

Proposed Amendments to Delivery Plan 2022-2023

(Items for amendment can be identified in the attached plan by red type face)

Priority	Project	Proposed Change	Core Business	Proposed Change
Cleaner and greener	Climate Initiative - all actions	Revise target dates and prioritise	Environmental and Sustainability Policy	Revise target date to March 2023
			Car charging point at Sycamore House/Hall	Remove from 2022-23 plan
Proud of our past and future	BMK Waterway Trust partnership objectives	Revise target dates and prioritise	Consider developing Town Guide	Remove from 2022-23 plan
	Joined up approach with WBC to affordable housing	Revise target date		
Robust with resources	Human library Event	Remove from 2022-23 plan		
	Investment of Reserves	Delay due to capital projects		
Closer to our community	New website	Revise target date and prioritise		
	Future provision of Albert St WCs and minor refurb	Revise target dates	Crime reduction audit	Revise target date
Supporting well-being and safety	Safe Place	Mark as unfeasible for 2022-23 or revise date		
	Neighbourhood Plan	Revise target date	Adopt training and development policy	Revise date to September 2022 if statement of intent adopted on 27.9.2022
Making things happen			Local Council award scheme	Revise dates to reflect delay with website and other matters
			Constitution	Revise target date

Cleaner and Greener

Projects/Actions

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead	Links
Climate Initiative		To be linked with NP				
Undertake carbon audit	E & P Committee	Carbon footprint documents shared with Environment and Community Committee July 2022. Climate change subcommittee meeting did not proceed	May 2022	Urgent work needed	EPM	Making things happen Making things happen
Develop action plan	E & P Committee	See above	May 2022	Urgent work needed	EPM	Making things happen
Establish or join local Climate Forum	E & P Committee		Sept 2022	Urgent work needed	EPM	Making things happen
2022-2023 actions from audit	E & P Committee		To March 2023	Urgent work needed	EPM	Making things happen
2022-2023 actions from action plan	E & P Committee		To March 2023	Urgent work needed	EPM	Making things happen
Response to Landscaping devolution						Closer to community
Complete feasibility study	E & P Committee		April 2022	Completed for year	TC/EPM	Robust with resources
Council decision	Council		April 2022	Completed for year	TC/EPM	

Preparation of action plan and transfer	E & P Committee	Contract date deferred to September 2023. Next meeting with MKC in September 2022, lease of depot agreed in principle and progressing to final approval	To March 2023	On target	EPM	Robust with resources
Potential devolution of street cleansing						
Undertake initial discussion with MKC	Council	Long term goal		On target	TC	Closer to community
Manor Road Site						
Development of site	E & P Committee	Proposal to E&P Committee 12.7.2022	March 2023	On target	EPM	
Pinewood Drive Allotment Site						
Completion of works	E & P Committee	Consider replacement fencing for 2023-24 budget if not before		On target	EPM	Closer to community
Bletchley & Fenny Stratford						
Deep clean and painting of street furniture and improvements to tree pits	Council	Welcome back funding	March /April 2022	Completed for year	EPM	Closer to community
Continued monitoring and liaison with MK Council	E & P Committee		To March 2023	On target	TC/EPM	
Information boards project	Council	Funding approved, off	To March 2023	On target	EPM	
Mount Farm						

Preparation for landscaping transfer and discussions about future management	E & P Committee	Meeting with MKC 7.6.2022, Further meeting 21 July 2022, contract date deferred to September 2023.	To March 2023	On target	TC/EPM	Closer to Community, Supporting wellbeing and safety
Blue Lagoon		Further meeting scheduled for 21 July 2022				
Preparation for landscaping transfer and discussions about future management	E & P Committee	Meeting with MKC 7.6.2022, Further meeting 21 July 2022		On target	TC/EPM	Closer to Community, Supporting wellbeing and safety
All green spaces						
Do all we can to preserve the the natural environment, parkland, biodiversity and important landscapes. Initiate wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens.	E & P Committee	Manor Road site - to committee 12.7.2022 Tree planting in Leon Rec. Consider reintroduction of wild flower areas in Leon Rec		On target	EPM	Closer to Community, Supporting wellbeing and safety
Provide more flower beds including some raised beds to be enjoyed particularly by the disabled	E & P Committee	No budget		Needs work	EPM	Closer to Community, Supporting wellbeing and safety
"Grot Spots"						
Remove at least one untidy area from the town which currently encourages anti-social behaviour and discourages visitors.	E & P Committee	Area yet to be identified, no suitable areas identified yet		Needs work		Well-being and safety

