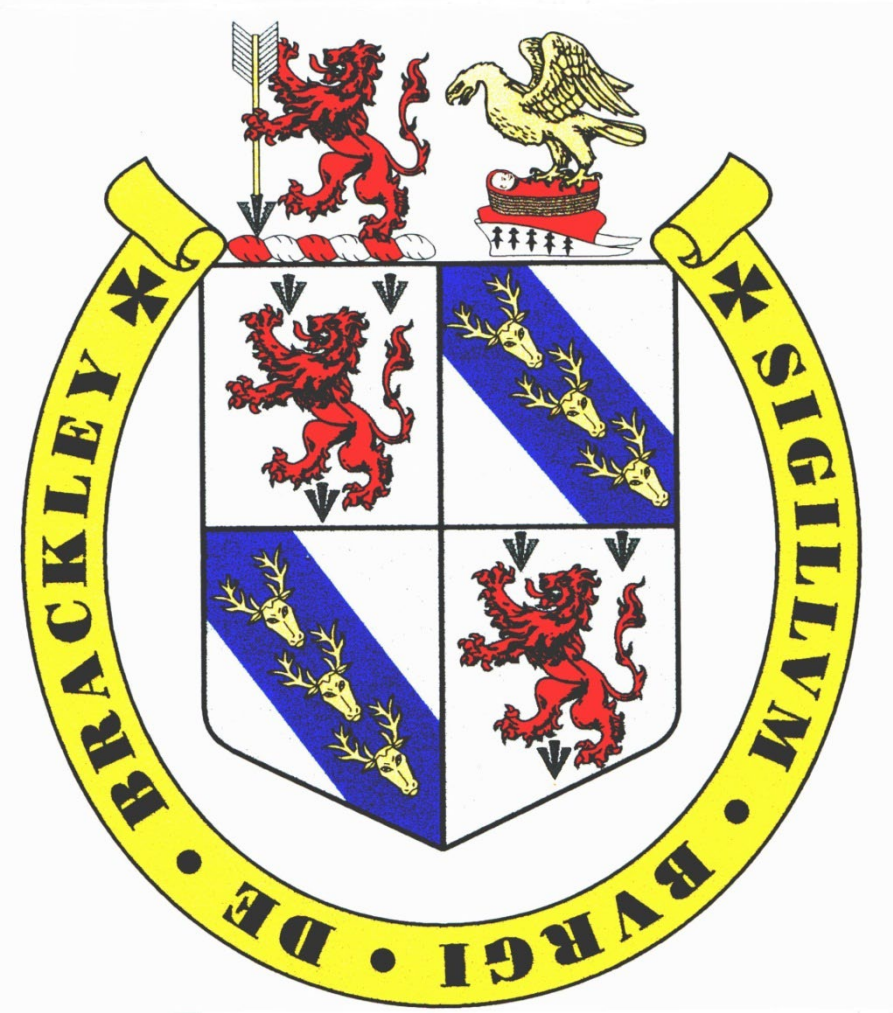
BRACKLEY TOWN COUNCIL



AGENDA & MINUTES

For the consideration of the Meeting

To be held on

Monday 7 October 2024

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

To: All Brackley Town Councillors

You are hereby summoned to attend a meeting of **Brackley Town Council**, to be held on **Monday 7 October 2024** at the Town Hall. Meeting at 7.05 pm.

2 October 2024

Town Clerk

AGENDA

Members of the Press and Public are invited to attend

195/24 Apologies for absence

196/24 Town Mayor's announcements

197/24 Public participation

The meeting is open for the public to address the Council on matters relevant to its business. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting. Please state your name and address before asking your question.

198/24 Declarations of interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

199/24 Approval of minutes

To receive and, if accepted, approve the minutes of the meeting of Council on Monday 2 September 2024.

Recommendation – to approve the minutes of the meeting of Council on Monday 2 September 2024.

200/24 Committee minutes

To receive the following approved Committee minutes:

Planning & General Works 15 July 2024
Finance & Policy 15 July 2024

Recommendation – to receive the Committee minutes en block

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available to download at www.brackleynorthants-tc.gov.uk

201/24 Questions for chairmen relating to received minutes

To provide an opportunity for Councillors to ask questions relating to received minutes for committees of which they are not members.

202/24 Unitary Council Representative – if available.

203/24 Appointment of Councillors for monthly payment audit

Two councillors are required to sign and approve the monthly payment audit following the next Finance and Policy Committee meeting or in the office on Tuesday 17 September 2024 between 10am and 2pm.

204/24 Recommendation from Egerton Hall Extension Task & Finish Group

Following two meetings and a presentation from the shortlisted contractors, the Task & Finish Group would like to make the recommendation that LCS be appointed for the Egerton Hall extension.

Recommendation: to appoint LCS for the Egerton Hall Extension

205/24 Members requested for Task & Finish Groups

We are looking for 5 members plus a substitute for each of the following Task & Finish Groups:

Budget Setting 25/26 – to work with officers to create the first draft budget to go to the Finance & Policy Committee in November.

Community Grants – the Community Grants Applications opened on 4 October 2024.

206/24 Financial Regulations Task & Finish Group – attached

Following several meetings, the Task & Finish Group can now submit the amended Financial Regulations for approval.

Recommendation; to approve the Financial Regulations 2024-25

207/24 CCLA Report – attached

Further to the CCLA presentation to Council on 16 September, members are asked to consider investing in the CCLA Public Sector Deposit Fund (PSDF).

Members' instruction is requested.

208/24 Biodiversity Agenda Request Form – Cllr K Nash

Attached is an agenda request form from Cllr Nash – Under the 2021 Environmental Act, public authorities in England, including town and parish councils, have a statutory duty to consider what they can do to conserve and enhance biodiversity.

While BTC's Biodiversity Task & Finish meets the minimum statutory requirements as per the 2023 guidance, to enable focused consideration and actions of what the Council can do to conserve and enhance biodiversity ongoing, this Council will work towards having a standing Biodiversity and Environment Committee in place for 2025.

Members' instruction is requested.

209/24 Manor Road Agenda Request – Cllrs B Tiller & W King

Attached is an agenda request form from Cllrs Tiller & King – to consider how we can encourage West Northants Council (WNC) in delivering their plan for Manor Road and surrounding roads so that this can be delivered during the 2024/25 academic year and create a "Manor Road Task & Finish Group" to work with WNC and other stakeholders on simple short term changes that could reduce the risk of injury and death.

Members' instruction is requested.

210/24 VE Day 2025 Celebrations 8 May 2025 – information attached

Members are asked to consider events/plans for the above. Please see attached email from Bruno Peek CVO OBE OPR, Pageantmaster.

211/24 Remedial Works to the Town Hall following the Quinquennial Inspection

To confirm the spend of £25,168 agreed by Council via email and agree to the transfer from the Town Hall Ear Marked Reserves.

Recommendation: to confirm the spend of £25,168 and agree the transfer from the Town Hall Ear Marked Reserves.

212/24 Request for a Memorial Benches - attached

Attached – emails from residents addressed to all councillors requesting memorial benches.

NOTE: March 2022 Minute number 463/22 – On the proposition of Cllr Cartmell, it was **RESOLVED** to grant permission for memorial benches at the Cemetery and St James Lake. Members noted that this would be the last one for St James Lake.

Members's instruction requested.

213/24 Report from Town Centre Manager - attached

At the last council meeting, members asked for a report on the Town Centre Manager's work and progress on revitalisation initiatives. This report is attached for members' information.

214/24 Matters for Information

215/24 Exclusion of Press and Public

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

216/24 Deed of Variation – Option Agreement dated 11 July 2016

Information attached.

Recommendation: to proceed with BDB and agree to the costs.

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

Minutes of **Brackley Town Council**, held on **Monday 2 September 2024** at the Town Hall, Market Place, Brackley NN13 7AB

Present: Mayor – Cllr E Wiltshire
Cllrs A Bagot-Webb, F Baker, C Cartmell, G Judd, J Kew, W King, S Langford, S Manley, K Nash, S Sharps, B Tiller, A Watt, S Weaver, P Wiltshire and L Young.

Officers: Town Clerk, Deputy Town Clerk

157/24 Apologies for absence

None received.

158/24 Town Mayor's announcements

7th July NMPAT Summer Festival
11th July Remembrance Srebrenica
13th July Waynflete School Festival Opening
25th July Steak Night Fundraiser at Raunds
26th July Brackley Care Home Fete Opening
3rd August Brackley's Got Talent Opening
10th August Brackley's Got Talent
14th August Teddy Bears' Picnic
18th August Classic Car Show 10th Anniversary
21st August Brackley Care Home - Talk about Mayor's Role, Mace and Robes
23rd August Ukraine Independence Day
24th August Brackley's Got Talent
27th August 3BBBs Radio - Live interview with Smithy
28th August Brackley Play and Activity Day
29th August Brackley Care Home - Cheese and Wine
30th August Brackley's Got Talent
30th August 80s Disco Night for Mayor's Charity arranged by Cllr Tiller

159/24 Public participation

Resident – "We've had 'No Mow May' and can we now have a 'Sheer it September' Bit concerned – what is the chance of having the grass cut at Buckingham Road as it is currently not being cut? It is full of weeds and pizza boxes – can it be cut down as it was before? Just the other side of the river there is a place for all the insects to go and other part of is a total mess. If any of the councillors from Brackley East would like to meet me, I'll show you".

160/24 Declarations of interest

Cllr Sharps – agenda item 165/24

Cllr Baker – agenda item 165/24

DRAFT

161/24 Approval of minutes

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

approve the minutes of the meeting of Council on Monday 1 July 2024 and the extra-ordinary meeting on 31 July 2024.

162/24 Committee minutes

On the proposition of Cllr Sharps, it was **RESOLVED** to:

receive the following approved Committee minutes:

Planning & General Works 17 June 2024 and 1 July 2024
Finance & Policy 17 June 2024

163/24 Questions for chairs relating to received minutes

Why are we still using terms like "chairmen" and not "chairs"?

164/24 Appointment of Councillors for monthly payment audit

The two councillors to sign and approve the monthly payment audit following the next Finance and Policy Committee meeting or in the office on Tuesday 17 September 2024 between 10am and 2pm are Cllr Judd and Cllr Watt.

165/24 Minutes from the Asset of Community Value (ACV) Task & Finish Group

On the proposition of Cllr Tiller, it was **RESOLVED** to:

accept the minutes from the ACV Task & Finish Group.

166/24 Southfield Primary School approval for ACV (attached)

On the proposition of Cllr Manley, it was **RESOLVED** to:

approve the revised press release for immediate release.

167/24 External Audit Report - attached

On the proposition of Cllr King, it was **RESOLVED** to:

approve the external auditor's report for 2023/24. There are no actions to go to the Finance & Policy Committee and the council would like to thank all staff for their hard work.

168/24 Clerk's Report

Members received the Clerk's report.

The list will be updated to include older actions that have not been actioned and will be headed Clerk's Report.

DRAFT

169/24 Request from Town Centre Manager for use of Venues/Piazza

At the Full Council meeting on 1 July and on the proposition of Cllr Young it was **RESOLVED** to allow the Town Centre Manager to use the Civic Hall and Piazza in the town centre for footfall building community events and activities without charge for the months of July and August and review this at the next council meeting in September (minute number 128/24).

On the proposition of Cllr Young, it was **RESOLVED** to:

Extend the proposal for 6 months, arrange a Task & Finish Group meeting and have an outline plan moving forward.

170/24 Report from High Street Survey and update – Town Centre Manager

The Town Centre Manager presented the findings from the High Street survey and gave members an update on events.

A report will be prepared and forwarded to members and a task and finish group meeting will be called to look at initiatives.

171/24 Ukrainian Flag – Agenda Request from Cllr P Wiltshire

On the proposition of Cllr E Wiltshire it was **RESOLVED** to:

Fly the Ukrainian flag over the Town Hall for the month of August to mark Ukrainian Independence Day on 24 August and the month of February to mark the date of the Russian invasion of Ukraine on 22 February. This is to show our continued support of the Ukrainian people during the Russian invasion of the Ukrainian sovereign state.

172/24 Matter for information

Cllr F Baker – the lease for Southfield School has been released and the site has come back to WNC. A range of opportunities are being explored to bring it back into use for the community. As part of the proposals WNC is looking to provide a flexible space for community groups across the area to use for a variety of uses such as local youth groups, hosting meetings and delivering productions. WNC has worked to ensure that the 'theatre' space available for volunteer organisations to use in order to deliver key community services. WNC is also looking at additional opportunities for how the space can support children with special educational needs and disabilities (SEND) and their families.

Cllr E Wiltshire – 25 October the play "The Signal Man" is being performed at Egerton Hall. Youngsters from NMPAT will be putting it on to support the mayor's charity. There will also be a Macmillan coffee morning at the Town Hall on 27 September.

Cllr Kew – is there a confirmed date for skatepark opening?

Cllr Sharps asked for an update on the trees.

DRAFT

Cllr Tiller – thanked members for the kind comments about the events that had been put on and wanted to thank everyone else involved - Brackley Elves, SNYE, all the entertainers and acts that performed for free, Morris Men and everyone involved in Classic Cars particularly Cllr Cartmell.

173/24 Exclusion of Press and Public

On the proposition of Cllr P Wiltshire it was **RESOLVED** that:

in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

On the proposition of Cllr Manley it was **RESOLVED** to

Stand down Standing Orders and allow an extension to the meeting.

174/24 Deed of Variation – Option Agreement dated 11 July 2016

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Bring the option back to Full Council in October pending legal and commercial advice.

Meeting closed at 8.50pm

Signed: Dated:

DRAFT

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

Minutes of the **Planning & General Works Committee** held on **Monday 15 July 2024** in Brackley Town Hall, Market Place, Brackley NN13 7AB.

Present: Councillors Kew, King, Langford, Manley, Nash, Weaver, E Wiltshire and P Wiltshire

136/24 Apologies for Absence

Apologies received and accepted from Cllr Bagot-Webb, Baker and Watt

137/24 Declaration of interest

None

138/24 Public participation

None

139/24 Minutes

On the proposition of Cllr Kew, it was **RESOLVED** to:

approve the minutes of the previous meeting held on 1 July 2024.

140/24 Planning applications

Members considered the planning applications as outlined on the attached schedule. Comments will be submitted.

141/24 Matters for Information

None

Meeting closed at 19.09

Signed: APPROVED Dated: 2/9/24

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

Application Number	Closing Date	Location	Proposal	Town Council Comments
2024/3165/FULL	24 Jul 24	10a Banbury Road NN13 6AU	Single storey rear extension, garage conversion, new side entrance with a ramp and a new drive entrance with off street parking	No comment
2024/3192/S73	24 Jul 24	Brackley Skate Park Land, Candleford Close, Brackley	Variation of condition 2 of WNS/2022/2029/FUL (change of use of grassed open space to create skate park) to include installation of CCTV camera on 7m high column.	No comment
2024/3234/FULL	25 Jul 24	Cluny, 7 Jones Close NN13 6JD	Single storey rear/side extension with minor internal remodelling.	No comment
2024/3211/FULL	31 Jul 24	4 Flanders Way NN13 6GS	Proposed garage conversion	No comment

APPROVED

Please Ctrl + click on the blue application number to follow the link to the application

Application Number	Closing Date	Location	Proposal	Town Council Comments
2024/3391/FULL	22 Aug 24	9 Bridge Street NN13 7ER	Single storey rear extension with associated internal and external works	Reviewed by Chairman of BTC Planning Committee under delegated powers – no comment.
2024/3303/FULL	14 Aug	21 Manor Road NN13 6AJ	New bay window to front elevation	Reviewed by Chairman of BTC Planning Committee under delegated powers – no comment.
2024/3438/FULL	14 Aug	32 Ellesmere Avenue NN13 6BX	Remove existing porch and erect single storey front extension	Reviewed by Chairman of BTC Planning Committee under delegated powers – no comment.
2024/3071/LDP	14 Aug	14 Wordsworth Close NN13 5GF	Lawful development certificate (proposed) for demolition of existing conservatory and replaced with a garden room	Reviewed by Chairman of BTC Planning Committee under delegated powers – no comment.
2024/3727/FULL	28 Aug	68d Halse Road NN13 6EJ	Proposed 1.5 storey side extension (retrospective)	Reviewed by Chairman of BTC Planning Committee under delegated powers – no comment.

APPROVED

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

Minutes of the **Finance and Policy Committee** held on **Monday 15 July 2024,** at Brackley Town Hall, Market Place, Brackley, NN13 7AB.

Present: Councillors Cartmell, Judd, King, Nash, Sharps, Tiller, Weaver, E Wiltshire, P Wiltshire and Young (Chair).

Officers: Town Clerk

142/24 Apologies for absence

Apologies received and accepted from Cllr Bagot-Webb

143/24 Declarations of interest

Mayor Cllr E Wiltshire – expenses

Cllr Sharps – 151/24

144/24 Public participation

None

145/24 Approval of minutes

On the proposition of Cllr Nash, it was **RESOLVED** to:

approve the minutes of the meeting of the Finance & Policy Committee on Monday 17 June 2024.

146/24 Finance reports

On the proposition of Cllr E Wiltshire, it was **RESOLVED** to receive and approve the following finance reports:

a) List of accounts for July in the sum of £155,510
b) Bank Reconciliation June 2024
c) Balance sheet June 2024

147/24 First Quarter Budget Monitoring Reports

On the proposition of Cllr Cartmell, it was **RESOLVED** to receive and approve the following first quarter budget monitoring reports:

a) First Quarter Income and Expenditure Report
b) First Quarter Ear Marked Reserves Report

148/24 Matters for discussion

None

APPROVED

149/24 Exclusion of Press and Public

On the proposition of Cllr Cartmell, it was **RESOLVED** that,

in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Cllr Sharps ieft the meeting.

150/24 Old Fire Station Fire Alarm (attached)

On the proposition of Cllr Cartmell, it was **RESOLVED** to

accept the quote for £6,600.73 for a replacement system and to approve the spend from the Old Fire Station EMR.

151/24 Mayoral Expenses (attached)

On the proposition of Cllr Weaver, it was **RESOLVED** to

Allow £295.55 to move from the general reserve to the Mayors Allowance.

Meeting Closed 19.36

Signed: APPROVED Dated: 16/09/24

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

Contents

1. General 4
2. Risk management and internal control 5
3. Accounts and audit 6
4. Budget and precept 7
5. Procurement 8
6. Banking and payments 10
7. Electronic payments 11
8. Payment cards 12
9. Petty Cash 12
10. Payment of salaries and allowances 12
11. Loans and investments 13
12. Income 13
13. Payments under contracts for building or other construction works 14
14. Assets, properties and estates 14
15. Insurance 14
16. Suspension and revision of Financial Regulations 15

Appendix 1 - Tender process 16

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation and the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £15,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk (RFO) shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. The bank reconciliations are presented to the Finance & Policy committee at each meeting (monthly) and are duly signed by the Chair and RFO.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by at least annually in October by the Budget Task & Finish Group for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Policy committee and a recommendation made to full council.

