

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
CAPITAL PROJECTS <i>Affecting capital reserves or representing physical outputs</i>								
CP01a	Outdoor Market	<p>The initial purpose was to review the feasibility of taking back the markets from NDDC. This has now been completed and the challenge is now to rejuvenate the outdoor market in conjunction with the indoor market.</p> <p>Requested by Councillors, (then) NDDC, Town Team and public due to the then, standard and appearance of the market.</p>	Provision of Facilities & Services	TC MM	Ongoing	<p>Transfer date – October 2016</p> <p>Rejuvenation and promotion – ongoing</p>	In progress	<p>Still awaiting the legal transfer of this service from DC, although the Town Council has been running the markets since 1st October 2016.</p> <p>The Market Manager is in regular contact with the National Association of British Market Authorities and the National Market Traders Federation.</p> <p>The Market continues to hold the Real Deal Charter which gives customers assurance that we are not selling counterfeit goods and that the traders are aware that we will also not allow the sale of faulty or dangerous goods. This was achieved in Partnership with Dorset Trading Standards.</p> <p>The Thursday Street Market remains at nearly full occupancy. Saturday markets are improving and rent reductions have proved</p>

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								<p>helpful with marketing.</p> <p>The indoor and Shamble markets have restarted occupancy is improving The Street Market remained open throughout the lockdown for those traders considered essential. The “non-essential” traders have all returned.</p> <p><i>At the T&GP meeting in March it was decided to continue with the Winter rate of £15 per pitch until 31st July 2022, without the free week in every four.</i></p>
CP01b	Dorset Council Grant of £70,000 for market area enhancement	Legacy amount given to the Town Council from NDDC	Provision of Facilities & Services	TC OM MM	Prioritised	2025	In progress	<p>A working group has been formed, including the Town Team and a Dorset Council officer.</p> <p>The working group remit has been extended to include the Covid-19 Town Centre Recovery, as well as parking and road access.</p> <p>A Town Centre Recovery survey was sent to all households with response deadline 30th Sept. Responses were discussed</p>

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								and evaluated with a recommendation approved by TC to support in principle a 3-month temporary trial of pedestrianisation of half of the Market Place, subject to Covid-19 restrictions. <i>A new timeline has to be established as DC Highways paving slab replacement works are now set to last until September 2022.</i>
CP02	Corn Exchange Regeneration	To carry out a complete refurbishment and enhancement and equipping of the facility for use as a multi-purpose venue. Requested by Councillors and the public. Supported by shops and businesses and (then) NDDC.	Provision of Facilities & Services	TC OM	Prioritised	Ongoing	Ongoing	The lobby glazing works have been completed. LBC submitted for architectural lighting, which has been approved (3/4/18) subject to conditions. <i>Architectural lighting has been installed. Awaiting discharge of conditions. .</i> Ingham Pinnock Associates have been appointed. Nov 2020 – a new communications strategy was adopted. April 2021 – consultations have been held and preliminary plans are in

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								place. <i>A new M&E and Building survey have been carried out. Work for planning application for loft hatch in progress.</i>
CP03a	Cemetery Extension	Phase 1 – To extend the cemetery. Required due to cemetery capacity. Phase 2 – To consider other uses for the extended space, such as scattering of ashes/pet cemetery.	Provision of Facilities & Services	TC OM	Scheduled	Cemetery Extension Phase 1 – burials expected to take place in 2016 Phase 2 – Dec 2017	Completed	Phase 1 – Completed – centrepiece unveiled April 2017. Phase 2 – The scattering of ashes is now offered on existing grave spaces. Investigations for scattering of ashes in the extended space have not yet been investigated. Pet Cemetery project abandoned due to lack of support/demand from members of the public.
CP03b	Cemetery Wall	Listed at residents' request by HE in August 2016. Numerous site meetings have taken place. Agreed with Conservation Officer to phase the works, taking priority sections first.	Provision of Facilities & Services	OM	Scheduled	Spring 2018	Completed	Budget is committed. Initial work to most unstable area has been completed. Staff will monitor wall closely.
CP04	Venues Upgrade /Renovation for Sports Pavilions a. Woodhouse	To budget and plan for the redevelopment of the sports pavilions.	Provision of Facilities & Services	TC OM	Scheduled	Dec 2020	Completed	a. Completed (new floor laid in April 2017). See also CP17 (extension). b. Completed. Now

