

Cleaner and Greener

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead
Climate Initiative		To be linked with NP			
Undertake carbon audit	E&P Committee	Environment and carbon audit now commissioned.	March 2023	Completed for year	EPM
Develop action plan	E&P Committee	See above	March 2023	Target not met	EPM
Establish or join local Climate Forum	E&P Committee		March 2023	Target not met	EPM
2022-2023 actions from audit	E&P Committee		To March 2023	Target not met	EPM
2022-2023 actions from action plan	E&P Committee		To March 2023	Target not met	EPM
Response to Landscaping devolution					
Complete feasibility study	E&P Committee		April 2022	Completed for year	TC/EPM
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.	to be included in next year's delivery plan	Completed for year	EPM
Potential devolution of street cleansing					
Undertake initial discussion with MKC	Council	Long term goal. Not feasible in next five years due to renewal of waste contract Dec 2022	Remove from plan for 2023-24	Completed for year	TC

Manor Road Site								
Development of site	E&P Committee	Proposal to E&P Committee 12.7.2022 and approved. Work in progress.	March 2023	Target partially met	EPM			
Pinewood Drive Allotment Site								
Completion of works	E&P Committee	Fencing replaced		Completed for year	EPM			
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			
Continued monitoring and liaison with MK Council	E&P Committee		To March 2023	Completed for year	TC/EPM			
Information boards project	Council	Funding approved, work in progress but waiting for Ringway installation dates	To March 2023	Completed for year but project not finished.	EPM			
Mount Farm								
Preparation for landscaping transfer and discussions about future management	E&P Committee	Work in progress. Contract deferred to September 2023 by MKCC.	To March 2023	Completed for year	TC/EPM			

Blue Lagoon		Further meeting scheduled for 21 July 2022	Completed for year	TC/EPM
Preparation for landscaping transfer		Ongoing meetings with MKCC throughout year. Blue Lagoon to be withdrawn from devolved landscaping contract.	Completed for year	TC/EPM
Discussions about future development and management with MKCC	E&P Committee	Participating in strategic and stakeholder groups	Completed for year	TC/EPM
All green spaces				
Do all we can to preserve 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	M	Completed for year	EPM
Provide more flower beds including some raised beds to be enjoyed particularly by the disabled	E&P Committee	No budget - Manor Road only for 22-23	Target not met, no budget	EPM
"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	Target not met	

Core Business	Governance	Notes	Timescale	Progress	Officer Lead
Adopt a Council Environmental and Sustainability Policy to reduce adverse impact on environment	E&P Committee	Adopted December 2022		Completed for year	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	Completed for year	MT
Produce a Biodiversity Statement to define how the Council will meet its statutory obligation	E&P Committee	Adopted February 2023	Sept 2023	Completed for year	EPM
Act as an advocate and gateway to other agencies to resolve nuisance complaints.	Council	Ongoing	To March 2023	Completed for year	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	Completed for year	SSM/EPM
Provide a car charging point at Sycamore House/Hall	TC	Deferred by council		Target not met	TC

Community clean up events	TC	Equipment being loaned to families, individuals and groups ongoing, several community litter picks organised by TC.	To March 2023	Completed for year	SSM/EPM

Proud of our past and our future

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead
Partnership with Bedford and MK Waterways Trust					
Develop 3 year partnership objectives	Community Committee		Approved December	Completed for year	SSM
Deliver 2022-23 targets	Community Committee	Approved December 2022	To March 2023	Completed for year	SSM
Deliver 2023-24 targets	Community Committee		To March 2024	Completed for year	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	Completed for year	MT
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 Committee and E&P Committee	Programme approved and some funding secured from MK Council. 2022 programme delivered. 2023 programme to be discussed at Community Committee 6.12.2022	To March 2023	Completed for year	MT
Continue Discussions with MK Council and West Bletchley Council re joined up approach to affordable housing etc	Council	First meeting held, briefing note secured from MKC. Report to Council in May 2022		Target partially met	TC

Recognise People and Places Project							
Gather information on the history of the town, its people, businesses and places.	Council	Work in progress - delayed by lack of resources	To March 2023	Target not met	SSM		
Gather more information and keep website updated with partners	Council	Work in progress - delayed by lack of resources	To March 2023	Target partially met	SSM		
Core Business	Governance	Notes	Timescale	Progress	Officer Lead		
Continue to maintain the War Memorial	F&G Committee		To March 2023	Completed for year	EPM		
Remembrance Day Civic Event	F&G Committee		Nov 22	Completed for year	SSM		
Develop Civic award scheme and Hold Civic Award Ceremony	Council	Scheme approved and advertised	To March 2023	Completed for year	MT		
Provide festive illumination display at Christmas	E&P Committee	Contract awarded, light installation completed		Completed for year	EPM		
Ensure the Town's heritage is recorded and made accessible to all. Look to develop more online content on our website that captures the Town's look, memories, and history.	Council	Preparatory work on heritage trail undertaken and funding application in progress	To Sept 2023?	Completed for year	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 2025	Target not met, long term goal	MT
Planning 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	Suggest Scheme of delegations adjusted but new 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	Completed for year	MT
Respond to all highways consultations.	E & P Committee			Completed for year	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	Target not met, long term goal	TC
Develop a business directory on the new website and advertise the Town's businesses	Community Committee		To March 2023	Target not met	SSM

