

Bradford on Avon
Town Council
Forward Work Plan
2025 - 2029





Introduction

This action plan has been developed to deliver the Council's Business Plan; it is a living document that identifies the workflow of the Council and its officers. The Plan is reviewed regularly, and individual actions may vary to the original plan, and some may be removed or replaced as priorities change, or new actions identified.

Corporate Vision, Aim and Objectives Vision

Bradford on Avon Town Council celebrates our community and believes that a cohesive and inclusive community is central to building a happy, vibrant and successful town. To create a strong community where everybody has the opportunity to engage with and contribute to a successful town.

A successful town where its heritage and environment are valued, and the Council works to address the long-term crisis in our climate and natural environment, placing these issues at the centre of everything we do.

A town where all residents have access to a high quality of life and where people want to live, work, play and visit.

The Town Council will aim to support and develop our community through the following objectives:

- A Thriving Town
 - Successful economically, socially, and environmentally
- A Flourishing Community
 - Where individuals thrive best
- A Greener Place
 - Working towards carbon neutrality and improved biodiversity
- An Engaged and Efficient Town Council
 - Listening and engaging because that is how the best decisions can be made

Bradford on Avon Town Council will direct its influence, capacity, and resources to promote the best interests of the town, for the benefit of the whole community.

Working with residents and Wiltshire Council we intend to

- 🏡 Complete the review of the Neighbourhood Plan, influencing development in the town
- 🏡 Investigate the potential for a re-development of the health centre and station car park site
- 🏡 Work for the best deal possible on a traffic scheme for the town and improved pedestrian safety
- 🏡 Work towards 20 mph zones across the town to reduce speed
- 🏡 Work towards a reduction to the weight limit on the town bridge
- 🏡 Work to progress a new pedestrian bridge, seeking opportunities to fund the project

Working with the business community we intend to

- 🏡 Work to expand the town market to increase footfall in the town centre, supporting local businesses
- 🏡 Review the Tourism Strategy 2019-2024 and produce a new version
- 🏡 Promote Bradford on Avon as a tourist destination

Working with the Environment Agency we intend to

- 🏡 Improve the flood resilience in the town centre
- 🏡 Support Nature based solutions to help alleviate flooding

The Town Council will endeavour to

- 🏡 Progress refurbishment of the Youth and Community Centre
- 🏡 Develop and support volunteer groups and encourage community participation in their efforts to contribute to the life of the town
- 🏡 Engage with residents and encourage participation in decision making, securing better services, and creating a more active and informed community
- 🏡 Provide grant support to third parties delivering the Council's objectives
- 🏡 Seek funding to enable the building of a new sports pavilion on Culver Close
- 🏡 Invest in our outdoor spaces - develop outdoor activities, gym, table tennis and community sports events, across the town
- 🏡 Complete the Poulton Park play area project and then progress refurbishment plan for all play areas
- 🏡 Continue the principle of the council community events being entirely or mostly free
- 🏡 Enhancing community life by actively supporting local youth, sport and cultural/community groups, and encouraging new events
- 🏡 Support BoA Youth Football Club to identify and develop new premises
- 🏡 Work with the museum to find improved premises
- 🏡 Invest in our green spaces, developing sympathetic plans to improve the infrastructure
- 🏡 Apply sustainable principles in our building and renovation projects
- 🏡 Support Twinning Associations in their aims of fostering relations with our twin towns

The Town Council will

- 🏡 Measure and reduce its carbon footprint, to work towards net zero
- 🏡 Communicate the climate and ecological emergencies
- 🏡 Introduce 'rewilding' initiatives as part of our site management plans including developing more wildlife habitat features
- 🏡 Support community involvement in looking after our green spaces through volunteer groups
- 🏡 Develop Poulton Park

- 🌱 Manage our sites ecologically and responsibly and extend the area of meadow land in its ownership
- 🌱 Ensure access to attractive green spaces and walks
- 🌱 Enhance the benefit of the cemetery to the community with, memorial benches, an area for reflection and better use of the chapels
- 🌱 Investigate, plan and instigate the development of the cemetery extension
- 🌱 Work with the community to plant more trees across the town
- 🌱 Champion environmental and ecological projects, working with the community to minimise waste, from domestic energy, plastics, other projects
- 🌱 Champion projects to improve the water quality and benefit of the river in our town
- 🌱 Work with Wiltshire Council on environmental projects that benefit our town
- 🌱 Support the development of Green Blue corridors in the town

