

Subject: Ratley and Upton Parish Plan

Lead Officer: Karen Johnstone
Contact on 01789 260332

**Lead Member/
Portfolio Holder: Councillor S Beese**

Summary

This report sets out the assessment of the Ratley and Upton Parish Plan. Ratley and Upton Parish Council adopted the Plan in April 2008.

Recommendation

- (1) That the Parish Plan is adopted as a local information source to offer advice to the relevant services of Stratford-on-Avon District Council.**
 - (2) That Stratford-on-Avon District Council seeks to respond to the Parish Plan Action Plan in the ways suggested in Appendix C of this report.**
 - (3) That the Parish Plan is adopted by Stratford District Council as a material consideration in processing planning applications, in accordance with Policy COM.1 of the Local Plan Review.**
 - (4) That the Parish Plan steering group, Parish Council and the residents of Ratley and Upton Parish be commended for preparing their Parish Plan and that they are encouraged to implement and review their Action Plan.**
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1 Background/Information

- 1.1 Parish Plans are community-led projects identifying and surveying the assets, needs, opportunities, problems and solutions of a community. Through 'capacity' and 'consensus building', Parish Plans provide communities with a framework to take stock of the present and to plan for the future.
 - 1.2 The momentum for Parish Plans is continually increasing, with many of the communities in the district having completed or in the process of undertaking detailed Parish Plans or Appraisals with associated recommendations and Action Plans. Further background information on the process is included in Appendix B.
 - 1.3 **Background to the submitted Ratley and Upton Parish Plan**
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- 1.3.1 In January 2006 the Parish Council organised a public open meeting to launch the Parish Plan, and a Parish Plan Steering Group was formed as a result including a member of the Parish Council to allow good communication. The Plan was funded by a community grant from the Dasset Area Community Committee of Stratford District Council, and funding from DEFRA, the Parish Council, local businesses and contributions in kind from many volunteers. Throughout the process regular update posters were used to advertise events and report back on progress.
- 1.3.2 The Steering Group raised awareness of the project and collected preliminary information by visiting the Parish Council, Women's Institute, and Ratley Welfare Trust. Suggestion boxes were put in both local pubs. Ratley Youth Club helped with an exhibition of likes and dislikes about the local area. A preliminary interview was conducted with 30 residents to help formulate the questionnaire.
- 1.3.3 This information informed the preparation of a questionnaire which was sent to every household in the Parish. 100 households completed the questionnaire out of a total of 187 households in the Parish. This gives a response rate of 53% which on its own would not be considered conclusive because of the small sample size. However the excellent opportunities for community consultation at other stages of the preparation process mean that the Plan can still be considered robust and representative of the community. A Business Questionnaire was returned by 19 of the 39 businesses in the Parish.
- 1.3.4 The steering group drafted the Parish Plan and Action Plan informed by the information gathered. The findings of the consultation, and a draft Parish Plan, were presented at a well-attended public meeting where steering group members were available to discuss any issues and written comments could be submitted.
- 1.3.5 The Parish Council adopted the Parish Plan in April 2008 and will oversee its implementation. The Parish Council has been supplied with suggestions on how to take the actions forward and a list of people who volunteered to help with specific actions. The Parish Council will monitor the ongoing actions of the Parish Plan through periodic meetings with the various teams/groups working on the actions. Some of the actions are already being taken forward or have been completed.

1.4 **Ratley and Upton Parish Plan findings**

- 1.4.1 The findings of the Parish Plan, which have informed the Action Plan, cover:
 - Communications/Access to Information
 - Social, Community and Leisure
 - Economics and Transport
 - Health and Social Services
 - Services
 - Crime, Disorder and Prevention
 - The Environment

The Parish Plan has been prepared employing a range of community

participation techniques including questionnaire surveys, public forums and a transparent process of reporting back to the community on progress. The process has generated a range of statistical and qualitative data that has informed the Action Plan and is a useful information source.

- 1.4.2 Suggested response: Endorse – that the findings of the Ratley and Upton Parish Plan be endorsed as a true representation of the topics addressed by the Parish Plan questionnaire.

1.5 **Ratley and Upton Action Plan**

- 1.5.1 Analysis and responses to the Action Plan are provided in Appendix C, and the following analysis and comments should be read in conjunction with the Ratley and Upton Parish Plan Action Plan.
- 1.5.2 The policy position of the Local Plan Review is supportive of the Action Plan points relating to planning, the environment and land use. The majority of the actions identified can be undertaken entirely by the village itself, and the Parish Plan has been very successful in encouraging volunteers to come forward for a variety of actions. The District Council can offer advice and support in undertaking some actions, and offer help in locating funding. Progress has already been made in taking forward actions including the Village Hall renovation and the Village Information Pack.
- 1.5.3 SDC Housing Team and Warwickshire Rural Community Council welcome the action proposing ongoing work on local housing needs and can provide help in this area.
- 1.5.4 The Parish Plan text identifies that facilities for teenagers and disabled people are felt to be unsatisfactory and that further analysis and activities need to be identified and undertaken to resolve these issues. However there is currently no action within the Action Plan picking up on this issue, and the Steering Group have therefore agreed to highlight this omission to the Parish Council.