4.6. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £100,000 the Clerk shall seek formal tenders from at least three suppliers agreed by the council including VAT, tenders shall be invited in accordance with Appendix 2.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 capped quotes;

5.9. where the value is between £3,000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Finance Officer/ Deputy clerk shall seek to achieve value for money.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest on any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £3,000 excluding VAT.
- the Clerk, in consultation with the Mayor and Chair of the Finance & Policy Committee, for any items over £3,000 and under £5,000 excluding VAT.
- The Finance and Policy Committee of the council for all items of expenditure within their delegated budgets for items over £5,000 and under £15,000 excluding VAT
- the council for all items over £15,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. See flowchart in Appendix 1.

Pre-approved spend such as rates, rent, etc.. does not need to be authorised as these have been agreed at the beginning of the financial year. A spreadsheet of these expenses will be submitted to the Finance and Policy Committee quarterly.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the cost centre budget for that type of expenditure other than by resolution of a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such

action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Finance Officer.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the terminate on of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.6. A list of such payments shall be reported to the next appropriate meeting of the Finance & Policy Committee for information only.

6.7. The Clerk shall have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £3,000 excluding VAT, within an agreed budget.

ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms,

where the due date for payment is before the next scheduled meeting of the Finance & Policy Committee, where the Clerk can certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Policy Committee.

iv. Fund transfers within the councils banking arrangements over £10,000, shall be submitted to the Finance and Policy Committee.

6.8. The Finance Officer shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to finance & Policy committee. The Finance & Policy committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be signed by 2 members of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All authorised signatories shall have access to view the council's bank accounts online and should liaise with the Finance Officer.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Finance Officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, will be signed by 2 members of the council.

7.5. In the prolonged absence of the Finance Officer, the finance administrator shall set up any payments due before the return of the Finance Officer.

7.6. Two authorised persons shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. A printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are reviewed and approved the council at least every two years.

7.9. Payment may be made by BACS or CHAPS which will be reviewed and approved by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order and shall be reviewed by the council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Payment cards

8.1. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk and the Estates Manager.

8.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

9. Petty Cash

9.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

10. Payment of salaries and allowances

10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.

10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.8. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Assets, properties and estates

14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

14.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

15. Insurance

15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

15.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Suspension and revision of Financial Regulations

16.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

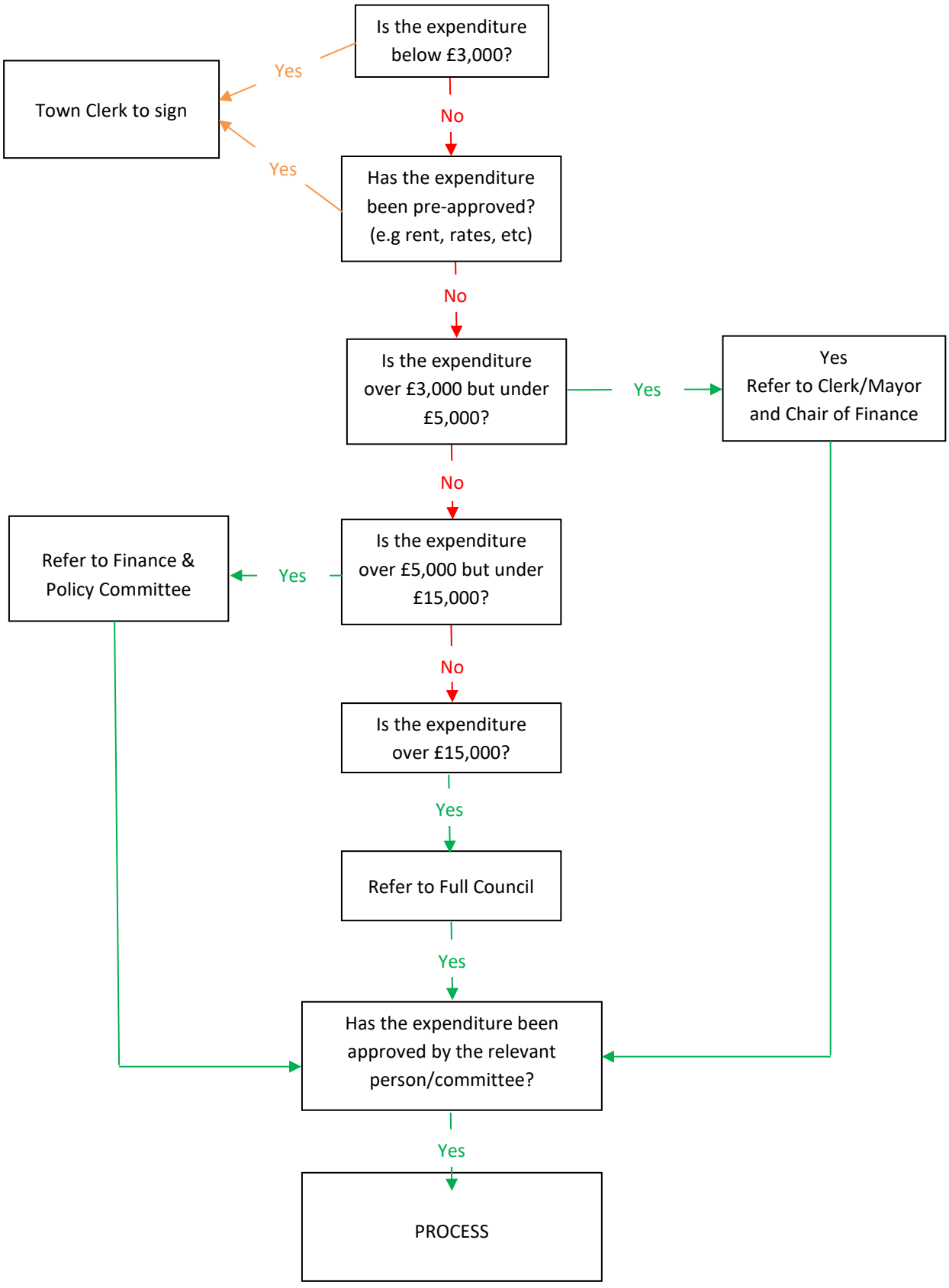
16.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

16.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Appendix 2
Flowchart for 5.15



Agenda No: 207/24

BRACKLEY TOWN COUNCIL

Full Council Meeting
Monday 7 October 2024

Purpose of report: For members to consider investing in the CCLA Public Sector Deposit Fund (PSDF).

Recommendation 1: to approve the investment of reserves of the Brackley Town Council into the CCLA, Public Sector Deposit Fund.

Recommendation 2: Members' instruction is requested as to the amount of the investment

Recommendation 3: To form a task and finish group to review policy and scheme of delegation.

Main issues and considerations:

The Council are currently holding funds in reserve which are generating a small amount of interest. In this current economic period of interest rates increasing, it would be prudent to invest some of the reserves to generate a greater return.

A few main bullets points are:

- CCLA started in 1958
- Currently manages over £14bn of investments on behalf of its clients (Churches, Charities and Local Authorities)
- Over 1000 public sector investors
- Over £2.5bn public sector investment
- CCLA is owned by its clients (effectively a mutual) and the local authority part is owned by the Local Authorities Mutual Investment Trust (LAMIT).
- Large amount of Town and Parish Councils (over 650) including: Northants CALC, Bugbrooke, Daventry, Harpole, Grange Park, Far Cotton and Delapre, Wellingborough, Irthlingborough, Raunds, Thrapston, Rothwell, Desborough, Buckingham and Northampton.
- As at 27 September 2024 latest yield is 5.1165% AEY. Our Deposit account is currently 1.92% AER.
- Fitch rating – AAAmmf (lowest risk - information attached)
- Daily access to the fund – if CCLA are notified before 11.30am the money will be back in the account the same day.
- Income paid gross each month
- Spreads the risk between 54 approved institutions each with individual limits
- Their fee is 0.08% (information attached)
- The Trustees Act 1961, section 11 gives power to the town councils to participate in schemes of collective investment which this is.
- Initial minimum deposit is £25,000

Financial implications and Budget Provisions:

Balances as at 30 September 2024:

Current account (our working account)	£ 823,117.10
Treasurer's account (for deposits which have to be separated)	£ 6,510.00
Capital account (old CIL account no longer used)	£ 404.23
Deposit account (S106, CIL & EMRs)	£1,885,968.34
Total	**£2,716,000.01**

How Much to Invest?

1. We invest the balance in both the Deposit and Current account but leave £85,000 in the Current account (£85,000 is the amount protected by the bank's indemnity strategy). **OR**
2. We invest the balance in the Deposit account (£1,885,968.34) and review in six months. **OR**
3. We invest only £250,000 (or an amount agreed by Council) and review in six months

The Treasurer's account would remain to hold any deposits (rental, damage) – this is a legal requirement.

The Capital account would remain or could get transferred into the current account – members' instruction is requested.

Governance implications:

Investment Policy – last adopted February 24 minute number 480/24 will need to be reviewed
Fund Transfers and Scheme of Delegation – Clerk's delegated authority, how to manage transfers in and out of the PSDF, signatories on the account
What to do with the interest earned

Background papers:

The Public Sector Deposit Fund – Fact Sheet Click here
Costs and Charges Explained – Click here
Fitch Report – Click here
CCLA Presentation 16 September – attached to this report

Author
Kathy Hale
Deputy Town Clerk

The Public Sector Deposit Fund

Fund fact sheet – 31 August 2024

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

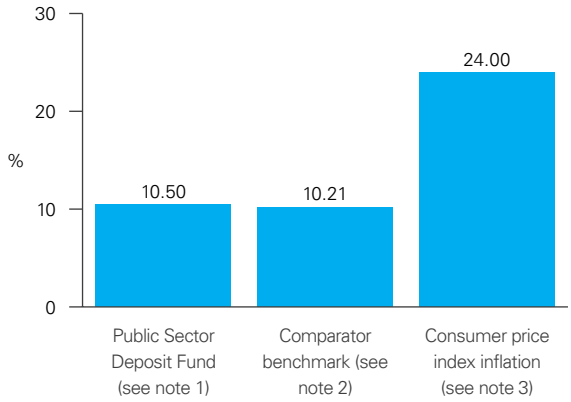
Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

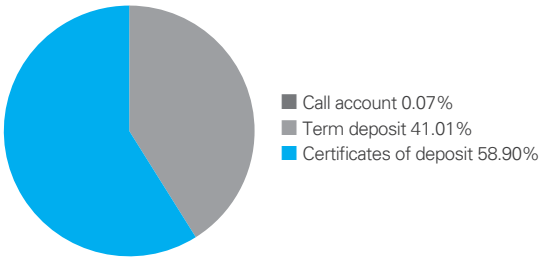
Share class 4 yield as at 31 August 2024

5.04%

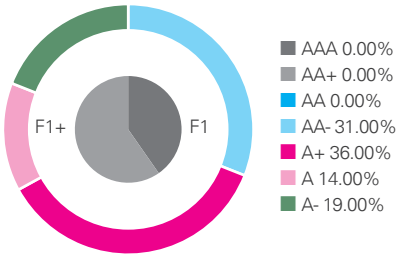
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 counterparty exposures (%)

9.37%	HM Treasury
9.37%	Landesbank Baden-Wuerttemberg
9.37%	Yorkshire Building Society
9.23%	National Bank of Canada
3.68%	DBS Bank Limited
3.68%	MUFG Bank
3.35%	ABN Amro Bank N.V.
3.35%	Credit Agricole Corporate and Investment Bank
3.35%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)
3.35%	Leeds Building Society

Top 10 country exposures (%)

28.06%	UK
14.65%	Canada
13.72%	Japan
12.71%	Germany
9.37%	France
9.03%	Singapore
3.35%	Netherlands
3.01%	Finland
3.01%	Switzerland
1.34%	Denmark

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.04%
Yield at the month-end shown	5.04%

Total return performance by year

12 months to 31 August	2020	2021	2022	2023	2024
The Public Sector Deposit Fund	+0.52%	+0.05%	+0.53%	+3.74%	+5.36%
Comparator benchmark	+0.26%	+0.00%	+0.58%	+3.78%	+5.31%
Relative (difference)	+0.26%	+0.05%	-0.05%	-0.04%	+0.05%

Annualised total return performance

Performance to 31 August	1 year	3 years	5 years
The Public Sector Deposit Fund	+5.36%	+3.19%	+2.02%
Comparator benchmark	+5.31%	+3.20%	+1.96%
Relative (difference)	+0.05%	-0.01%	+0.06%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

As widely predicted, the Bank of England's monetary policy committee announced a reduction in its official interest rate, from 5.25% where it had stood for the past year, to 5%. Later in the month, data from the Office for National Statistics indicated that consumer price inflation (CPI) was coming further under control. The headline figure for July was 2.2%, slightly up from the 2.0% reported in each of the previous two months but still within reach of the Bank's 2% target. Encouragingly for policy makers, inflation in the services sector which is driven significantly by wage rises and has been considerably stickier than goods inflation, dropped from 5.7% to 5.2%.

Positive news on the economy, such as further falls in unemployment and a rise in growth, led the market to price in a more cautious pattern of further rate cuts by the Bank of England than had previously been anticipated. The risk of recession cannot be discounted but the greater likelihood appears to be that central banks' policy response to the post-Covid surge in prices has largely succeeded in bringing about an economic 'soft landing' and the hope that monetary policy can continue gradually to be eased without reigniting inflation. Markets will remain alert, though, to emerging macroeconomic data and commentary from central banks, responding to reflect any implications that new information may have for the path of monetary policy.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,495m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	47.25
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%) (see note 6)

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.
Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

Please refer to https://www.ccla.co.uk/glossary for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

Please Contact

Kelly Watson
Market Development
T: +44 (0)207 489 6105
M: +44 (0)7879 553 807
E: kelly.watson@ccla.co.uk

Jamie Charters
Market Development
T: +44 (0)207 489 6147
E: jamie.charters@ccla.co.uk

Lee Jagger
Market Development
T: +44 (0)207 489 6077
E: lee.jagger@ccla.co.uk

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at https://www.ccla.co.uk/our-policies/data-protection-privacy-notice.

CCLA

GOOD INVESTMENT

Key Investor Information
The Public Sector Deposit Fund

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

The Public Sector Deposit Fund (the fund) Income Share Class 4 ISIN: GB00B3LDFH01
A sub-fund of CCLA Public Sector Investment Fund (the company).
An open-ended investment company (OEIC) that is managed by CCLA Investment Management Limited, the authorised corporate director (the ACD or CCLA).

Objectives and Investment Policy

The investment objective of the fund is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The investment policy of the fund is to only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase.

The weighted average life of the fund's investments will not exceed 120 days.

Investment style: The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the fund's investment objective.

Comparator benchmark: For comparison purposes only, the fund measures its performance against the Sterling Overnight Index Average (SONIA).

Target market: The fund is marketable to professional and retail investors but is principally targeted at public sector investors. The fund is suitable for investors who are looking for security, liquidity and yield in that order.

The shares that you will hold in the fund are income shares. This means income from the fund's investments will be paid out to you as a dividend on a monthly basis.

You can buy or sell shares daily (on each business day of the fund). Instructions (and for purchases, cleared funds) must be received by the registrar before 11.30 am London time on the relevant dealing day.

Risk and Reward Profile

Lower risk
Typically lower rewards

Higher risk
Typically higher rewards

1	2	3	4	5	6	7

The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. Low-risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited. **Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The risk and reward rating does not cover the following additional risks:

- **The value of the fund's shares is not guaranteed, and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.**
- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** – Operational risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.
- **Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.

Please refer to the prospectus for full details about the risks associated with this fund.

Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

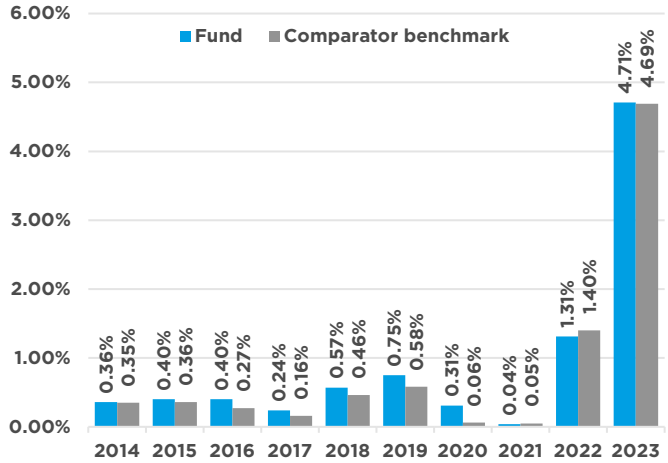
The **ongoing charges** figure is based on the annual management charge. The annual management charge is currently 0.08% per annum (having been reduced from 0.10% per annum until further notice) and is inclusive of all other ongoing charges. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the company's prospectus, which is available at **www.ccla.co.uk**.

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
Charges taken from the fund over a year	
Ongoing charges (currently)	0.08%
Charges taken from the fund under specific conditions	
Performance fee	None

Past Performance



The fund launched on 25 May 2011. This share class started to issue shares on the 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: SONIA. Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

Practical Information

Depositary
HSBC Bank plc, 8 Canada Square, London E14 5HQ.

Documents and share prices
Copies of the prospectus and the latest annual and half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at **www.ccla.co.uk** or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

Share classes
More share classes may be available to you. Please refer to the prospectus for the company for further details.

This document is prepared for income share class 4. Income share class 4 is also representative of income share class 3, therefore a separate key investor information has not been prepared for income share class 3. Income share class 3 is available for investment.

Segregated liability
The company is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

Switching
Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

Tax
UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

Remuneration
The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits, and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting **www.ccla.co.uk.**

Additional information
Please refer to the *glossary* on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to www.fscs.org.uk or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella OEIC. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus for the company.

CCLA
One Angel Lane
London EC4R 3AB

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited is authorised in the UK and regulated by the Financial Conduct Authority.

This key investor information is accurate as at 16 February 2024.

Managing your investment portfolio

CCLA
GOOD INVESTMENT

September 2024



Image courtesy of Koestler Arts

CCLA History

1958
Started in the Church of England (CBF funds)

1961
Established the local authority funds (LAMIT)

1963
Established the Charity Commission funds (COIF funds)

1987
CCLA formed out of the Church of England

1999
Launched CBF Property Fund

2007
Launched Global Equity Income Funds

2009
Launched COIF Ethical Investment Fund

2011
Launched Public Sector Deposit Fund

2016
Launched the Diversified Income Fund

2021
Launched Catholic Investment Fund (CAIF)

2022
Launched CCLA Better World Global Equity Fund

2024
Launched CCLA Better World Cautious Fund.

Internal

Better World Sustainable Investment Outcomes Report



Internal

Public Sector Investment

- Investors of all types
- Over 1,000 public sector investors
- Over £2.5bn public sector investment
- Large amount of Town and Parish Councils
- Who's nearby.....