The Town Council will

- 🌱 Develop the Residents Panel to increase participation
- 🌱 Develop our consultations to engage as many residents as possible
- 🌱 Ensure that listening is at the heart of our decision making process
- 🌱 Develop our volunteer base, including a ‘Volunteer Bulletin’
- 🌱 Encourage a ‘One Council’ ethos – maintaining our approach of seeking to involve all councillors and staff in the work of the council as we develop projects
- 🌱 Working as a Town Council for the benefit of the town, not the benefit of the individual, finding solutions to the challenges the town faces
- 🌱 Continue to extend the amount of Town Council revenue being secured in ways other than the precept (the Town Council’s share of council tax)
- 🌱 Ensure our funds are ethically invested

Action Plan

Year 1 – 2025				
Objective	Action	Outcome	Cost	Completion
Finance	Agree Council budget Set precept Agree MTFP	Budget and precept set at Full Council. MTFP agreed.	Officer & Committee time	January 2025
	Complete CIL return to Wiltshire Council	CIL report		June 2025
Policies	Review Policies Checking relevance, need and accuracy	Policies re-adopted	Officer time	Ongoing
Promote Elections to prospective candidates	Advertise Elections and process to become a candidate	Notices/social media/ Newsletter		
	Clerk offer meetings to explain role	Meetings held		
New Councillor Induction	Review new councillor induction packs and update	Councillor pack issued	Officer time	May 2025
	Provide information on council services	Site visits/tour		July 2025
	Book Councillor conference and induction day	Induction and information provided		£1,000
Local Council Award Scheme	Re-apply for award	Application submitted	Officer time	In progress
Communications	Qrty Newsletter Fortnightly ‘Snippets’ Annual Report	Communications sent out and compliant with the Council’s Communications policy	£7,000	Ongoing
	Consider new opportunities: • Volunteer newsletter Regular news items/social posts Expand residents panel			
Statutory Duties	Continue to undertake statutory duties <ul style="list-style-type: none"> Financial Regulations compliance Standing Orders compliance Ensure internal and external audits undertaken Ensure Risk assessments updated Maintain internal controls Policy review and adoption Employ and manage staff in compliance with best practice and legislation Comply with H&S legislation/ 	To ensure a fully legal and compliant Town Council	Officer time	Ongoing
Discretionary Services	Ensure discretionary services are undertaken in line with council policy and legislative requirements	Services provided	Base budget	Ongoing

General Power of Competence	Resolve to use General Power of Competence	Gives the Town Council “the power to do anything that individuals generally may do” within the law.	Officer time	May 2025
Business Plan 2025 – 2029	Develop and adopt new Business Plan	Plan adopted		
Planning Process	Using delegated planning process ensure the Town Council responds to the planning authority in a timely manner		Officer time	Ongoing
LHFIG	Work with Wiltshire Council’s process for local highways requests	Town Council support progressed via sustainable travel committee or declined	Up to £20,000	Ongoing
Grant Awards	Consider grant applications in line with grants policy	Grants awarded via Community & Wellbeing committee	£40,000	Ongoing
Flooding/emergency Plan	Work with Wiltshire Council and Wiltshire & Swindon Resilience Forum to create a Multi-Agency flood plan	Plan produced	Officer time	Ongoing – waiting for WC to confirm process
Safer River Crossing	Work with Wiltshire Council and contractors to develop project to deliver footbridge	New foot bridge	Wiltshire Council/ Government funded	Ongoing – WC leading process
Traffic System	Work with Wiltshire Council and contractors to develop traffic system in the town	New traffic system	Wiltshire Council	
Events	Agree core events: <ul style="list-style-type: none"> • Pancake Race • Duck Race • Live Music Festival • Fireworks • Christmas Lights • Heritage Open Days Additional for 2025 <ul style="list-style-type: none"> • Dog Show • Skate Jam Events Supported: <ul style="list-style-type: none"> • Flower & Produce Show • Green Man Festival • Remembrance day • River Festival 	Events planned and delivered	£35,000	Ongoing
South West in Bloom	Entry details agreed Partners engaged in process Documents created and submitted Judging day planned	Judging undertaken Result confirmed	£5,000	Oct 2025 Gold Award
Neighbourhood Plan Update	Appoint Consultants Set up project groups	Work progressing	Initial funds from Gov Departs. Final funds, to be costed	Ongoing
St Margaret’s Hall – Insurance work	Agree tender schedule Evaluate Tenders Appoint contractor	Ultimately St Margaret’s Hall repaired and commissioned to reopen	C. £500,000 Insurance claim	
Major Roof Repair, Pound Lane	Tender	Works completed	£7,000	

