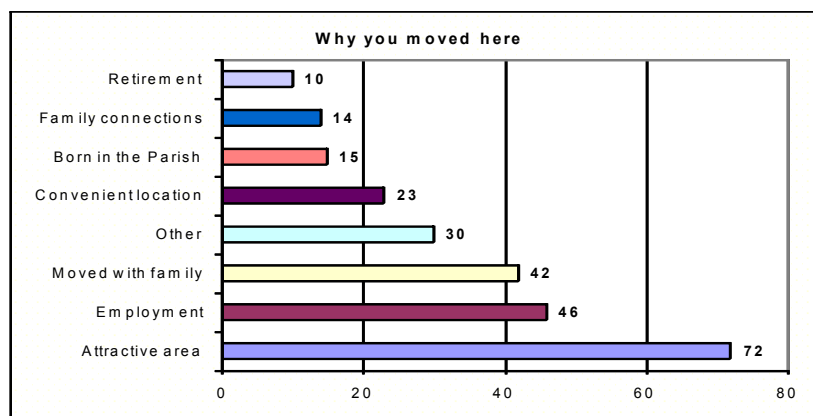
Questionnaire responses show that we are an overwhelmingly white and British community, (98%). The age and gender profile of the parishioners who responded are as follows:



1.4.3

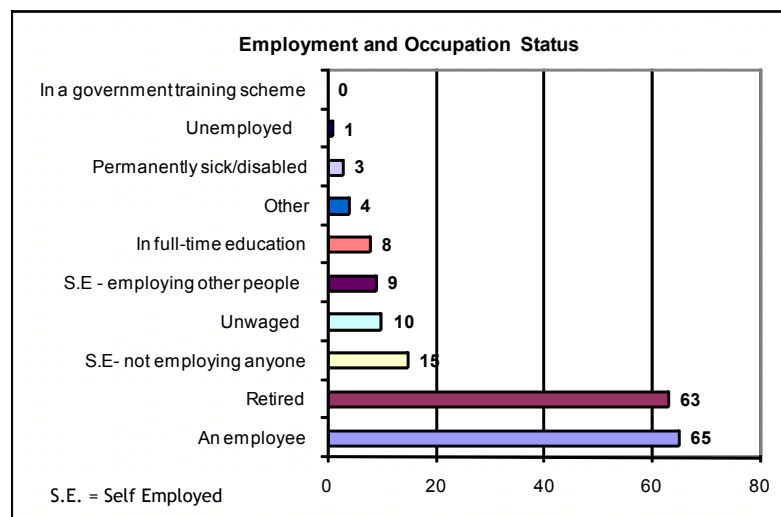
Movers to the Parish

Perhaps surprisingly only 8% of respondents to the questionnaire were born in Ratley and Upton. Most people have moved to the Parish because of employment considerations; and particularly because of the general attractiveness of the area.



1.4.4 Residents economic status

A high proportion of respondents are economically active, or in full time education, totalling 55%; 35% are retired; less than 1% are said to be 'unemployed'.



1.5 Major Themes - What are the "Big Ideas"?

The attitudes of people in Ratley and Upton towards living in the area are overwhelmingly positive: we value the location, the sense of community and are generally appreciative of public services.

The questionnaire was structured into 9 sections, which correspond directly to the numbered paragraphs of the report below. These are the three major themes of concern/action:

- **Communications / Access to Information**
- **Social, Community and Leisure**
- **The Environment**

There are of course, many different opinions on these three themes, and we have shown the general weight of opinion in the analysis and priorities below.

Many ideas have been willingly adopted by existing groups, particularly the Parish Council who welcome the mandate this Plan offers, but also the Village Hall Committee and Parochial Church Council. *(See Appendix for list of actions 'owned' by each group)*

There is strong support for many new ideas, especially improving access to information and improving the environment. Forty-five people have volunteered to help in these and other areas. This is clear evidence of a vibrant and active community.

2.0 Communications / Access to Information

2.1 Village Calendar, Newsletter and Website

A large number of respondents wanted to see improved access to information within the parish and over 23 volunteered to help in some way: there was strong support for a parish events calendar, newsletter and website for all community groups.

2.2 Village Information Pack and Council decisions

The idea of a parish welcome or information pack was supported by 60% of respondents.

Almost 70% of respondents would welcome more information about Parish and District Council decisions, and planning applications.

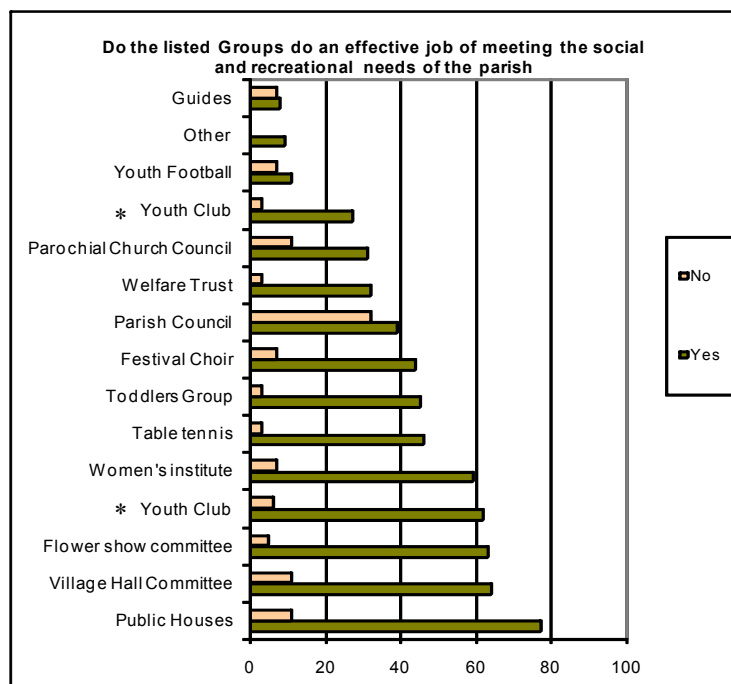
Almost half of respondents would like to meet local government representatives periodically, and two-fifths feel that communication with the Parish Council could be improved.