CCLA

Internal

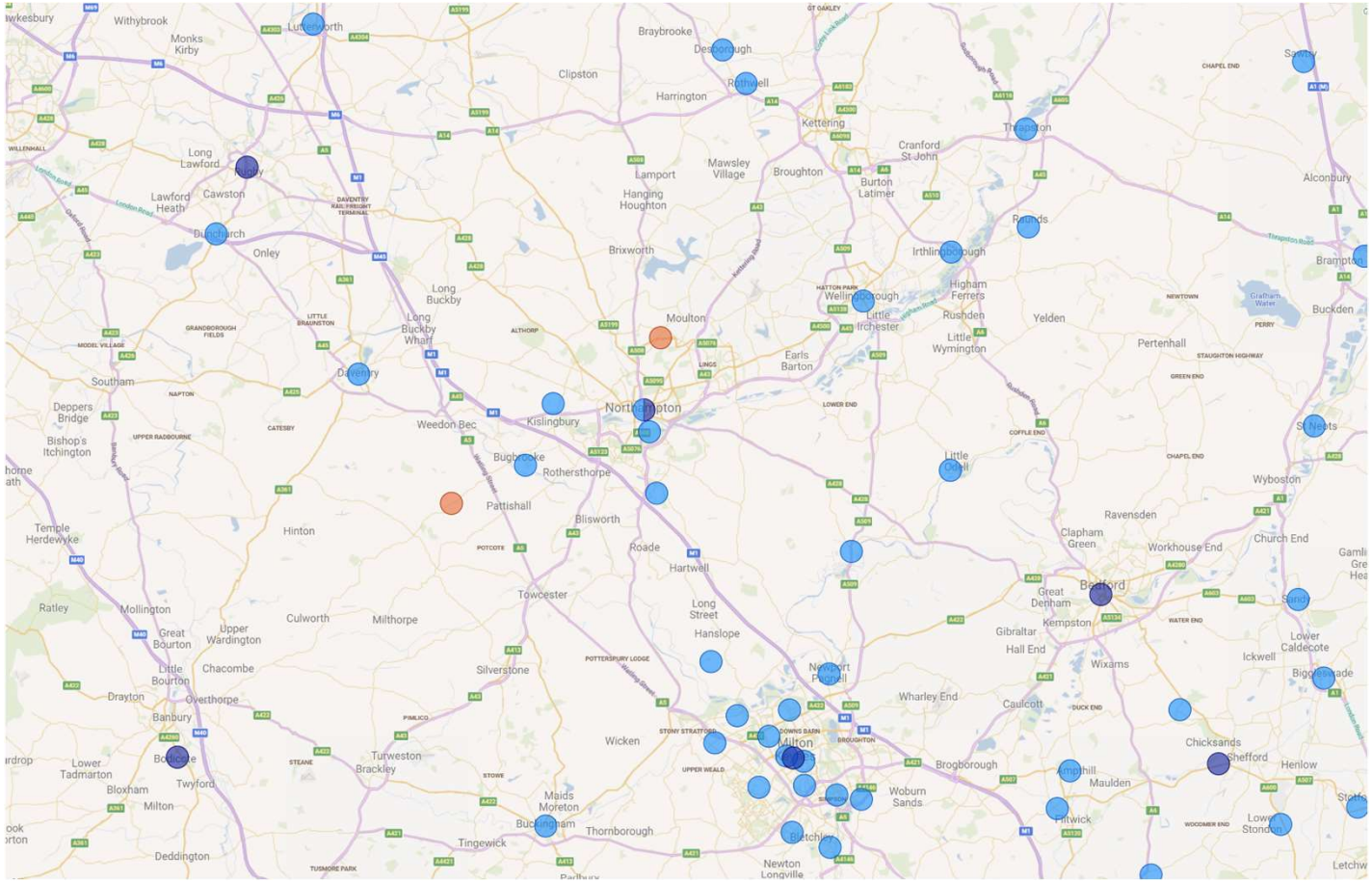
Introduction



Orange	Town/parish council
Black	Principal authority
Grey	Other authority

Source: CCLA, as at May 2024.

Internal


Withybrook
Monks Kirby
Braybrooke
Clipston
Harrington
Kettering
Cranford St John
Long Lawford
Lawford Heath
Cawston
Lamport
Mawsley Village
Broughton
Burton Latimer
Hanging Houghton
Brixworth
Irthlingborough
Onley
Long Buckby
Long Buckby Wharf
Moulton
Higham Ferrers
Rushden
Yelden
Little Irchester
Little Wymington
Earls Barton
Pertenhall
Southam
Deppers Bridge
Bishop's Itchington
Daventry
Weedon Bec
Kislingbury
Northampton
Bugbrooke
Rothersthorpe
Pattishall
Blisworth
Hinton
Roade
Hartwell
Towcester
Ravensden
Clapham Green
Workhouse End
Church End
Wyboston
Bedford
Great Denham
Kempston
Gibraltar
Hall End
Wixams
Ickwell
Lower Caldecote
Temple Herdewyke
Ratley
Mollington
Culworth
Milthorpe
Long Street
Hanslope
Great Bourton
Upper Wardington
Little Bourton
Chacombe
Silverstone
Drayton
Overthorpe
Banbury
Wharley End
Caulcott
Chicksands
Shefford
Henlow
Lower Tadmarton
Bloxham
Twyford
Milton
Wicken
Turweston
Brackley
Brogborough
Ampthill
Maulden
Maids Moreton
Buckingham
Thornborough
Tingewick
Deddington
Woburn Sands
Newton Longville
Fenny Stratford
Milton Keynes

Internal

Funds for local authorities

Public Sector Deposit Fund

Short term
(less than a year)

A money market fund designed for local authorities seeking a high level of capital security and a competitive yield. The fund invests in a diversified portfolio of sterling-denominated deposits and securities.

Better World Cautious Fund

Long term
(five years or more)

A multi-asset fund which aims to provide a total return after costs, of inflation, plus 2% per year over the long term (defined as five years).

Will not invest more than 50% in equities.

Local Authority Property Fund

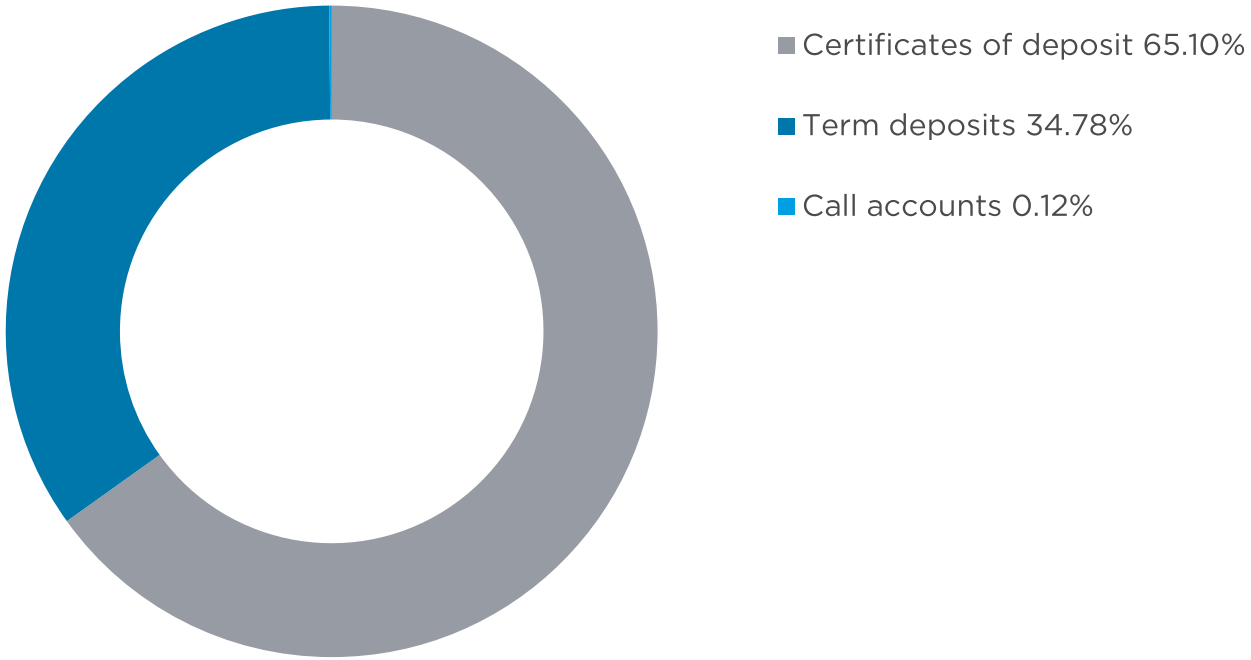
Long term
(five years or more)

An actively managed and diversified portfolio of UK commercial property. The fund aims to provide investors with a high-level of income and long-term capital appreciation.

Internal

Public Sector Deposit Fund

- AAAmmf fund rating
- Capital security the priority
- Daily liquidity
- Income paid gross each month
- Yield: 5.3386% A.E.Y.*



Source: CCLA, as at 30 June 2024. Asset type is subject to change.
*AEY = annual equivalent yield, which illustrates what the interest rate would be if the periodic interest was paid and compounded on an annual basis.

Internal

Approved institutions

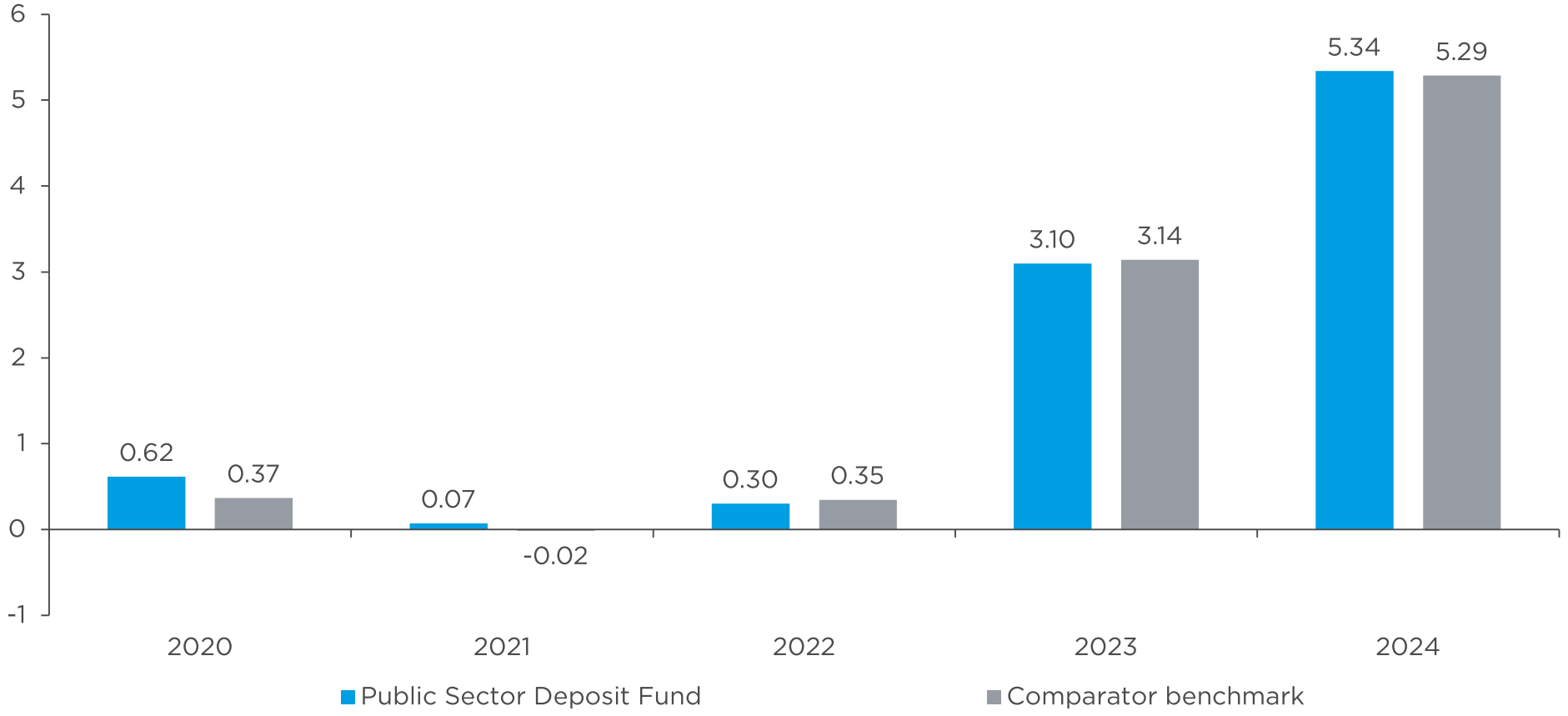
54 approved institutions each with individual limits

ABN Amro Bank N.V.	DNB ASA	Nationwide Building Society
Australia and New Zealand Banking Group Limited	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)	NatWest Bank plc
Bank of America N.A.	Government of the United Kingdom	NatWest Markets plc
Bank of Montreal	Handelsbanken plc	Nordea Bank AB
Bank of New York Mellon (The)	HSBC UK Bank plc	Oversea-Chinese Banking Corporation
Bank of Nova Scotia (The)	HSBC Bank plc	Rabobank
Bank of Scotland plc	ING Bank N.V.	Royal Bank of Canada
Barclays Bank UK plc	JP Morgan Chase Bank N.A.	Santander UK plc
Barclays Bank plc	KBC Bank N.V.	Skandinaviska Enskilda Banken AB
BNP Paribas	Landesbank Baden-Wuerttemberg	Societe Generale
Canadian Imperial Bank of Commerce	Landesbank Hessen-Thueringen Girozentrale	Standard Chartered Bank plc
Citibank N.A.	Leeds Building Society	SMBC Bank
Commonwealth Bank of Australia	Lloyds Bank plc	SMBC Bank International
Coventry Building Society	Lloyds Bank Corporate Markets plc	Toronto Dominion Bank (The)
Credit Agricole Corporate and Investment Bank	Mizuho Bank	UBS AG
Credit Industriel et Commercial	MUFG Bank	United Overseas Bank Limited
Danske Bank AS	National Australia Bank Limited	Westpac Banking Corporation
DBS Bank Limited	National Bank of Canada	Yorkshire Building Society

Source: CCLA, as at 31 December 2023. Approved institutions for the Public Sector Deposit Fund. Subject to change

Internal

Discrete year performance

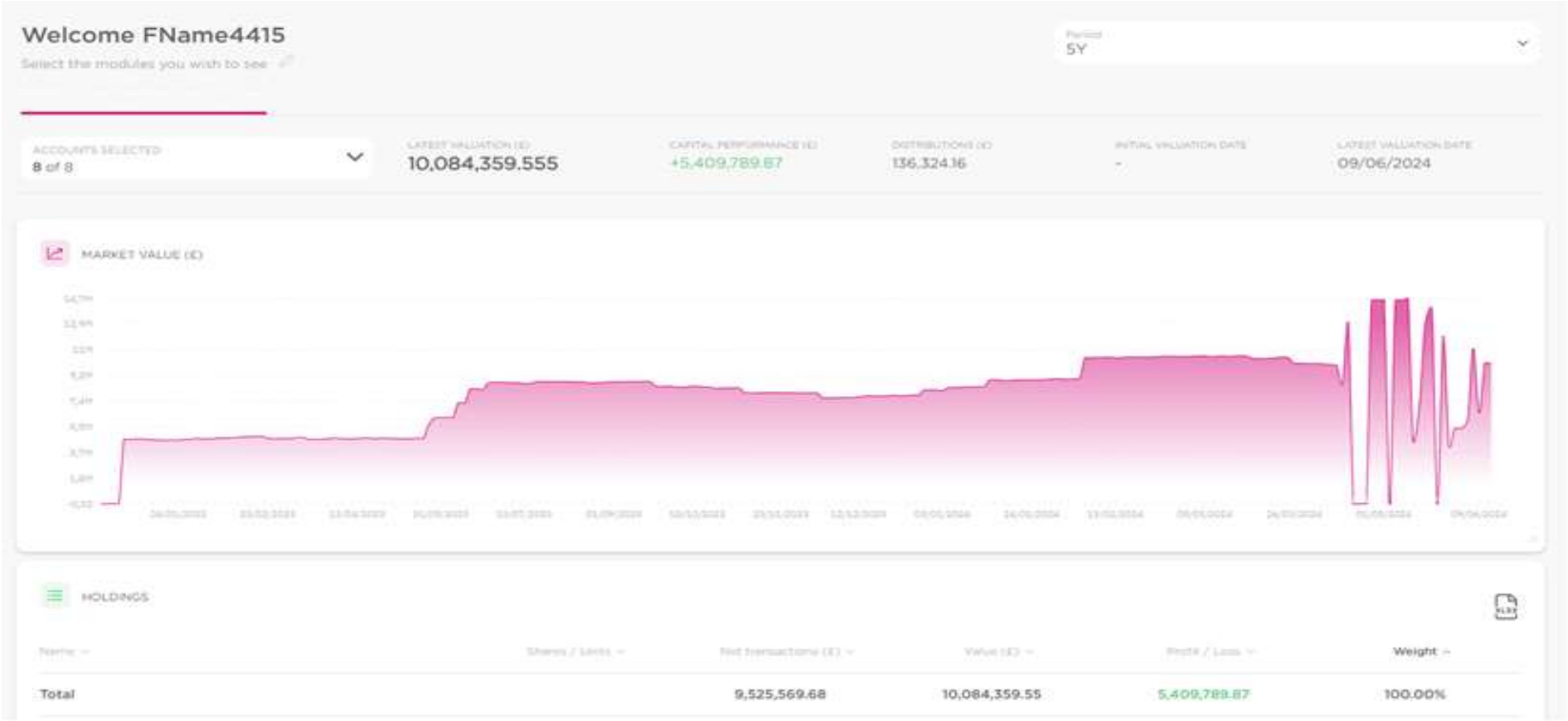


Source: CCLA, as at 30 June 2024. Comparator benchmark: Sterling Overnight Index Average (SONIA) from 1 January 2021, previously the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). Total return performance is shown net of management fees and expenses with gross income reinvested. Past performance is not a reliable indicator of future results.

Internal

Client portal

Allows authorised trustees and staff to view balances, statements and quarterly reports



Internal

Important information

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice.

To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. We strongly recommend you get independent professional advice before investing.

The Public Sector Deposit Fund (PSDF) is a UK short-term LVNAV Qualifying Money Market Fund.

In addition to the general risk factors outlined in the prospectus, you should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment.

Although it is intended to maintain a stable net asset value per share, there can be no guarantee that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by changes in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share.

Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. You may not get back the amount you originally invested and may lose money.

Any forward-looking statements are based on our current opinions, expectations and projections. We do not have to update or amend these. Actual results could be significantly different than expected.

The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund.