	Works undertaken			
Auto Speed Watch Group	Develop enforcement protocol	Process up and running	Volunteer/Officer time	
Play Area Refurbishments	Poulton Park Phase 2 St Aldhelm Inspect remaining areas and produce future programme		£50,000 £10,000 Officer time	St Aldhelm to be completed by March 31 st 2026
Review Vehicle Fleet Requirements	Review operations and fleet requirements to optimise effectiveness	New fleet plan produced, and replacement programme identified	Officer time	
Becky Addy Wood	Completed legal process following High Court decision Adopt Management Plan Liaison committee Develop year 1 actions	Cost awarded to BoATC Plan adopted Meetings arranged (2x pa) Plan agreed and implemented	Officer time To be costed	
Pavilion Project	Develop Amenity plan Develop Pavilion funding plan Inc. future management arrangements	Project out to tender & loan applied for Funders identified Business plan produced	C. £650,000 C. £2m	Rolling into 2026
Westbury Garden Wall	Agree design Appoint Contractor EA permits Undertake works	Designed agreed in principle Greenman Environmental contractors appointed Permits issued	C. £25,000	Delay with permits (EA) To be undertaken when river levels drop
Expand BoA Youth Summer Activities Club	Increased dates/hours	More sessions offered and taken up	Cost neutral	
Install Cricket Nets	Partnership with Cricket Club Agree lease for net site	Nets installed and operated by BoA cricket club	£54,000	Spring 2025 January 2025
Tree Management	Undertake identified emergence works Undertake routine inspection	Tree works undertaken and risk downgraded in future inspections Updated and identified risk profile	£30,000	
Local Visitor Economy Partnership (LVEP)	Support Visit Wiltshire establish a LVEP Agree financial Support	Lobbied and supported the creation of LVEP, agreed financial contribution and established Board	£5,000	
Carbon Footprint Baseline	Appoint Contractor Data collection Approve report Develop action plan	Carbon footprint Ltd	£3,000	Additional info supplied report due spring 2026
Year 2 - 2026				
Objective	Action	Outcome	Cost	Completion
Finance	Agree Council budget Set precept Agree MTFP	Budget and precept set at Full Council. MTFP agreed.	Officer & Committee time	

	Complete CIL return to Wiltshire Council	CIL report		
Policies	Review Policies Checking relevance, need and accuracy	Policies re-adopted	Officer time	Ongoing
Training & Development	Create Skills Matrix Produce Training Plan	Plans produced and staff sign up to development plans	£10,000	
Risk Assessments	Commission risk assessments for the Councils activities	New suit of risk assessments produced	£5,000	
Local Council Award Scheme	Complete re-application	Application submitted	Officer time	
Communications	Qrty Newsletter Fortnightly 'Snippets' Annual Report Volunteer newsletter Residents Panel Regular news articles and social media posts	Communications sent out and compliant with the Council's Communications policy		
Statutory Duties	Continue to undertake statutory duties <ul style="list-style-type: none"> Financial Regulations compliance Standing Orders compliance Ensure internal and external audits undertaken Ensure Risk assessments updated Maintain internal controls Policy review and adoption Employ and manage staff in compliance with best practice and legislation Comply with H&S legislation/ 	To ensure a fully legal and compliant Town Council	Base budget	Ongoing
Discretionary Services	Ensure discretionary services are undertaken in line with council policy and legislative requirements Consider free menstrual products	Services provided	Base budget To be costed	Ongoing
Holy Trinity Churchyard	Take on responsibility for grounds maintenance for the PCC	Increase in non-precept income		
Staff Values and Ethos	Develop a set of values and an ethos for the staff team			
Planning Process	Using delegated planning process ensure the Town Council responds to the planning authority in a timely manner			Ongoing
Football Pitches	End of season, repair and treat football pitches in preparation of new season	Pitches prepared	£3,000	
Introduce Tennis Activators	Recruit Tennis coaches Launch free sessions	Scheme up and running		
LHFIG	Work with Wiltshire Council's process for local highways requests	Town Council support progressed via sustainable	Up to £20,000	Ongoing