2 **Options available to the Committee**

- 2.1 A) Adopt the Parish Plan fully: This is a good, well-prepared Parish Plan that would be a valuable local information source and material planning consideration.
- 2.2 B) Adopt parts of the Parish Plan: If there are any concerns with certain aspects of the Parish Plan, this option would allow the District Council to use selected aspects of the Plan in its decision making and as a local information source. No reasons have so far been identified to make this option necessary.
- 2.3 C) Not adopt the Parish Plan: The District Council would miss the opportunity to adopt a useful source of local information, and a material consideration to aid planning decision-making.

3 **Members' comments**

- 3.1 Cllr Appleton offered the following comment: "I would like to see actions in the plan for the support/development by the community of the local network of rights of way, whether they are footpaths or bridleways. The County Council offers a partnership scheme which can provide advice and
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guidance." This suggestion is included in the SDC suggested responses in Appendix C.

4 Implications of the proposal

4.1 *Legal/Human Rights Implications*

4.1.1 If adopted, the Parish Plan will become a material consideration to be taken into account when determining planning applications. The Plan does not conflict with the District Council's policies.

4.2 *Financial*

4.2.1 Projects developed through this Parish Plan may need funding to take them forward and the recommendations contained in this report should be contained within existing budgets. The District and Country Councils fund operates a combined grants scheme aimed at funding these types of projects, and the District Council's Community Grants team may be able to help search for appropriate funding sources. It is hoped that the Parish Council and local residents will consider and pursue funding in order to develop their identified action points.

4.3 *Environmental*

4.3.1 Many of the actions within this Parish Plan aim to increase the sustainability of life within the village and reduce the need to travel to access activities and services.

4.4 *Corporate Strategy*

4.4.1 The Parish Plan is a useful source of information about local community perception of their locality. The Community Plan and Corporate Strategy support the range of topic areas and policies in the Action Plan. The Parish Plan also complements and helps move forward the District Council's Agenda 21.

4.5 *Equality Impact Assessment*

4.5.1 The consultation for the Plan provided everyone within the community with an opportunity to comment.

4.5.2 The Parish Plan text identifies that facilities for teenagers and disabled people are felt to be unsatisfactory and that further analysis and activities need to be identified and undertaken to resolve these issues. However there is currently no action within the Action Plan picking up on this issue, and the Steering Group have therefore agreed to highlight this omission to the Parish Council.

5 Risk assessment

5.1 The actions recommended within this report are to commend those involved in the preparation of the Parish Plan, adopt the Parish Plan as a local information source and adopt it as a material consideration. There are no identified major risks associated with these actions.

5.2 Choosing to not adopt the Parish Plan would risk losing the chance to adopt a valuable source of local information and a useful material consideration to aid planning decision-making.

6 Conclusion

- 6.1 The Parish Plan Steering Group, the Parish Council and residents of Ratley, Upton and Edgehill should be commended and congratulated on completing their Parish Plan, and are encouraged by Stratford District Council and Warwickshire County Council to implement and periodically review the Action Plan.
- 6.2 The Ratley and Upton Parish Plan is a good example of how a community can prepare a Plan that is both a good source of local information and provides a sound basis through the Action Plan to address the needs and aspirations of the community.

Pat Reid

HEAD OF PLANNING SERVICES

Background papers:

Ratley and Upton Parish Plan 2007

Stratford District Community Plan; the future to 2015

Stratford-on-Avon Local Plan Review 2006

Stratford-on-Avon District Council Corporate Strategy 2008-12

Officers Consulted

Head of Service: 21/08//2008

Monitoring Officer: xx/xx/xxxx (date of report consultation)

Chief Executive: xx/xx/xxxx (date of report consultation)

Appendix A - Guidance for the Assessment of Parish/Town Plans

- 1.1 In assessing Parish Plans, the following considerations should be taken into account:

Evidence and extent of research work to justify conclusions.

Evidence and extent of analysis related to conclusions.

Public involvement and endorsement at local level.

Level of implementation available to District Council services, (e.g. the District Council Planning Authority, Leisure and Arts etc.).

Conformity with District Council's policies, (e.g. Planning policies etc.).

- 1.2 The above five criteria will enable the production of recommendations regarding the acceptance of each of the Parish Plan's detailed conclusions and Action Points.

