

Normandy Parish Council Strategic Action Plan 2022 - 2027

Year 2: May 2023 - May 2024

Priority	What	Action	How	When	Who	RAG	Progress updates
1.0	Community Safety						
	To work with partners to ensure a safe and welcoming community						
1.1	To promote safer roads	Maintain the multi agency Highways and Traffic Working Group to progress the collective view on how to improve road safety	(a) Maintain strong links with community Speedwatch (b) Set future dates 2023/24 for Highways and Traffic working group (c) Investigate and implement way of collecting data throughout the village (d) Analyse data to understand the volume and speed of traffic (e) Analyse data and report to SCC Highways, if areas of concern are present.	31/11/2023	Highway and Traffic working group		
1.2	To promote safer pedestrian and cycling routes	Maintain the multi agency Highways and Traffic Working Group to progress the 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, GBC and SCC to encourage action at known areas of concern (c) Progress plans for bollards on Westwood Lane in improve pedestrian safety	31/11/2023	Highway and Traffic working group		

1.3	To promote community safety	Improved contact with Community Policing teams	Engage with new PCSO and commence dialogue in relation to community safety and when required	31/08/2023	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) continue to offer advice to residents on what issue to contact the varying authorities on, including NPC, GBC, SCC, Surrey Police and evaluate it's ongoing effectiveness	(a) 01/10/2023 (b) 31/03/2024	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 maintained and kept up to date with new purchases (b) develop maintenance plans for assets (c) put in place required inspection processes	01/12/2023	Parish Clerk		
	Maintain Parish Council's assets	Ensure tenants are compliant with leases	(a) Locate leases (b) ascertain compliance with each lease (c) meet with each lease holder to strengthen relationships as landlords	01/02/2024	Parish Clerk		

	Work with partners to eliviate local flodding issues	Plan and deliver a Flood Forum for the village	(a) arrange a forum with partners from the borough and county councils, Thames Water, the Environment Agency, Network Rail, South Western Railway (b) invite our MP to chair the forum (c) invite residents to attend	30/04/2024	Parish Clerk		
	To digitally monitor Community Safety within Normandy's open spaces	Consider effectiveness of current CCTV cameras	(a) Ensure a robust policy is in place that aligns to the 12 Principles of the Surveillance Code (b) develop a Data Protection Impact Assessment (c) consider the effectiveness of the current cameras	01/12/2023	Estates and Facilities Committee		
	Work with partners to maintain the village's Emergency Plan	Review the Emergency Plan	(a) Update the Emergency Plan (b) share the plan with partners in the community (c) keep the plan under review	01/10/2023	Parish Clerk		
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) Evaluate the Blue Heart Scheme via leaving long grass on verges trialled in 2022	30/09/2023	Estates and Facilities Committee		

2.2	Improve conservation within the village (continued)	Develop a consistent approach to the management of Normandy Common	(a) Work with members of the conservation sub-committee to plan and deliver an effective management plan for Normandy Common, to align against the SWT advice (b) review the effectiveness of the sub committee	30/04/2024	Estates and Facilities Committee		
2.3	Be wildfire prepared	Develop a risk assessment for possible Wildfires in the village	(a) Engage with Surrey Fire and Rescure Service for advice and support in developing the risk assessment (b) share with local community groups based on MFF and Normandy Common	01/02/2024	Estates and Facilities Committee		
2.4	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 (c) consider practical measures to support the prgoramme	01/02/2024	Estates and Facilities Committee		
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, tranquil space	(a) work with volunteers to develop a desgin (b) seek to achieve grant support (c) go out to tender for the contract		Estates and Facilities Committee		

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	Ensure weekly inspections are being carried out to enhance the quarterly and annual inspections (b) repairs to be carried out in a timely manner	30/10/2023	Estates and Facilities Committee with Assistant Parish Clerk		
3.3	Effectively plan and budget for future provision of play facilities	Pre-plan for replacement of existing play facilities	(a) consult with residents and MFF tenants on the requirements of the facility (b) seek funding opportunities (c) secure match funding (d) go out to tender for the contract	(a) 01/10/2023 (b) 31/10/2023 (c) 01/04/2024	Estates and Facilities Committee with Assistant Parish Clerk		
3.4	Effectively plan and budget for future provision of facilities (continued)	Pre-plan for maintaining parish assets	(a) Set a financial plan for resurfacing all car parks, roadways and pavements under parish ownership and (b) replacement of existing street furniture	01/01/2024	Finance and Governance Committee		
3.5	To provide well managed allotments for residents	Develop management and maintenance plan	(a) develop management and maintenance plan (b) seek grant funding to support the required works (c) evaluate the annual tenancy fees (d) review the impact of the tenancy agreement implemented	20/09/2023	Estates and Facilities Committee with Assistant Parish Clerk		
4.0	Social Inclusion						
	To foster a friendly, vibrant and welcoming community through engagement and events						

4.1	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	Continue to promote the services of Guildford's the Community Wellbeing Team	01/05/2024	Assistant Parish Clerk		
4.2	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 (d) consider working with other local organisations to consider a wider approach to volunteering in the village.	(a) 01/11/2023 (b) 31/10/2023 (c) 01/04/2024 (d) 01/12/2023	Assistant Parish Clerk		
4.3	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 (d) review the event	01/12/2023	Events working group		
4.4	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	01/04/2024	Events working group		

4.5	Plan and deliver community events for the whole village (continued)	Budget for and deliver a music and food festival to raise funds towards the play area development	Plan, deliver and review the festival	01/10/2023	Events working group		
5.0	Effective Communications						
	To improve communication with the whole community using multiple, innovative and engaging methods						
5.1	To have an active and informative website and social media presence	To have regularly updated and relevant engagement	Review the effectiveness of the council's online presence	01/02/2024	Assistant Parish Clerk		
5.2	Regularly engage with the community face-to-face	Maintain a cost effective, part time, parish office to offer residents the opportunity to engage with the council	Review the effectiveness of the Parish Office - promote better on the website	01/10/2023	Parish Clerk		

5.3	Deliver a regular newsletter on community matters to all residents	To review the need for printed copies of The Villager	Consider the opportunity to make The Villager an online portal.	01/11/2023	Assistant Parish Clerk		