	Investigate feasibility of Accessibility Audit	travel committee or declined Identify possible suppliers, costs, and outputs		
Grant Awards	Consider grant applications in line with grants policy	Grants awarded via Community & Wellbeing committee	£30,000	Ongoing
Flooding/emergency Plan	Work with Wiltshire Council and Wiltshire & Swindon Resilience Forum to create a Multi-Agency flood plan. Review plan and operation following any incidents	Re-visions included in plan	Officer time	
Safer River Crossing	Continue to work with Wiltshire Council			
Traffic System	Continue to work with Wiltshire Council			
Events	Agree core events: <ul style="list-style-type: none"> • Pancake Race • Duck Race • Live Music Festival • Fireworks • Christmas Lights • Heritage Open Days Events Supported: <ul style="list-style-type: none"> • Flower & Produce Show • Green Man Festival • Remembrance day 	Events planned and delivered	£35,000	
South West in Bloom	Entry details agreed Partners engaged in process Documents created and submitted Judging day planned Investigate Green Flag awards	Judging undertaken Result confirmed	£5,000	
Neighbourhood Plan Update	Produce final draft Consult on draft Referendum	New plan adopted by town council and Wiltshire Council	To be confirmed	
St Margaret's Hall	Re-open Market opportunities	Opening event Bookings		
Play Area Refurbishments	Develop Play strategy Agree revised plan and implement	Refurbishment schedule agreed and implemented	To be identified	
Bradford on Avon Swimming Pool	Discuss and understand the future of the pool with Wiltshire Council			
Becky Addy Wood	Liaison committee Year 2 actions	Report on year 1 actions Agree and implement	£5,000	Ongoing
Building Condition Surveys	Commission surveys of Town Council buildings <ul style="list-style-type: none"> • Public Conveniences • Victory Field Pavilion • 7, Pound Lane • Poulton Pavilion • Cemetery Lodge 	Reports produced and maintenance plan approved	£5,000	

	<ul style="list-style-type: none"> Cemetery Chapels Youth & Community Centre			
Pavilion Project	Deliver amenity building Delivery public toilet Develop business plan and management model for pavilion Develop funding plan,	Undertake consultation Apply for Loan		
Tree Management	Undertake identified emergence works Undertake routine inspection			
Tree/Hedge Planting Project	Identify sites and planting requirements Apply for grants/support to delivery	Tress and hedges planted	Officer time	
Carbon Footprint Baseline		Report produced	£3,000	
Carbon Footprint Action Plan	Develop action plan Instigate actions from Carbon Footprint report		£3,000	
Town Centre Wi-Fi Project	Wi-Fi network feasibility to improve access within the town centre If feasible project costed & commissioned	Report issued Implementation		
Poulton Park Master Plan	Paths Planting Beds Benches Entrances Lighting	Master plan to be developed and agreed	To be costed	
Cemetery Extension	Develop plan for extension and begin process			
Compost Facility	Build compost point in Country Park to service council arisings	Compost facility installed	£2,500	
Site Management Plans	Develop site management plans, building on previously commissioned 'Ecosulis Report'	Individual site management plans produced	£4,000	
Tourism	Develop new Tourism Strategy for the town Town Centre Accessibility Audit	Strategy adopted Report produced	Officer time £15,000	
TIC Relocation	Move locations to St Margaret's Hall following completion of insurance works	TIC open in St Margaret's Hall	£2,500	
Youth	Develop Youth Strategy Include Summer programme into youth offer	New Strategy adopted by council Included in general youth service	£4,000	Ongoing
Westbury Garden Wall	Install temporary brace to hold wall in place Undertake repair when water levels are low and slow	Works undertaken	£26,000	