We, CCLA Investment Management Limited (registered in England & Wales, No. 2183088, at One Angel Lane, London, EC4R 3AB) are authorised and regulated by the Financial Conduct Authority.

All names, logos and brands shown in this document are the property of their respective owners and do not imply endorsement. These have been used for the purposes of this presentation only and its intended audience. This document is not for wider distribution.

For information about how we obtain and use your personal data please see our privacy policy at www.ccla.co.uk/privacy-notice.

Internal

CCLA
One Angel Lane
London EC4R 3AB

Freefone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

CCLA

BECAUSE GOOD IS BETTER

CCLA
GOOD INVESTMENT

Understanding our fund costs and charges

All funds are subject to management fees and costs incurred when investing. This document aims to make our charging structure transparent and easier to understand.

While the largest component of costs is typically the annual management charge paid to the asset manager for the management of the fund, there are a number of other costs and charges borne by funds. These charges are deducted from the pooled assets of the fund and reflected in the fund's published price.

What is the ongoing charges figure?

The ongoing charges figure (OCF) is a way of measuring the overall effect of a number of these charges. It shows the total annual operating costs taken from a fund.

The OCF is the sum of two components: these are the fund management fee (FMF) and the cost of the underlying investments. These are explained in the following paragraphs.

What is the fund management fee?

The FMF includes the annual management charge (AMC), VAT (if applicable, after deducting any reclaimed VAT), as well as other costs for services such as keeping a register of investors, calculating the price of the fund's units and keeping the fund's assets safe.

Specifically, the FMF consists of the following:

Annual management charge (AMC)
CCLA charges a fee called an AMC for managing your investments. This is calculated as a percentage of the value of your portfolio.

Value added tax (VAT)
The tax implications of our funds differ depending on the structure of the fund.

Our common investment funds, which are only available to UK charity investors, enjoy some tax benefits, such as no stamp duty and, in some cases, beneficial rates of withholding tax on overseas income.

The COIF and CBF funds are subject to VAT on the AMC. However, all the VAT (for property funds) or some of the VAT (for our global equity and multi asset funds) is recoverable (the benefit of which is reflected in the other costs figure below).

Other costs
The main elements of these costs are associated with payments to the:

- trustee/depositary who has legal ownership of the fund's assets
- external and independent auditor who verifies the fund's accounts
- custodian who is responsible for looking after the fund's assets
- legal and professional advisers appointed.

Cost of underlying investments

Some of our funds invest in other funds to obtain a greater level of diversification in an asset class or to access an asset class indirectly. These may include external funds and investments such as investment trusts and limited liability partnerships (LLPs).

For complete transparency, we include the AMC and ongoing charges associated with investing in these types of underlying funds and investments on a pro-rata basis. Including these costs in our OCF gives you the best indication of the cost of investing in our funds.

However, it is worth noting that the costs of underlying funds are not always uniformly applied by asset managers, and certain types of costs may be excluded. At CCLA we aim to adopt a conservative approach that looks to include all relevant costs of the underlying fund.

Fund management fee



Annual management charge (AMC)

Value added tax (VAT), if applicable (after deducting any reclaimed VAT)

Trustee/depositary, custody and audit fees and expenses

Payments to legal and professional advisers

Cost of underlying investments
(when investing in other funds)



Cost of holding other underlying funds and investments, such as investment trusts and limited liability partnerships

Ongoing charges figure



The OCF covers the actual day-to-day costs of running a fund. This is the total charge you'll pay over a year for as long as you hold your investment.

Are there any further costs apart from the OCF?

Performance fees
CCLA funds are not subject to fees based on the performance of funds, although some of the underlying fund holdings may do so.

Entry and exit charges
CCLA funds have no entry or exit charges. Our dual-priced property funds apply a 'spread' between the transaction price and the balance sheet or 'mid' price of units. This is to ensure that the administrative costs associated with buying and selling units is borne by the transacting investors, not by investors with unchanged unit holdings.

Dilution adjustment
Most of our funds are priced using a single swinging price.

A dilution adjustment may be made on a purchase or sale of units in a fund which will change the price for buying or selling units in the fund, with the aim of mitigating the effects of dealing and other charges the fund incurs and for the protection of existing unitholders. The adjustment is only made if the net purchases or sales on a dealing day exceed a threshold amount.

Please refer to the relevant key (investor) information documents and scheme particulars or prospectuses of our funds for further information.

Portfolio transaction costs
Some of our funds incur costs associated with the purchase and sale of investments. These activities involve a level of trading and the costs that arise because of that trading are known as transaction costs.

Some transaction costs are explicit and some are implicit:

Explicit costs
These are directly observable costs which are charged to and paid by the fund. Costs may include:

- taxes and levies (such as stamp duty reserve tax)
- broker commissions (fees which are charged in order to buy and sell investments such as equities).

Implicit costs
These costs are not an actual discrete cost charged to a fund, but an implied expense.

An example of such a cost would be where there is a difference between the price at which the asset is valued immediately before an order is placed and the price at which it is actually traded. This difference is known as market impact or 'slippage'.

We also include a pro-rata share of the transaction costs of any underlying funds held.

How are fees charged?

Ongoing charges are automatically taken from the fund; they are not charged directly to you.

They accrue daily and are based on a fixed percentage of the value of the fund at the previous valuation. Portfolio transaction costs and permitted one-off costs are charged to the fund as they arise. Ongoing charges may vary from year to year.

Do I have to subtract the fees from the fund performance numbers?

No. Our fund performance is provided net of all fees. Therefore, the fees are already factored into the returns you see.

Ultimately it is the net returns generated by the fund that are of primary importance to the majority of our investors.

Costs and charges for our funds

July 2024	Annual management charge (AMC)	Other costs	**Fund management fee (FMF)**[1]	Cost of underlying investments (when investing in other funds)[2]	**Ongoing charges figure (OCF)**	Portfolio transaction costs[3]
Multi-asset funds						
Catholic Investment Fund	0.60%	0.04%	**0.64%**	0.18%	**0.82%**	0.17%
COIF Charities Investment Fund	0.60%	0.08%	**0.68%**	0.20%	**0.88%**	0.17%
COIF Charities Ethical Investment Fund	0.60%	0.09%	**0.69%**	0.20%	**0.89%**	0.15%
CBF Church of England Investment Fund	0.55%	0.13%	**0.68%**	0.14%	**0.82%**	0.18%
CCLA Better World Cautious Fund Class C Shares (estimated)[4]	0.60%	0.04%	**0.64%**	0.20%	**0.84%**	0.21%
Equity funds						
COIF Charities Global Equity Fund	0.75%	0.05%	**0.80%**	0.00%	**0.80%**	0.17%
CBF Church of England Global Equity Fund	0.60%	0.02%	**0.62%**	0.03%	**0.65%**	0.18%
CBF Church of England UK Equity Fund	0.50%	0.14%	**0.64%**	0.03%	**0.67%**	0.08%
CCLA Better World Global Equity Fund Class C Shares	0.65%	0.03%	**0.68%**	0.00%	**0.68%**	0.18%
CCLA Better World Global Equity Fund Class I Shares	0.55%	0.03%	**0.58%**	0.00%	**0.58%**	0.18%
Fixed interest funds						
COIF Charities Short Duration Bond Fund	0.22%	0.07%	**0.29%**	0.00%	**0.29%**	0.06%
CBF Church of England Short Duration Bond Fund	0.22%	0.10%	**0.32%**	0.00%	**0.32%**	0.04%
Property funds						
COIF Charities Property Fund	0.65%	0.08%	**0.73%**	0.00%	**0.73%**	0.42%
CBF Church of England Property Fund	0.65%	0.05%	**0.70%**	0.00%	**0.70%**	0.42%
Local Authorities' Property Fund[5]	0.65%	0.08%	**0.73%**	0.00%	**0.73%**	0.36%
Cash funds						
COIF Charities Deposit Fund	0.20%	0.05%	**0.25%**	0.00%	**0.25%**	0.00%
CBF Church of England Deposit Fund	0.20%	0.06%	**0.26%**	0.00%	**0.26%**	0.00%
Public Sector Deposit Fund (Class 3 and 4)	0.08%	0.00%	**0.08%**	0.00%	**0.08%**	0.00%
Public Sector Deposit Fund (Class 5)	0.20%	0.00%	**0.20%**	0.00%	**0.20%**	0.00%

1 The fund management fee (FMF) includes CCLA's annual management charge (AMC), VAT payable thereon where applicable (including any VAT reclaims received during the accounting period that the FMF is based on), and other costs and expenses of operating and administering the fund such as trustee/ depositary, audit, custody, legal, regulatory and professional fees, and may include other charges such as Fitch Rating fees if applicable.

2 The underlying investments' costs are the impact to the fund of pro-rata costs incurred in other funds or similar investments (e.g. investment trusts, LLPs) which the CCLA fund invests in.

3 Portfolio transaction costs include direct fund transaction costs (such as commissions/taxes and market impact/ slippage) plus the pro-rata amount of portfolio transaction costs incurred in other funds or similar investments (e.g. investment trusts, LLPs) which the CCLA fund invests in.

4 Estimations are used for new fund launches to give a best estimate of the costs and charges to be incurred on an investment in the fund within the first year of launch. In addition to fixed costs such as the AMC, variable costs such as transaction fees are also incurred. We use past actual comparable data for estimating costs and charges.

5 The FMF of the Local Authorities' Property Fund is the total of the AMC (0.65 %) and a representative other costs figure of 0.08% (based on previous years prior to the Covid-19 pandemic).

Important information

This document is a not a financial promotion and is issued for information only. It does not provide financial, investment or other professional advice. To make sure you understand whether a CCLA product is suitable for you, please read the relevant fund's key (investor) information document and the prospectus or scheme particulars (as appropriate) and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing.

Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money.

CCLA Investment Management Limited (registered in England & Wales No. 2183088 at One Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority.

WANT TO KNOW MORE?

Please contact:

Sharika Sharma
Head of Business Development
sharika.sharma@ccla.co.uk
020 7489 6102

CCLA

BECAUSE GOOD IS BETTER

BRACKLEY TOWN COUNCIL
AGENDA ITEM REQUEST FORM

PLEASE NOTE THAT AGENDA ITEM REQUEST FORMS MUST BE SUBMITTED TO THE CLERK, WITH ANY NECESSARY BACKGROUND DOCUMENTS, A MINIMUM OF 5 WORKING DAYS BEFORE THE DATE OF THE MEETING.

Cllr name:	Kate Nash	**Date: 30/9/24**
Best contact:	07973 218434	

Which meeting/committee do you wish your agenda item to be placed on? (please tick one box)

Full Council X	Staffing	Direct Responsibilities
Finance and Policy	Planning	

JUSTIFICATION OF WANTING AN AGENDA ITEM ADDED

Under the 2021 Environment Act, public authorities in England, including town and parish councils, have a statutory duty to consider what they can do to conserve and enhance biodiversity.

AGENDA ITEM – "to consider…."

Under the 2021 Environment Act, town and parish councils must consider what they can do to conserve and enhance biodiversity. Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:
- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

While BTC's Biodiversity Task & Finish meets the minimum statutory requirements as per the 2023 guidance, to enable focused consideration and actions of what the Council can do to conserve and enhance biodiversity ongoing, this Council will work towards having a standing Biodiversity and Environment Committee in place for 2025.

BACKGROUND INFORMATION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants; everything that is alive on our planet. Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing.

The Biodiversity Duty Guidance (2023) asks public authorities to consider how the land they manage could improve biodiversity, to make space for wildlife and be more resilient to climate change. These areas include:

- allotments
- cemeteries

- parks and sports fields
- amenity spaces and communal gardens
- roadside and railway verges
- field margins and hedgerows
- rights of way and access routes
- woodlands and nature reserves
- canals and rivers
- water-dependent habitats

Brackley Town Council is a significant public space land owner in Brackley.

BACKGROUND DOCUMENTS

Complying with the Biodiversity Duty Guidance (May 2023)
https://www.gov.uk/guidance/complying-with-the-biodiversity-duty

COSTS – insert details of any known costs associated with the decision that you are asking the Council to make.

No direct costs.

BRACKLEY TOWN COUNCIL
AGENDA ITEM REQUEST FORM

PLEASE NOTE THAT AGENDA ITEM REQUEST FORMS MUST BE SUBMITTED TO THE CLERK, WITH ANY NECESSARY BACKGROUND DOCUMENTS, A MINIMUM OF 5 WORKING DAYS BEFORE THE DATE OF THE MEETING.

Cllr name:	**Will King and Bernie Tiller**	**Date: 30/09/24**
Best contact:	Email	

Which meeting/committee do you wish your agenda item to be placed on? (please tick one box)

Full Council x	Staffing	Direct Responsibilities
Finance and Policy	Planning	

JUSTIFICATION OF WANTING AN AGENDA ITEM ADDED – Is the Chairman of the Council/Committee aware of this item?

Large-scale traffic congestion is putting Brackley's Schoolchildren and residents at an intolerable risk of injury or worse.

Manor Road is used daily by 3,500 children attending five schools and two nurseries. Moreover, the road is used to support a considerable number of residences, a large supermarket, library, and an ambulance station. Current traffic arrangements mean that parents, school buses, residents, and children struggle for space on a narrow road with very narrow pavements.

All councillors are aware of these issues and have previously been involved in various proposals to address. The WNC councillors have been consulted in drawing up these proposals.

AGENDA ITEM – insert wording to appear on the agenda. Remember to make it clear what you are asking Councillors to decide.

"to consider…." "to note…." "to review…." "to agree…."

West Northants Council delivered an initial plan to manage Manor Rd congestion in April 2022, which had many excellent ideas. Since then, increased traffic experienced during the new school year has refocussed anxieties from residents, parents, the police and motorists.

Residents and parent are organizing protest groups, compiling a petition and lobbying MPs and other interested parties to highlight their concerns.

We propose that BTC councillors:

- Consider how we can encourage and support West Northants Council in delivering *their plan for Manor Road and surrounding roads so that this can be delivered during the 2024 / 2025 academic year; and*

- Create a "*Manor Rd Task and Finish Group" to work with West Northants Council and other stakeholders on simple short term changes that could reduce risk of injury and death*

  [These changes might include increased capacity in car park, Resident parking

BRACKLEY TOWN COUNCIL
AGENDA ITEM REQUEST FORM

scheme, Request that parents and teachers park off campus, moving bus pickups from High St cf Manor Rd, changes to school arrangements to reduce traffic - use of side gates etc]

BACKGROUND INFORMATION – insert as much information as possible so that Councillors have the detail that they need in order to make an informed decision.

BACKGROUND DOCUMENTS – List names of any documents or supporting information to be attached. All documents must be submitted 5 working days before the meeting.

Brackley LCWIP

COSTS – insert details of any known costs associated with the decision that you are asking the Council to make.

pja.co.uk

PJA

Brackley LCWIP

West Northamptonshire Council

Design recommendations

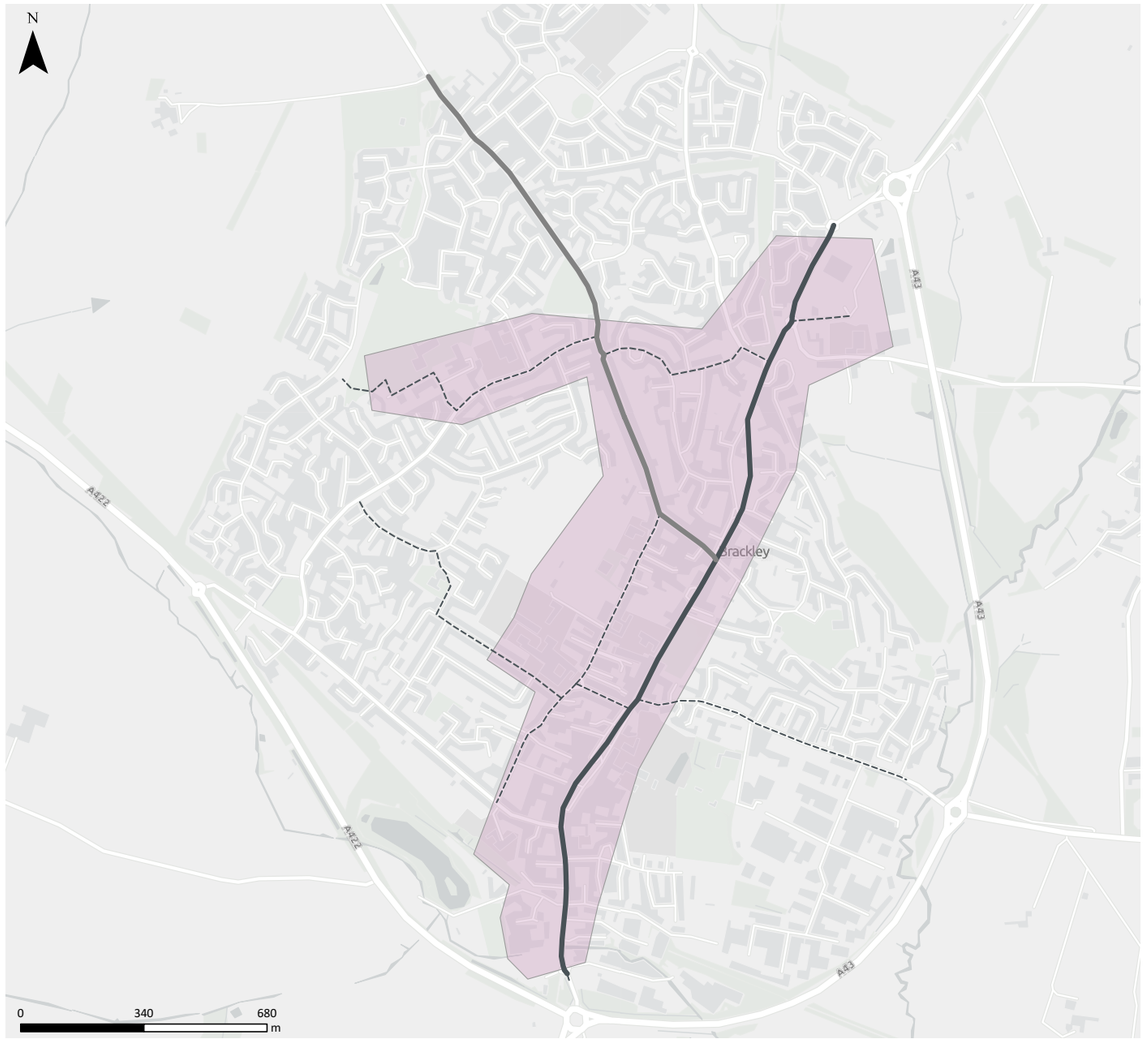
April 2022



General recommendations within the built-up area bounded by the bypass

The primary function of all roads and streets that sit within the bypass is to provide access to residents, employees and businesses. Measures that smooth the flow of traffic through the town are not required because that is the purpose of the bypass. Within the confines of the town centre the opportunities to create more space for walking and cycling can only be realised by reducing the space allocated to motor traffic. Removal of parking space is always contentious, even more so in the wake of the Covid19 lockdowns. However, there is other space within the carriageway that can be reduced to help to reallocate more of the space between buildings for pedestrians.

