



# Strategic Priorities 2021 – 2025

## Delivery Plan 2022-2023

Status	Version	Review Date
Adopted	Gov_2022-23DeliveryPlanV2(updated27.092022)	Annual Meeting May 2023

## Section 1: Introduction

This is Bletchley and Fenny Stratford Town Council's corporate delivery plan for 2022-23. It is a management tool intended to identify how the financial, human and technological resources available are to be used to achieve declared objectives set out in the council's corporate strategy "**Bletchley and Fenny Stratford 2021-2025**". The plan concentrates on the current year, however inevitably several actions stretch well beyond this period. It is a living document which will be modified as situations develop. It will also be adapted or supplemented to support different funding applications as opportunities arise.

Our strategy is the cornerstone of our policy framework. It provides the basis for all we do and for the many other policies, some of which are statutory, which support it and provide detail about how we govern ourselves and control our operations. All our policies and governance documents can be found on our website as part of a constitutional framework.

Our third key strategic document is the medium-term financial plan, which is necessary to assess the overall adequacy of the operational and project funds to be provided through the precept, from reserves or from borrowing. It will set out the financial projections, considerations, pressures and financial issues for the council over the next five years. Each year after a budget has been set, the plan will be updated, taking into consideration any new issues emerging and the continual alignment of funding with priorities determined by council. It is intended to identify future financial impacts of both policy decisions and external factors so that risks can be managed precept rises controlled. This also can be found on our website within the constitution.

### **About our Strategy**

The town council's corporate strategy was adopted on 24<sup>th</sup> August 2021 and is intended to set the council's vision for the future of the whole town and our aims and priorities over the next four years. It is summarised on page 5 but can be viewed in full on our website <https://www.bletchleyfennystratford-tc.gov.uk>. You can see our values summarised in the footer of each page.

As you would expect, the Strategy complements the Bletchley and Fenny Stratford Town Investment Plan, which is being delivered through the Town Deal Board, and the Lakes Estate Neighbourhood Plan. As the new Bletchley and Fenny Stratford Neighbourhood Plan is developed the policies within that document will also inform our strategy. The document recognises and seeks to protect our town's history and heritage.

We have looked carefully at the social and economic information about the area (a summary of which is included in our delivery plan). We are aware of deprivation in some areas, about opportunities for our residents being less than for other parts of Milton Keynes and are setting out to improve prospects.

- We understand the need for communities to share common values, whilst at the same time valuing and celebrating the inherent diversity that exists in all those communities
- We see equality and diversity being about valuing differences and aspire to Bletchley and Fenny Stratford becoming a place where everyone has an equal chance to live, learn and work, free from discrimination and prejudice.
- We have a vision of social inclusion to make sure that everyone can take part in the key activities of our society so that they can enjoy a good quality of life.

The elections in May 2021 have seen all councillors, irrespective of political beliefs, unite behind the strategic priorities and determined to work together to make a real difference for Bletchley and Fenny Stratford. The document is the recognition of where we are and what needs doing. It is a commitment to tackle the issues identified with energy, over a reasonable period. The council will be careful with public money but will not be afraid to invest in the future.

Put simply, the strategy is a commitment to

- protect and enhance the local environment and play our part in tackling climate change.
- work with and help build a single community.

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- Improve wellbeing and safety within the town.

We have also set out how we will get the best value from our resources and improve the Council to maximise efficiency and effectiveness.

We have highlighted the role of the Town Council in achieving our Vision for the Town, but we recognise that it will take a strong partnership with of several organisations to attain our goals. As the local authority closest to the people, we are uniquely situated to build a close relationship with the Town's residents, businesses and voluntary sector, to represent the local community and provide services which are needed and desired in the town as well as to display community leadership. We also have a number of statutory duties and services to administer and intend to continue to build quality into our ethos.

We have deliberately kept the strategy simple; our main objectives being set out on one page. We will supplement this with our delivery plan, which will add the "how" we are going to deliver our strategy and give more detail about the many actions we will take to achieve our aims.

The suite of documents which form our constitution can be found on our website. They provide more information about our democratic structure, decision-making processes and governance.

Bletchley and Fenny Stratford Town Council recognises that it does not have the legal powers or resources to bring about all its goals on its own. It will partner and support all organisations and projects which share its goals. It will provide a voice for the town and argue strongly for others to contribute towards its vision for Bletchley and Fenny Stratford. The Town Council will help fill gaps in provision, using its unique position.