Uk Town of Culture 2028	Investigate and submit expression of interest to submit formal bid	Expression of interest submitted	Councillor/ Officer time	
Water Mark Town	Wessex Water, water mark achieved	Awarded	£1,000	
	Real time water testing (bathing quality) – Wessex Water	Installed		
Year 3 – 2027				
Objective	Action	Outcome	Cost	Completion
Finance	Agree Council budget Set precept Agree MTFP Complete CIL return to Wiltshire Council	Budget and precept set at Full Council. MTFP agreed. CIL report	Officer & Committee time	
Policies	Review Policies Checking relevance, need and accuracy	Policies re-adopted	Officer time	Ongoing
Training & Development	Create Skills Matrix	Plans produced and staff sign up to development plans	£10,000	
Communications	Qrty Newsletter Fortnightly ‘Snippets’ Annual Report Residents Panel Regular news articles and social media posts	Communications sent out and compliant with the Council’s Communications policy		
Statutory Duties	Continue to undertake statutory duties <ul style="list-style-type: none"> Financial Regulations compliance Standing Orders compliance Ensure internal and external audits undertaken Ensure Risk assessments updated Maintain internal controls Policy review and adoption Employ and manage staff in compliance with best practice and legislation Comply with H&S legislation/ 	To ensure a fully legal and compliant Town Council	Base budget	Ongoing
Discretionary Services	Ensure discretionary services are undertaken in line with council policy and legislative requirements	Services provided	Base budget	Ongoing
South West in Bloom	Entry details agreed Partners engaged in process Documents created and submitted Judging day planned	Judging undertaken Result confirmed	£5,000	
Planning Process	Using delegated planning process ensure the Town Council responds to the planning authority in a timely manner			
LHFIG	Work with Wiltshire Council’s process for local highways requests	Town Council support progressed via sustainable	Up to £20,000	Ongoing

		travel committee or declined		
Grant Awards	Consider grant applications in line with grants policy	Grants awarded via Community & Wellbeing committee	£30,000	Ongoing
Flooding/emergency Plan	Review plan and operation following any incidents	Re-revisions included in plan	Officer time	
Safer River Crossing	Continue to work with Wiltshire Council			
Traffic System	Continue to work with Wiltshire Council			
Events	<p>Agree core events:</p> <ul style="list-style-type: none"> • Pancake Race • Duck Race • Live Music Festival • Fireworks • Christmas Lights • Heritage Open Days <p>Events Supported:</p> <ul style="list-style-type: none"> • Flower & Produce Show • Green Man Festival • Remembrance day 	Events planned and delivered	£35,000	Ongoing
South West in Bloom	<p>Entry details agreed</p> <p>Partners engaged in process</p> <p>Documents created and submitted</p> <p>Judging day planned</p>	<p>Judging undertaken</p> <p>Result confirmed</p>	£5,000	
Play Area Refurbishments	Agree revised plan and implement	Refurbishment schedule implemented	To be identified	
Buildings Maintenance	<p>Maintenance programme underway in light of surveys and priorities</p> <p>Urgent major items planned</p>	Works underway	£10,000	
Tree Management	<p>Undertake identified emergence works</p> <p>Undertake routine inspection</p>			
Tree/Hedge Planting Project	<p>Year 2 plan</p> <p>Apply for further grants</p>	Tress and hedges planted		
Carbon Footprint	Instigate actions from Carbon Footprint report		£3,000	
Cemetery Extension	Commission extension	Works underway		
Poulton Park Master Plan	<p>Rain garden</p> <p>Tree planting</p>	<p>Project designed and costed</p> <p>Grants applied for</p>	Grants	
Year 4 – 2028				
Objective	Action	Outcome	Cost	Completion
Finance	<p>Agree Council budget</p> <p>Set precept</p> <p>Agree MTFP</p> <p>Complete CIL return to Wiltshire Council</p>	<p>Budget and precept set at Full Council. MTFP agreed.</p> <p>CIL report</p>	Officer & Committee time	
Policies	<p>Review Policies</p> <p>Checking relevance, need and accuracy</p>	Policies re-adopted	Officer time	Ongoing