Walking and cycling should be the primary modes that are prioritised in highway design within the built-up area. Motor traffic is still able to access all areas, but accommodating traffic must not override the needs of walking and cycling. Simple changes to traffic circulation, the geometry of links and junctions can help to reduce traffic speeds and improve road safety without the need for special infrastructure such as signal controlled crossings and cycle tracks. These simple changes enable more highway space to be reallocated to pedestrians.



Manor Road - Summary of existing conditions

Manor Road is relatively narrow with on-street parking and narrow footways along much of its length. There are several schools located along Manor Road meaning it suffers from congestion at school drop off and pick up times. Parents were observed parking on double yellow lines and footways to drop children off, making it difficult for children to walk to school safely.

Winchester House School currently has a one-way system through the school site for parents to drop children off. Councillors have advised this was implemented at their request due to issues with parents parking on High Street. There is an informally signed one-way system on Manor Road asking parents to turn left though it was observed that not all parents complied. This location is very busy with children crossing. The gradient and visibility from the Winchester House School access means that drivers block the footway while waiting to turn out which puts children walking to school at risk.

Hill Street is a very narrow one-way street and is the preferred route for pupils to move between the two Magdalen school sites meaning it can get very busy with pedestrians. Narrow footways mean that pedestrians often need to walk in the road. The zebra crossings at the junction with Manor Road work well.

Parents were observed using the swimming pool car park as an informal "park and stride" for the various schools on Manor Road but due to the narrow footway on Manor Road there is congestion on footways and people are forced to walk in the road.

Manor Road has an existing 20mph speed limit. Site observations suggest the speed limit is observed by most drivers, with the on-street parking helping to narrow the carriageway and encourage slower speeds. Local councillors have advised there is an informal one-way system on Manor Road with residents generally only using Manor Road to travel southbound but this wasn't obvious from site observations with cars observed travelling in both directions.

Manor Road - Issues



Busy at school drop off and pick up times causing congestion and air pollution. Drivers generally observe an informal one-way system south-bound



Drivers maneuvering and dropping children off make it difficult for parents and children to cross



Footways on the western side are very narrow and cluttered on bin day making it difficult for pedestrians to navigate the road safely

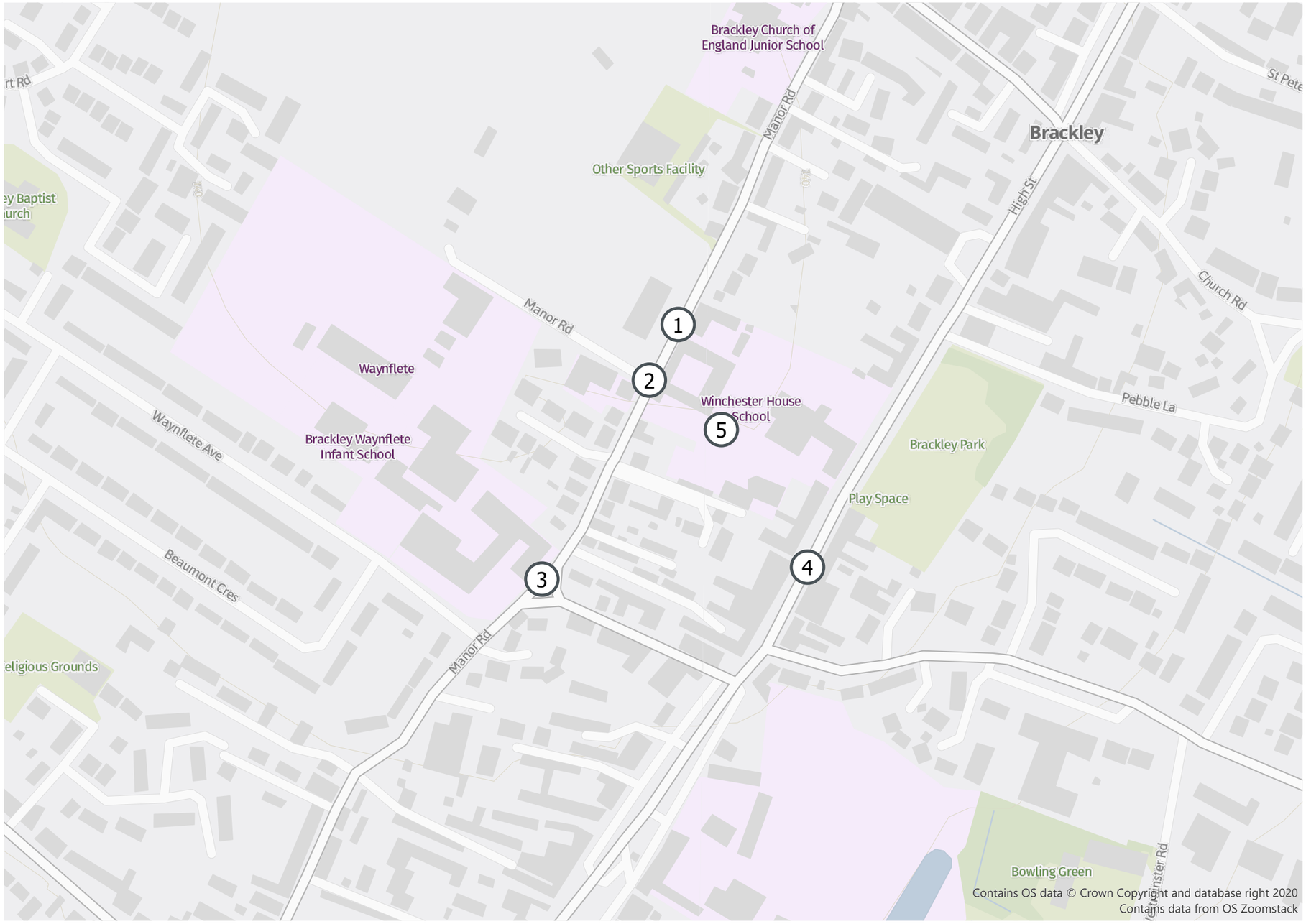


Parents stop on zig zags and close to crossings to drop children off



Narrow footways on Hill Street means pupils often walk in the road at busy times to walk between the school sites

Manor Road - Design recommendations



Manor Road - Design recommendations

It is recommended that a one-way system (southbound) is introduced on Manor Road into order to manage congestion and enable wider footways and improved crossing points to be provided.

Key recommendations (reference previous map):

1. Formalise the existing informal one-way system on Manor Road between Halse Road and Waynflete Avenue to provide space to widen footways on the western side. Introduce build outs on the eastern side to provide crossing points, formalise on-street parking and potentially provide space for street trees or other greenery.

2. Introduce traffic-calming features such as flat-top speed tables at the crossing points to help enforce the existing 20mph limit. If the daily motor traffic flows can be reduced to circa 1000 vehicles per day, there is potential to introduce unsegregated contraflow cycling or a contraflow cycle lane if flows are higher than this.

3. Making Manor Road one-way would also enable the Hill Street/ Manor Road junction to be simplified to a simple priority junction, enabling a larger area of public realm to be created outside Magdalen College school. The central island at this junction is already large to accommodate the flows of pupils from the school, so this idea would extend that safety feature as well as creating a more attractive environment.

4. Parking restrictions on High Street and Market Place could be reviewed to encourage parents to “park and stride” using existing car parks and on-street parking rather than dropping children off on Manor Road.

5. Winchester House School should be closed to through traffic and parents should be asked to use existing car parks and on-street parking instead. This would also reduce traffic volumes on Manor Road.

Manor Road - Precedent images





One-way street with marked on-street parking, 20mph speed limit and cycle contraflow (without a cycle lane) (Mold and Haye-on-Wye)





Build outs can serve a number of uses including formalising on-street parking and creating traffic calming effect by narrowing the carriageway. They can also provide opportunities for crossing points on raised tables.





One-way street with cycle contraflow (without a cycle lane) (Lancaster and London)

Banbury Road / Market Place junction - Summary of existing conditions

As the original main route between Towcester and towns to the south and west including Brackley, Banbury and Bicester, the High Street evolved over many decades to prioritise motor vehicles and improve capacity through Brackley. It runs through the heart of the town and, despite being bypassed in 1987, has been kept open to through traffic. Although no formal analysis was undertaken, it is likely that many people wishing to cross from one side of Brackley to the other will drive straight through the middle of town rather than around the bypass.

The layout of the highway within the town centre is still designed to accommodate high-volume traffic movement through the area with wide carriageways, central hatching, right turn pockets and pedestrian refuges. The dominance of carriageway space and the attendant signs and markings has a deleterious effect on the attractiveness of the historic market town.

Banbury Road/Market Place junction - Issues



The junction is designed to maximise traffic capacity rather than to enable pedestrians to cross



Lack of pedestrian crossing facilities make this junction difficult for pedestrians to navigate and creates hostile conditions for cycling



Central hatching, deterrent paving and pedestrian refuges are a throw back to before the relief route was built when maximising traffic flows was the priority

Banbury Road / Market Place junction - Design recommendations



Banbury Road / Market Place junction - Design recommendations

It is recommended that the right turn pockets are removed and the carriageway narrowed to discourage through traffic and create safer space for walking and cycling through low speeds and volumes of motor traffic. This approach will also provide an improved setting for the historic buildings in the town centre and a more appropriate balance of movement and place.

Key recommendations (reference previous map):

1. Remove right turn pockets and reduce the carriageway width by widening footways, reducing the flare and corner radii at the junction mouth. This will narrow crossing distances, improve road safety and help civilise the space.

2. Provide crossings on pedestrian desire lines

3. Remove pedestrian deterrent paving.

4. Consider opportunities to improve the public realm and provide areas of planting, seating and cycle parking where there is presently unused/ unusable road space or pedestrian deterrent paving etc.

Banbury Road/Market Place junction – precedent images



Design measures such as implied roundabouts and zebra crossings can help reduce traffic speeds and encourage drivers to give pedestrians priority (Birkenhead)



Tightening priority junctions reduces crossing distances and enables crossings to be provided on desire lines. It can also create space for street trees, cycle parking and other street furniture (London)



Overly wide carriageways can be put on ‘road diets’ to reduce traffic speeds and crossing distances. Space for parking can be provided in inset bays so that the carriageway can be kept a consistent width (Poynton)

High Street / Market place - Summary of existing conditions

Market Place is currently dominated by tarmac and cars with wide roads, on-street parking and a large car park occupying the historic Market Place in the heart of the town. Beyond the signed weight limit, there are few design cues from the road layout that this central area is an important destination for residents and visitors. Improving the design and layout of the High Street will be critical in the town's future to provide north-south links within the town for walking and cycling, but equally to provide a commercially attractive and vibrant environment that attracts people to use the local businesses.

High Street / Market place - issues



Wide carriageway incorporating parking bays makes it difficult for people to cross the road



Street clutter, pavement parking and wide junction radii create a poor pedestrian environment on the approach to Market Square



Narrow, cluttered footways and high traffic flows make it difficult to create a café culture in Market Square



Cycle parking is very limited and in poor condition making cycling an unattractive option

High Street / Market place - Design recommendations



High Street / Market place - Design recommendations

It is recommended that a “road diet” approach is taken on Market Place to reduce the width of the carriageway and give more space to pedestrians. This will help to discourage through traffic and make it easier for pedestrians to cross. Public realm improvements which allow for more flexible use of space such as inset parking bays which form part of the footway when not in use by cars should also be considered. Traffic management measures such as bus gates should also be considered to remove unnecessary through traffic from Market Place while retaining access for public transport, deliveries and people working in or visiting Market Place.

Key recommendations (refer to previous map):

1. Widen footways to narrow crossing distances. Provide inset parking bays within widened footways.

2. Provide additional crossing points to facilitate movement across Market Place.

3. Extend the public realm scheme outside town hall north to the car park create a more flexible space that can be used for markets, events, outside space for cafes etc

4. Replace damaged cycle parking and install attractive cycle parking in space reclaimed from the carriageway. Cycle parking should ideally be spread across the town centre to minimise walking distances to destinations. Some covered cycle parking should be provided for longer stay parking such as for people working in the town centre.

5. Consider traffic management measures at either end such as bus gates to make Market Place access only to reduce severance and provide a more pedestrianised environment.

6. Review parking quantum and charges to encourage more walking and cycling.

High Street / Market place - precedent images



Inset parking bays provide wider footways when not in use (Altrincham)



Traffic management measures such as bus gates and centre line removal can reduce traffic volumes and speeds in town centres (Norwich)



Areas can be designed to be used flexibly e.g. car parking, markets, events (Beverley)



High quality cycle parking should be provided at various locations close to destinations to make cycling as easy as possible



Continuous footways provide priority for pedestrians over cars in areas of high footfall (Cardiff)



Central reservation and inset parking bays visually narrow the carriageway and encourage slower speeds (Poynton)

High Street / Northampton Road - Summary of existing conditions

The character of High Street/Northampton Road changes quite markedly north of St Peter's Road where there is less active frontage and the road design is a legacy of the former trunk road, with a wide straight carriageway, few pedestrian crossings and flared side road junctions that make conditions hazardous or unpleasant for pedestrians and cyclists.

High Street / Northampton Road - Issues





Very wide junction radii and steep gradient makes it very difficult for pedestrians to navigate along Northampton Road and creates a hooking risk for cyclists in the carriageway. The footway ends at Burwell Hill forcing pedestrians to cross the road with no facility or go an indirect route



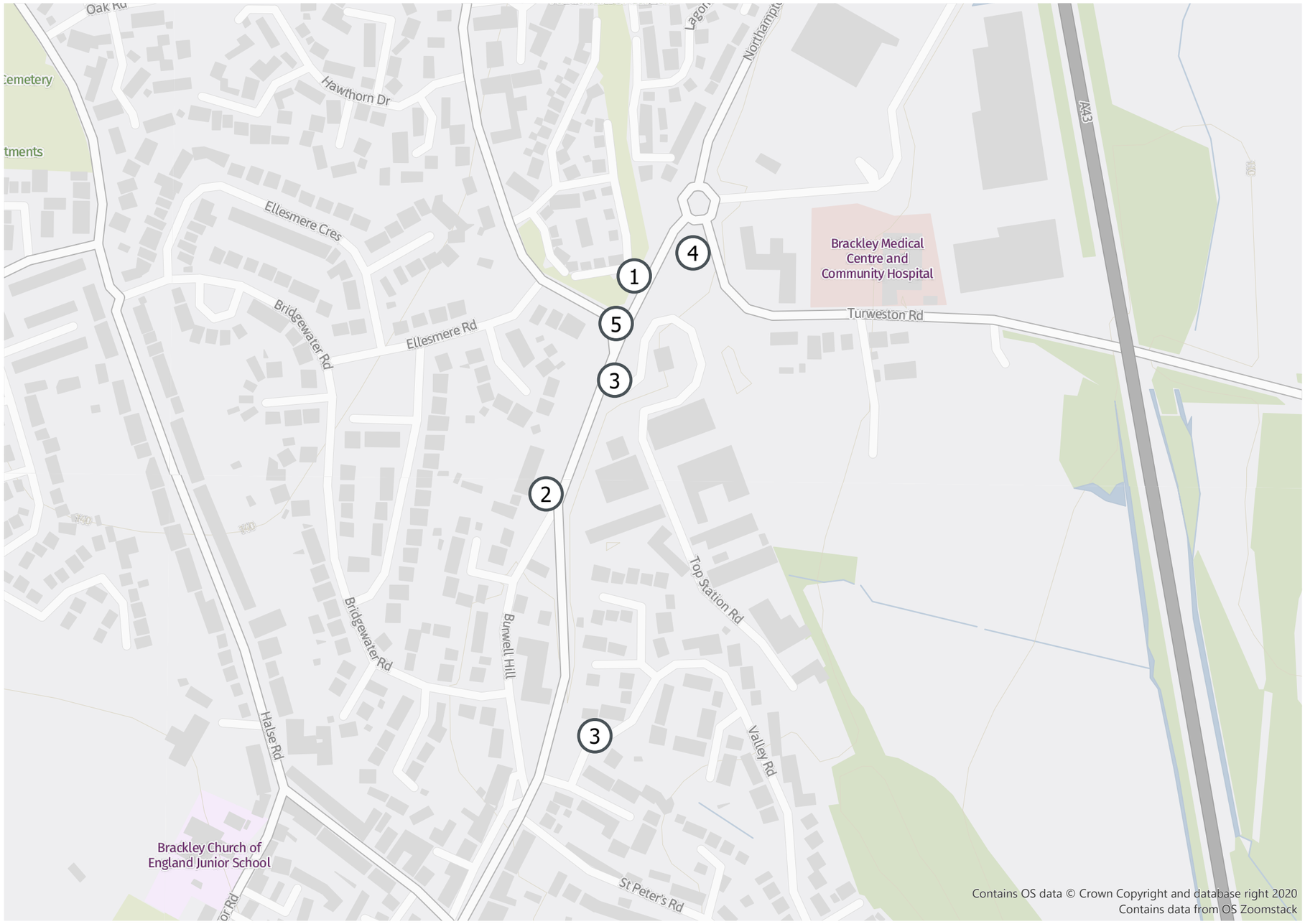
The bus stop lacks a natural surveillance. It is not on a natural desire line and is some distance from the uncontrolled crossing point





The desire line from the bus stop and Turweston is not currently catered for and crossing facilities at the roundabout near Sainbury's are not sufficient for the volume and speed of traffic

High Street / Northampton Street - Design recommendations



High Street / Northampton Street - Design recommendations

It is recommended that character of the corridor is changed to provide a better balance between the needs of users, reflecting the fact that the relief road accommodates through traffic and High Street/Northampton Road therefore does not need to prioritise traffic capacity and flows.

Key recommendations (refer to previous map):

1. Provide a shared use footway/cycleway along the north side of the corridor between BP garage and St Peter's Road. This will also have the positive effect of reducing the carriageway width to narrow crossing distances and reduce vehicle speeds.

2. Tighten radii of priority junctions along the corridor to slow turning vehicles and reduce crossing distances.

3. Provide crossings on key desire lines, e.g. to the bus stop near Valley Crescent and Brackley Central Café and improved crossings of the roundabouts, particularly the Sainsbury's roundabout to accommodate pedestrians and cyclists, e.g. Toucan crossings.

4. Extend the footpath on Turweston Road to link to Sainsbury's roundabout and improve crossing facilities at the roundabout to provide a strong link to the proposed inter-urban link to Helmdon using the disused railway.