- 1.3 A response to each of the detailed conclusions and Action Points will be one of the following:

(A) ENDORSE

The specific recommendation will be accepted and taken into account on the decision making of the District Council. (For example, "Small scale development with a 'craft' emphasis should be looked at sympathetically").

(B) ACTION

The specific recommendation will be accepted in principle and, subject to financial, procedural and legal constraints, implemented by or with the support of the District Council. (For example, "A social housing scheme of ten units on land next to the Green should be provided").

(C) INVESTIGATE

Further information to be obtained by the Parish/Town Council or other agency may be required in order that the District Council may establish if the specific recommendation can be supported. (For example, "An existing Conservation Area should be extended").

(D) SUPPORT

The specific recommendation relates to a matter which is not the responsibility of the District Council. However, the proposal is supported and will be forwarded to the appropriate authority. (For example, "Traffic calming measures are required and the County Highway Authority should prepare a scheme").

(E) NOT SUPPORTED

The specific recommendation relates to a matter which is in contrary to the policy of the District Council or is beyond the powers of the authority or that insufficient and/or unsatisfactory information has been submitted to substantiate their commendation. (For example, "No development of any kind should take place within the settlement").

Appendix B – Further Background Information

- 2.1. Communities produce Parish Plans for a number of reasons:
 - To increase the awareness of community issues, foster community spirit and encourage a sense of pride;
 - To act as a strong basis for local action (the Action Plan);
 - To collectively represent the views of residents, to positively influence others to the benefit of the community.
 - 2.2. In the 1980s the concept and practice of Village Appraisals first emanated nationally from the Rural Development Commission in conjunction with the Countryside Commission.
 - 2.3. Nationally, Parish Plans have a role to play within the 'modernising Local Government' agenda, for example, shaping local services, public participation, decision-making and greater democratic legitimacy.
 - 2.4. One of the aims within Chapter 12 of the Rural White Paper (Our Countryside: the future – A fair deal for rural England) includes involving people living in rural areas in developing their community, safeguarding its valued features and shaping the decisions that affect them –a vision for the future. Parish Plans are a recognised method of achieving this aim.
 - 2.5. In line with guidance from the Countryside Agency issued in August 2000 ('Planning tomorrow's countryside', advice to local planning authorities, government and developers on how the planning system should operate and evolve), Parish Plans are a recognised community planning method to help achieve key objectives. In March 2003 the Countryside Agency produced detailed guidance for parish and town councils on the preparation of Parish and Town Plans.
 - 2.6. Policy RA3 in the Warwickshire Structure Plan 1996-2011 encourages local planning authorities to use 'Appraisals' when establishing the views of local communities and when identifying local housing and industrial development need.
 - 2.7. Stratford-on-Avon District Council is committed to the encouragement of Parish Plans as a means of identifying local issues and will respond to them positively. Much faith has been placed by the Government, the County Council and the District Council on local appraisals and their role in assisting the formulation of strategic policy.
 - 2.8. Parish Plans can now play a broader role within the production of the statutory Community Plan for Stratford District.
 - 2.9. The recommendations and Action Plans can both inform and help deliver the Rural Strategy for the Stratford-on-Avon District.
 - 2.10. Policy COM.1 of the Stratford-on-Avon District Local Plan Review 2006 states:

"The views of the local community as expressed preferably in a Parish Plan (or equivalent) or in its absence an alternative source of reliable evidence, will be fully taken into account in the planning process. In particular they will be used:

 - To help assess the merits of schemes promoted by communities to meet needs which they have identified;
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- As a material consideration in the determination of planning applications and to assist in identifying the scope and nature of associated planning obligations which might be sought; and
- To identify opportunities for environmental and other forms of enhancement.

In the case of Main Rural Centres and Local Centre Villages only, as defined in Policy STR1, small scale schemes which meet housing (particularly affordable housing) and employment needs will be encouraged in this way..."

- 2.11. Nationally, Parish Plans are broad, holistic documents addressing local issues at a local level. Whilst in this District 'appraisals' have had a close association with planning, they are no longer 'planning-led'. Parish Plans address both planning and non-planning related matters and this is reflected in their assessment at Committee.
 - 2.12. Parish Plans can and do act as a tool to assist in giving many of the services provided by the District Council greater community focus. Vice versa, many of the services provided by the District Council can and do feed into the Parish Plan process creating more informed Action Plans.
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Appendix C

Summary of key action points

Abbreviations SDC= Stratford District Council
 WCC= Warwickshire County Council
 WRCC= Warwickshire Rural Community Council

Appendix A gives an explanation of what is mean by each suggested response key word.