Cleaner and Greener

Core Business

Core Business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Adopt a Council Environmental and Sustainability Policy to reduce adverse impact on environment	E & P Committee	Revise target to end of year	July 2022	Needs work	MT	

Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions.	E & P Committee	Baseline territorial and household carbon footprint data gathered for B&FS	To March 2023	Needs work	MT
Produce a Biodiversity Statement to define how the Council will meet its statutory obligation	E & P Committee		Sept 2023	On target	EPM
Act as an advocate and gateway to other agencies to resolve nuisance complaints.	Council	Ongoing	To March 2023	On target	MT
Review the benefits of working with like-minded organisations to make the Town sustainable via a Local Authorities "joint pledge" approach	Council	"Together we can" updated and published September 2022	May 2022	Completed for year	TC
Promote Environmental awareness in the Town.	E & P Committee	Tour de Moon Event in May 2022	To March 2023	Needs work	SSM/EPM
Provide a car charging point at Sycamore House/Hall	TC	not now included in initial brief due to phasing, will not meet deadline; also looking at more EV charging points at NLP	December 2022	Needs work	TC
Community clean up events	TC	Litter picks 12.4.22, 14.4.2022, 28.4.2022. Equipment being loaned to families, individuals and groups ongoing	To March 2023	On target	SSM/EPM

Proud of our past and our future

Projects/Actions

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead	Links
Partnership with Bedford and MK Waterways Trust						
Develop 3 year partnership objectives	Community C	Not yet agreed, potentially funding to go to research and provision of mooring at FS	May 2022, target not met	Urgent work needed	SSM	
Deliver 2022-23 targets	Community C	Not yet agreed, see above	To March 2023	Needs work	SSM	
Deliver 2023-24 targets		Not yet agreed	To March 2023	Needs work	SSM	
Central Bletchley SPD to be considered when reviewing all planning applications and preparing NP	Council	SPD adopted. All members notified of document and need to consider when reviewing planning applications.	To March 2023	On target	MT	Making things happen
Deliver programme of market and community events in Town Centre aimed at stimulating economic recovery, celebrating the Town's diversity with different cultural foods, sustainable foods, vegan foods etc and encouraging footfall into the town.	Community C	Programme approved and some funding secured from MK Council. Events delivered: Food and Craft Market, Easter Egg Hunt, Big Street Eat. Halloween and Christmas still to deliver.	To March 2023	On target	MT	Making things happen, Cleaner and greener, Closer to our community

Continue Discussions with MK Council and West Bleckley Council re joined up approach to affordable housing etc	Council	First meeting held, briefing note secured from MKC. Report to Council in May 2022	August 2022	Needs work	TC	Closer to our community
Recognise People and Places Project						
Gather information on the history of the town, its people, businesses and places.	Council	Initial information to go on website,	To March 2023	Needs work	SSM	Closer to Our Community
Gather more information and keep website updated with partners	Council		To March 2023	Needs work	SSM	
Human Library Event						
Event - local characters meet and relay history to young people	Council	Clir lead no longer able to pursue, suggest this objective is postponed or dropped for 2022/3		Urgent decision needed	SSM	
Core Business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Continue to maintain the War Memorial	F & G Committee		To March 2023	On target	EPM	Closer to our community
Remembrance Day Civic Event	F & G Commi	Arrangements in place	Nov 22	On target	SSM	Closer to our community
Develop Civic award scheme and Hold Civic Award Ceremony	Council	Scheme approved and advertised	To March 2023	Completed for year	MT	Closer to our community
Provide festive illumination display at Christmas	E & P Commi	Contract awarded	End April 2022	On target	EPM	

Ensure the Town's heritage is recorded and made accessible to all. Look to develop more online content on our new website that captures the Town's look, memories, and history.	Council	Awaiting new website delivery		Needs work	SSM	
Consider working with community partners to develop a strong image or "brand" for the Town. (MKC Economic development team, business associations and Town Deal)	Council	Delay with development of Business Association. Work ongoing with Economic Recovery team at MKC	To March 2023	Needs work	MT	
Consider developing a Town Guide	Council	Not started, see above, suggest deferred to a subsequent year	To March 2023	Needs work	MT	
Planning		Suggest				
Develop and adopt planning policy to set out what the Council is striving to achieve for the Town through the observations it makes on planning applications	Council	Scheme of delegations ad	June 2022	Completed for year	TC	