Robust with Resources

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
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
VAT planning	F & G Committee	Partial exemption calculation received, VAT adviser appointed decisions made on application for options to tax		Completed for year	TC and RFO
Investment of reserves	F & G Committee	Council agreed delay due to capital projects		Target not met as agreed by council	TC and RFO
Sycamore Buildings					
Refurbishment of Sycamore House for office purposes	Council	Complete but for implementation of fire risk assessment mitigations	Ongoing	Completed for year	MT
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	Council	Planning application approved for submission by town council, subsequently withdrawn pending further ecological surveys	Ongoing LT project	Planned target not met, planning permission withdrawn	MT
Develop capacity to hold hybrid meetings for committees at Sycamore House in first instance	Council	First phase completed ie committees can be webcast from Sycamore House, and equipment now installed at NLP	Ongoing	Completed for year	MT
Develop large meeting room at Sycamore Hall to be used as permanent Council chamber and let for business/community use with hybrid meeting capacity	Council	Decisions needed depending on feasibility study outcomes	Ongoing	Target not met as long term goal	MT

Sub-let of 74-76 Queensway and issue notice to exercise break clause	F & G Committee	Dilapidations completed, sub-tenant left in March 2023 and building handed back on 6 March 2023.		Completed for year	TC and EPM
Review of facilities bookings systems and procedures and development of out of hours and caretaker services	Council	Interim arrangements in place for weekend cover etc		Target partially met	MT
Core business	Governance	Notes	Timescale	Progress	Officer Lead
Finance					
Locate external funding for Council and other local community initiatives	Council	Funding application of £10K for Big Street Eat successful, £1K secured for digital trail	To March 2023	Completed for year	MT
Develop and update all financial management procedures	F&G Committee			Completed for year	RFO
To determine a balanced budget and precept for 2023/24.	Council		Jan 2023	Completed for year	MT
Revise Medium Term Financial Plan for 2022-2025.	F&G Committee			Completed for year but due for revision	RFO/TC
Revise Medium-Term Financial Plan for 2022-23 following year end	F&G/TC		May 2023	Completed for year	RFO/TC
Ensure budget and accounts are published in a timely manner	F&G/TC		To March 2023	Completed for year	TC/RFO
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	Completed for year	RFO

Continue to make all financial transactions in a timely manner according to financial regulations.	F&G Committee		Ongoing	Completed for year	RFO
Review and update Asset Register and expand information on major assets	F&G Committee	Continuous process, but reviewed 24.5.2022 at Annual Meeting of Council	May 2022	Completed for year	RFO
Consider developing separate Standing Orders for Contracts in the longer term.	F&G Committee			Completed for year	TC and RFO
Review Investment/Treasury Management Policy	F & G Committee		December 2022	Completed for year	TC and RFO
Undertake VAT partial exemption calculation with external provider and make appropriate policy recommendations	F & G Committee			Completed for year	TC and RFO
Business and Performance					
Make routine performance management reports including progress on the delivery plan, officer delegated decisions and formal minutes not implemented.	Council	Reports to go to Finance and Governance	Ongoing	Completed for year	MT
Prepare an internal Business Continuity Plan.	F & G Committee	Incorporated with risk management assessment		Completed for year	MT
Complete corporate Business/Financial Risk Assessment for 2022/23 and build recommendations into the Delivery Plan	F & G Committee	December 2022 Finance and Governance Committee	October 2022	Completed for year	TC and RFO

Undertake Project Reviews to ensure that objectives met and value for money-learn lessons	F & G Committee/Council	Ongoing	Completed for year	MT
Digital and Information Technology				
Phased implementation of new IT services & work procedures	F & G Committee/Council	Initial phase completed, but further work planned	Completed for year	TC and SSM
Continue robust & secure back up.	F & G Committee/Council		Completed for year	MT
Ensure IT provision, maintenance and security contracts are operational for the required period	F & G Committee		Completed for year	SSM
Ensure hosting and maintenance contract for websites remain in place.	F & G Committee		Completed for year	SSM
Ensure compliance with GDPR, FOI and Data Protection requirements	R & G Committee/Council	Now scheduled for last quarter of council year	Completed for year	TC and SSM