That the Parish Plan Steering Committee informs the Parish Council of volunteers who offered to explore and create sustainable systems for the production of a Parish newsletter, a "calendar of events", a Parish website, a Parish information pack and a Business directory.

That the Parish Council reviews its methods of communications in liaison with the Communication group, and take a more active role in publicising local government activity and decisions.

That the Parish Council monitors the ongoing actions of the Parish Plan through periodic meetings with the various teams/groups working on the actions.

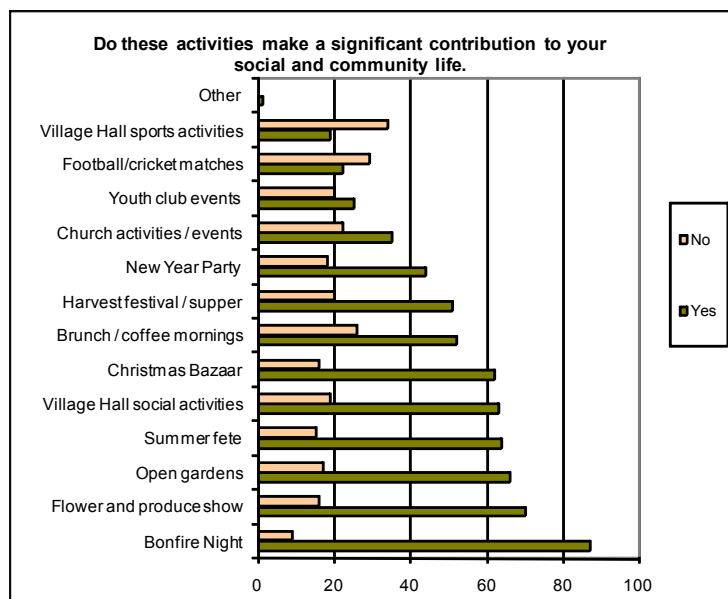
3.0 Social, Community and Leisure



* The questionnaire had Youth Club twice and both answers are shown here for consistency.

3.1 Value of local community activities

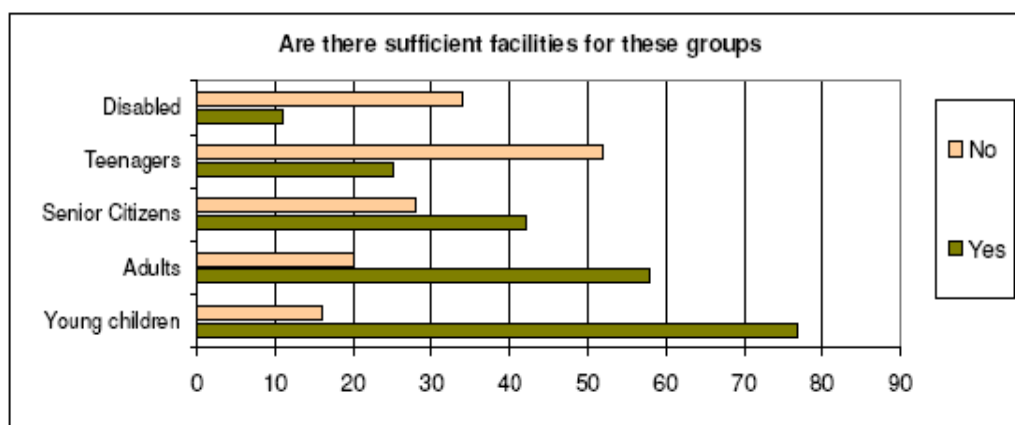
All the community events and groups that are organised by neighbours and friends are highly rated. Few of them would happen without much hard work that sometimes goes unrecognised. These replies show that this commitment, and the services offered by local public houses are valued. We should recognise this as a 'pat on the back' for all concerned.



3.2 Future ideas

Ideas for future events include a film club, bingo, dance and fitness activities though no idea was proposed by more than eleven people.

Facilities for toddlers were felt to be satisfactory, but not so for teenagers or disabled. However, further analysis and activities need to be identified and undertaken to resolve these issues.



3.3 Recreation Field

The Recreation Field currently offers adequate facilities for most, and there was very little evidence further immediate need for more expensive or sophisticated facilities.

3.4 Village Hall

The Village Hall Committee does a good job meeting current social and recreational needs, and events held there are highly valued. Whilst three quarters of respondents feel that the Village Hall provides adequate facilities, there is a strong feeling that refurbishment would better meet future needs of the community. Parishioners are keen to retain the character and location of the Village Hall and do not feel the need to rebuild it elsewhere. The Village Hall Committee has already started work on these suggestions.