Performance data will be collected regularly and reported to councillors, together with financial management information. This plan will therefore be regularly updated to report progress.

**Section 2:** Is a summary of our strategy. It includes our 'Vision' for Bletchley and Fenny Stratford and the Town Councils' 'Mission' on how we will contribute to achieving it. It also outlines the heart of our strategy and how it informs this delivery plan.

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**Section 3:** Provides a series of tables to set out the actions necessary to deliver the strategy., and will be updated as the year passes to give a rolling report on progress

**Section 4:** Contains an overview and analysis of the town, which was considered in the development of the strategy and delivery plan.

**Section 5:** A capability analysis of the council. This looks at the council's preparedness to deliver its strategy.

**Section 6:** Other aspects of the town council. This section introduces the council's supporting policies, its main stakeholders and clients and explains how it undertakes its communications and marketing. It additionally explains a little about the council's ICT provision and its development of both staff and councillors.

<b>Section 2</b>		<b>STRATEGIC PRIORITIES</b>	
1	<b>Cleaner &amp; greener</b>		
2	<b>Proud of our past and our future</b>		
3	<b>Robust with resources</b>		
4	<b>Closer to our community</b>		
5	<b>Supporting wellbeing and safety</b>		
6	<b>Making things happen</b>		

### Section 3: Tables of planned action and progress against them.

The tables below contain the proposed actions under each of the town council's six strategic priorities. Some actions will contribute towards more than one priority, and this is indicated in the "Links" column.

Within each strategic priority, the main projects are listed first, because these are the thrust of the council's strategy and below these are the "core" business as usual tasks which the council must deliver on a regular basis and which underpin the council's legality, governance, democracy and effectiveness.

#### Cleaner and Greener

##### Projects/Actions

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead	Links
<b>Climate Initiative</b>		To be linked with NP				Making things happen
Undertake carbon audit	E & P Committee	Carbon footprint documents shared with Environment and Community Committee July 2022. Climate change subcommittee meeting did not proceed. Rescheduled for 1 November 2022.  Full council agreed to revised target dates for all climate action initiatives on 27.9.2022	To March 2023	Work needed	EPM	Making things happen
Develop action plan	E & P Committee	See above	To March 2023	Work needed	EPM	Making things happen

Establish or join local Climate Forum	E & P Committee		To March 2023	Work needed	EPM	Making things happen
2022-2023 actions from audit	E & P Committee		To March 2023	Work needed	EPM	Making things happen
2022-2023 actions from action plan	E & P Committee		To March 2023	work needed	EPM	Making things happen
<b>Response to Landscaping devolution</b>						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
<b>Potential devolution of street cleansing</b>						
Undertake initial discussion with MKC	Council	Long term goal – not currently feasible		On target	TC	Closer to community
<b>Manor Road Site</b>						
Development of site	E & P Committee	Proposal to E&P Committee 12.7.2022 approved, work to be undertaken in autumn	March 2023	On target	EPM	



<b>Pinewood Drive Allotment Site</b>						
Completion of works	E & P Committee	Consider replacement fencing for 2023-24 budget if not before		On target	EPM	Closer to community
<b>Bletchley &amp; Fenny Stratford</b>						
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	Ongoing	To March 2023	On target	TC/EPM	
Information boards project	Council	Funding approved, officer team working on content	To March 2023	On target	EPM	
<b>Mount Farm</b>						
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
<b>Blue Lagoon</b>		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. Participation in regular bi-monthly third way and devo meetings		On target	TC/EPM	Closer to Community, Supporting wellbeing and safety
<b>All green spaces</b>						
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	Manor Road site - to committee 12.7.2022 Tree planting in Leon Rec on St Martin's Day. Consider reintroduction of wildflower areas in Leon Rec for 2023-24		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
<b>"Grot Spots"</b>						

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
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## Proud of our past and our future