Closer to our community

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
Meet targets in Communications Strategy and Action Plan:	Community Committee				SSM and TC
New website	Community Committee		Oct-22	Completed for year	SSM and TC
Increased use of video/social media/newsletters	Community Committee		Ongoing	Completed for year	
Annual survey - analyse and report	Community Committee	Making plans for 2023		Completed for year	SSM and TC
Marketing and development of FS Community Centre	Community Committee	Usage increasing	to March 2023	Completed for year	MT
Review communications policy (as in situation analysis report) including review of town branding	Community Committee and Town Council	Decision made not to pursue this year		Completed for year	
Undertake a study as to how best to involve young people in the governance of council	F & G Committee		Long term goal	Target not met this year, long term goal	
Update and provide improved signage potentially including digital signage		CIS Project, digital trail project wip		Target partially met as CIS funding and funding for town trail approved	
Establish Civic Awards Scheme to recognise contribution to the Town	Community Committee		October 2022	Completed for year	

Core business	Governance	Notes	Timescale	Progress	Officer Lead
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	Completed for year	SSM
Update transparency information and add cookie policy to new website	Community Committee		Ongoing	Completed for year	SSM
Support Democracy by continuing to	Full Council		Ongoing	Completed for	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	Hybrid technology installed at NLP in March 2023.	Ongoing to March 2023	Completed for year	TC and SSM
Maintain and develop the use of the council's social media platforms	Community Committee	Increased activity and following has increased to date	Ongoing to March 2023	Completed for year	TC and SSM
Continue to publish and distribute The Neighbour quarterly	Community Committee			Completed for year	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	Target not met	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	Target partially met through discussions with partners etc but forum not established	MT

Make community buildings as accessible as possible	Community Committee	Work ongoing with Sycamore buildings working group	Ongoing to March 2023	Completed for year but long term target	MT
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	Completed for year	MT
Continue Grant Award Scheme where it takes forward the priorities in the delivery plan	Community Committee	Grants expenditure for year exceeded. Grant policy adopted December 2022	Ongoing to March 2023	Completed for year	SSM

Supporting well-being and safety

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
White Ribbon Maintain accreditation by developing programme of work and events	Community Committee	Report to Community Committee 6.12.2022	Ongoing to March 2023	Completed for year but new action plan due	TC/SSM
Support events and publicise on website/newsletters/ social media	Community Committee	See above	Ongoing to March 2023	Completed for year	TC/SSM
Future provision of public toilets					
Develop minor refurbishment and improvement programme	F & G Committee		To included in 23-24 plan	Target not met	EPM
Continue negotiations with MK Council and Town Deal for provision of improved permanent facilities	Council	See above, discussions ongoing	to March 2025	Completed for year	TC
Installation of defibrillator at Irish Club, Fenny Stratford	Council		To April 2022	Completed for year	EPM
Second defibrillator installed 2022-23	Council		To March 2023	Completed for year	EPM
Safety					
Safer walking cycling routes					
Work with MKC and Town Deal Board and others on provision of additional cycle routes in Bletchley and Fenny	Council		To March 2023	Completed for year	TC
Support provision of walking and cycle route maps for the Town and surrounding area	Council	Depends on provision of red ways via Town Deal TIP, therefore delayed	Suggest move to March 2024	Target not met	EPM

Core business	Governance	Notes	Timescale	Progress	Officer Lead
Safety					
Continue the provision of CCTV in the Town	Community Committee	Contract renewed Dec 2022		Completed for year	MT
Work with police and other partners on community safety initiatives	Community committee		Ongoing	Completed for year	SSM
Disseminate information on community safety and crime prevention through our website, social media and other channels	Community Committee		Ongoing to March 2023	Completed for year	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 and via warm spaces initiative	Ongoing to March 2023	Completed for year	SSM
Undertake a crime reduction audit on the council's activities	Council	Work undertaken on some services, delayed due to lack of resources		Completed for year	SSM
Lobby for Highways improvements which improves safety and parking	Council/E & P Committee	Ongoing	To March 2023	Completed for year	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	Completed for year	MT
Well-being and Health					
Support and partner initiatives that encourage residents to live a healthier lifestyle/le	Community Committee	Lakes Club support	Ongoing to March 2023	Completed for year	SSM
Provide access to health advice and information through our website, social media and other channels	Community Committee	new website to be further populated	Ongoing to March 2023	Target partially met	SSM
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	completed for year	TC

To work in partnership to address food poverty wherever evident including 3 year funding and support partnership with WE Community Larder	Community Committee		Ongoing to March 2025	Completed for year	SSM
Work with specialist partners to continue counselling/well being	Community Committee		Ongoing to March 2023	Completed for year	SSM
Support and promote a range of sporting and physical activities including funding of free swimming at Bletchley Leisure Centre	Community Committee		Ongoing to March 2023	Completed for year	SSM