3.5 Church activities

The Parochial Church Council welcomed the opportunity to gather your views . Three quarters of respondents value the contribution that regular church services make to parish life, and retaining the current pattern of services is overwhelmingly supported. Sunday School activities were considered appropriate. Sixteen people volunteered to help maintain the grounds of the church. All these details have been passed to the Parochial Church Council.

That the Parish Plan Steering Committee sends a copy of this report to those mentioned with a note of thanks and a copy of the relevant data.

That the Village Hall Committee considered ways in which the Village Hall should be refurbished to provide for the future needs of the community as highlighted in the responses.

That the Village Hall Committee considers the range of ideas suggested for future social, cultural and educational events in conjunction with neighbouring parishes.

That the Parochial Church Council considers the replies, and when mobilising the volunteers, does so in liaison with the Environmental group proposed. (The suggestion of a water tap for use within the church grounds should be considered)

4.0 Economics and Transport

4.1 Commuting

Many respondents work locally (20%), with equal proportions of people commuting (40%) or not working (40%). The vast majority drive to work, and share cars only for leisure and shopping trips. Services for those with no personal transport are available from Stratford-on-Avon District Council (Community Links) and these need better publication.

Public transport is used by just 4.5% of respondents to get to their place of work. Twenty five percent of respondents occasionally or often share their vehicles for the school run. Fifty percent of respondents occasionally or often share their vehicles for shopping trips, and more than 75% occasionally or often share transport for leisure trips.

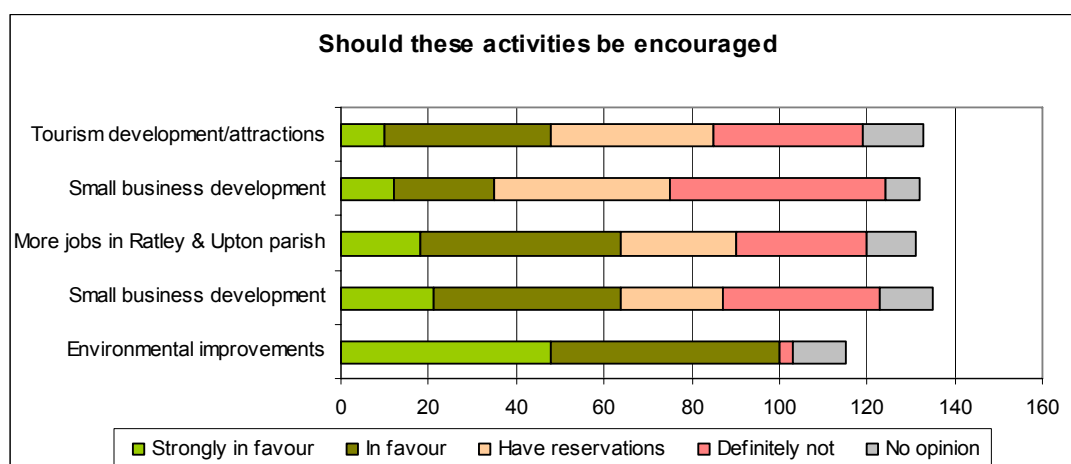
The issues regarding local buses focus on routes and timings, and were identified by more than 1/3 of respondents, perhaps, leading to the low usage of this form of public transport within the Parish.

4.2 Speeding traffic

75% of respondents agree that speeding traffic is a problem in the parish, with a fair degree of agreement about the 'hotspots' among the 60 who identified particular locations. There was a 50/50 split on needing traffic calming in Ratley with a 70/30 split in favour of traffic calming elsewhere in the Parish, focussing on the Edgehill and Upton areas.

4.3 Local Business

There was a strong tendency to want to use local businesses, especially if there were some sort of easily available directory, this was supported by 150 respondents.



Some support for increasing jobs locally is balanced by the unwillingness to see an expansion of small scale industrial workshops and tourism. However, the evidence of some desire for improvements to the environment such as more seats and path maintenance could encourage a small growth in low-impact visitors.

Of the 19 copies of the Business Survey returned, generally local businesses were happy with the support they receive from the local community. However, regulations and perceived lack of understanding of business needs, sometimes are felt to restrict their effective operation. Issues arising for businesses were predominantly to do with services, so are documented in section 6.

Twenty-seven parishioners were identified as working in businesses within the Parish, with 53 travelling into the parish. The National Trust at Upton House and Avonvale Veterinary Practice between them employ 36 people, but only 8 of these are living in the Parish.

That the Parish Council contacts local bus providers to investigate the possibility of improvements and changes in the services.

That the Parish Plan Steering Committee investigates and publicises the Stratford-on-Avon District Council Community Links scheme and transport sharing opportunities.

That the Parish Council contacts Warwick County Council and Stratford-on-Avon District Council to tour the parish and review traffic calming measures.

That the Parish Plan Steering Committee ensure a register of local businesses and tradesmen is completed via the Communication group.

5.0 Health and Social Services

5.1 Local medical services

Local GP practices and District Nurses are widely praised. Other medical services are generally valued, although a small number of responses indicates a level of concern about counselling, home helps, ambulance services and health / mobility equipment.