Respond to all relevant planning applications and consultations to make the best case for Bletchley and Fenny Stratford	Council		To March 2023	On target	MT	
Respond to all highways consultations.	E & P Committee			On target	MT	
Developing a comprehensive regeneration policy to build on TIP, to help boost the Town's economy, retail and tourism offer.	Council	Long term goal, to be developed alongside Town Deal and MKC strategies and policies	To 2025	Needs work	TC	
Develop a business directory on the new website and advertise the Town's businesses	Community Committee		To March 2023	Needs work	SSM	

Robust with Resources

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
Development of 5 year financial including forward budgets and planned annual review of charges	F & G Committee	Approved 12.4.2022	by May 2022	Completed for year	TC and RFO	Making things happen
VAT planning	F & G Committee	Partial exemption calculation received, quotes being requested for VAT advice		On target	TC and RFO	Making things happen
Investment of reserves	F & G Committee	Suggest delay due to capital projects	August 2022	Needs work	TC and RFO	Closer to our community
Sycamore Buildings						
Refurbishment of Sycamore House for office purposes	Council	Complete but for roof repairs and fire risk assessment	Ongoing	On target	MT	

<p>Develop and implement phased refurbishment of Sycamore Hall (and House) to provide flexible multi-use space for the community and increased capacity for local delivery of services</p>	<p>Council</p>	<p>Measured survey completed, feasibility study stage 1 completed, due to be considered at meeting of full council on 12.9.22 but postponed due to death of Queen</p>	<p>Ongoing</p>	<p>On target</p>	<p>MT</p>	<p>Closer to our community</p>
<p>Develop capacity to hold hybrid meetings for committees at Sycamore House in first instance</p>	<p>Council</p>	<p>First phase completed ie committees can be webcast from Sycamore House, but disabled access and capacity limited</p>	<p>Ongoing</p>	<p>Completed for year completed for year</p>	<p>MT</p>	<p>Closer to our community</p>
<p>Develop large meeting room at Sycamore Hall to be used as permanent Council chamber and let for business/community use with hybrid meeting capacity</p>	<p>Council</p>	<p>Decisions needed depending on feasibility study outcomes</p>	<p>Ongoing</p>	<p>On target</p>	<p>MT</p>	<p>Closer to our community</p>

Sub-let of 74-76 Queensway and issue notice to exercise break clause	F & G Committee	Sublet, solicitors instructed to notify head landlord of exercise of break clause, EPM leading work on dilapidations etc		On target	TC and EPM	
Review of facilities bookings systems and procedures and development of out of hours and caretaker services	Council	Meeting with Cloudy IT re apps 28.6.222, decisions needed from council on bookings policies		Needs work	MT	
Core Business						
Core business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Finance						
Locate external funding for Council and other local community initiatives	Council	Funding application for Big Eat 23 in preparation, funding application for potential Digital town trail being discussed	To March 2023	Needs work	MT	Making things happen

Develop and update all financial management procedures	F& G Committee			On target	RFO	Making things happen
To determine a balanced budget and precept for 2023/24.	Council	Jan 2023		On target	MT	Making things happen
Revise Medium Term Financial Plan for 2022-2025.	F & G Committee/Council	Jan 2023	Completed for year subject to major changes	Completed for year	RFO/TC	Making things happen
Revise Medium-Term Financial Plan for 2022-23 following year end	F&G/TC	May 2023		On target	RFO/TC	Making things happen
Ensure budget and accounts are published in a timely manner	F&G/TC	To March 2023		On target	TC/RFO	Making things happen
Monthly financial reports (including summary front sheet) to Council/ F & G Committee and on website with explanatory notes as required.	F&G/TC	To March 2023		On target	RFO	
Continue to make all financial transactions in a timely manner according to financial regulations.	F & G Committee/Council	Ongoing		On target	RFO	
Review and update Asset Register and expand information on major assets	F & G Committee	May 2022	Continuous process, but reviewed 24.5.2022 at Annual Meeting of Council	On target	RFO	