Training & Development	Create Skills Matrix	Plans produced and staff sign up to development plans	£10,000	
Communications	Qrty Newsletter Fortnightly 'Snippets' Annual Report Volunteer newsletter Residents Panel News articles and social media posts	Communications sent out and compliant with the Council's Communications policy		
Statutory Duties	Continue to undertake statutory duties <ul style="list-style-type: none"> • Financial Regulations compliance • Standing Orders compliance • Ensure internal and external audits undertaken • Ensure Risk assessments updated • Maintain internal controls • Policy review and adoption • Employ and manage staff in compliance with best practice and legislation • Comply with H&S legislation/ 	To ensure a fully legal and compliant Town Council	Base Budget	Ongoing
Discretionary Services	Ensure discretionary services are undertaken in line with council policy and legislative requirements	Services provided	Base budget	Ongoing
Planning Process	Using delegated planning process ensure the Town Council responds to the planning authority in a timely manner			
LHFIG	Work with Wiltshire Council's process for local highways requests	Town Council support progressed via sustainable travel committee or declined	Up to £20,000	Ongoing
Grant Awards	Consider grant applications in line with grants policy	Grants awarded via Community & Wellbeing committee	£40,000	Ongoing
Flooding/emergency Plan	Review plan and operation following any incidents	Re-visions included in plan	Officer time	
Safer River Crossing	Continue to work with Wiltshire Council			
Traffic System	Continue to work with Wiltshire Council			
Events	Agree core events: <ul style="list-style-type: none"> • Pancake Race • Duck Race • Live Music Festival • Fireworks • Christmas Lights • Heritage Open Days Events Supported: <ul style="list-style-type: none"> • Flower & Produce Show • Green Man Festival • Remembrance day 	Events planned and delivered	£35,000	Ongoing

South West in Bloom	Entry details agreed Partners engaged in process Documents created and submitted Judging day planned	Judging undertaken Result confirmed	£5,000	
Play Area Refurbishments	Agree revised plan and implement	Refurbishment schedule implemented	To be identified	
Buildings Maintenance	Maintenance programme underway in light of surveys and priorities Urgent major items planned	Works underway	£10,000	
Tree Management	Undertake identified emergence works Undertake routine inspection			
Tree/Hedge Planting Project	Year 3 plan Grants applied for	Tress and hedges planted		
Carbon Footprint	Instigate actions from Carbon Footprint report		£3,000	
Year 5 – 2029				
Objective	Action	Outcome	Cost	Completion
Finance	Agree Council budget Set precept Agree MTFP Complete CIL return to Wiltshire Council	Budget and precept set at Full Council. MTFP agreed. CIL report	Officer & Committee time	
Policies	Review Policies Checking relevance, need and accuracy	Policies re-adopted	Officer time	Ongoing
Training & Development	Create Skills Matrix	Plans produced and staff sign up to development plans	£10,000	
Communications	Qrty Newsletter Fortnightly ‘Snippets’ Annual Report Volunteer newsletter Residents panel News articles and social media posts	Communications sent out and compliant with the Council’s Communications policy		
Statutory Duties	Continue to undertake statutory duties <ul style="list-style-type: none"> Financial Regulations compliance Standing Orders compliance Ensure internal and external audits undertaken Ensure Risk assessments updated Maintain internal controls Policy review and adoption Employ and manage staff in compliance with best practice and legislation Comply with H&S legislation/ 	To ensure a fully legal and compliant Town Council	Base budget	Ongoing
Discretionary Services	Ensure discretionary services are undertaken in line with council	Services provided	Base budget	Ongoing

	policy and legislative requirements			
Planning Process	Using delegated planning process ensure the Town Council responds to the planning authority in a timely manner			
LHFIG	Work with Wiltshire Council's process for local highways requests	Town Council support progressed via sustainable travel committee or declined	Up to £20,000	Ongoing
Grant Awards	Consider grant applications in line with grants policy	Grants awarded via Community & Wellbeing committee	£40,000	Ongoing
Flooding/emergency Plan	Review plan and operation following any incidents	Re-visions included in plan	Officer time	
Safer River Crossing	Continue to work with Wiltshire Council			
Traffic System	Continue to work with Wiltshire Council			
Events	<p>Agree core events:</p> <ul style="list-style-type: none"> • Pancake Race • Duck Race • Live Music Festival • Fireworks • Christmas Lights • Heritage Open Days <p>Events Supported:</p> <ul style="list-style-type: none"> • Flower & Produce Show • Green Man Festival • Remembrance day 	Events planned and delivered	£35,000	Ongoing
South West in Bloom	Entry details agreed Partners engaged in process Documents created and submitted Judging day planned	Judging undertaken Result confirmed	£5,000	
Play Area Refurbishments	Agree revised plan and implement	Refurbishment schedule implemented	To be identified	
Buildings Maintenance	Maintenance programme underway in light of surveys and priorities Urgent major items planned	Works underway	£10,000	
Tree Management	Undertake identified emergence works Undertake routine inspection			
Tree/Hedge Planting Project	Year 2 plan Grants applied for	Tress and hedges planted		
Carbon Footprint	Instigate actions from Carbon Footprint report		£3,000	