Parish Plan action	SDC Proposed Response
Parish Council to support volunteers to explore and set up a Parish Newsletter, events calendar, Parish websites, Parish information pack and a Business directory.	Support – The Community Plan seeks to support communities and these activities are welcomed. The Parish information pack has already been completed.
Parish Council to review communication methods and publicise more actively.	Support – this action point can be supported.
Parish Plan Steering Committee to investigate and publicise the SDC Community Links scheme and transport sharing opportunities.	Action – The Community Plan aims to support individuals by increasing the number of people using tailored transport schemes. SDC is a partner of the Community Links, Back and 4 th , and Volunteer Centre's Medical Journeys scheme. The Social Inclusion team have sent information on Community Links to the Parish Clerk and Ward Member, and are happy to meet the Parish Council to discuss further if required.

Parish Plan action	SDC Proposed Response
<p>Parish Council to invite WCC and SDC to tour the parish and review traffic calming measures.</p>	<p>Investigate – Joint committees now have some limited funding allocated to them for spending on road safety and maintenance. Requests for funding are likely to be considered at a seminar for Joint Committee Members in January. Some competing demands on the available money can be expected.</p> <p>The Parish Council are advised to contact the WCC Minor Works Officer if they wish consideration to be given to funding a feasibility study for traffic calming from the delegated capital budget. They are also advised to seek support from their County and District Ward members and the Joint Committee.</p>
<p>Parish Plan Steering Group to:</p> <ul style="list-style-type: none"> - Support Communications Group to complete register of key local business and tradesmen - Passes data on health to the WI and Village Hall Committees for consideration - Send a copy of report to local GP practices with a note of thanks - Send note of thanks to people who organise valued events and groups in the parish. 	<p>Support – these action points can be supported.</p>
<p>The following information to be fed back to WCC and SDC:</p> <ul style="list-style-type: none"> - Note of thanks re. road maintenance and relevant data to highlight any problems - Data on planning process delays - Information on opinion of schools with supporting data 	<p>Support – this report recommends that WCC and SDC adopt Ratley Parish Plan as a local information source, and this information would be useful to inform the services of the Councils.</p>
<p>Key Volunteers to contact paramedics, e.g. St Johns ambulance, to investigate a First Aid course for those expressing interest. Volunteers to also take forward a local defibrillator scheme in liaison with health and ambulance services and first responders in local parishes.</p>	<p>Support/ Action - this action point can be supported. The District Council Community Grants team offers help locating funding, and can advise if these projects may be eligible for the Council's Community Grants scheme.</p>

Parish Plan action	SDC Proposed Response
Parish Council to work with SDC to improve the waste recycling and collection service across the parish.	Action – SDC are now operating a new waste service providing doorstep collection of all recycling including plastic, cardboard and green/food waste. SDC will welcome feedback once the new scheme is established.
Parish Council to invite representatives from Police, Neighbourhood Watch and Fire Service to discuss local concerns.	Support – the Community Plan aims to increase public confidence and reduce fear of crime.
Parish Council to pursue possibility of limited housing development with South Warwickshire Housing Association and SDC.	Endorse/Action - The District Council is keen to support the Parish Council and WRCC Rural Housing Enabler in their work. Policy COM.1 of the District Local Plan allows for the provision of local occupancy housing on the basis of an identified need.
Village Hall Committee to investigate refurbishment of the village hall to provide for future needs of the community.	Support/ Action – this project is being progressed, and has been successful in winning funding from sources including the East Joint Committee.
Village Hall Committee to consider range of ideas suggested for social, cultural and education events in conjunction with neighbouring parishes.	Support/ Action – the Community Plan aims to maximise the use of existing facilities. The District Council Community Grants team offers help locating funding, and can advise if projects may be eligible for the Council's Community Grants scheme.
Communications Group to contact Warwickshire Library Service to ask about mobile library usage and improvement of publicity.	Support – The Mobile Library Service visits several locations in the parish fortnightly and can be contacted on 01926 851 031. This action point is welcomed.
Parish Council to contact: <ul style="list-style-type: none"> - Local bus services to investigate possibilities of improvements and changes to the services. - water supply company to ask for improvements and monitoring, citing concern over water pressures in survey results - Electricity supply company to ensure reliability of supply and discuss possibility of putting electricity cabling underground. 	Support - these action points can be supported. The Community Plan aims to increase access to key services.
Environmental Group to: <ul style="list-style-type: none"> - Draw up annual programme for 	Support – the Community Plan aims to improve the natural environment of the