Closer to our community

Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
Meet targets in Communications Strategy and Action Plan:	Community Committee				SSM and TC	
New website	Community Committee	Aiming for 1 October now, updating content and will be work in progress	1 August	Needs work	SSM and TC	
Increased use of video/social media/newsletters	Community Committee		Ongoing	On target		
Annual survey - analyse and report	Community Committee	Making plans for 2023		Completed for year	SSM and TC	Making things happen
Marketing and development of FS Community Centre	Community Committee	Usage increasing	to March 2023	On target	MT	
Review communications policy (as in situation analysis report) including review of town branding	Community Committee and Town Council	Decision made and not to pursue this year		Completed for year		Making things happen
Undertake a study as to how best to involve young people in the governance of council	F & G Committee		Long term goal	Needs work		

Update and provide improved signage potentially including digital signage	Community Infrastructure Scheme being progressed, early consideration of a digital town trail to go to Community Committee in October	On target	Making things happen
Establish Civic Awards Scheme to recognise contribution to the Town	Community Committee	Completed for year	Making things happen

Core Business

Core business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Communication & Transparency						
Continue to engage communities through a variety of channels as set out in Communications plan, ensuring communication is two way and that we listen	Community Committee		Ongoing	On target	SSM	
Update transparency information and add cookie policy to new website	Community Committee		Ongoing	On target	SSM	

Support Democracy by continuing to hold regular public meetings and preparing/publishing documents in timely manner	Full Council	Ongoing	On target	TC	
Continue to hold a public participation session at all public meetings., introduce hybrid technology and reintroduce live streaming of meetings as soon as possible	Full Council	Ongoing to March 2023	On target	TC and SSM	
Maintain and develop the use of the council's social media platforms	Community Committee	Ongoing to March 2023	On target	TC and SSM	
Continue to publish and distribute The Neighbour quarterly	Community Committee		On target	SSM	
Prepare and publish annual report for 2021-2022	Council	published for annual meeting of electors in May	Completed for year	MT	
Hold councillors surgeries	Council	To March 2023	Needs work	TC and SSM	
Community buildings					

Work with the community on planning how to develop and support community buildings, initiating a community buildings forum and identifying shared goals	Council/Community Committee	Discussions ongoing with Water Eaton Church Centre, Coronation Hall and Milton Keynes Council	To March 2023	Needs work	MT	Making things happen
Make community buildings as accessible as possible	Community Committee	Work ongoing with Sycamore buildings working group	Ongoing to March 2023	On target	MT	Making things happen
Engage with and support voluntary and charitable organisations in the town which help us deliver our aims	Community Committee	Working with MKAct on White Ribbon, Living Archive and others on projects	Ongoing to March 2023	On target	MT	Making things happen
Continue Grant Award Scheme where it takes forward the priorities in the delivery plan	Community Committee	Grant pot nearly spend for 22-23, review of criteria still outstanding. To be discussed at Community Committee 11 October 2022	Ongoing to March 2023	On target	SSM	Making things happen

Supporting well-being and safety

Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
White Ribbon Maintain accreditation by developing programme of work and events	Community Committee	Delay caused by loss of lead Champion, collaboration with MKC, MIACT, Siroptimists etc ongoing to prepare new action plan and 16 days of activism	Ongoing to March 2023	Needs work	TC/SSM	Making things happen
Support events and publicise on website/newsletters/social media	Community Committee	See above	Ongoing to March 2023	On target	TC/SSM	Making things happen Closer to our community
Future provision of public toilets						
Develop minor refurbishment and improvement programme	F & G Committee	No firm outcome with discussions with MKC ongoing re status of tenancy at will	September 2022	Needs work	EPM	

Continue negotiations with MK Council and Town Deal for provision of improved permanent facilities	Council	See above, discussions ongoing	to March 2025	On target	TC	Making things happen
Installation of defibrillator at Irish Club, Fenny Stratford	Council		To April 2022	Completed for year	EPM	Closer to our community
Second defibrillator installed 2022-23	Council	On hold pending decisions about Sycamores	To March 2023	On target	EPM	
Safety						
Feasibility study to establish "Safe Place" at Sycamores	Council	Not feasible within chosen timeframe due to scale of work at Sycamores, suggest deferred pending further partnership work on White Ribbon and progress with Sycamore buildings	To July 2022	Urgent work needed	TC	Closer to our community
Safet walking cycling routes						