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	<p>Gardens</p> <p>b. Football Club at Park Road Recreation Ground</p> <p>c. Cricket Club at Park Road Recreation Ground</p> <p>d. Bowls Club at Park Road Recreation Ground</p> <p>e. Rugby Club at Larksmead Recreation Ground</p>	<p>Requested by Councillors, members of the public and sports clubs.</p> <p>Reserves allocated for respective projects with additional funds from s106 contributions to assist the sports clubs. BFTC agreed £100,000 financial support, which has been reallocated to sports clubs due to negative response from landowner re land north of the bypass, despite the need for more pitches established by NDDC's PPG17 assessment.</p>	Services					<p>investigating possibility of introducing floodlights.</p> <p>c. Completed. Pavilion refurbishment was completed June 2020.</p> <p>d. Completed.</p> <p>e. Completed, relocation to Larksmead Recreation Ground and Pavilion.</p>
CP05	Park Road Toilet Block	<p>To consider a future use for the building now that the transfer from NDDC is complete. Discussions have involved demolition of the block to make way for additional parking spaces.</p>	Provision of Facilities & Services	OM	Scheduled	December 2017	In progress	<p>Councillors approved the demolition of the toilet block to create further parking spaces. Initial meetings with the contractor and an EVCP provider have taken place to discuss the works and SSE quoted for the electrical works (Jan 2021).</p> <p>New 3-phase supply has been installed.</p> <p>New electric meter has been installed.</p> <p><i>Old power supply to be disconnected in April. Works</i></p>

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								<i>to car park can then commence.</i>
CP06	Marsh & Ham Toilet Block	Refurbish toilets pending development. Requested by Councillors and members of the public and recommended by staff.	Provision of Facilities & Services	OM	Scheduled	May 2020	In progress	Quotes were being sought for refurbishment. Priority is reopening the accessible unit. The disabled unit has been refurbished.
CP07	CCTV/ANPR Scheme	<p>To provide town centre CCTV coverage that links to the police station to prevent crime and disorder (Natural Environment and Communities Act 2006 s40) requested by Police, Councillors and public.</p> <p>Phase 1 – Two cameras in the Market Place (introduced September 2007).</p> <p>Phase 2 – Mobile and fixed cameras located at Marsh & Ham car park (now Larksmead) and Salisbury Street.</p> <p>Phase 3 – Bottom of Damory Street</p> <p>Phase 4 – To introduce an agreement with the Police</p> <p>Phase 5 – To introduce 4 x ANPR cameras</p>	Provision of Facilities & Services	TC ATC	Prioritised	<p>Phase 1 – Completed</p> <p>Phase 2 – Completed</p> <p>Phase 3 – Completed</p> <p>Phase 5 – Funding approved Nov 2017</p>	In progress	<p>Phase 4 – working with Police. Draft sent for consideration September 2015, further work being done following a meeting in September 2016 and September 2017. New Inspector in post and discussions are on-going.</p> <p>Phase 5 – Installed in March 2018 and extended in March 2019.</p> <p>The new CCTV system and cameras were installed in June 2018 and subsequent updates to WIFI bridges have been installed. Additional cameras to be installed at Marsh & Ham and Badger Cross.</p> <p>CCTV budgets for maintenance and accruals for replacement equipment are in place.</p> <p>A new PC was installed at</p>

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		Phase 6 – Replace CCTV town centre system						the Police station to improve the speed of the system.
CP08	Old Bath House	Conservation & heritage protection exercise to preserve important town monument to mark where the entrance was to the old church alms houses burnt down in the 1731 fire. Requested by Councillors, Museum and Civic Society due to condition of the building.	Provision of Facilities & Services	TC PC	Prioritised	2020	Completed	The TC approved the sale of the OBH on 30 th September 2019. Transfer completed.
CP09	Railway Arches	To agree the long-term future of the arches and put to good use or remove. Requested by Councillors and the public. The Blandford Railway Arches Trust (BRAT) was formed in 2010 with the objective of producing a five-year management plan for the preservation and enhancement of this important and historic structure on Langton Meadows. It is working with BFTC to secure their future as a last surviving feature of the Somerset & Dorset Railway in the town.	Provision of Facilities & Services	TC OM	Prioritised	Phase 1 – completed 2016 Phase 2 –2019 Railings – Feb/March 2020	Phase 1 – completed Phase 2 – BRAT to progress plans to raise funds to remove soil from top of arches and enable public access. - Completed	Refurbishment is completed. Safety railings installed. Additional building works carried out. Unsupervised opening 9am-2.30pm from 1 st September 2020. Open to the public, within the opening times.

