Normandy Parish Council Strategic Action Plan 2022 - 2027 Year 3: May 2024 - May 2025

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) Reenergise the community Speedwatch (b) Set future dates 2024/25 for Highways and Traffic working group (c) Work with SCC to create village gateway	31/12/2024	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	Continue to engage with SCC regarding pedestrain safety on Westwood Lane by marking the roadway	31/11/2024	Highway and Traffic working group		
1.3	To promote community safety	Improved contact with Community Policing teams	Engage with community policing teams and maintain dialogue in relation to community safety	31/08/2024	Parish Clerk		

1.4	Maintain Parish Council's assets	Ensure maintenance of all of Parish Council's assets to ensure they are usable and safe	(a) Explore options for maintaining asset register (b) develop maintenance plans for assets (c) put in place required inspection processes	01/12/2024	Parish Clerk		
1.5	Maintain Parish Council's assets	Ensure tennants are compliant with leases	(a) Locate leases (b) ascertain compliance with each lease (c) meet with each lease holder to strengthen relationships as landlords	01/12/2024	Parish Clerk		
1.6	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 (d) to consider the impact on planning application of flooding in the	30/04/2025	Parish Clerk		
1.7	To digitally monitor Community Safety within Normandy's open spaces	Consider effectiveness of current CCTV cameras	(a) Develop a Data Protection Impact Assessment for CCTVs (b) consider the effectiveness of the current cameras at the pavilion	01/12/2024	Estates and Facilities Committee		

1.8	Strengthen community resilience	Work with partners to maintain the village's Emergency Plan	(a) Update the Emergency Plan (b) share the plan with partners in the community (c) keep the plan under review	01/10/2024	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	Develop a consistent approach to the management of Normandy Common and Manor Fruit Farm	(a) Continue to work with members of the conservation sub-committee to plan and deliver an effective management plan for Normandy Common, to align againt the SWT advice (b) work with Conservation Sub Committee and Friends of Normandy Wildlife to manage Manor Fruit Farm for people and wildlife (c) consider how we can ensure resiliance to climate change, flood, drought and fire risks through management of both sites	30/04/2025	Estates and Facilities Committee		

2.2	Further develop biodiversity in the village	Support County level biodiversity recording through local activity and advise GBC Planning Authority regarding development impacts on or how developments can improve biodiversity	(a) Create a biodiversity policy (b) undertake wildlife and habitat surveys with the community to encourage understanding of value of biodiversity, appreciation of it and to ensure that conservation action is improving biodiversity (c) Plan and deliver a BioBlitz in 2025 (d) Consider minimum Biodiversity improvement requirements in relevant planning applications and feedback to GBC accordingly	01/02/2025	Estates and Facilities Committee		
2.3	Further develop biodiversity in the village (continued)	Consifer biodiversity when assessing planning applications	Consider minimum Biodiversity improvement requirements in relevant planning applications and feedback to GBC accordingly	01/02/2025	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) Seek to achieve grant support for the agreed design (b) go out to tender for the contract (c) deliver project	30/04/2025	Estates and Facilities Committee		
3.2	Increase accessibility at MFF	*Work with all Residents at MFF to create an Accessibility Project*	(a) Support MFF Residents with projects to improve accessibility (b) create a fully accessible path around the upper section of the MFF Hay Meadow	30/04/2025	Estates and Facilities Committee		
3.3	Develop the new MFF Play area	Replace MFF Play Area with play features suitable for allk ages and stages of development, increased accessibility and fitting with the surrounding environment	(a) Complete a tender process (b) consult with community on top 3 designs (c) award contract for project completion	01/03/2025	Estates and Facilities Committee		
3.4	Effectively plan and budget for future provision of facilities	Pre-plan for maintaining parish assetts	(a) Set a financal plan for resurfacing all car parks, roadways and pavements under parish ownership and (b) replacement of existing street furniture and (c) replacement of recreational facilities	01/01/2025	Finance and GovernanceCommittee		

3.5	Improve Signage to Manor Fruit Farm	Improve Signage to Manor Fruit Farm that acknowledges all MFF residents at the entrance	(a) Seek agreement with Residents to support project (b) obtain quotes (c) source funding (d) implement the project		Estates and Facilities Committee		
3.6	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	20/09/2024	Estates and Facilities Committee		
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	(a) Consider a lead Councillor for Communications (b) Continue to promote the services of Guildford's the Community Wellbeing Team	30/04/2025	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 (e) consider working with other local organisations to consider a wider approach to volunteering in the village.	31/12/2024	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	01/12/2024	Events working group		
4.4	Plan and deliver community events for the whole village (continued)	Budget for and deliver an annual fair	(a) choose annual theme for the event (b) partner with local groups and volunteers to deliver event (c) book suppliers (d) advertise to residents (e) review the event	31/12/2024	Events working group		
4.5	Plan and deliver community events for the whole village (continued)	Budget for and deliver an annual assembly on behalf of the village	(a) partner with local groups to provide community networking opportunity (b) advertise to residents (c) review the event	30/04/2025	Chairman & Clerk		

4.6	Plan and deliver community events for the whole village (continued)	Consider village activity to align to any national event	(a) consider national commemmoration or celebrations for the year and if appropriate for the council to mark the occasion (b) partner with local groups and volunteers (c) advertise to residents (d) review the event	30/04/2025	Clerk		
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 enagagement	(a) Review the effectiveness of the council's online presence (b) Review the website package	01/02/2025	Assistant Parish Clerk		
5.2	Improve internal communications for action plans	Implement a project planning tool to track progress of tasks	(a) Research project planning applications capabilities (b) imput all outstanding tasks and annual project plans	30/04/2025	Parish Clerk		
5.3	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	(a) Seek support for the Clerk at the Parish Office to maintain a high level of service delivery	01/08/2024	Parish Clerk		

5.4	Deliver a regular newsletter on community matters to all residents	To review the effectiveness of self collection of The Villager	(a) review numbers of hard copies collected for each issue (b) review number of downloads on onlines views (c) consider additional ways to ways of increasing the reach	30/11/2024	Assistant Parish Clerk		