Work with MKC and Town Deal Board and others on provision of additional cycle routes in Bletchley and Fenny	Council	Also identified through NP work as a priority	To March 2023	On target	TC	Cloer to our community, Cleaner and greener
Support provision of walking and cycle routemaps for the Town and surrounding area	Council	Depends on provision of red ways via Town Deal TIP	To November 2022	On target	EPM	Closer to our community, cleaner and greener
Core Business						
Core business						
Safety						
Continue the provision of CCTV in the Town	Community Committee	Contract due for renewal December 2022 going to Community Committee October 22		On target	MIT	
Work with police and other partners on community safety initiatives	Community committee		Ongoing	On target	SSM	
Disseminate information on community safety and crime prevention through our website, social media and other channels	Community Committee		Ongoing to March 2023	On target	SSM	
Provide access to home safety, including water and fire safety information through website, social media and other channels	Community Committee	Disseminating information as usual	Ongoing to March 2023	On target	SSM	

Undertake a crime reduction audit on the council's activities	Council		August 2022	Needs work	SSM	
Lobby for Highways improvements which improves safety and parking	Council/E & P Committee	Ongoing	To March 2023	On target	EPM	
Ensure a Council presence at events discussing anti-social behaviour	Council	Relying on members to attend TVP Community Forum. Officers attending other events	To March 2023	On target	MT	
Well-being and Health						
Support and partner initiatives that encourage residents to live a healthier lifestyle	Community Committee	Lakes Club support	Ongoing to March 2023	On target	SSM	Closer to our community
Provide access to health advice and information through our website, social media and other channels	Community Committee	New website in development	Ongoing to March 2023	Needs work	SSM	Closer to our community
Lobby to ensure the community has enough health and social care facilities and services and to contribute at local level where appropriate	Council	Correspondence ongoing	Ongoing to March 2023	On target	TC	Making things happen

Making things happen

Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
Neighbourhood Plan Continue development	Council	Workshop in May 2022 Planning consultants appointed June 2022, Scoping workshop 6 October 2022	to December 2023	On target	TC	Closer to our community
Following adoption of NP Council to consider whether to develop a Town Design Guide	Council		Long term goal post NP adoption	On target	TC/EPM	Proud of our past and future

Develop relationships with businesses and support new business association	Council	Progress with new business association limited despite considerable officer effort and support from MKC, next meeting with economic development team in September 2022, relationships with individual businesses progressing	To end March 2023	On target	MT	Closer to our community, Proud of our past and future
Town Deal involvement	Council	Clerk attending meetings and reporting back to Full Council	TO March 2025?	On target	TC	Closer to our community, Proud of our past and future, Supporting wellbeing and safety
Core Business						
Core business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Training and Development						
Adopt new training and development policy for both councillors and staff	Employment Policy Committee	Policy for approval 27 September 2022	May 2022	Work needed	TC	Robust with resources

Adopt Annual Training and Development Plan for 2022/23	Employment Policy Committee				On target	TC	Robust with resources
Deliver training and development plan 2022/23	Employment Policy Committee	See above, Staff training has been taking place during 2022 , training needs identified during appraisal process and continuing	March 2023		On target	TC	Robust with resources
Introduce regular safety toolbox talks and briefings to supplement formal safety training		General H&S audit undertaken in August 2022, regular talks implemented.	April 2022 to March 2023		On target	TC	Robust with resources
Staffing Structure and HR							
Revise employee development review scheme and undertake all employee development reviews for year	Employment Policy Committee		To March 2023		Completed for year	TC	Robust with resources
Revise Employee Handbook and HR policies as per Situational analysis	Employment Policy Committee		May 2022		Completed for year	TC	Robust with resources
Operational Efficiency & Quality Ethos							

Local Council award scheme foundation level	Council	New website required, suggest revise date to March 2023 as next available date for submission not yet published	January 2023	Needs work	MT	All
Local Council award scheme quality level	Council	New website required	January 2023	Needs work	MT	All
Local Council award scheme Gold level	Council	New website required	January 2023	Needs work	MT	All
Adopt new performance management plan	Employment Policy Committee		December 2022	Completed for year	TC	Robust with resources
Remain eligible for the general power of competence and embrace other new powers made available which benefit our aims	Council	no new powers anticipated	To March 2025	Completed for year	TC	
Review, document and implement top 20 priority SOPs	Employment Policy Committee			Needs work	TC	
Adopt new customer service standards	Council		January 2023	On target	TC	
Constitution						
Adopt a constitution as a framework for the council's governance and policy documents	Council		July 2022	Needs work	TC	