### Projects/Actions

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead	Links
<b>Partnership with Bedford and MK Waterways Trust</b>						
Develop 3-year partnership objectives	Full council agreed to revised target date on 27.9.2022	To be confirmed potentially funding to go to research and provision of mooring at FS	May 2022, initial target not met now March 2023	Needs work	SSM	
Deliver 2022-23 targets	Community Committee	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 Committee and E & P Committee	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 Bletchley Council re joined up approach to	Council agreed to revise target date on 27.9.2022	First meeting held, briefing note secured from MKC. Report to Council in May 2022, follow up work needed	March 2023	Needs work	TC	Closer to our community

affordable housing etc						
<b>Recognise People and Places Project</b>						
Gather information on the history of the town, its people, businesses and places.	Council	Initial information to go on website, late 22/23. Digital trail project	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	

## 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	Delay agreed by full council on 27.9.2022 due to ongoing capital projects	To March 2023	Needs work	TC and RFO	Closer to our community
<b>Sycamore Buildings</b>						

Refurbishment of Sycamore House for office purposes	Council	Complete but for roof repairs and fire risk assessment	Ongoing	On target	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	Measured survey completed, feasibility study stage 1 completed, to be considered at full council 4 October 2022	Ongoing	On target	MT	Closer to our community
Develop capacity to hold hybrid meetings for committees at <b>Sycamore House</b> in first instance	Council	First phase completed ie committees can be webcast from Sycamore House, but disabled access and capacity limited	Ongoing	Completed for year	MT	Closer to our community

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	On target	MT	Closer to our community
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	



## Closer to our community

### Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
<b>Meet targets in Communications Strategy and Action Plan:</b>	Community Committee				SSM and TC	
New website	Community Committee	Aiming for mid-October now, currently updating content and this will be work in progress once launched		On target	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 – to discuss at Community committee in October		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 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	Not feasible in 22-23	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	Advertised, presentations mad at Street Eat event in July and Fenny Poppers	October 2022	Completed for year		Making things happen

## Supporting well-being and safety

### Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
<b>White Ribbon</b>						
Maintain accreditation by developing programme of work and events	Community Committee	Delay caused by loss of lead Champion, collaboration with MKC, MKACT, Soroptimists 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

<b>Future provision of public toilets</b>						
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 initial target revised to year end by full council on 27.9.2022	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	
<b>Safety</b>						
<b>Safer walking cycling routes</b>						

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	Closer to our community, Cleaner and greener
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	To November 2022	On target	EPM	Closer to our community, cleaner and greener

## Making things happen

### Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead
<b>Neighbourhood Plan</b> Continue development	Council	Workshop in May 2022 Planning consultants appointed June 2022, Scoping workshop 6 October 2022	to December 2023	On target	TC
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

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
Town Deal involvement	Council	Clerk attending meetings and reporting back to Full Council	T0 March 2025?	On target	TC

## 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 due to committee not meeting	To March 2023	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	Completed for year	MT	
Produce a Biodiversity Statement to define how the Council will meet its statutory obligation	E & P Committee		By September 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		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	

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	
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### Proud of our past and future

Core Business	Governance	Notes	Timescale	Progress	Officer Lead
Continue to maintain the War Memorial	F & G Committee		To March 2023	On target	EPM
Remembrance Day Civic Event	F & G Committee	Arrangements in place	Nov 22	On target	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	End April 2022	On target	EPM



<p>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.</p>	<p>Council</p>	<p>Awaiting new website delivery</p>		<p>Needs work</p>	<p>SSM</p>
<p>Consider working with community partners to develop a strong image or "brand" for the Town. (MKC Economic development team, business associations and Town Deal)</p>	<p>Council</p>	<p>Delay with development of Business Association. Work ongoing with Economic Recovery team at MKC</p>	<p>To March 2023</p>	<p>Needs work</p>	<p>MT</p>
<p><b>Planning</b></p>		<p>Suggest</p>			

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 adjusted but training and new policy needed in 2023	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

Core business	Governance	Notes	Timescale	Progress	Officer Lead
<b>Finance</b>					
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
Develop and update all financial management procedures	F& G Committee			On target	RFO
To determine a balanced budget and precept for 2023/24.	Council		Jan 2023	On target	MT
Revise Medium Term Financial Plan for 2022-2025.	F & G Committee/Council	Completed for year subject to major changes	Jan 2023	Completed for year	RFO/TC
Revise Medium-Term Financial Plan for 2022-23 following year end	F&G/TC		May 2023	On target	RFO/TC