5.2 Defibrillator Unit

The suggestion of purchasing a defibrillator unit was well supported with offers of financial and specialist help.

5.3 First Aid

Seventy-two people would be interested in attending a First Aid course in the parish.

That the Parish Plan Steering Committee sends a copy of this report to local GP practices with a note of thanks and a copy of the relevant data.

That the Parish Plan Steering Committee passes the data in this section to the President of the WI and the Village Hall committee for possible consideration at one of their meetings.

That the Parish Plan Steering Committee asks key volunteers to further assess and take a local defibrillator scheme forward, through the West Midlands Ambulance Service, NHS Trusts and liaise with other relevant bodies such as the British Heart Foundation and the current "first responders" at Oxhill and/or other local Parishes.

That the Parish Plan Steering Committee asks key volunteers to contact St John's Ambulance or similar paramedics to investigate a First Aid course for those expressing an interest.

6.0 Services

6.1 Waste collection

Waste collection is generally satisfactory although there is variability across the parish, and there is concern over the lack of a service for recycling of larger metal items, plastics and cardboard. The need for better recycling was identified as an issue for both household and business respondents. However, the location of recycling bins within the parish needs further consideration. Verbal comments at meetings indicate the waste collection service at Upton estate is not satisfactory, and needs further assessment.

6.2 Post Office

The re-opening of a Post Office in Ratley was not considered to be an economic option. Only half of the respondents would use it once a week. This would not be commercially viable, even if all other non-respondents had replied similarly.

'If the Post Office was resurrected in the village hall, would you use it regularly e.g. once a week?'

	Num.	%
Yes	85	54.1
No	72	45.0
Total	157	100.0

6.3 Road maintenance

Almost a quarter of respondents to the questionnaires had concerns about the quality of road maintenance in the parish, but generally there was satisfaction.

6.4 Road gritting

Road gritting was identified as an issue for some businesses, particularly those who have most of their employees travelling into the parish.

6.5 Street lighting

Only a quarter of respondents favoured the introduction of additional street lighting but with no clear consensus about where.

Area of Parish for extra Lighting	Responses
Lower Ratley Village	9
Village Hall	4
Chapel Lane	3
Recreation Ground	1
Edgehill to Ratley road	3
High Street	5
Camp Lane	1
Environmentally friendly existing lights	1
No extra lighting	3

6.6 School provision

All those respondents, with children of school-age, enrol them at state schools, and less than a fifth of respondents had any concerns. This data will be sent to the relevant authorities.

Type of Schooling	Responses
Play group	1
Nursery School	4
Primary School	14
Secondary School	8
Sixth form / F.E College	4
University	2
Training courses	4

6.7 Mobile library

A third of respondents felt that the mobile library service should be better publicised.

6.8 Water Supply

Mains water pressure is a cause of concern for two-thirds of respondents, though the survey occurred quite soon after a faulty regulator caused several problems in different parts of the parish. This has since been rectified, and does not seem to be a problem at present. Seventy seven respondents would use the Goggs (*spring near to the church of St Peter ad Vincula*) for drinking water if it were certified potable.

6.9 Electricity and telephone distribution

Over 90% of respondents would like a more reliable and environmentally sensitive distribution of electricity and telephone services. The business respondents also ranked electricity supply as their third highest item of concern.

6.10 TV and mobile phone reception

Although some respondents had concern about TV and mobile phone reception, this was not felt to be a matter capable of local resolution.

That the Parish Council works with Stratford-on-Avon District Council to improve the waste Recycling and collection service across the parish.

That the Parish Plan Steering Committee sends a copy of this report to Stratford-on-Avon District Council /Warwick County Council with a note of thanks re: road maintenance and a copy of the relevant data to highlight any problems.

That the Parish Plan Steering Committee sends a letter to the Local Authority re: opinion of Schools, with supporting data.

That the Parish Council contacts the electricity supply company to ensure the reliability of supply and to pursue the possibility of putting electricity cabling underground.

That the Parish Council contacts the water supply company to ask for improvements and monitoring, citing the survey results.

That the Communications group contacts Warwickshire Libraries Service to ask about mobile library usage and improvement of publicity.

That the Environmental group investigate a programme for improving telecommunications services within the parish.

That the Parish Council pursues analysis of the Goggs spring water.

7.0 Crime, Disorder and Prevention

7.1 Personal safety

Eighty seven (87%) percent of parishioners feel safe here in our parish.