Parish Plan action	SDC Proposed Response
<p>environmental improvements, e.g. hedges and verges, and seek volunteers</p> <ul style="list-style-type: none"> - Investigate a programme for improving the Telecommunication services within the Parish - Set up a group of volunteers to map, explore and create sustainable systems for the improvements of the local environment and landscape. 	<p>District.</p> <p>It is also suggested that the Parish Council, possibly through the Environmental Group, could consider improving and developing the local network of footpaths and bridleways with support from the Warwickshire County Council P3 Partnership Scheme.</p>
<p>Parochial Church Council to receive requested information from survey, and liaise with Environmental Group when mobilising volunteers to help maintain grounds of the church.</p>	<p>Support – this action point can be supported.</p>
<p>Parish Council to pursue analysis of Goggs spring water for drinking</p>	<p>Support – this action point can be supported.</p>

REPORT INFORMATION SHEET

Please complete and submit to Committee Services with draft report

Committee/Date	East Joint Committee – 16 September 2008	
Item No/Title of report	RATLEY AND UPTON PARISH PLAN	
Consultations undertaken		
Consultee	✓	Details / Date of consultation / comments received
Ward Members		Cllr Simon Jackson/ 14 th August 08
COMMITTEE CHAIRMAN/ PORTFOLIOHOLDER *		Cllr Stuart Beese/ 14 th August 08 Cllr John Appleton/ 14 th August 08/ reported in Section 3
FINANCIAL SERVICES *		Richard Burrell/ 14 th August 08/ no further comments
Legal Services *		Leenamarie Aantaa-Collier/ 14 th August 08/ as reported within Section 4
Other Services		Housing/ 6 th August 08/ Supportive, offer help in taking forward housing needs Policy and PR/ 6 th August 08/ Happy to supply more info on Community Links Community Services/ 6 th August 08 Policy Heritage & Design – no comments to make – 26 August 2008
Other organisations		Warwickshire Rural Community Council/ 6 th August 08 / Supportive, offer help in taking forward housing needs Warwickshire County Council/ 10 th April 08/ notes most actions are to be undertaken by community, detailed comments on traffic calming reported in Appendix C
final decision by this Committee or recommendation to another committee/Council ?		Final decision Recommendation to : Executive / Council COMMITTEE
Does this report contain exempt information? If so, under which paragraph(s) ?		No Yes, Paragraphs :
Does this report relate to a key decision (referred to in the Executive Forward Plan)		No Yes, Forward Plan item – scheduled for (date)



Ratley and Upton Parish Plan 2007

Ratley and Upton Parish Plan

2007–2012

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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.