5. There is already a proposal for a signalised junction including pedestrian crossings for Radstone Road/Northampton Road. This should be updated to reflect the above proposals including:

   - The footway facility on the northern side such be at least 2.5m (ideally 3m) to accommodate pedestrians and cyclists
   - The crossing facilities should be Toucans
   - We would still recommend provide a footpath linking from Turweston Road to the roundabout and consider improving crossing facilities at the roundabout, especially as this would link to the traffic-free route to Helmdon which will emerge at Northampton Road between the roundabout and Radstone Road
   - A direct path should be provided from the crossing to the café or people will walk and cycle across the grass.

High Street / Northampton Road - Precedent images



Tightening junctions and providing pedestrian and cycle priority – either by design or marked priority – provides a higher level of service for pedestrians and cyclists travelling along a main road



Tightening junctions makes it safer for pedestrians to cross by reducing crossing distances and can provide space for wider footways and for greening.



Shared use foot/cycleways can provide a good level of service for both pedestrians and cyclists on rural roads as well as some suburban roads which have few or no active frontages or driveways. A buffer should be provided between the road and the shared use facility on roads with speeds over 30mph.



Toucan crossings enable pedestrians and cyclists to cross busy roads and are most suitable where shared provision is provided either side of the crossing.

Brackley-wide improvements

- Plan of locations
- Images of issues, e.g. wide priority junctions, narrow footways, lack of signage, maintenance issues etc
- Precedent images

Brackley-wide issues



Barriers



Lack of tactile paving at crossings



Damaged cycle stands and a lack of cycle parking across the town centre



Lack of dropped kerbs

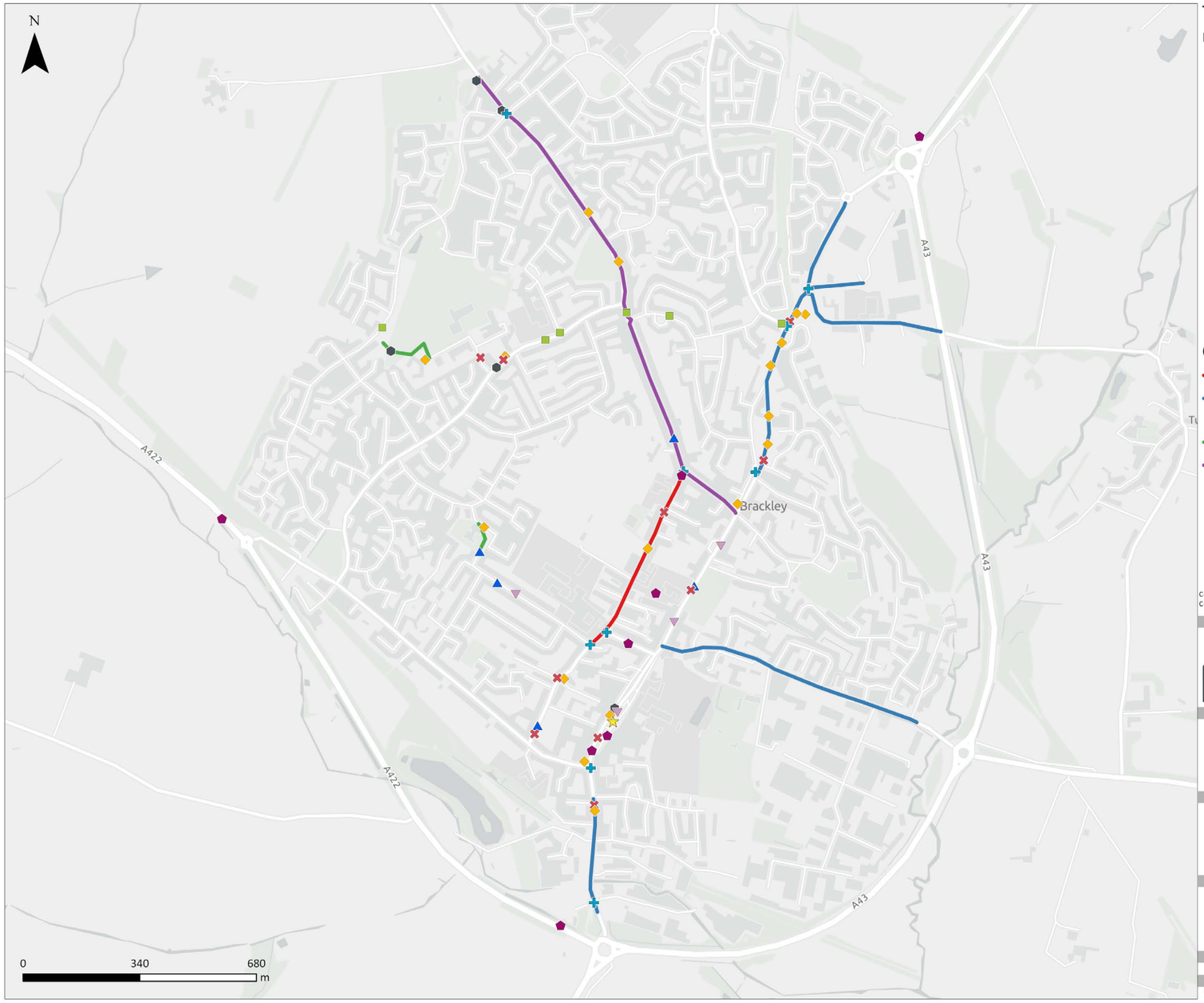


Wide priority junctions, often also lacking dropped kerbs and tactile paving



Anti-cycling signage and a lack of wayfinding

Brackley-wide design interventions



Types of recommendations

- New/ Improved footway provision
- Junction upgrade/ redesign
- Maintainance
- New/ Improved Crossings
- Placemaking
- Parking formalisation
- Parking restriction/ rationalisation
- Traffic calming
- Traffic management

Cycling infrastrucutre type

- Contra-flow cycle track
- Shared footway/ cycleway
- Shared path
- Signposted Quiet route mixed with traffic

Contains data from OS Zoomstack
Contains OS data © Crown Copyright and database right 2020

PJA
Suite 307,
76 King Street,
Manchester
M2 4NH
T: 0161 242 1162

CLIENT
WEST NORTHAMPTONSHIRE COUNCIL

PROJECT
Brackley LCWIP

TITLE
Design recommendations - Brackley

FIGURE NUMBER	REVISION
//	B

SCALE	DRAWN	REVIEWED	DATE
A3 @ 1:10,000	ML	CSw	25/03/2022

Brackley - Precedent images





High quality cycle parking for cycles of all shapes and sizes including some covered and secure cycle parking





A town-wide signage and wayfinding strategy





Civilised streets which encourage slower speeds and drivers to give pedestrians and cyclists priority

Inter-urban Routes

Syresham and Silverstone - Summary of existing conditions

There is currently no active travel route between Brackley, Syresham and Silverstone. Between the M40 and M1 the A43 is designated a trunk road. There are some painted cycle lanes and symbols along parts of the A43 but this is not compliant with modern cycling design standards (set out in CD195 of the Design Manual for Roads and Bridges).

The B4525 to Crowfield has high traffic volumes, including a high proportion of HGVs. There is an existing public right of way on foot to Whitfield via a subway but these are signed as closed where they cross farmland near Whitfield.

Syresham - Issues and opportunities



Cyclists and pedestrians are currently obliged to walk cycle in the unprotected hard strip alongside the A43



Cyclists and pedestrians are currently obliged to walk cycle in the unprotected hard strip alongside the A43



Point at which former A43 crosses B4525



Unsurfaced underbridge of A43 PROW link to Whitfield



Narrow B4525 is very hazardous for walking and cycling due to HGV traffic



Former A43 links to Syresham Pocket Park

Silverstone - Issues and opportunities



Entrance to Silverstone and link to local PROWs via private road



Bridleway links to north-west of circuit



Grassed track requiring resurfacing



Bridleway to north-east of circuit

Syresham, Crowfield and Whitfield - Design interventions



Syresham, Crowfield and Whitfield - Design recommendations

It is recommended that a shared use pedestrian and cycle route is provided between Brackley and Syresham and on to Silverstone. This should follow the alignment of the A43 on the north side and be buffered as much as possible, ideally with hedge and tree planting, using a mix of traffic-free sections on field edges and farm tracks and shared use footway/cycleway facilities alongside the carriageway. There are some existing PRoW and tracks that could be incorporated into the route (which will need to be updated to bridleways) but it is likely that some land acquisition will also be required.

HS2 will run just to the north of the A43/Northampton Road roundabout to the north-east of Brackley. This will require the installation of a new overbridge for the A43 to pass over the HS2 line which will accommodate a 2.5m shared use pedestrian and cycle facility.

Key recommendations (refer to previous map):

1. Provide a new shared use pedestrian/cycle (and equestrian) facility on public rights of way/field edges/farm tracks and the north side of roads parallel to the A43 including a shared pedestrian/cycle facility on the new bridge being constructed to cross the HS2 railway.

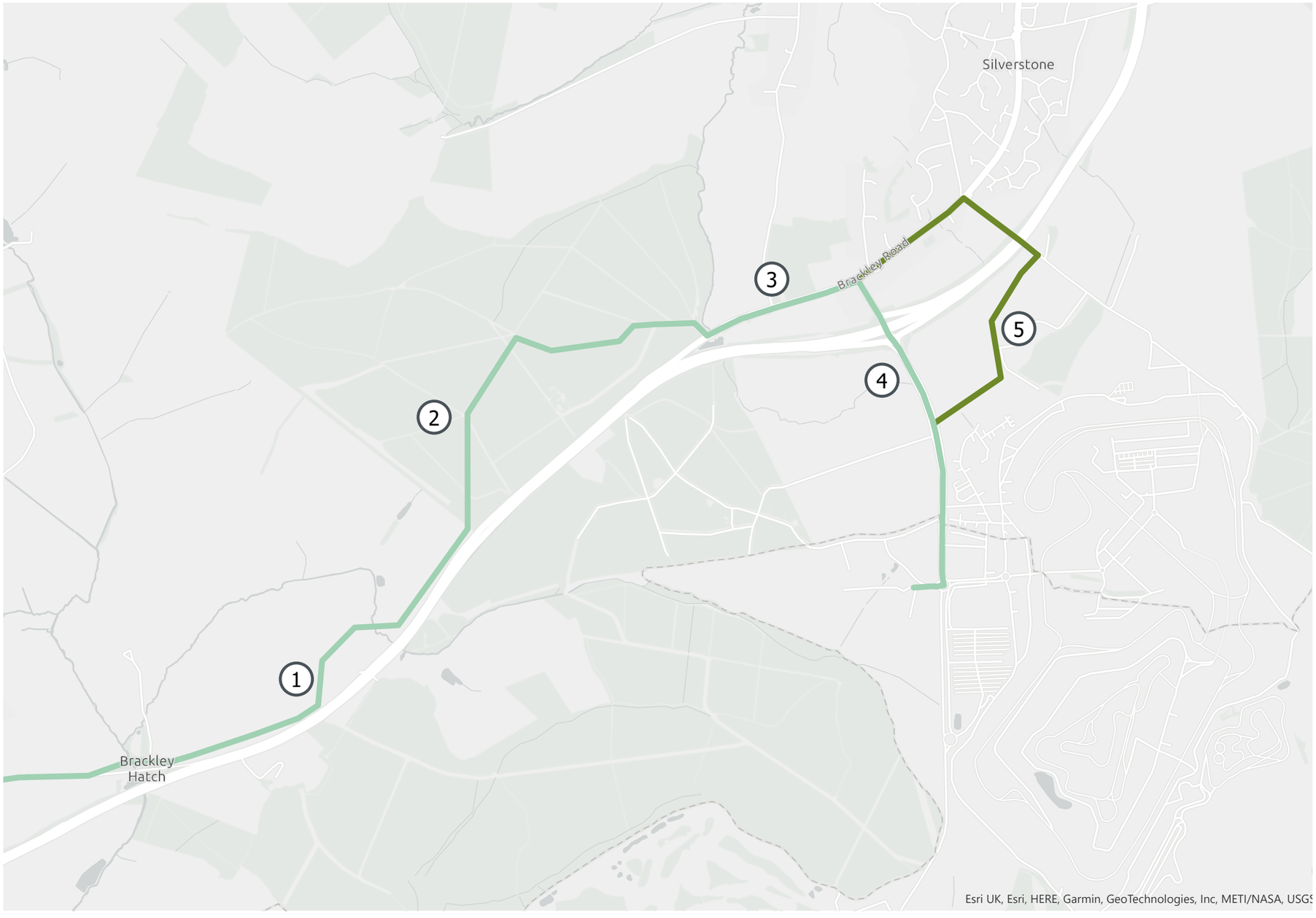
2. Install a new signal-controlled crossing of the B4525 at High Cross.

3. Provide a new shared use pedestrian/cycle facility in verge or field edge between Main Road and Crowfield. Investigate reducing speed limit of the B4525 and installing an activated sign at Whistley Wood car park to help pedestrians, cyclists and equestrians cross.

4. Improve the route to Whitfield via the existing underpass and public right of way (which will require upgrading to a bridleway to accommodate cycles and equestrians). It is unlikely a signal controlled crossing of the A43 would be supported by National Highways in this location.

5. Provide traffic calming in Syresham itself to enable pedestrians and cyclists to reach the pedestrian/cycle facility.

Silverstone - Design interventions



Silverstone - Design recommendations

It is recommended that a shared use pedestrian and cycle route is provided between Brackley and Syresham and on to Silverstone. This should follow the alignment of the A43 on the north side and be buffered as much as possible, ideally with hedge and tree planting, using a mix of traffic-free sections on field edges and farm tracks and shared use footway/cycleway facilities alongside the carriageway. There are some existing PRoW and tracks that could be incorporated into the route (which will need to be updated to bridleways) but it is likely that some land acquisition will also be required.

HS2 will run just to the north of the A43/Northampton Road roundabout to the north-east of Brackley. This will require the installation of a new overbridge for the A43 to pass over the HS2 line which will accommodate a 2.5m shared use pedestrian and cycle facility.

Key recommendations (Syresham - Silverstone) (see previous maps):

1. New shared use pedestrian/cycle facility on north side of Main Road and a new crossing at Syresham Pocket Park.

2. Upgrade the surface on the existing track through Hazelborough Wood.

3. Provide a new shared use pedestrian/cycle facility on north side of Brackley Road.

4. Improve existing shared used pedestrian/cycle facility on Dadford Road including priority junction treatments.

5. Explore potential for a future leisure route via the parallel private road to the north.

Turweston - Summary of existing conditions

Turweston is within both walking and cycling distance of Brackley and is already a popular route both for everyday journeys and leisure walks. There are two possible routes between Brackley and Turweston, both of which would benefit from improvements for pedestrians and cyclists.

The traffic-free route via the A43 underpass appears to be the most popular route at present and provides a good link to the historic centre of Brackley. This route was extremely muddy at the time of the site visit and the gradients at the Brackley end are likely to be challenging for some people. The underpass itself is currently unwelcoming with litter and graffiti. There are several footpaths at the Brackley end of the route which could provide an alternative route for people walking but are unlikely to be suitable for cycling due to width constraints.

The on-road route via Turweston provides a direct link between Turweston and new amenities at the northern end of Brackley such as the large Sainsbury's. It also provides a strong link to the disused railway line which provides a strong link to new residential areas in the north of Brackley and potentially to Helmdon in the future. Traffic flows are currently very low on Turweston Road but the 60mph speed limit means it is not particularly comfortable for walking or cycling at present. With more developed planned on the eastern edge of Brackley, it is likely traffic volumes will increase in future.

Turweston via A43 underpass - Issues and opportunities





Streets between old main road and the traffic-free route to Turweston area already low traffic and suitable for walking and cycling. There is an existing cycle path linking Pebble Lane to Watery Lane





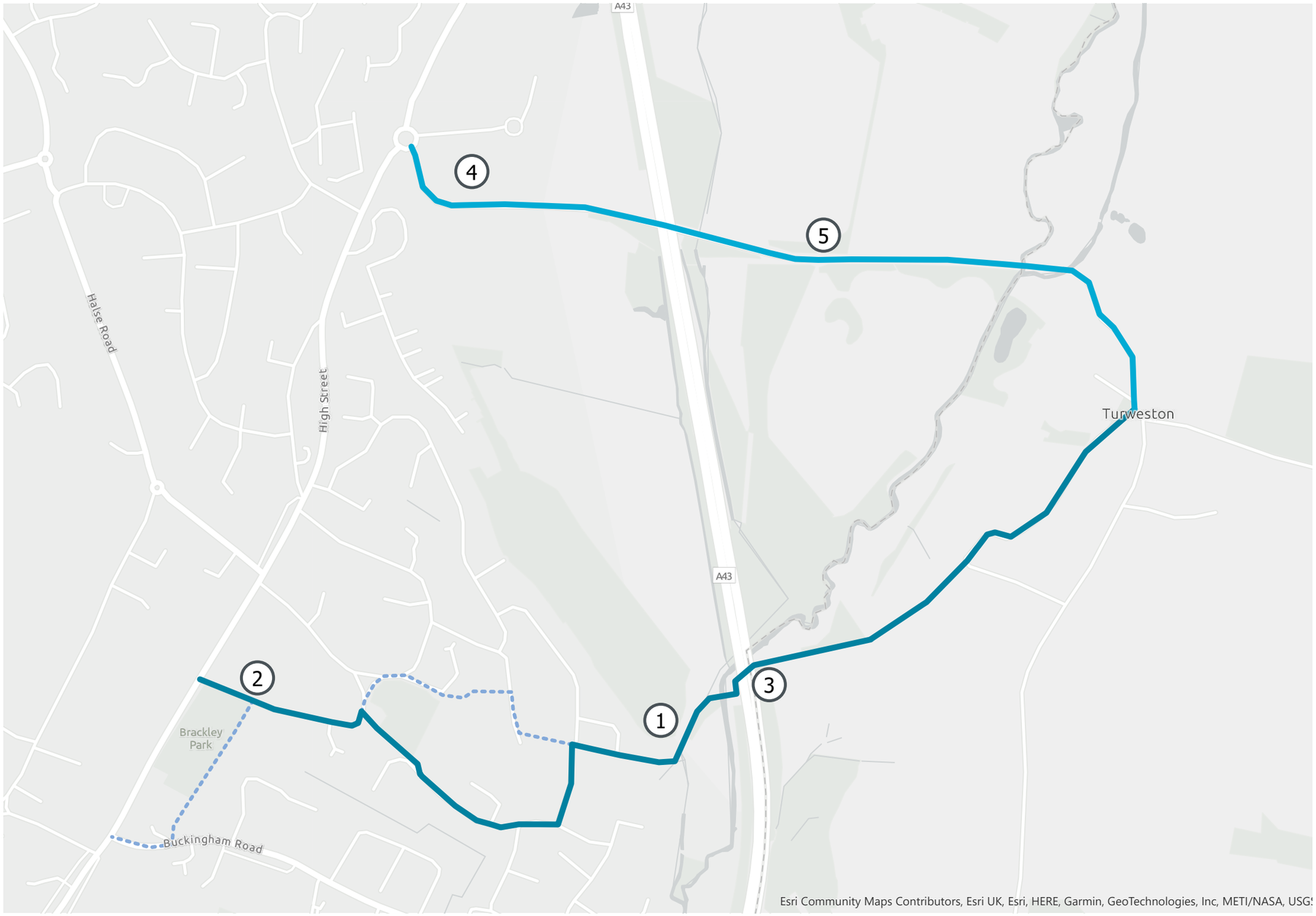
Barriers should be removed to make the route accessible for all in line with most other pedestrian and cycle routes in Brackley that use simple bollards to prevent access by motor vehicles





The existing traffic-free route is already well used but is unsurfaced making it very muddy. A sealed surface would ensure it can be used all year-round. The path at the A43 underbridge should be widened to make it more comfortable. Community artwork protected with an anti-graffiti coating could be commissioned to deter anti-social behaviour

Turweston - Design interventions



Turweston - Design interventions

Given Turweston's proximity to Brackley and likely demand, there is value in improving both routes though these could be done independently as funding becomes available. There may be scope to secure development contributions through new development proposed on the eastern edge of Brackley.