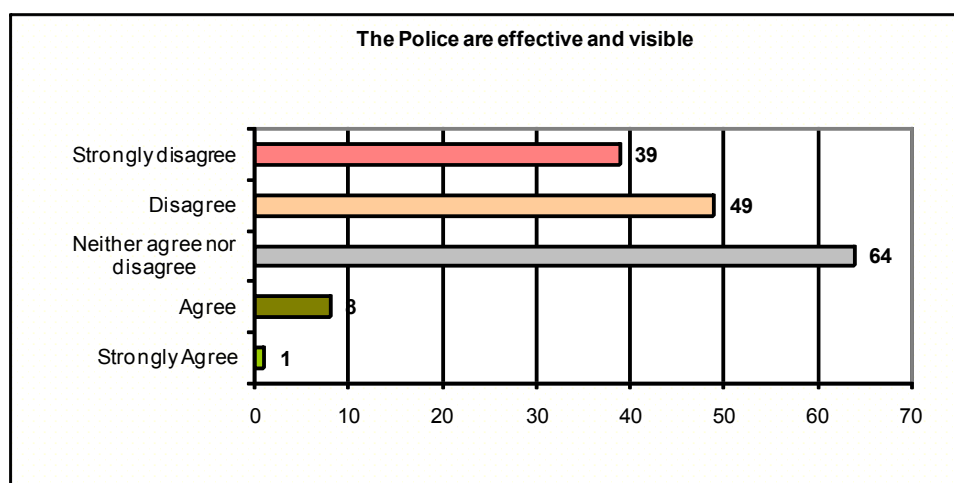
7.2 Levels of policing

Views were mixed about the police presence in the parish with the largest response (40%) being from those neither agreeing nor disagreeing. A quarter of households felt strongly that the police are neither effective nor visible, but we did not ask for an interpretation of this opinion. This matter may need further exploration. Half of the business respondents were dissatisfied with levels of policing, this was the issue on which they agreed most strongly.

Overall, there was general support for the opportunity to talk periodically to representatives of the Police, Fire service and Neighbourhood Watch at public meetings.

7.3 Emergency service response

The business respondents thought that the emergency service response times were a serious concern for those operating within the parish, owing to their distance from the new consolidated emergency base-stations.



That the Parish Council invites representatives from the Police, Neighbourhood Watch and Fire Service to discuss local concerns.

8.0 The Environment

8.1 Housing development

The questionnaire included a summary of a previous housing survey to provide further information for the respondents.

Sixty percent of respondents favoured some limited development of social housing within the parish and even more agreed that any future housing development should emphasise affordable housing.

The most popular site for such development was the Hornton Masonry Company site. Some support sites at the entrance to Ratley village from the Edgehill road.

8.2 Natural features

There was strong interest in improving the maintenance of natural features of the rural environment, especially reducing and repairing the damage to verges and hedges at the roadside. Maintenance and signage of footpaths and bridleways were not an overwhelming cause of concern.

There was no unanimous expression of concern about animal-related problems such as damage and fouling.

8.3 Planning Regulations

For business respondents the impact of planning regulation and slow processing was identified as the second highest area of dissatisfaction, possibly impinging on their future business development.

That the Parish Council pursues the possibility of limited housing development with South Warwickshire Rural Housing Association and Stratford-on-Avon District Council emphasising the strength and content of these views.

That the Parish Plan Steering Committee sets up a group of volunteers to map, explore and create sustainable systems for the improvement of the local environment and landscape.

That the Environmental Group draws up an annual programme for and review of environmental improvements and seeks volunteers for this programme, and liaises with the Communications group.

That the Parish Council passes the data on the planning process delays to Stratford-on-Avon District Council for further review.

RECOMMENDATIONS – Action Plan (High Priorities)

Section	Action / Recommendation	Priority	Lead Responsibility	Partners	Suggested Timescale	Resource Implications
2	That the Parish Plan Steering Committee informs the Parish Council of volunteers who offered to explore and create sustainable systems for the production of a Parish Newsletter, a "calendar of events", a Parish website, a Parish Information pack and a Business directory.	High	Communications Group	Parish Council, Village Hall Committee, other parish groups	6 Months	Awards for All equipment
2	That the Parish Council reviews its methods of communications in liaison with the Communication group, and take a more active role in publicising local government activity and decisions.	High	Parish Council	Communications Group	6 Months	None
2	That the Parish Council monitors the ongoing actions of the Parish Plan through periodic meetings with the various teams/groups working on the actions.	High	Parish Council	Communications Group, Environmental Group, Village Hall Committee, other parish groups	6 Months	None
3	That the Parish Plan Steering Committee sends a copy of the report to those mentioned with a note of thanks and a copy of the relevant data.	High	Parish Plan Steering Committee	None	3 Months	Printing & postage
4	That the Parish Plan Steering Committee investigates and publicises the Stratford-on-Avon District Council Community Links scheme and transport sharing opportunities.	High	Parish Plan Steering Committee	Warwickshire County Council	3 Months	Publicity
4	That the Parish Council contacts the Warwickshire County Council & Stratford District Council to tour the parish and review traffic calming measures.	High	Parish Council	Warwickshire County Council, Stratford District Council	6 Months	TBD
4	That the Parish Plan Steering Committee ensures a register of local businesses and tradesmen is completed via the Communication Group.	High	Communications Group	Parish Plan Steering Committee	3 Months	Publicity
5	That the Parish Plan Steering Committee send a copy of the report to local GP practices with a note of thanks and a copy of the relevant data.	High	Parish Plan Steering Committee	None	3 Months	Publicity & Postage
5	That the Parish Plan Steering Committee asks key volunteers to contact St. John's Ambulance or similar paramedics, to investigate a First Aid course for those expressing an interest.	High	Parish Plan Steering Committee	st John's Ambulance	6 Months	Hall hire & Trainers
6	That the Parish Council works with Stratford-on-Avon District Council to improve the waste Recycling and collection service across the parish.	High	Parish Council	Stratford District Council	3 Months	Publicity
6	That the Parish Plan Steering Committee sends a copy of the report to Stratford District Council / Warwick County Council with a note of thanks, re: road maintenance and a copy of the relevant data to highlight any problems.	High	Parish Plan Steering Committee	Warwickshire County Council, Stratford District Council	3 Months	Printing & postage
6	That the Parish Plan Steering Committee sends a letter to the Local Authority re: opinion of schools with supporting data.	High	Parish Plan Steering Committee	Warwickshire County Council, Stratford District Council	6 Months	Printing & postage
7	That the Parish Council invites representatives from the Police, Neighbourhood Watch and Fire Service to discuss local concerns.	High	Parish Plan Steering Committee	None	3 Months	Publicity
8	That the Parish Council pursues the possibility of limited housing development with South Warwickshire Rural Housing Association and Stratford-on-Avon District Council, emphasising the strength and content of these views.	High	Parish Council	South Warwickshire Rural Housing Association, Stratford District Council	6 Months	TBD