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CP10a	Badbury Heights Phase 2 Play Area	To build a LEAP in the central green area of Phase 2.	Provision of Facilities & Services	TC ATC OM	Linked to PE02	2018 (Phase 1 – completed)	Completed	Phase 2 has been transferred (January 2018), Play area has been installed and officially opened on 7 th July. Grounds staff are now including this area in the maintenance schedule.
CP10b	Badbury Heights Phase 2 POS	To take over maintenance of POS.	Provision of Facilities & Services	TC OM	Linked to PE02	2018	Completed	
CP10c	Badbury Heights Phase 3A POS	To maintain POS areas. S106 negotiated.	Provision of Facilities & Services	TC OM	Linked to PE02	Unknown	In progress	Further to TC decision to require all adoptions to be completed and evidenced, land transfer process has stalled pending developer completion of all necessary work. Officers will prioritise play areas once the land is transferred. November 2020 - The Town Council's solicitor has confirmed that the long-awaited transfer documents for Phase 3a and Phase 3b are due to be received shortly. <i>April 2022- no update.</i>

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CP10d	Badbury Heights Phase 3a Play Areas	To build a LAP, LEAP and NEAP.		TC ATC OM	Linked to PE02	Unknown	In progress	
CP10e	Badbury Heights Phase 3b POS	To take over maintenance of POS.		TC OM	Linked to PE02	Unknown	In progress	
CP10f	Badbury Heights Phase 3b Play Area	To build a LAP.		TC ATC OM	Linked to PE02	Unknown	In progress	
CP11	Westbury Way	To take over maintenance of POS and two play areas.		TC ATC OM	Linked to PE02	Unknown	In progress	TC re-affirmed the desire to take over the land subject to conditions (March 2019).
CP12	Skate Park	To continue to replace existing equipment in consultation with users.	Provision of Facilities & Services	TC OM	Ongoing	Ongoing	In progress	Replacement works took place on some equipment early 2017 and 2019 to further enhance the park. Councillors approved to go out to tender for works on the skate park (Dec 2019). DC to confirm extension of the lease before tenders are sought. <i>Equipment replacement works are ongoing. Waiting for DC lease documentation.</i>
CP13	Town Pump	To restore the Town Pump	Provision of Facilities & Services	TC ATC	Scheduled	TBC	Completed	S106 application was successful, and three quotes were sought using a Specification of Works report. A contractor for the restoration was appointed at the TC meeting on 30 th September 2019. LBC has

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								been submitted and approved. Works started in September and were completed in October 2020.
CP14	Promotional Video of the Town	To create a promotional video for use on website, social media and by local businesses.	Provision of Facilities & Services	TC PC	Deadlined	August 2018	Completed	The videos have been published and will continue to be shared.
CP15	Christmas Lights	To continue to replace existing equipment and introduce new products in response to public demand.	Provision of Facilities & Services	ATC OM	Ongoing	Ongoing	In progress	S106 application was successful and pole mount decorations were introduced in 2018. Eleven further column lights for West Street and East Street have been purchased and net lights for yew trees in church yard for 2019. A lighting scheme was introduced for Woodhouse Gardens, which was very well received by the public and the Merry Christmas sign was refitted with LED lights and installed in WHG. The lighting in WHG was extended for Christmas 2021. <i>Looking to further expand the display for 2022.</i>
CP16	Sensory Planting Project	Requested by Blandford Dementia Action Alliance. To create dementia / access friendly sensory areas within	Provision of Facilities & Services	PC ATC	Scheduled	March 2018	Stage 1 (WHG) completed. Stage 2	Sensory plants funded from Summer/Winter bedding budget. Area offered to a dementia group from March

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		Woodhouse Gardens and The Plocks.	Services				(The Plocks) completed.	2021. Two benches installed by Parish Rooms wall.
CP17	Extension to Woodhouse Gardens Pavilion	Extension to improve disabled access, provide disabled unisex toilets, larger kitchen and lockable storage.	Provision of Facilities & Services	TC OM PC	Scheduled	September 2019	Completed	Capital funding approved by Council and grant approved by Awards For All. Works started in May 2019 for a 12-week period and were completed in September 2019.

PEOPLE *Affecting staff, councillor and management procedures*

PE01	To investigate the introduction of an apprenticeship scheme at the Town Council	To offer an Apprenticeship Scheme for horticultural, trees and timber, customer service and business administration students to work at BFTC.	An Excellent Employer	TC OM	Scheduled	None	In progress	Officers approached Kingston Maurward College and discussed possibilities with other organisations to recruit staff via an apprenticeship scheme, currently to no avail however attempts will continue as and when required. BFTC participated in work experience week with The Blandford School in September 2019.
PE02	Staffing review due to forthcoming land transfers and external projects Updated to include the Local	As a result of forthcoming land transfers and once the effect of the projects in the Plan is known, review staffing arrangements for appropriateness.	An Excellent Employer	TC OM	Linked to CP10 – CP11	None	Ongoing (annual reports to F&S Committee in September)	Completed in relation to amenity areas taken over from (then) NDDC. Will be subject to future review once Westbury Way and Badbury Heights developments are