Key recommendations (via A43 underpass) (refer to previous map):

1. Widen and resurface the existing traffic-free route to create a minimum 3 metre wide shared used path with a smooth, bound, all-weather surface. Consider installing environmentally sensitive lighting such as street lights with motion sensors to ensure the route can be used year round. Remove the chicane barriers to ensure the route is accessible for wheelchairs, mobility scooters and non-standard cycles in line with the Equality Act.

2. Provide signage and wayfinding including signs directing people to the alternative route along Turweston Road to avoid steep gradients.

3. Widen the path through the underpass to at least 4 metres wide and review/upgrade lighting. Consider working with a local artist, schools and community groups on artwork protected by an anti-graffiti coating to increase sense of ownership and discourage anti-social behaviour.

Key recommendations (via Turweston Road) (refer to previous map):

4. Provide a shared use footway/cycleway from the crossing of Northampton Road at Sainsbury's Roundabout to link to the traffic-free route to Helmdon (see design recommendations for High Street/ Northampton Road).

5. Reduce speed limit from 60mph to 30mph on Turweston Road and provide additional traffic calming or shared footway/cycleway on the south side of the road.

Croughton, Hinton and Evenly - Summary of existing conditions

Existing conditions for walking and cycling vary considerably across the various routes audited including:

- A narrow but usable existing shared use footway/cycleway along the A43 to Evenley and controlled crossing at the roundabout
- Very quiet rural single track lanes between Brackley and Hinton-in-the-Hedges and between Hinton and Croughton where considerable levels of walking, cycling and horse riding are already taking place. A lack of passing places on these lanes sometimes leads to drivers driving on and damaging verges rather than reversing to passing places.
- Higher traffic speeds and volumes on Charlton Road which is currently very hostile for walking and cycling.
- Severance created by very high traffic speeds and volumes and lack of crossings on the A422 and A43.

Croughton, Hinton and Evenly - Issues and opportunities



Existing attractive wayfinding



Wide priority junctions without ptotection or priority for pedestrians and cyclists



Gateway signage for Hinton in the Hedges



Existing walking and cycling signage

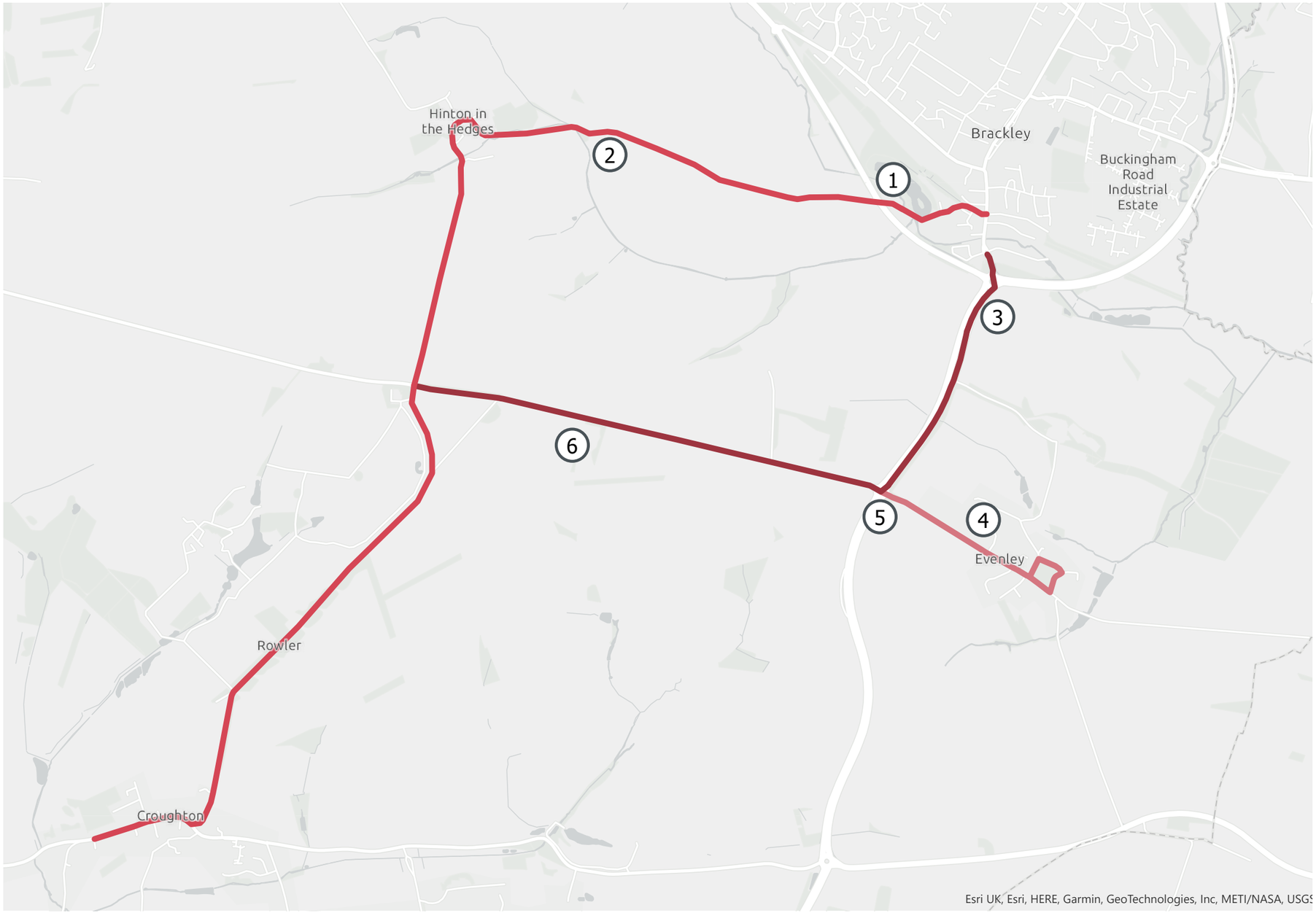


Crossing point not currently provided for over the A422



Existing modal filtered path from the A422 requires resurfacing

Croughton, Hinton and Evenly - Design interventions



Croughton, Hinton and Evenly - Design interventions

As a result of the very different road conditions listed above, the design recommendations vary across the different routes identified from controlled crossings and protected facilities to traffic calming and signage schemes.

Key recommendations (Brackley to Croughton via Hinton-in-the-Hedges) (refer to previous map):

1. A new signal-controlled crossing is required on the A422 to link the existing traffic-free route past St James Link via Hinton Road to the unnamed road to Hinton-in-the-Hedges. It is recommended to install a Pegasus crossing which can be used by pedestrians, cyclists and equestrians. A reduction in the speed limit will be required along the A422 (between Banbury Road and Oxford Road) to facilitate the installation of the signal-controlled crossing.

2. Traffic speeds and volumes are already very low between the A422 and Hinton-in-the-Hedges and it is already well-used by walkers, cyclists and runners including the people working for Mercedes. These could be further strengthened with rural traffic calming and potentially a Quiet Lane designation. Additional passing places and verge protection using timber bollards could be used to prevent damage to verges by vehicles. The placement of bollards should consider the needs of equestrians who use the verges to safely distance themselves from traffic.

Key recommendations (Brackley to Evenley via A43) (refer to previous map):

3. There is an existing signalised crossing of the A422 on the eastern arm linking to a shared use pedestrian/cycle facility on the A43 which may require some minor improvement works such as widening/cutting back vegetation.

4. On Broad Lane to the existing shared pedestrian/cycle facility transitions to an on-carriageway route on Broad Lane to Evenley. This is already traffic calmed and traffic volmes are relatively low. However it may benefit from minor additional improvements such as a protected transition or additional traffic calming.

Croughton, Hinton and Evenly - Design interventions

Key recommendations (Charlton Road):

5. A new signalised crossing is required at the Charlton Road/A43/Broad Lane roundabout.

6. Wide advisory cycle lanes combined with centre line removal would provide a cost effective approach to providing cycling infrastructure while providing a traffic calming effect on Charlton Road. These may require additional traffic calming to slow traffic down sufficiently. Alternatively, a shared use footway/cycleway on one side of the road would provide a higher level of service for cyclists as well as providing a facility for pedestrians.

Westbury - Issues and opportunities





Gates on the route which reduce accessibility

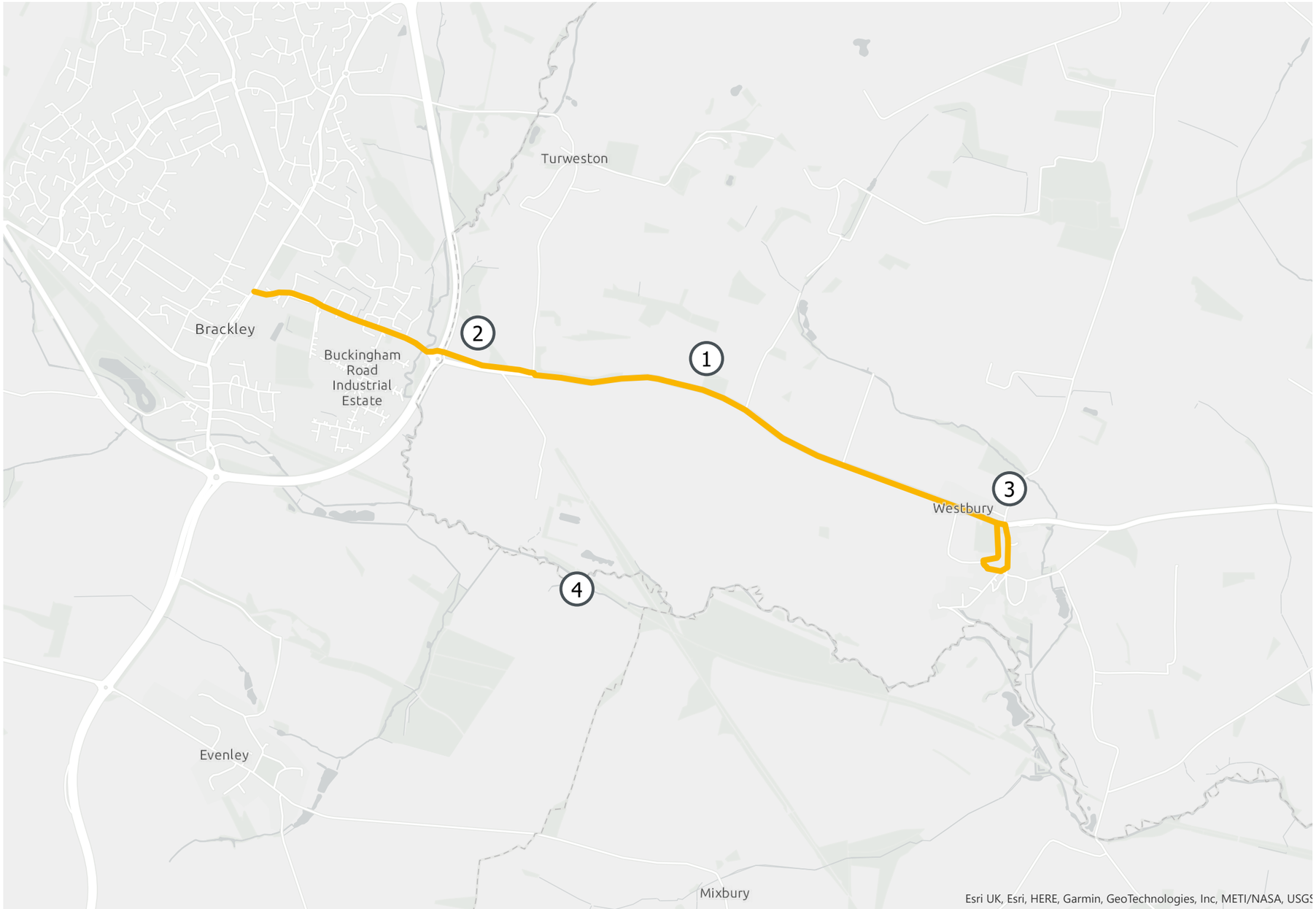


Grassed route requires resurfacing



Waterlogged route

Westbury - Design interventions



Westbury - Design interventions

Given traffic speeds and volumes, a protected facility is required between Brackley and Westbury.

Key recommendations (refer to previous map):

1. Provide a shared use footway/cycleway on the northern side of Buckingham Road and the A43 between High Street in Brackley and Westbury.

2. Provide a new signalised crossing (such as a Toucan or Pegasus crossing) on the northern arm of the A43/A422 roundabout linking the existing traffic-free route.

3. Provide a new signalised crossing on the A422 at Westbury.

4. A future link could be created to Evenley via an existing PROW and farm track.

Radstone and Helmdon - Summary of existing conditions

Traffic volumes and speeds on Radstone Road combined with the lack of footways or cycling facilities make it unsuitable for pedestrians and cyclists.

The disused railway line provides the potential to provide a direct, traffic-free route linking Radstone and Helmdon all the way to Northampton Road in Brackley.

The alignment and structures along it are intact so it should be relatively straightforward in technical terms to provide a traffic-free route along the disused railway and there are many successful examples of this across the country. The route is not currently a public right of way so permission would be required from landowners or a creation order made.

The site is also designated as a Site of Special Scientific Interest (SSSI) for its calcareous grassland and several butterfly species. Natural England has advised that it is necessary to graze the site with sheep. It has therefore advised that providing access along the route for people – and particularly dogs – would be detrimental to managing the grazing regime and would put the site's recovery at risk. Natural England has therefore advised it is unlikely to support a walking and cycling route along the disused railway.

Radstone and Helmdon - Issues and opportunities





An existing farm track could provide easy and direct access to the route from Radstone



Traffic calming through Radstone would help pedestrians and cyclists reach the new route



The Brackley end of the route is already in place with a high quality path overlooked by new housing and a play area. A raised table and crossing facility at Poppyfields Way and improvements at Northampton Road would tie the route into other walking and cycling routes in Brackley including the link to Turweston to maximise the value of the route

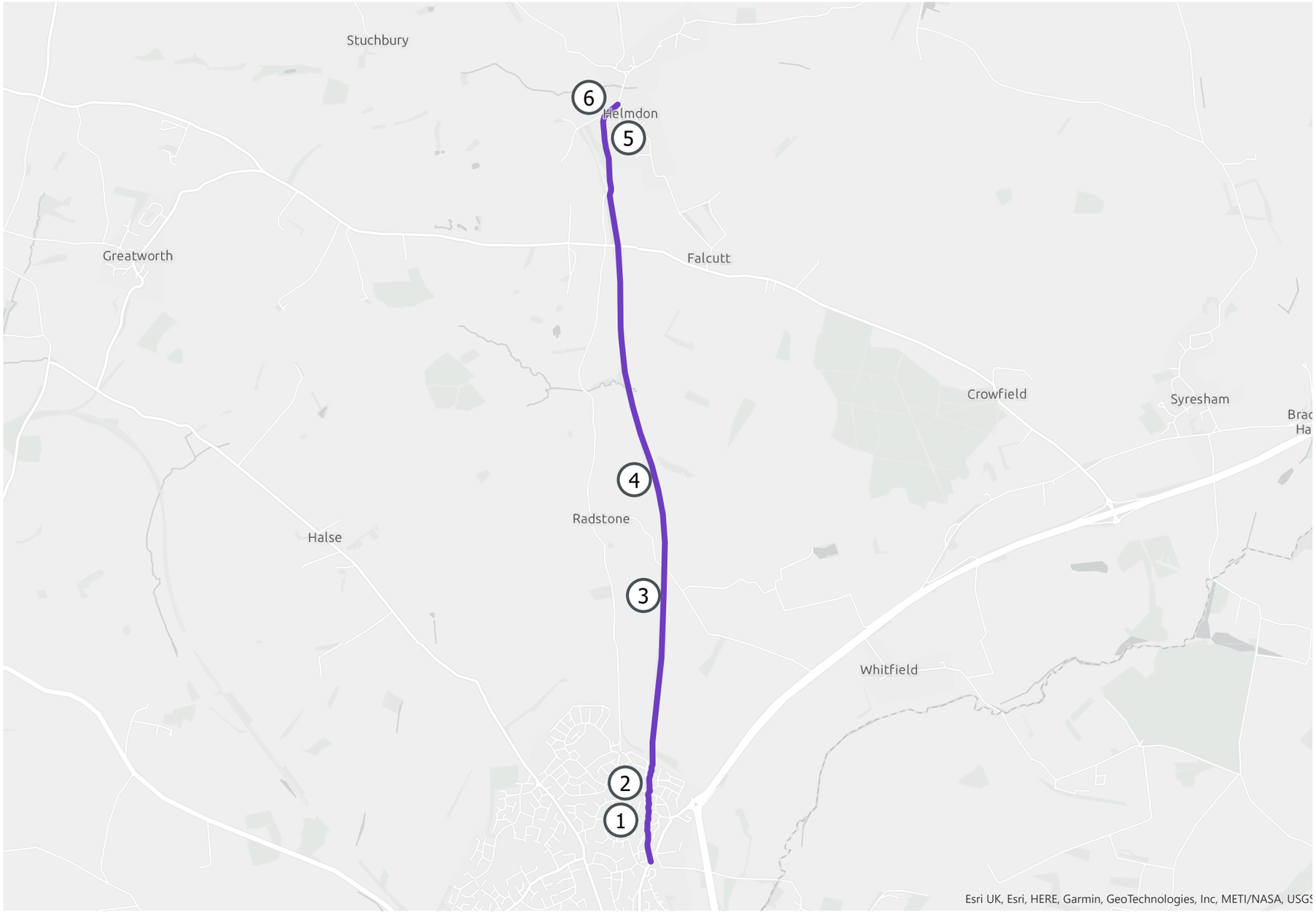


The disused railway line provides a direct, traffic-free route from Brackley to Helmdon



There is existing traffic calming and crossings in Helmdon. Additional traffic calming is needed between the disused railway line and Helmdon.