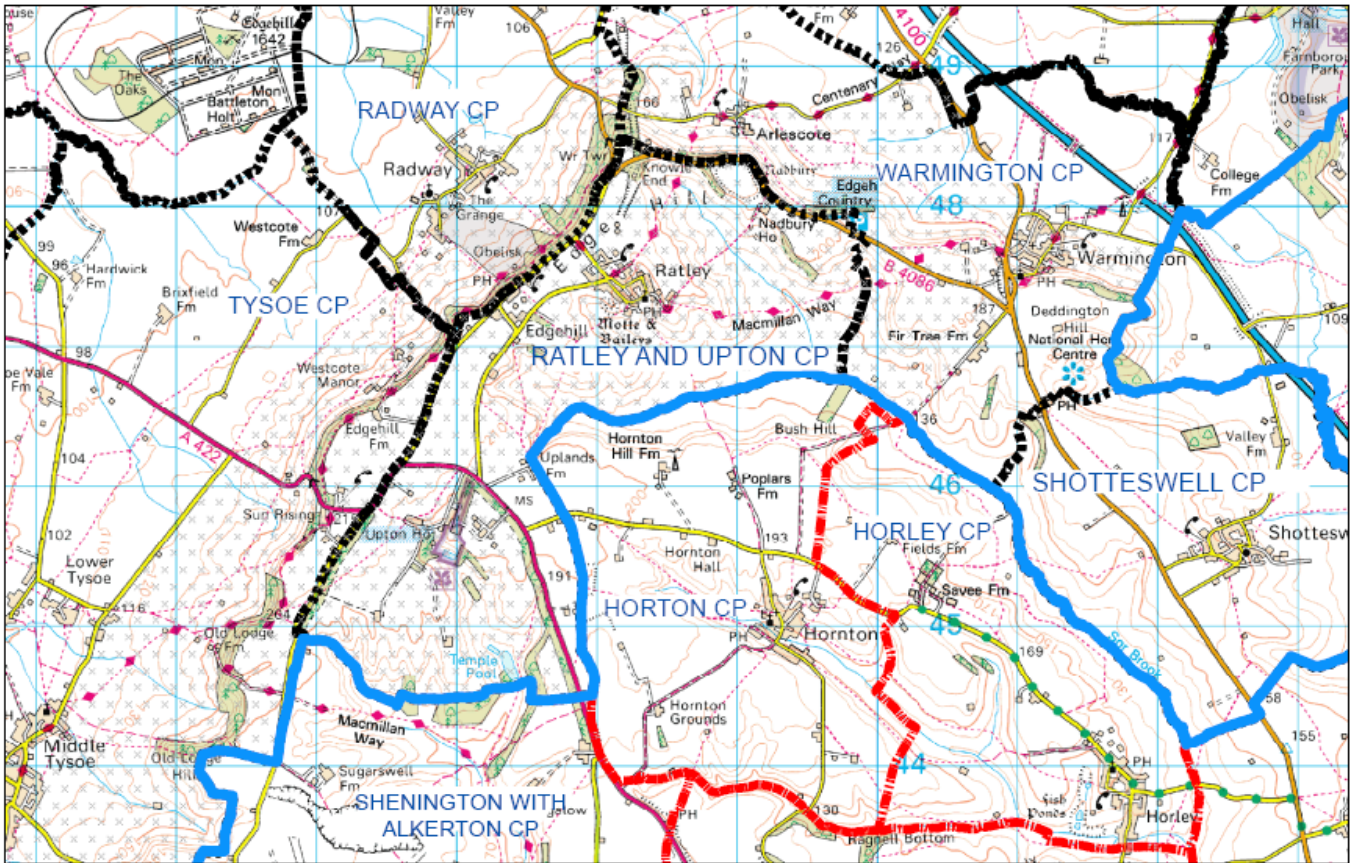
Action Plans

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?*

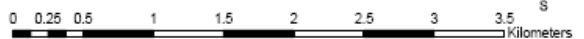
Ratley and Upton parish in south Warwickshire, on the border with Oxfordshire on the northern edge of the Cotswold Ridge, is the highest parish in Warwickshire, approximately 14 miles from Stratford and 8 miles from Banbury via the A422.



For information on the Parish Plan

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Scale - 1:30000



Parish Boundaries (Cherwell)



Parish Boundaries (SDC)



District Boundary



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)

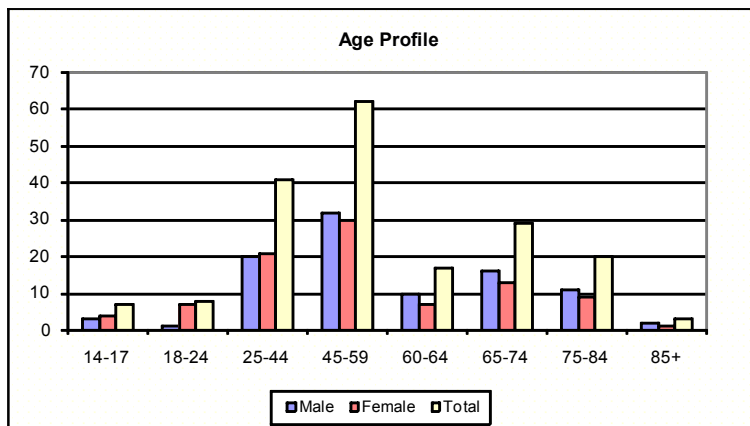
1.4 Survey respondents - *Whose views are represented?*

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

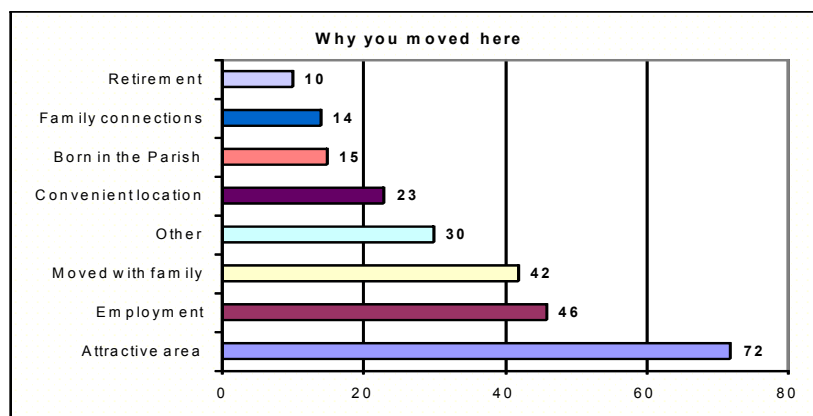
Questionnaire responses show that we are an overwhelmingly white and British community, (98%). The age and gender profile of the parishioners who responded are as follows:



1.4.3

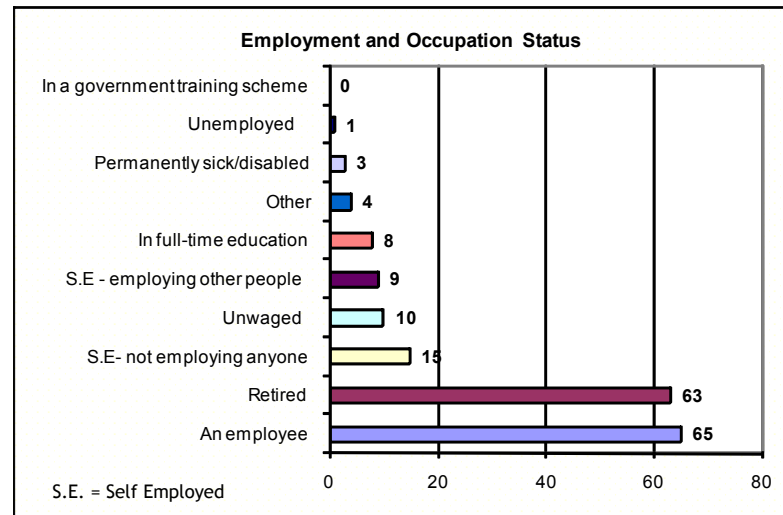
Movers to the Parish

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.

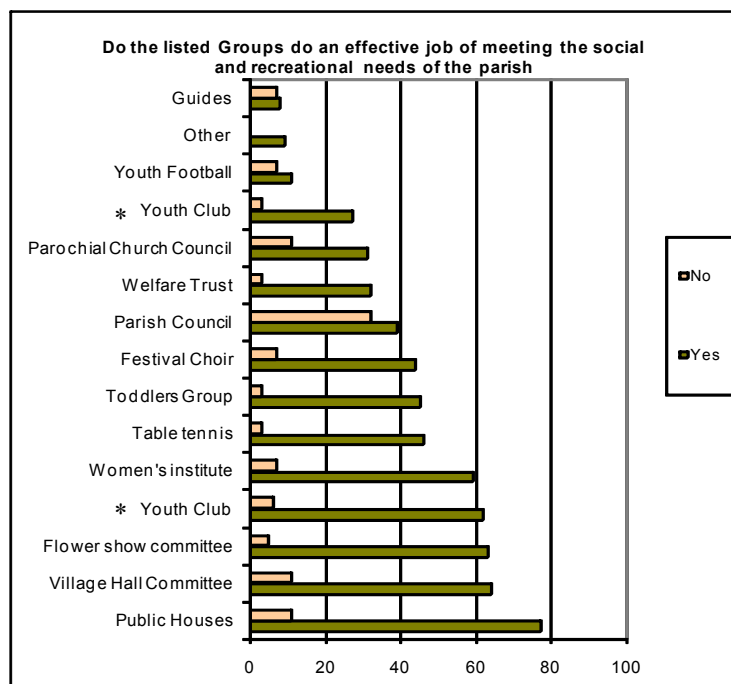
Almost half of respondents would like to meet local government representatives periodically, and two-fifths feel that communication with the Parish Council could be improved.

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.