RECOMMENDATIONS – Action Plan (Med/Low Priorities)

Section	Action / Recommendation	Priority	Lead Responsibility	Partners	Suggested Timescale	Resource Implications
3	That the Village Hall Committee considers ways in which the Village Hall should be refurbished to provide for future needs of the community as highlighted in the responses.	Medium	Village Hall Committee	Parish Council, Stratford District Council,	6 Months	TBD
3	That the Village Hall Committee considers the range of ideas suggested for future social, cultural and educational events in conjunction with neighbouring parishes.	Medium	Village Hall Committee	Communications Group	6 Months	TBD
5	That the Parish Plan Steering Committee passes the data in this section to the President of the WI and the Village Hall committee for possible consideration at one of their meetings.	Medium	Parish Plan Steering Committee	Women's Institute, Village Hall committee	3 Months	TBD
6	That the Communications Group contacts Warwickshire Libraries Service to ask about mobile library usage and improvement of publicity.	Medium	Communications Group	Warwickshire Library Services	3 Months	TBD
6	That the Parish Council contacts the water supply company to ask for improvements and monitoring, citing the survey results.	Medium	Environmental Group	Parish Council	3 Months	TBD
8	That the Environmental group draws up an annual programme for and review of environmental improvements and seeks volunteers for this programme, and liaise with the Communications group.	Medium	Environmental Group	Parish Council, Village Hall committee, Ratley Gardens, Communications group	12 Months	TBD
8	That the Parish Council passes the data on the planning process delays to Stratford on Avon District Council for further review.	Medium	Environmental Group	Stratford District Council,, Parish Council	3 Months	TBD
3	That the Parochial Church Council considers the replies, and when mobilising the volunteers, does so in liaison with the Environmental Group proposed.	Low	Parochial Church Council	Environmental Group	6 Months	TBD
4	That the Parish Council contacts local bus providers to investigate the possibility of improvements and changes in the services.	Low	Parish Council	Bus Services	3 Months	TBD
5	That the Parish Plan Steering Committee asks key volunteers to further assess and take a local defibrillator scheme forward, through the West Midlands Ambulance Service, NHS Trusts and liaise with other relevant bodies such as the British Heart Foundation and the current 'first responders' at Oxhill and/or other local Parishes.	Low	Parish Plan Steering Committee	WI, Oxhill Parish	12 Months	TBD
6	That the Parish Council pursues analysis of the Goggs spring water.	Low	Environmental Group	Parish Council	12 Months	TBD
6	That the Parish Council contacts the electricity supply company to ensure the reliability of supply and to pursue the possibility of putting electricity cabling underground.	Low	Environmental Group	Parish Council	12 Months	TBD
6	That the Environmental group investigate a programme for improving the Telecommunication services within the parish.	Low	Environmental Group	Electricity Companies, BT	12 Months	TBD
8	That the Environmental Group sets up a group of volunteers to map, explore and create sustainable systems for the improvement of the local environment and landscape.	Low	Environmental Group	Parish Council, Village Hall committee, Other local groups	6 Months	TBD

APPENDICES

Appendix I - Acknowledgements

Thanks go to many within the Parish and beyond, and especially the following

Colin Goler - Data traceability

Debbie Simpkins - Mother and toddlers group

Ellie Flintoff - Initial data processing

Emma Horridge - Logo

The late John Blann - Secretary & Treasurer (Jan -Jul 2006)

Local residents - Distribution and collection of questionnaires

Ratley & Upton Parish Council

Rob Allan - Environmental advice

Rose and Crown - Meetings venue (The Snug)

Stratford District Council - Provision of Ordnance Survey via GIS,

Cllr Simon Jackson & Dasset Area Community Committee

Village Archive - Historical Photographs

Warwick Networks - Data analysis & layouts

Warwickshire Rural Community Council - Linda Ridgley & Steve Patalong

Appendix II - Volunteers Summary Details

Response details	Questionnaire no	No of Volunteers
Events calendar creation & maintenance	2.4	17
Parish website creation /support	2.11	8
Parish Information pack	2.12	9
Ideas for Parish events	3.3	16
Church grounds maintenance	3.16	16
Sharing transportation	4.12	13
Defibrillator support	5.5	22
Footpaths maintenance	8.5	7

Appendix II - Summary Budget Details**INCOME****Funding grants and donations**

Parish Council	£ 500.00	
Warwickshire Rural Community Council	£1,250.00	
Dasset Area Community Committee (SDC)	£1,245.00	
Donations	£1,950.00	

