Normandy Parish Council Strategic Action Plan 2022 - 2027

Priority		What	Action	How	When	Who	RAG
1.0	**Community Safety** **To work with partners to ensure a safe and welcoming community**						
1.1		To promote safer roads	To form a Highways and Traffic Working Party to form a collective view on how to improve road safety	(a) Strengthen links with community Speedwatch (b) Invite partners from SCC and Speedwatch to Highways and Traffic working party (c) Implement use and collect data from VAS signs throughout the village (d) obtain data to understand the volume and speed of traffic (e) analyise data and report to SCC Highways, through the Highways working party) if areas of concern are present	01/01/2023	Councillors Galloway, Hutton & Mitchell	
1.2		To promote safer pedestrian and cycling routes	To form a Highways and Traffic Working Party to form a collective view on how to improve road safety	(a) Engage with Wyke School to understand local need around the school (b) Engage with wider community and SCC to encourage action at known areas of concern	01/03/2023	Councillors Galloway, Hutton & Mitchell	
1.3		To promote community safety	Improved contact with Community Policing teams	Engage with PCSO and commence dialogue in relation to community safety and and when required	01/09/2022	Parish Clerk	

1.4		Encourage reporting of issues	Educate to public on how to report issues to correct authorities or agencies	(b) promote the council's 'Report it' form on the website (b) offer advice to residents on what issue to contact the varying authorities on, including NPC, GBC, SCC, Surrey Police (c)	01/11/2022	Assistant Parish Clerk	
1.5		Maintain Parish Council's assets	Ensure maintenance of all of Parish Council's assets to ensure they are usable and safe	(a) Ensure asset register is complete and up to date (b) develop maintenance plans for assets (c) put in place required inspection and maintenance processes	01/12/2022	Councilllors Hutton and Chillman	
2.0	**Conservation and Habitat** **To enhance our locality by providing green and open spaces which contribute to bio-diversity in the parish, whilst retaining the rural village character**						
2.1		Improve conservation within the village	Encourage native species of flora	(a) Trial and evaluate Blue Heart Scheme via leaving long grass on verges (b) to plant more native trees on MFF (c) work with other interested parties on Normandy Common to create a combined view on the most effective way to ensure native species are encouraged (d) consider the establishment of conservation and leisure zones	01/05/2023	Councillor Mitchell	
2.2		Improve conservation within the village (continued)	Develop a consistent approach to the management of Normandy Common	(a) Update the Management Plan for Normandy Common with support from SWT and FONW (b) establish a volunteer group for conservation management in the village	01/01/2023	Councillor Mitchell	

2.3		Support Guildford Borough Council's climate change programme	Engage with the programme and organise local support	(a) Understand the programme (b) support the GBC social media campaign (d) ascertain what support there is within the village (d) consider appropriate actions	01/02/2022	Councillor Mitchell	
3.0	**Leisure and Recreation** **To work collaboratively with sports groups and clubs to ensure provision of accessible facilities within the parish**						
3.1		Overhaul of the peace garden	To create a more accessible space	(a) Liaise with Guildford Access Group regarding current accessibility (b) create an accessible bridge from the car park (c) create an accessible pathway to the area (d) replace shingle with a more wheelchair / buggy friendly surface	01/09/2023	Councillor Mitchell	
3.2		Play areas maintained to a high standard	To have a named and trained person to ensure the safety of the play equipment and trim trail	(a) name 3 volunteers for weekly playground inspections (b) book training for volunteers (c) draw up inspection sheets for each play area (d) draw up a rota for inspections (e) book repairs with handyman or suppliers and buy replacement parts (f) book in the quarterly and annual ROSPA inspections	01/10/2022	Councillor Ahmed	
3.3		Effectively plan and budget for future provision of play and leisure facilities	Pre-plan for replacement of existing play facilities and street furniture	(a) create a working party of volunteers for development of play areas (b) consult with residents on the requirements (c) seek funding opportunities (d) improve picnic areas	01/09/2023	Councillor Mitchell	