Ensure budget and accounts are published in a timely manner	F&G/TC		To March 2023	On target	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	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	Continuous process, but reviewed 24.5.2022 at Annual Meeting of Council	May 2022	On target	RFO
Consider developing separate Standing Orders for Contracts in the longer term.	F& G Committee		December 2022	On target	TC and RFO
Review Investment/Treasury Management Policy	F & G Committee		December 2022	On target	TC and RFO

Undertake VAT partial exemption calculation with external provider and make appropriate policy recommendations	F & G Committee	Calculation received and to be sent to Finance & Governance in October 2022; officers seeking quotations for advice on VAT position	September 2022	On target	TC and RFO
<b>Business and Performance</b>					
Make routine performance management reports including progress on the delivery plan, officer delegated decisions and formal minutes not implemented.	Council	Next report due 27 September 22	Ongoing	On target	MT
Prepare an internal Business Continuity Plan.	F & G Committee	Incorporated with risk management assessment		Needs work	MT

Complete corporate Business/Financial Risk Assessment for 2022/23 and build recommendations into the Delivery Plan	F & G Committee	See above	October 2022	On target	TC and RFO
Undertake Project Reviews to ensure that objectives met and value for money-learn lessons	F & G Committee/Council			On target	MT
<b>Digital and Information Technology</b>					
Phased implementation of new IT services & work procedures	R & G Committee/Council	Initial phase completed, but further work planned later	April 2022	Completed for year	TC and SSM
Continue robust & secure back up.	F & G Committee/Council			On target	MT
Ensure IT provision, maintenance and security contracts are operational for the required period	F & G Committee			On target	SSM
Ensure hosting and maintenance contract for websites remain in place.	F & G Committee			On target	SSM

Ensure compliance with GDPR, FOI and Data Protection requirements	R & G Committee/Council	Review of all data and information policies review scheduled for summer	October 2022	Needs work	TC and SSM
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### Closer to the community

Core business	Governance	Notes	Timescale	Progress	Officer Lead
<b>Communication &amp; Transparency</b>					
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	Can only stream committee meetings held at Sycamore House for now	Ongoing to March 2023	On target	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	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	Refer to finance and governance committee 25 October	To March 2023	Needs work	TC and SSM
<b>Community buildings</b>					
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
Make community buildings as accessible as possible	Community Committee	Work ongoing with Sycamore buildings working group	Ongoing to March 2023	On 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	On target	MT

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
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### Supporting well-being and safety

Core business	Governance	Notes	Timescale	Progress	Officer Lead
<b>Safety</b>					
Continue the provision of CCTV in the Town	Community Committee	Contract due for renewal December 2022 going to Community Committee October 22		On target	MT
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
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
<b>Well-being and Health</b>					
Support and partner initiatives that encourage residents to live a healthier lifestyle	Community Committee	Lakes Club support	Ongoing to March 2023	On target	SSM

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
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
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	On target	SSM
Work with specialist partners to continue counselling/well being	Community Committee		Ongoing to March 2023	On target	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	On target	SSM

## Making things happen

Core business	Governance	Notes	Timescale	Progress	Officer Lead
<b>Training and Development</b>					
Adopt new training and development policy for both councillors and staff	Employment Policy Committee	Policy approved by full council on 27 September 2022	September 2022	Completed for year	TC
Adopt Annual Training and Development Plan for 2022/23	Employment Policy Committee			On target	TC
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
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

<b>Staffing Structure and HR</b>					
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
<b>Operational Efficiency &amp; Quality Ethos</b>					
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	March 2023	Needs work	MT
Local Council award scheme quality level	Council	New website required	January 2024	Needs work	MT
Local Council award scheme Gold level	Council	New website required	January 2024	Needs work	MT
Adopt new performance management plan	Employment Policy Committee		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			Needs work	TC
Adopt new customer service standards	Council		January 2023	On target	TC
<b>Constitution</b>					
Adopt a constitution as a framework for the council's governance and policy documents	Council		To March 2022	On target	TC
Have completed the governance documents and policy documents considered in the situational analysis review	Council		January 2023	On target	TC
Annual review of standing orders and financial regulations	Council	Subject to any alterations from NALC etc	May 2022	Completed for year	TC
Review of any governance and policy documents with review date in 2022/23	Council		To March 2023	On target	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	Full council September 2022	Sept 2022	On target	TC