List of projects - BoATC

<u>Project</u>	<u>Value</u>	<u>Committee</u>	<u>Comments</u>
Neighbourhood Plan Review	£ 38,000	Full Council	2025
Traffic	£	Sustainable Travel	Wiltshire
Bridge	£	Town Development	Wiltshire
Refurbishment of Youth Centre	£	Community & Wellbeing	2025/29
Play Area Refurbishments	£ 220,000	Environment & Green Spaces	2025/36
Outdoor Gym Equipment	£ 20,000	Environment & Green Spaces	2026/27
Becky Addy Wood Management Plan	£ 18,500	Environment & Green Spaces	2025
Amenity Building – Victory Field	£ 647,000	Town Development	2026/27
Pavilion – Culver Close	£ 2,059,000	Town Development	2028/29
Poulton Park – Phase 2	£ 50,000	Environment & Green Spaces	2025
St Aldhelm play area	£ 20,000	Environment & Green Spaces	2025/26
Westbury Garden wall	£ 25,000	Environment & Green Spaces	2025
Cemetery Optimisation	£	Environment & Green Spaces	2026
Cemetery Extension	£	Community & Wellbeing	2026/27
St Margaret’s Hall – Insurance refit	£	Full Council	2025
Urgent Tree works – June 2025	£ 16,400	Environment & Green Spaces	2025
New 4x4 vehicle	£ 25,000	Resources	2025
TIC relocation	£ 2,500	Community & Wellbeing	2026
Poulton Park Masterplan	£	Environment & Green Spaces	2026
-Paths	£		
-Planting Beds	£		
-Rain Garden	£		
-Benches	£ donations		
-Entrances	£		
Buildings condition surveys	£	Resources	2025/27
Carbon Footprint baseline	£ 2,550	Environment & Green Spaces	2025
Tree/Hedge Planting	£	Environment & Green Spaces	2025/29
Compost Facility – Country Park	£	Environment & Green Spaces	2026
Active Travel Route – Holt/BoA	£	Sustainable Travel	?
Water mark town	£	Environment & Green Spaces	2026/27
Real time water testing	£	Environment & Green Spaces	2028
Town Centre Wi-Fi	£	Town Development	2027
Accessibility Audit (Town Centre)	£ 15,000	Town Development	2026

Operational

Tourism Strategy	£	Community & Wellbeing	2026
Youth & Play Strategy	£	Community & Wellbeing	2026
Management Plans for sites	£	Environment & Green Spaces	2026/27
Review Operational Risk Assessment	£	Resources	2026
Fire Risk Assessment	£	Resources	2026
Complete website(s)	£	Resources	2026
Site Signage	£ 5,000 pa	Town Development	2025/29

Strategies

	<u>End of life</u>	<u>Review</u>	<u>Date</u>
Tourism 2019	2024		
Youth 2017	2023		
Play	new		
Climate & Ecological Emergency 2020			
Lighting Strategy 2022			
Litter 2021			
Neighbourhood Plan 2017	2026		
Town Vision 2024			
Ecosulis - BoA Nature Recovery Plan 2020			
Ecosulis - Ecological Estate Aprisal 2020			

Site Management Plans

	<u>End of life</u>	<u>Review</u>	<u>Date</u>
Becky Addy Woods 2025	2030		
Poulton Park Masterplan			

Operational Support

	<u>Budget</u>	<u>Date</u>	
Building condition surveys			-
Carbon footprint baseline	£2,500	Q3 2025	
Operational Risk Assessments			
Fire Risk Assessments			
Market Regulations			
Asset Register			