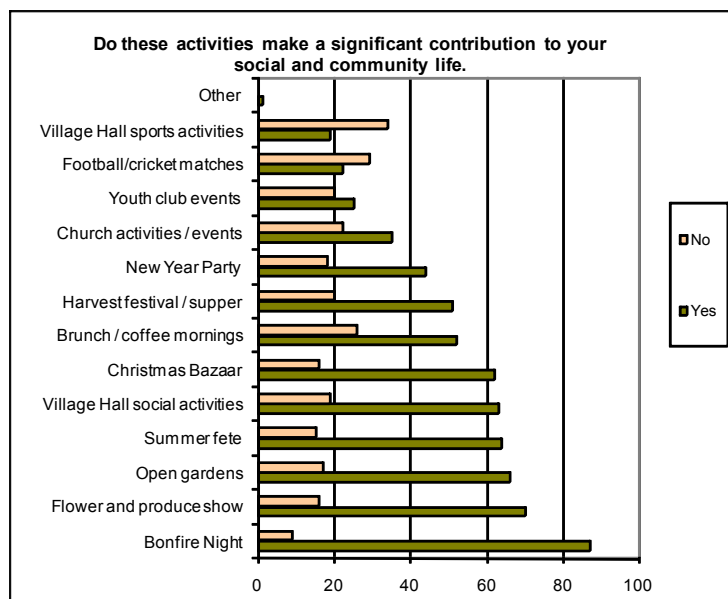
3.0 Social, Community and Leisure



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

3.1 Value of local community activities

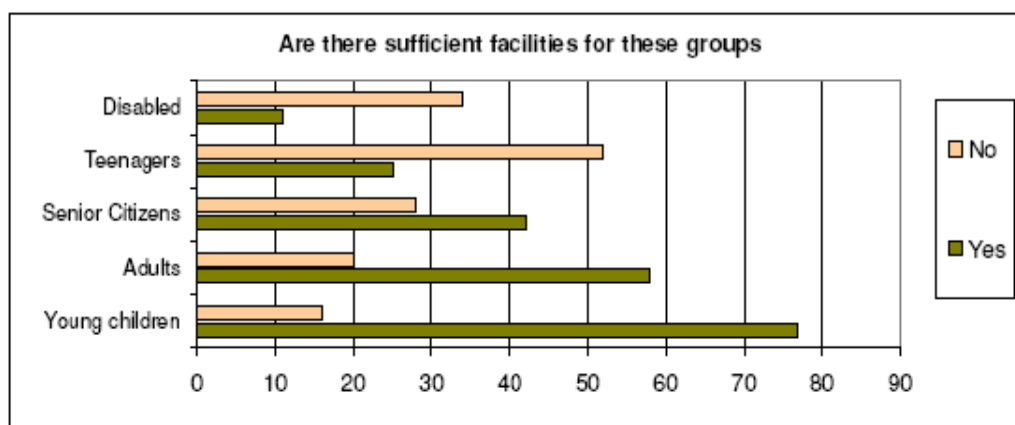
All the community events and groups that are organised by neighbours and friends are highly rated. Few of them would happen without much hard work that sometimes goes unrecognised. These replies show that this commitment, and the services offered by local public houses are valued. We should recognise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

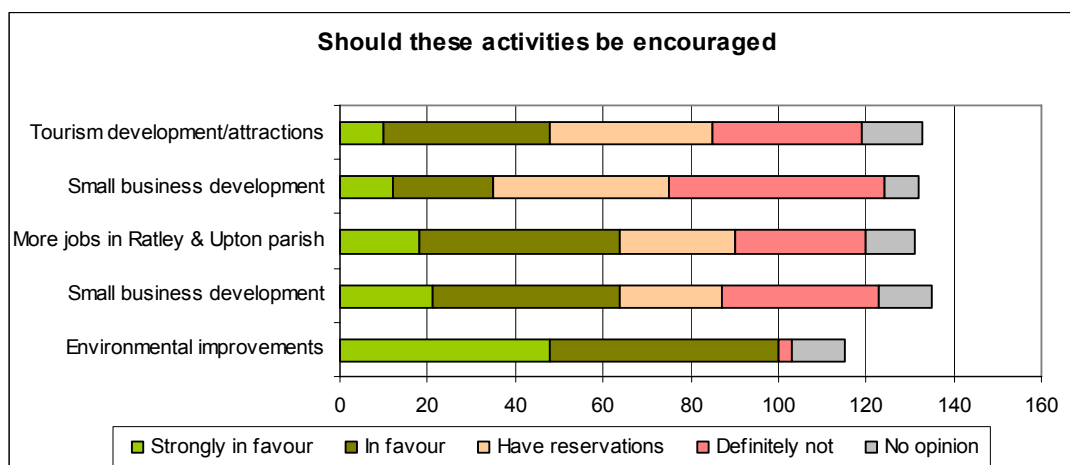
The issues regarding local buses focus on routes and timings, and were identified by more than 1/3 of respondents, perhaps, leading to the low usage of this form of public transport within the Parish.

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.

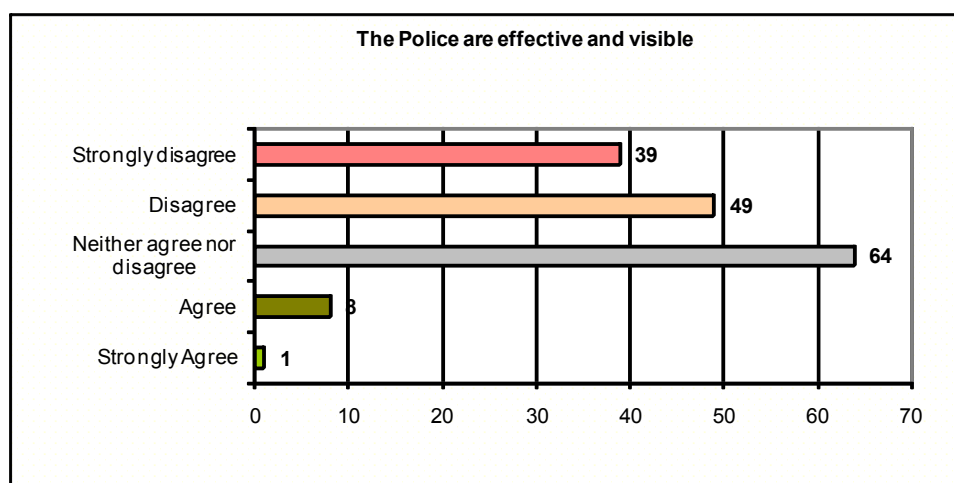
7.2 Levels of policing

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