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	Government Review (LGR) 2018/19 subject to any offers/requests from Dorset Council.							transferred from the developer to the Town Council. Council has approved recruitment of an additional groundsman once the land is transferred.
PROCESSES <i>Affecting working practices and processes</i>								
PR01	Review/update standing orders and financial regulations	To ensure accuracy and reflect current working arrangements.	Professional & Proficient	TC	Deadlined	December 2016	Completed	Updated September 2021
PR02	To redesign and develop the Town Council's website and Facebook page	To transfer the existing website to an improved software package and redesign the Town Council's website to improve appearance and use.	Professional & Proficient	TC ATC	Deadlined	March 2013	Completed	Councillors agreed to create a new website designed by a local resident. The new design went live in October 2017.
PR03	Local Council Award Scheme	To continue to work towards achieving the LCAS awards to demonstrate that BFTC is an active, effective and efficient Council serving its local community.	Professional & Proficient	TC ATC	Deadlined	December 2016	Completed	Quality Council Status achieved in January 2008 and reaccredited in 2012. Change introduced to system (now Local Council Award Scheme). Application completed and submitted 13 th October 2015. Quality Status awarded March 2016. Quality Gold status awarded March 2017. The Quality Gold status has been re-awarded.

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PR04	Neighbourhood Plan	To work with surrounding parishes of Bryanston and Blandford St Mary to develop a Neighbourhood Plan.	Professional & Proficient	TC PC	Scheduled	Spring 2017	Completed	Reg 14 and 16 consultations have been completed. An examiner was appointed, and a hearing was held on 12 th November 2019. Following the hearing and further representation from opposing sites the group is waiting for the Decision Statement from DC. The Referendum has been postponed to May 2021 to due Covid-19. The Plan has been adopted.
PR05	Community Resilience Plan	To work together with residents, businesses, community partnerships and local organisations to develop a Community Resilience Plan for Blandford Forum.	Professional & Proficient	TC ATC OM	Scheduled	Unknown	In progress	This document has been drafted by the OM and requires substantial input and commitment from the community before it can be considered and adopted. Workloads at present mean that this has not been progressed.
PR06	Green Flag Awards for open spaces, cemetery, parks and gardens	To research what opportunities are available for the Town Council venues	Professional & Proficient	TC	Scheduled	Unknown	To be started	Research to be started.

Influences *Cross-cutting theme*

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IN01	Boundary Review	To continue to pursue an extension of the town's boundary to reflect the usage of the town's facilities and services. Requested by Councillors.	Provision of Facilities & Services	TC	Prioritised	Unknown	In progress	Town Council submitted proposals to Dorset Council which were not approved.
IN02	Dorset Council – Car Parks	To review the feasibility of taking over the running of the car parks from the Dorset Council. Requested by Councillors.	Provision of Facilities & Services	TC	Scheduled Linked to PEO2	Unknown	On hold	To be re-evaluated due to change to Dorset Council. To date, town/parish councils advised car parks won't be transferred.
IN03	Devolution – To continue to consider the transfer of responsibility for services and facilities from local authorities that will benefit the residents and the town	Financial pressures on the local authority, in conjunction with the Working Together document.	Provision of Facilities & Services	TC	Prioritised And linked to PE02 and INO2	Ongoing	Ongoing	To date, the Town Council has taken on the public conveniences, amenity areas and outdoor markets. In addition, it provides financial support to the Youth Centre. See INO2 above. To be re-evaluated due to change to DC.
IN04	Parking Review	Requested by Councillors. Although the Town Council does not have any car parks it has to run the administration and initial consultations for this parking review of Blandford Forum and the Assistant Town Clerk is facilitating the project.	Provision of Facilities & Services	ATC	Deadlined	Ongoing	In progress	A dedicated webpage has been set up with a public consultation carried out in 2017/18. The final review pack was sent to DCC and NDDC for review in March 2018. No further updates as the authority is waiting for the new Dorset Council. DC has received the findings from the external company commissioned for this review

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								and DC Councillors and Officers will provide findings to TC. May 2020 - Due to LGR and then Covid-19 the project did not develop as much as was hoped between 2018 and 2020. November 2020 DC Cllrs Quayle and Lacey-Clarke to take this forward and present recommendations to TC.
IN05	Climate Change and Biodiversity Action Plan	Creation of an action plan with ongoing improvements made by the Town Council to reduce its carbon footprint and encourage biodiversity. Requested by Councillors and staff.	Provision of Facilities & Services	TC	Prioritised	Ongoing	In progress	The Town Council has adopted a Climate Change and Biodiversity Action Plan and formed a working group. This is a living document that will be continuously updated. Cllr Osborne has updated the document, which was approved by council on 28 th September 2020. The document was published on the TC website. January 2021 – New initiatives being worked on with Litter Free Dorset and Blandford War on Waste. Regular meetings are held to progress the Plan.

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