Social Media Protocol to be revised	Council	Original target missed, suggest revised date of December 2022	December 2022	Needs work	TC
<b>Information Management</b>					
Revise the complete suite of information and data protection policies ensuring they relate to other associated documents	Council	Original target missed, to be reviewed at Full Council November	July 2022	Needs work	TC
Formal decision on whether council needs DPO	Council	See above	July 2022	Needs work	TC
<b>Health and Safety</b>					
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	Ongoing	To March 2023	On target	EPM
Complete all statutory periodic safety inspections and checks	Council		To March 2023	On target	EPM
<b>Services</b>					
Continue to deliver our existing services and develop outcome-based standards	Council		To March 2023	On target	MT
Continue to operate a public office for the Town Council and signposting to other services	Council		To March 2023	On target	MT
Continuation of Bletchley Market through provision of specialist market events	E & P Committee		To March 2023	On target	MT

Continue operation of allotment sites	E & P Committee		To March 2023	On target	MT
Continue to service dog bins and litter bins	E & P Committee		To March 2023	On target	MT
Continue to operate Ranger Service	E & P Committee		To March 2023	On target	MT
Continue to provide public toilets	Council		To March 2023	On target	MT
Maintain community orchard	Council		To March 2023	On target	MT
Continue to support Jobs clubs operated by MKC	Council		To March 2023	On target	MT
Continue to manage Fenny Stratford Community Centre	Council		To March 2023	On target	MT
Continue to manage Spotlight Centre	Council		To March 2023	On target	MT
Continue to manage NL Pavilion	Council		To March 2023	On target	MT
Adopt and manage outdoor pitches at NL	Council	Land not in fit condition for transfer, legal work for transfer in progress	ASAP	Delay due to transfer of land	
Continue to support Youth Clubs and Play Schemes	Council	Report to Community Committee in August 2022	To March 2023	On target	MT

## Section 4: An overview and analysis of the town

Bletchley and Fenny Stratford is a civil parish with a town council, within the Milton Keynes Unitary Authority, Buckinghamshire. It was formed in 2001 from the unparished area of Milton Keynes (MK), and together with West Bletchley parish, forms the Bletchley built-up area forming the southern edge of Milton Keynes. It had a population of 15,313 in 2011 (Census). The settlements have roots back to the 12th century, but their significance increased with the arrival of the west coast mainline in the mid-19th century. The area thrived due to its location in WWII and was the chosen home of the 'codebreakers' at Bletchley Park.

In the 1960s Bletchley was designated a London overspill area, leading to several council estates being built. Finally, from the late 1960s onwards Bletchley parish became part of the Milton Keynes new town. Bletchley and Fenny Stratford is one of the most diverse parishes in the Milton Keynes borough, something that is celebrated by the Town Council.

Although part of Milton Keynes, one of the fastest growing economies in the UK, the area has not shared the benefits of growth experienced by the wider area. Many residents experience serious issues in raising their quality of life including limited access to affordable housing and services, low availability of quality jobs and below average education and skills levels. Many neighbourhoods in the Bletchley and Fenny Stratford area are classed as being in the top 10% deprived nationally. Investment to address the drivers of deprivation will be central in "levelling up" Bletchley and Fenny Stratford. The proposed East West Rail will transform connectivity across the region and offers a generational opportunity to underpin growth and catalyze urban renewal and development.

Following a bid in 2020 by Milton Keynes Council (MKC), set out in the Town Investment Plan, Bletchley and Fenny Stratford has been awarded £22.6million funding by Government to deliver major improvements to the area. These include: a transport hub, Tech Park Bletchley, public realm improvements and improved connections (red-way links) within the area. This will be delivered through the Town Deal Board on which the Town Council is represented.

Given challenges around deprivation, low income and well-being in Bletchley and Fenny Stratford, the area is likely to be over-exposed to the impacts of the pandemic. Recent data provided by Milton Keynes Council on local claimant counts shows between 6% and 10% of 16-64 year olds were claiming Job Seekers Allowance and Universal Credit in Bletchley's local areas in July 2020, compared to 6% in Milton Keynes. Employment in B&FS accounts for 1 in 7 jobs in Milton Keynes and has grown faster than either Milton Keynes or England in recent years, most jobs are in public administration, education, health, retail and business support services. However, residents of Bletchley and Fenny Stratford are likely to be earning less than those in Milton Keynes. The wholesale and retail trade industrial sector were the largest employer of Bletchley and Fenny Stratford residents.