TOTAL INCOME**£4,945.00****EXPENDITURE**

Business Analysis Warwick Network	£ 205.63	
Data processing and analysis Warwick Network	£ 632.15	
Initial Analysis (E. Flintoff)	£ 476.25	
		£1,314.03
Printing of Household and Business Questionnaire	£ 204.05	
Printing of First Public Draft of plan	£ 264.38	
Print costs other	£ 20.56	
Printing Final Booklet and Summary Document	£ 453.70	
Production of Parish Plan Launch Material	£ 65.74	
		£ 1008.43
Committee travel expenses (none claimed)	£ 0.00	
Venue Hire	£ 11.40	
Postage	£ 18.40	
Stationary	£ 68.27	
Sundries (prize draw, logo prize, photo, public meetings)	£ 65.49	
Secretarial Support to Chairman	£ 195.00	
		£ 356.56

TOTAL EXPENDITURE**£2,681.02****SURPLUS REMAINING****£2,263.98***

**(Parish Plan Launch, including Village Fete Stand £15.00; Contribution towards public address system and organisation of Village Fete £100.00; Prizes for Draw £178.00 – Totalling £393.00, due to be taken from the Surplus Funds Remaining. A further anonymous donation has been made towards the prize draw funds. Accounts to be finalised after this event and when all commitments have been fulfilled by the Parish Plan Committee.)*

VOLUNTARY TIME - given in kind not included in the above monetary calculations

Committee meeting	440 hrs
Other work and preparation time	482.5 hrs
TOTAL hours provided in kind	922.5 hrs
N.B: Monetary equivalent at £7/hr	£6,457.50

Appendix IV - Members of Parish Plan Steering Committee & contact details

For questions on the content of the report, analysis and action plans, please contact any member of the committee.

Malcolm J Thorne	688196/670536	(Chairman)
Fergus White	670374	(Vice-chair)
Danny Batchelor	670280	
Robin Flintoff	670278	
Simon Gilbert	678153	
Mike Parkes	670379	
Shona Walton	670596	

N.B. From 1st January 2008, and for questions regarding the action plans, please contact the Ratley & Upton Parish Council.

Additional electronic copies of this report can be obtained from the Ratley & Upton Parish Clerk.

Appendix V - Proposed Terms of reference: Environment sub-group

NAME – Ratley & Upton Environmental group - Proposed by PPSC

The name of the organisation shall be the Ratley & Upton Environmental group, hereafter referred to as the Environmental Group.

PURPOSE

The Purpose of the Environmental Group shall be to act on behalf of the Parish Council to carry out the following tasks:

1. Investigate, identify and implement support from people and organisations for managing and maintaining the parish environment.
2. Take responsibility for planning budgeting and monitoring expenditure on the environmental plan for the parish.
3. Liaise with relevant authorities and organisations to make parish environment as "green" and sustainable as possible, this should involve assessment and monitoring of "carbon footprints" and waste recycling.
4. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible, and include these in the resultant activity and communication.
5. Identify priorities and timescale for implementing environmental activities and potential sources of additional funding.
6. To report back to the Parish Council on progress, issues arising and outcomes from the exercise.

MEMBERSHIP

The Environmental Group will include up to 12 members appointed by the Parish Council at a Public meeting.

No more than two of these members will be members of the Parish Council.

Appointment to the Environmental Group will take place at a meeting open to the public. Any resident or person, particularly those representing a local group, may stand for appointment to the Environmental Group.

The Environmental Group may co-opt additional members at its discretion, so long as the total number of co-opted members does not exceed the number of appointed members.

A person shall cease to be a member of the Environmental Group having notified the chair or secretary in writing of his or her wish to resign.

OFFICERS

At the first meeting the Environmental Group will elect: a chairperson, a vice-chair, a secretary, a treasurer, and a volunteer coordinator. All other Environmental Group members should have a specific role, to be agreed by the Environmental Group.

MEETINGS

The Environmental Group shall meet at least every two months as a minimum, or as may be required. At least five clear days notice of meetings shall be given to members by written notices left at, or sent by post to the member's address. At least two future meeting dates will be decided, as an agenda item, at meetings.

All notices of Environmental Group meetings must detail the matters to be discussed.

Every matter shall be determined by a majority of votes of the Environmental Group members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote.

The Environmental Group may decide the quorum necessary to transact business – with a minimum of three members, of which two should be officers.

The secretary shall keep a record of meetings in electronic format, and circulate minutes to members of the Environmental Group not more than 14 days after each meeting.

WORKING GROUPS

The Environmental Group may appoint such working groups, as it considers necessary to carry out functions specified by the Environmental Group. Each working group should have a nominated leader but this person does not have to be a member of the Environmental Group.

Working groups do not have power to authorise expenditure on behalf of the Environmental Group.

Working groups will be bound by the terms of reference set out for them by the Environmental Group.

FINANCE

The Treasurer shall prepare a budget, for approval by the Parish Council.

The Treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices and these will be approved for payment by the Parish Council when in line with the budget.

Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred, and approved in the budget, during the process of producing the Environmental Plan.

The Treasurer will draw up and agree with the Environmental Group procedures for volunteers who wish to claim expenses and the rates they may claim.