Capital Projects

	<u>£</u>	<u>Date</u>	
Youth Club			-
Cemetery			
Chapels			
House			
Play Area Refurbishments			
Amenity Building			
Pavilion			
Westbury Garden Wall	£25,000		
Town Centre Wi-Fi			
St Margaret's Car Park Toilets			
Office			

Event List

Core

Pancake Race
Duck Race
Live Music Festival
Fireworks
Christmas
Tea Dance
Heritage open day

Council Support

Flower & Produce Show
Green Man Festival
Remembrance

Secondary

BoA Join In Day
Dementia film club
Sunday cinema club
Play Day
Skate Jam
St Mags Music

Other

Great big green week
Fairtrade
Summer Fun Days
Civil War

Policies/Strategies

	<u>Last</u>	<u>Current</u>	<u>Next</u>
AGAR		May '25	May '26
Anti-Fraud & Corruption		Sept '25	
Asset Register			Mar '26
BoA Nature Recovery Report (Ecosulis)	'20		XXXXXX
BoATC Volunteer Code of Conduct	'19	Oct '25	
Budget	'25		Jan '26
Bullying/Harassment Procedure			XXXXXX
Business Continuity Operating Procedures			
Business Plan		Sept '25	
Capability Procedure			XXXXXX
Carbon Footprint Baseline		Nov '25	
Cemetery & Closed Churchyards	'23		'28
Civility & Respect Pledge		Nov '25	
Climate & Ecological Emergency Strategy	'20		XXXXXX
Code of Conduct		May '25	
Committee Terms of Reference 2021		May '25	April '26
Community Engagement Statement	'20		XXXXXX
Complaints Policy	'20		XXXXXX
Complaints Procedure	'20		XXXXXX
Co-option Policy		Nov '25	
Corporate Governance Policy		Dec '25	
Council Business Areas & Assets		May '25	
Councillor/Officer Protocol		May '25	
Data Breach			XXXXXX
Data Protection	'20		
Dignity at Work Policy		Nov '25	
Disciplinary			XXXXXX
Disposal Policy			XXXXXX
Ecological Estate Appraisal (Ecosulis)	'20		XXXXXX
Environmental Statement		July '25	
Equality & Diversity	'20		XXXXXX
Expenses Policy	'18		XXXXXX
Financial Regulations		May '25	
Flood Management Plan	'24		
Forward Plan			XXXXXX
Freedom of Information			XXXXXX
General Power of Competence		May '25	May '29
Grants Policy		June '25	
Grievance Procedure			XXXXXX
Health & Safety Policy Statement		May '25	
Internal Audit Effectiveness		Dec '25	

Internal Audit - ToR		Jul '25	
IT Security et al	'20		XXXXXX
LHFIF - Process & Criteria		June '25	
Lighting Strategy	'22		
Litter Strategy	'21		
Market Regulations			Mar '26
Maternity Scheme			
Media & Communications		July '25	
MTFP	'25		Jan '26
Near Miss Incidents			XXXXXX
Neighbourhood Plan			
Operational Risk Assessments			
Opticians			XXXXXX
Outside Bodies		July '25	
Paternity scheme			XXXXXX
Pensions Discretions Policy Statement	'08		XXXXXX
Play Strategy	'22		XXXXXX
Pre-Planning Application Protocol	'25		
Privacy Policy	'24		XXXXXX
Publications Scheme			
Records Management			XXXXXX
Redundancy			XXXXXX
Reserves	'22	Sept '25	
Risk Management Scheme	'23	Sept '25	Mar '26
Risk Management Strategy/Policy	'20	Sept '25	Mar '26
Safeguarding	'24		
Scheme of Delegation		Nov '25	
Sickness Absence	'24		
Standing Orders		May '25	
Terms of Reference for Internal Auditor		July '25	
Tourism Strategy	'19		
Town Vision	'24		
Training & Development		June '25	
Treasury & Investment	'20	Sept '25	
Tree Management Policy	'24		
Tree safety Plan	'24		
Vegetation in Hard Landscapes	'24		
Vehicle			
Vexatious	'22		
Whistle Blowing		June '25	
Youth Strategy	'17		