3.4		Effectively plan and budget for future provision of play and leisure facilities (continued)	Establish working groups for MFF & NC to work with user groups against a clear TOR that balance the environment and leisure facilities	(a) establish one group for MFF and one for NC (b) create TORs for each to share with the groups (c) engage with existing clubs and community groups, understanding their goals for future	01/11/2022	Councillors Mitchell & Chillman	
3.5		To provide well managed allotments for residents	Develop management and maintenance plan	(a) develop a new, robust, rental agreement (b) develop a management plan (c) develop communications with allotment holders (d) establish an annual working party	01/10/2022	Councillor Mitchell	
3.6		To ensure adequate and cost effective provision of facilities for disposal of litter and dog waste	Audit current provision, assess and implement necessary changes	(a) audit the current provision (b) remove unnecessary bins (c) research and identify needs and potential supplier of waste removal	01/03/2023	Parish Clerk	
4.0	**Social Inclusion** **To foster a friendly, vibrant and welcoming community through engagement and events**						
4.1		Ensure we take into consideration the views of all residents	Undertake consultation and engagement processes which ensures the Council is inclusive for a variety of ages, abilities and circumstances	(a) plan and deliver a village survey both on paper and online (b) assess needs arising from results (c) plan to deliver against the results where approproate (d) feedback to residents	01/04/2023	Councillor McLeod	
4.2		Make sure the needs of all residents of Normandy are considered	Identify groups who may be under represented currently, including those who may be isolated due to social or location needs, of limited means or digitally excluded	(a) create a small task group of volunteers to engage with potentially excluded groups (b) educate the task group on services available where support can be found	01/04/2023	Assistant Parish Clerk	

4.3		Develop and maintain a consistent group of volunteers to assist with community activities	To increase the number of volunteers and recognise and reward those who give their time to support the village	(a) develop list of volunteering opportunities (b) publicise the opportunities (c) produce a regular volunteers update (d) plan and deliver annual reward evening	01/12/2022	Assistant Parish Clerk & Events Working Party	
4.4		Plan and deliver community events for the whole village	Budget for and deliver an annual bonfire and firework display	(a) partner with local groups and volunteers to deliver event (b) book suppliers (c) advertise to residents	01/09/2022	Councillor Howarth	
4.5		Plan and deliver community events for the whole village (continued)	Budget for and deliver an annual summer event	(a) choose annual theme for the event (b) partner with local groups and volunteers to deliver event (c) book suppliers (d) advertise to residents	01/04/2023	Councillor McLeod	
4.6		Plan and deliver community events for the whole village (continued)	Budget for and deliver an annual litter picking event with BBQ	(a) partner with local groups and volunteers to deliver event (b) advertise to residents	01/06/2023	Events Working Party & Councillor Mitchell	
5.0	**Effective Communications** **To improve communication with the whole community using multiple, innovative and engaging methods**						
5.1		Develop effective website	To develop an intuative, cost effective, website with the ability to report online	(a) establish a Communications Working Group (b) conduct a website audit (c) research website options (d) deliver new or refreshed website	01/12/2022	Communications Working Group and Assistant Parish Clerk	

5.2		To have an active and informative social media presence	To have regularly updated and relevant enagagement via social media	(a) set up accounts on all required services - Nextdoor, Facebook, Instagram (b) any updates to be published by the Assistant Parish Clerk (c) monitor relevant other sites and share updates where appropriate	01/11/2022	Assistant Parish Clerk	
5.3		Regularly engage with the community face-to-face	Set up a cost effective, part time, parish office to offer residents the opportunity to engage with the council	(a) establish venues and costings (b) select suitable venue (c) pilot for three month period (d) assess success of pilot (e) if successful set up and publicise as a permanent Parish Office	01/10/2022	Parish Clerk	
5.4		Deliver a regular newsletter on community matters to all residents	To continue to produce and deliver quarterly issues of The Villager	(a) engage graphic designer to deliver again a set criteria on a two issue trial basis (b) produce guidelines for articles and adverts (c) assess feedback on updated issues (d) consider next steps	01/02/2023	Clerk & Assistant Parish Clerk	
5.5		Development effective communication with groups within the village	Establish named points of contact to assist in developing relationships	To establish named points of contact for the school, faith establishments, allotmants, NC residents & MFF residents	01/12/2022	Assistant Parish Clerk	

Progress updates							

			groceries