## **Section 5: A capability analysis of the town council**

In 2021, the council commissioned an independent review of how it compared with best practice. The headline conclusion is of "a service-oriented authority, aware of the issues in the town, ambitious but realistic councillors and a developing workforce that are keen to improve the town and achieve excellence in service standards. The council's strategy 2021-25 has given it new and clearer direction but needs finer definition in its delivery plan which must also take account of the everyday tasks which must be undertaken but require considerable resources. The town clerk's leadership is focused and open which maximises the capabilities of staff as the team develops. She is well aware of what needs to be done to turn good standards in to excellent ones but is also realistic about the challenges faced in raising standards, delivering the strategy and the major projects such as new offices and an additional community centre. The council will however need to concentrate on its stated priorities and will not be able to include everything that it might like to do".

Council responded to this by undertaking a comprehensive review of its governance which has progressed rapidly. The council decided to aim to achieve the Local Council Award Scheme and had an assessment undertaken of how it currently compares with the three levels of Foundation, Quality and Gold standards. It has subsequently placed targets times for attaining the three levels in this delivery plan.

The Council has received extremely good internal and external audit reports in the previous 3 years. Copies of both the Staffing and Committee structures are available on the website.

## **Section 6: Other aspects of the town council**

### **Policies**

The council is not able to set out all its policies and principles in its strategy and is developing a suite of supporting policy documents which clarify and add detail. Some of these documents are statutory requirements, others best practice. All policy and governance documents which have been adopted are available on the website.

### **Stakeholders and Clients**

The main stakeholders in the activities of the council are the electors, residents, and businesses of the town, all of which benefit from an improved Town environment and protected heritage, better services and improved community facilities. Other stakeholders include residents and businesses in the parishes surrounding the town, our partners such as Milton Keynes City Council, other public sector organisations, voluntary and community groups, local trusts, faith groups and other private organisations who work for the good of the town.

Our clients are the individuals, organisations, visitors and users of the council's facilities and services or who benefit from its financial support and commercial customers of the community centres.

## Communication and Marketing

It can be seen clearly that communication and transparency is an important thread that runs through the core of the strategy. The council has adopted a communications policy, to set out its intentions in more detail and to ensure communication is two way and that it listens.

Bletchley and Fenny Stratford Town Council's main areas of promotion are:

### The Town

- Promotion of the town to attract residents, visitors and shoppers
- Promotion to attract people looking to live or work in the town
- Promotion to businesses looking to invest in the town
- Promotion of the town's businesses, community groups, clubs and organisations, support organisations and volunteering opportunities
- Promotion of community events
- Promotion of facilities within the town

### The Council:

- Raising the image and understanding of the council and its responsibilities
- Statutory and other information to help residents and businesses understand its decision making, policies and priorities
- Open and active communication and feedback channels
- Marketing of its services to ensure accessibility for all and to maximise income
- Internal communications to aid the council's efficiency

## ICT Provision

Bletchley and Fenny Stratford Town Council considers digital tools to be vital to its efficiency and will therefore ensure it keeps abreast with technology and will adopt it where it delivers a proven benefit. It operates through electronic agendas and makes its payments electronically. During the 2020 pandemic it successfully introduced “virtual” meetings for the period allowed by legislation and is keen to introduce hybrid meetings as soon as practicable. The council is working towards becoming “paper light.”

The council employs agile working for officers who use a range of computer equipment and applications most of which is Cloud hosted. Privacy is ensured via an encrypted internet connection and all data is held securely within the UK. Councillors are provided with individual tablets which enable them to access Modern.Gov meeting management software and email accounts etc.

Cloudy IT deliver the council’s IT support. Software packages include Modern.Gov for council governance and Microsoft 365. The council uses the Rialtas Accounting software and currently has a support package in place for this.

The Town Council website [www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk) has recently been restructured. Among other links, it includes a link to the site for the Bletchley and Fenny Stratford Neighbourhood Plan [www.bfsnp.org.uk](http://www.bfsnp.org.uk). The council is increasing its use of social media to make sure that as many people as possible are engaged. The social channels currently used are Facebook, Twitter, You-tube, Linked-in and Instagram.