The Treasurer will report back to the Environmental Group and the Parish Council on planned and actual expenditure for the Environmental Plan, and liaise with the Parish Clerk to enable cash withdrawals and payment of invoices to be made as required.

CHANGES TO THE CONSTITUTION

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the Environmental Group.

DISSOLUTION OF THE ENVIRONMENTAL GROUP

Upon dissolution of the Environmental Group any remaining funds shall be used by the Parish Council as part of the overall Parish Council budget and funding process.

Appendix VI - Proposed Terms of reference: Communications sub-group

NAME– Ratley & Upton Communications group - Proposed by PPSC

The name of the organisation shall be the Ratley & Upton Communications group, hereafter referred to as the Communications Group.

PURPOSE

The Purpose of the Communications Group shall be to act on behalf of the parish council to carry out the following tasks:

1. Investigate, identify and implement support from people and organisations for the Parish Communications plan.
2. Take responsibility for planning, budgeting and monitoring expenditure on the communications plan for the parish.
3. Liaise with relevant authorities and organisations to make parish communications as effective as possible.
4. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible, and include these in the resultant communication.
5. Identify priorities and timescale for implementing communications activities and potential sources of additional funding.
6. To report back to the Parish Council on progress, issues arising and outcomes from the Communications activities.
7. To evaluate the effectiveness of the methods of communications in the community.

MEMBERSHIP

The Communications Group will include up to 12 members appointed by the Parish Council at a Public meeting.

No more than two of these members will be members of the parish council.

Appointment to the Communications Group will take place at a meeting open to the public. Any resident or person, particularly those representing a local group, may stand for appointment to the Communications Group.

The Communications Group may co-opt additional members at its discretion, so long as the total number of co-opted members does not exceed the number of appointed members.

A person shall cease to be a member of the Communications Group having notified the chair or secretary in writing of his or her wish to resign.

OFFICERS

At the first meeting the Communications Group will elect: a chairperson, a vice-chair, a secretary, a treasurer, and a volunteer coordinator. All other Communications Group members should have a specific role, to be agreed by the Communications Group.

MEETINGS

The Communications Group shall meet at least every two months as a minimum, or as may be required. At least five clear days notice of meetings shall be given to members by written notices left at, or sent by post to the member's address. At least 2 future meeting dates will be decided, as an agenda item, at meetings.

All notices of Communications Group meetings must detail the matters to be discussed.

Every matter shall be determined by a majority of votes of the Communications Group members present and voting. In the case of equality of votes the chair of the meeting shall have a casting vote.

The Communications Group may decide the quorum necessary to transact business – with a minimum of three members, of which two should be officers.

The secretary shall keep a record of meetings in electronic format, and circulate minutes to members of the Communications Group not more than 14 days after each meeting.

WORKING GROUPS

The Communications Group may appoint such working groups, as it considers necessary to carry out functions specified by the Communications Group. Each working group should have a nominated leader but this person does not have to be a member of the Communications Group.

Working groups do not have power to authorise expenditure on behalf of the Communications Group.

Working groups will be bound by the terms of reference set out for them by the Communications Group.

FINANCE

The Treasurer shall prepare a budget, for approval by the Parish Council.

The Treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices and these will be approved for payment by the Parish Council when in line with the budget.

Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred, and approved in the budget, during the process of producing the Communication Plan.

The Treasurer will draw up and agree with the Communication Group procedures for volunteers who wish to claim expenses and the rates they may claim.

The Treasurer will report back to the Communication Group and the Parish Council on planned and actual expenditure for the Communication Plan, and liaise with the Parish Clerk to enable cash withdrawals and payment of invoices to be made as required.

CHANGES TO THE CONSTITUTION

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the Communications Group.

DISSOLUTION OF THE COMMUNICATIONS GROUP

Upon dissolution of the Communications Group any remaining funds shall be used by the Parish Council as part of the overall Parish Council budget and funding process.

Finally, special thanks to our Local Businesses for their kind financial contributions:

Banbury Farm and General Supplies (Warnington)
Brian Ascott - Excavation & Landscaping (Tysoe)
Charles Stanley & Co - Stock Brokers & Financial Services
Edgehill Shooting Grounds - Corporate Events and Instruction
F. N. Pile & Son - Agricultural Engineers (Wamington)
Heritage Motor Centre (Gaydon)
Horton Masonry Company - Quarry Owner & Monumental Masons
I J Thorne - Physiotherapist & Chiropractor (Ratley)
David & Katherine Jackson (Armscote)
Jade Karts at Edgehill
John Bradley & Associates - Planning Consultants (Shipston)
Kopanski Catering - Special Occasions (Admington)
M G Hill - Bulk Haulier (Oxhill)
M J Blann Landscape Gardener (Ratley)
Mark Hughes - Haulage Contractor (Edgehill)
Norbar Torque Tools Engineers (Banbury)
P H Goodman & Sons - Carpets & Flooring (Tysoe)
Ratley Lodge Farm
Red Horse Fuels (Oxhill)
Rose and Crown (Ratley)
Sugarswell Business Park - Commercial Accommodation (Shenington)
Uplands Farm (Upton)
Upton Estates - Farm and Stud
- Alliance Medical
Varneys' Garage (Hornton)

and our FUNDING BODIES

Department of Environment, Food and Rural Affairs
Ratley and Upton Parish Council
Stratford on Avon District Council - Dasset Area Community Committee