Making things happen

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
Neighbourhood Plan Continue development	Council	Work in progress	to December 2023	Completed for year	TC
Following adoption of NP Council to consider whether to develop a Town Design Guide	Council		Long term goal post NP adoption	Completed for year	TC/EPM
Develop relationships with businesses and support new business association	Council	Work in partnership with MKCC has continued over the year.	To end March 2023	Completed for year	MT
Town Deal involvement	Council	Clerk attending meetings and reporting back to Full Council	To March 2025?	Completed for year	TC
Core business	Governance	Notes	Timescale	Progress	Officer Lead
Training and Development					
Adopt new training and development policy for both councillors and staff	Employment Policy Committee	Policy approved October 2022		Completed for year	TC
Adopt Annual Training and Development Plan for 2022/23	Employment Policy Committee	Live plan for staff and members which is being updated		Completed for year	TC
Deliver training and development plan 2022/23	Employment Policy Committee	Live plan which is being updated	March 2023	Completed for year	TC
Introduce regular safety toolbox talks and briefings to supplement formal safety training		Ongoing	April 2022 to March 2023	Completed for year	TC
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
Review Employee Handbook and HR policies as per Situational analysis	Employment Policy Committee		May 2022	Completed for year	TC
Operational Efficiency & Quality Ethos					
Local Council award scheme foundation level	Council	Submission in January 2023	January 2023	Target not met, new submission date May 2023	MT
Local Council award scheme quality level	Council	Submission in January 2023	January 2023	Target not met	MT
Local Council award scheme Gold level	Council	Further work needed suggest new target date	December 2023	Target not met	MT
Adopt new performance management plan	Employment Policy Committee	Adopted and implemented	December 2022	Completed for year	TC
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	Ongoing but further work needed		Completed for year	TC
Adopt new customer service standards	Council	Policy adopted, further training due	January 2023	Completed for year	TC
Constitution					
Adopt a constitution as a framework for the council's governance and policy documents	Council	Suggest date is deferred due to lack of capacity	March 2023	Target not met in March 2023	TC

Have completed the governance documents and policy documents considered in the situational analysis review	Council				Completed for year	TC
Annual review of standing orders and financial regulations	Council			May 2022	Completed for year	TC
Review of any governance and policy documents with review date in 2022/23	Council			To March 2023	Completed for year	TC
Undertake a review of committee structure and arrangements for planning	Council		Adopted at annual meeting	April 2022	Completed for year	TC
Review and clarify terms of reference for Council and all committees and include clear levels of delegation to committees and officers	Council		Adopted at annual meeting	April 2022	Completed for year	TC
Update the Member Code of Conduct at the 2022 review	Council		Adopted	Sept 2022	Completed for year	TC
Social Media Protocol to be revised	Council		Civility and Respect doc adopted		Completed for year	TC
Information Management						
Revise the complete suite of information and data protection policies ensuring they relate to other associated documents	Council		Original target missed, suggest April 2023 for new target		Target not met	TC
Formal decision on whether council needs DPO	Council		Original target missed, suggest March 2023 for new target		Target not met	TC
Health and Safety						
Complete all health and safety risk assessments for the year, including action plans for each set of premises and RAs for each event and regular activity	Council			To March 2023	Completed for year	EPM

Complete all statutory periodic safety inspections and checks	Council		To March 2023	Completed for year	EPM
Services					
Continue to deliver our existing services and develop outcome based standards	Council		To March 2023	Completed for year	MT
Continue to operate a public office for the Town Council and signposting to other services	Council		To March 2023	Completed for year	MT
Continuation of Bletchley Market through provision of specialist market events	E & P Committee		To March 2023	Completed for year	MT
Continue operation of allotment sites	E & P Committee		To March 2023	Completed for year	MT
Continue to service dog bins and litter bins	E & P Committee		To March 2023	Completed for year	MT
Continue to operate Ranger Service	E & P Committee		To March 2023	Completed for year	MT
Continue to provide public toilets	Council		To March 2023	Completed for year	MT
Maintain community orchard	Council		To March 2023	Completed for year	MT
Continue to support Jobs clubs operated by MKC	Council		To March 2023	Completed for year	MT
Continue to manage Fenny Stratford Community Centre	Council		To March 2023	Completed for year	MT
Continue to manage Spotlight Centre	Council		To March 2023	Completed for year	MT
Continue to manage NL Pavilion	Council		To March 2023	Completed for year	MT
Adopt and manage outdoor pitches at NL	Council	Adoption was expected in January 2023, now expected April 2023		Target not met due to delay in transfer	

Continue to support Youth Clubs and Play Schemes	Council	Report to Community Committee in August 2022	To March 2023	Completed for year	MT
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