Radstone and Helmdon - Design interventions



Radstone and Helmdon - Design interventions

Given the issues noted above, it is important that a feasibility study is undertaken to understand whether the issues raised by Natural England can be mitigated, such as livestock fencing on either side of the route which enables grazing by sheep. The following design recommendations assume the issue can be resolved.

Key recommendations (refer to previous map):

1. Widen the existing footpath between Northampton Road and the top end of Brackley to 3 metres and provide street lighting.

2. Provide a crossing of Poppyfields Way on a raised table.

3. Provide a shared use traffic-free route on the disused railway between Brackley and Helmdon. The route should be 3m wide with a smooth, all weather surface. Environmentally-friendly motion sensor street lighting should be considered. As noted above, mitigation such as livestock fencing may be required to enable sheep grazing.

4. Create a link to Radstone along the existing farm track.

5. Improve the existing ramp from the disused railway line to Station Road at Helmdon.

6. Introduce traffic calming in Helmdon and Radstone to enable on-carriageway cycling.

Precedent imagery for traffic-free routes



Where possible, shared use routes should be away from roads either on public rights of way or parallel to a road, such as behind a hedge. Signage can be used to encourage considerate use and mitigate against conflict between different users.



High quality fingerpost signs can help people discover new routes (Roe Green Loopline, Salford)



High quality traffic free routes can provide value for everyday trips and leisure (Tyldesley Loopline, Salford)





Accessible entrances encourage use by legitimate users including people with wheelchairs, mobility scooters, prams and non-standard cycles (Port Salford Greenway, Salford)

Precedent imagery for traffic-free routes



Community artwork protected with anti-graffiti coating can improve sense of ownership and deter graffiti and anti-social behaviour (Port Salford Greenway, Salford)



Traffic-free routes and underpasses can be used creatively to provide space to people to play and dwell (Shiedam Climbing wall)



Providing lighting and a suitable width through underpasses is important to improve feelings of personal security (Tyldesley Loopline, Salford)

Precedent imagery for busier roads





Centre line removal and wide advisory cycle lanes can reduce speeds on rural roads where there is insufficient space for cycle tracks or protected infrastructure. This approach is common in the Netherlands (right image) but is also pictured above in Wales (left image)



Shared use foot/cycleways can provide a good level of service for both pedestrians and cyclists on rural roads as well as some suburban roads which have few or no active frontages or driveways. A buffer should be provided between the road and the shared use facility on roads with speeds over 30mph.

Precedent imagery for rural traffic calming



Build outs can provide a sense of arrival and space for planting while having a traffic calming affect







Raised tables and coloured surfacing can act as a gateway feature to slow traffic



Quiet Lane designations combined with rural traffic calming can encourage slower speeds and courteous behaviour on quiet rural lanes where pedestrians, cyclists and horse riders need to share the space with vehicles



Quiet Lane designations combined with rural traffic calming can encourage slower speeds and courteous behaviour on quiet rural lanes where pedestrians, cyclists and horse riders need to share the space with vehicles

PJA

Birmingham

Seven House
High Street
Longbridge
Birmingham
B31 2UQ

T: 0121 475 0234

Bristol

Brew House
Jacob Street
Tower Hill
Bristol
BS2 0EQ

T: 0117 929 8856

Cambridge

50-60 Station Road,
Cambridge
CB1 2JH

T: 01223 869949

London

G.03,
Wenlock Studios,
50-52 Wharf Road,
London
N1 7EU

T: 020 4541 0082

Manchester

Suite 307,
76 King Street,
Manchester
M2 4NH

T: 0161 242 1162

Reading

The Aquarium
King Street
Reading
RG1 2AN

T: 0118 956 0909

Melbourne

Level 19
15 William Street
Melbourne
VIC 3000

T: +61 410 644 584

contact@pja.co.uk

pja.co.uk

Email from Bruno Peek CVO OBE OPR, Pageantmaster

From: Bruno Peek
Sent: 01 October 2024 09:26
Subject: Fwd: VE DAY 80 - 8TH MAY 2025

RE: VE DAY 80 - 8TH MAY 202: Further to previous emails sent to you via Susan Osborne, my PA, concerning VE Day 80 - 8th May 2025, encouraging you to participate in this important 80th Anniversary event by lighting a Beacon in a similar way to what you undertook for D-Day 80 - 6th June 2024, I have pleasure in confirming the following activities for you to kindly consider, as part of the VE Day 80 Celebrations/Commemorations for next year.

(1) I VOW TO THEE MY COUNTRY (SEE VE DAY 80 WEBSITE - www.VEday80.org.uk): We are encouraging all those taking part in VE Day 80, and indeed, the whole country, to come together at 9.30pm as the Beacons and Lamp Lights of Peace are being lit, by playing and singing the wonderful, uplifting British Hymn - 'I Vow To Thee My Country', bringing the peoples, families and communities of our great Nation together at this one special moment in time in celebration/commemoration of the 80 years of peace that so many members of our local communities fought for so many years ago. (You may even wish to involve local Brass, School or other Bands, as well as Community, Church and School Choirs etc).

(2) VE DAY 80 THEATRE SHOWS (SEE VE DAY 80 WEBSITE): You will see that we are also encouraging those Cities, Towns and Villages that have theatres and theatre groups, along with schools and colleges too, to undertake a unique and special Theatre show on 8th May 2025, involving their local community in this aspect of the celebrations/ commemorations next year, having a lot of fun in the development and the staging of it.

(3) RINGING OUT IN CELEBRATION OF 80 YEARS OF PEACE (SEE VE DAY 80 WEBSITE TO VIEW MESSAGE FROM CENTRAL COUNCIL OF BELL RINGERS): Please invite your local Cathedral or Church to take part by ringing their Bells at 6.30pm on 8th May 2025, pointing them to the

VE Day 80 website, and request they register their involvement direct to brunopeek@mac.com, should they wish to participate.

(4) BEACON: Please confirm if you are lighting a Beacon.

We would therefore, be extremely grateful, if at your earliest convenience, you kindly discuss the above with your fellow council members, churches, residents associations, pubs, Royal British Legion, Lions and Round Table Clubs, etc, along with other potential participants, and confirm the following please, should you plan to take part. **(1)** Name of County: **(2)** Name of City/Town/Parish: **(3)** Name of Organisation: **(4)** Name of Contact: **(5)** Email: **(6)** Telephone: **(7)** Lighting a Beacon - YES/NO: **(8)** Lighting a Lamp Light of Peace - YS/NO: **(9)** Name of Theatre Group: **(10) Public or Private.**

We do hope therefore, that you will support this important anniversary in the same, amazing and successful way you undertook the 80th anniversary of D-Day 80 - 6th June 2024.

My warmest regards as always,

Monday 7 October 2024

Full Council Meeting

Email from Resident 1

I am writing to express both my wishes and those of my Dad's to have a Memorial Bench around St James' Lake.

My Mum very suddenly and unexpectedly passed away on 21 August 2024, aged just 63 years.

Over the last couple of years, her mobility hadn't been great, and she used to go with my Dad regularly to St James' Lake to do a 'lap' of the path to try and get her legs moving.

Whilst they were there, they would sit and enjoy the peace and tranquillity that the Lake has to offer, along with feeding the ducks. One thing she always said was that there wasn't enough benches for disabled/mobility impaired people to sit on!

Since my Mum has passed away, we would like a fitting memorial tribute to her, and neither myself or my Dad could think of a better place to have a memorial bench – it was her favourite place.

I understand that you made a decision in 2022 not to have anymore benches around the Lake.

I would urge you to re-consider and make an exception in this circumstance.

We would be happy to pay for the bench, the plaque, the installation of the bench and the upkeep of the same.

I believe that by having a bench it would help my Dad comes to terms with his loss and help him grieve. He would have somewhere special to sit whilst remembering the numerous good times he had with her round the Lake. I do believe it would help him mentally comes to terms with his loss and as he too is disabled, it would give him a chance to get out and go and sit in the fresh air, and feel closer to his wife/my mum.

I would absolutely urge you to make an exception in your decision made in 2022, and I appeal to your good nature to let us place a memorial bench around the Lake.

If you have any questions, or would like to discuss things further, please do not hesitate to contact me on this email address, or on my mobile number:

I look forward to hearing from you.

Email from Resident 2

I went to the lake earlier, to have a look at the benches, and whilst I could not see any without plaques, there did seem a vast amount of available empty space with no benches, so I do wonder if this could be reconsidered at your meeting, as to whether one could be placed, especially considering we have been asking for almost a year, which would have been before your recent change of policy.

Alternatively, it has been asked if we could plant a tree at the lake in memory of Andrew?

We would also like to be considered for a bench at the market place. I have had a look at these today, and notice that the gaps between benches are spaced at more than double the distance on one side to the other so more benches could fit there, mirroring the spacing of the other side.

Failing any of the above could a bench be placed at the Brackley Town Park or at Tudor Way Park or at Ellesmere Park?

Meanwhile I will continue to look in other parks and I will ask for further suggestions from Hogwatch followers.

I would be very grateful if you could include us on the agenda and re-iterate our request, along with above suggestions at the forthcoming meeting. Please also remind that we are not asking for funding, we are simply asking for permission, and we will cover the costs ourselves.

I appreciate your help with this.

West Northamptonshire Council

Town Centre Manager Brackley & Towcester
Economic Growth & Inward Investment Team
West Northamptonshire Council
One Angel Square
Northampton NN1 1ED
0300 126 7000
www.westnorthants.gov.uk

TOWN CENTRE MANAGER REPORT TO BRACKLEY TOWN COUNCIL - 2023/2024

Report on Town Centre Manager's work and progress on revitalisation initiatives.

COMMUNICATION, ENGAGEMENT AND PARTNERSHIP BUILDING

Businesses

Improving communication between businesses in the town to provide peer to peer support, provide a network for communication with TCM and allows the TCM to encourage and empower businesses to be engaged in the revitalisation process.

- Started business forum meetings.
- Start town centre business WhatsApp group for quick communication and sharing of ideas/information, (TCM to develop further with another group for Hospitality sector).
- Continually dropping in on businesses around the Town Centre to monitor issues.

Landlords/Commercial agents

Meeting and speaking with landlords/commercial agents/property managers to build cooperative working relationship and to open discussion around improving mix of town centre businesses. Introducing potential tenants to landlords/agents.

Community Organisations

TCM speaking with local organisations about how they could be involved in Town Centre footfall building events/activities, which could also in turn benefit the organisations by raising awareness and raising funds for themselves.

Members of the public

With growing pressures on town centre businesses and the effects of the pandemic in changing consumer behaviours it was suggested in a High Street business forum that we hold a town survey to understand the community's future use of the High Street. This was carried out in June 2024, the survey results have now been processed and the results are available for stakeholders. 734 respondents are a reasonable sample of the population, which can provide guidance in deciding on relevant initiatives to revitalise the High Street. The results will be taken into consideration alongside research, costs and best practice advice. The results can also be shared with businesses and landlords showing when customers want to be in town, at what times and what they would like to see provided.

Town Council

Engage with Brackley Town Council to understand key areas for improvement, be aware of ongoing issues and background knowledge and keep the Town Council updated on initiatives and progress. Meetings with the Town Centre Task & Finish group should be more frequent.

MARKETING AND AWARENESS

- Simple 'shop local' advertising included in Town Talk and Life in Brackley magazines and on banners/posters around town. Using Town Centre Manager Facebook page to connect with other Brackley Facebook groups with High Street news/events/shop local messaging.
- Developing a plan to provide a High Street webpage promoting High Street businesses and activities.
- Raising awareness of Brackley High Street's needs internally within WNC across a number of teams and directorates, as well as reminding WNC comms to promote Brackley wherever possible.

Town Centre Manager Brackley & Towcester
Economic Growth & Inward Investment Team
West Northamptonshire Council
One Angel Square
Northampton NN1 1ED
0300 126 7000
www.westnorthants.gov.uk

ACTIVITIES/EVENTS/MARKETS

- Coordinated Christmas 2023 retailers trail and Teddy hunt trails in High Street.
- Worked with Cllr Tiller on providing High Street entertainment throughout August.
- Heritage Open Days – TCM coordinated and promoted several events in Brackley including a town heritage exhibition and trail quiz.
- Christmas 2024 TCM is able to assist with coordination of Christmas activities around the light switch on/Christmas Market. Plus shop window display competition.
- Plan ahead for future Piazza/High Street events and use of Town Hall/Old Fire Station community spaces to bring people into the heart of town.

BANKING

- Initiated Banking Hub application. (To be discussed)
- Liaising with Lloyds Community Banking team, currently operating from the Town Hall.
- Encouraged Barclays' Community Banking Van to move from Sainsbury's car park to The Piazza.

BUSINESS SUPPORT ENQUIRIES

- 4 x enquiries from new businesses requiring town centre premises.
- Providing grant and other business support information to Town Centre businesses.
- Planning a High Street business training programme with colleagues and business training partners.

INVESTIGATION AND PLANNING FOR POTENTIAL FUTURE INITIATIVES

The base guide for S106 Town Fund initiatives to improve the town centre and employment area has been the 2011 Brackley masterplan. Taking into consideration actions that have already been achieved or are no longer relevant, current stakeholder opinions and suggestions and the latest guidance and best practice for revitalising High Streets. TCM has requested a new WNC Brackley Masterplan or Town Centre Vision document to follow on from the current masterplan as it expires.

SMALL EXPENDITURE POT for TCM to use has been agreed by S106 team, total of £10k pa for 2 years for Brackley. This has allowed the TCM to start creating low-cost events and marketing – minor expenditure projects. Any funds not utilised will be returned to the town fund.

VACANT PROPERTIES EXPERT - Within this small expenditure pot a vacant property consultant is being appointed to target several long-term empty premises, there are some issues with building maintenance costs and absentee landlords. The specialist High Street consultant will be contracted for 1 year to work with landlords/agents, to open dialogue and find solutions to allow commercial property to be let, and actively seek a good mix of businesses to occupy vacant property. The consultant also specialises in arranging meanwhile uses/pop up shops.

Larger potential project budgets will need to be approved separately. A range of initiatives will be required to address a variety of issues and will be reliant upon one another to succeed. For example:

FOOTFALL/DEMOGRAPHIC DATA COLLECTION – necessary to monitor impacts of initiatives. Also, commercial agents/prospective investors/businesses request this information.

MARKETING STRATEGY – overall town marketing will be handled by Tourism team under their budgets. While business/shop local scheme marketing to be handled by TCM. Town Guide to be redesigned and relaunched.

West Northamptonshire Council

Town Centre Manager Brackley & Towcester
Economic Growth & Inward Investment Team
West Northamptonshire Council
One Angel Square
Northampton NN1 1ED
0300 126 7000
www.westnorthants.gov.uk

Encourage a commercial solution for a High Street webpage. Develop Brackley shop local identity/design and use this to provide consistent messages.

PUBLIC REALM IMPROVEMENTS – to update/maintain current street furniture and to improve fingerpost signage within town. Update current town information boards. TCM in process of confirming ownership and maintenance of public realm assets.

LONG STAY CAR PARK – TCM has provided evidence and case for provision of a long stay car park to relevant teams at WNC. Cllr Bagot -Webb has also requested feasibility study for a car park.

TOWN GIFT CARD SCHEME – potential for all four towns in West Northants to join together for cost benefits and greater customer choice. Scheme aims to increase spend locally, rather than customers using gift cards for online purchase at e.g. Amazon. Can be used for local retail, hospitality, beauty, leisure businesses.

TOWN HISTORY TRAIL – a permanent digital smart phone trail with accompanying information boards incorporating the whole town. To highlight extensive Brackley heritage and provide visitor experience as well as encouraging local pride in place.

WEEKEND MARKETS – desire of residents for a weekend market for those that work during the week, as shown in High Street survey. TCM will work with local organisations in first instance to investigate how these can be actioned/operated. Existing Friday traders will also be consulted.

CONTINUE TOWN CENTRE REGULAR EVENTS AND ACTIVITIES – again TCM will be working with local organisations to work on further activities and events that provide a mutual benefit. Street performers have also been identified to provide activity and lively atmosphere in town. Also encourage businesses to increase pavement dining to provide atmosphere – but to also respect clear passage for people on pavements.

TOWN DRESSING - summer (bunting/flags), winter (lighting), selfie props. To encourage vibrant, positive festival atmosphere to encourage people to visit and stay longer in the centre of town.

BUSINESS GRANTS – Investigating potential for one or more grant schemes e.g. shop frontage improvement scheme, listed building/vacant property grant scheme to bring commercial property back into use, start-up grant to incentivise new businesses into properties requiring maintenance.

FESTIVALS/EVENTS/MARKETS GRANTS – grants for local organisations to put on larger community entertainment/activities.

BRITAIN IN BLOOM GRANT – to support local group/s to enter Brackley in national competition.

TOWN CENTRE COMMUNITY PROJECTS - set up costs for meanwhile or permanent lease for community purpose.

EMPLOYMENT AREA - Buckingham Road Industrial Site improvements (TBC)

PUBLIC TRANSPORT – Promote better links with surrounding market towns and make it easier for customers/visitors from outskirts of towns and local rural areas to access Brackley town centre and the town's wider services.

Please contact the Town Centre Manager or a member of the Brackley Town Council Town Centre Task & Finish Group if you have any comments or further suggestions for town centre revitalisation.

Brackley

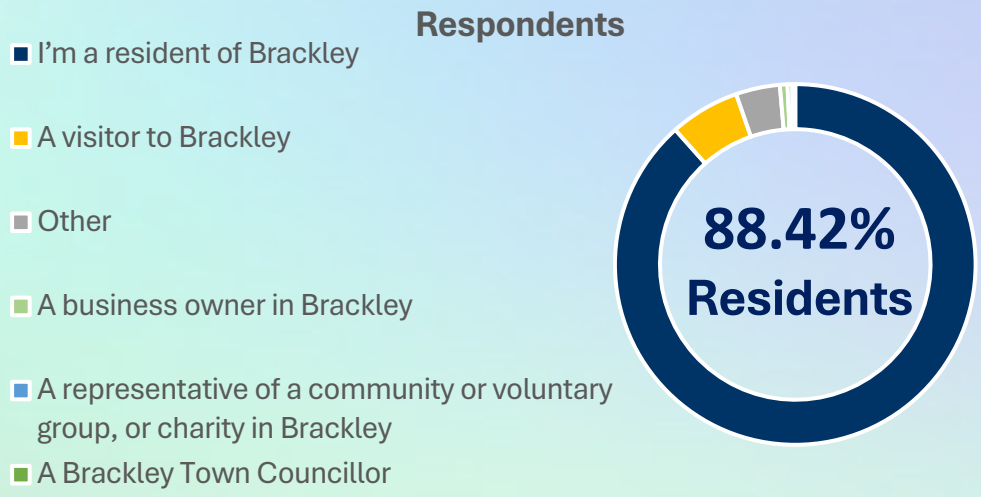
High Street Survey Analysis

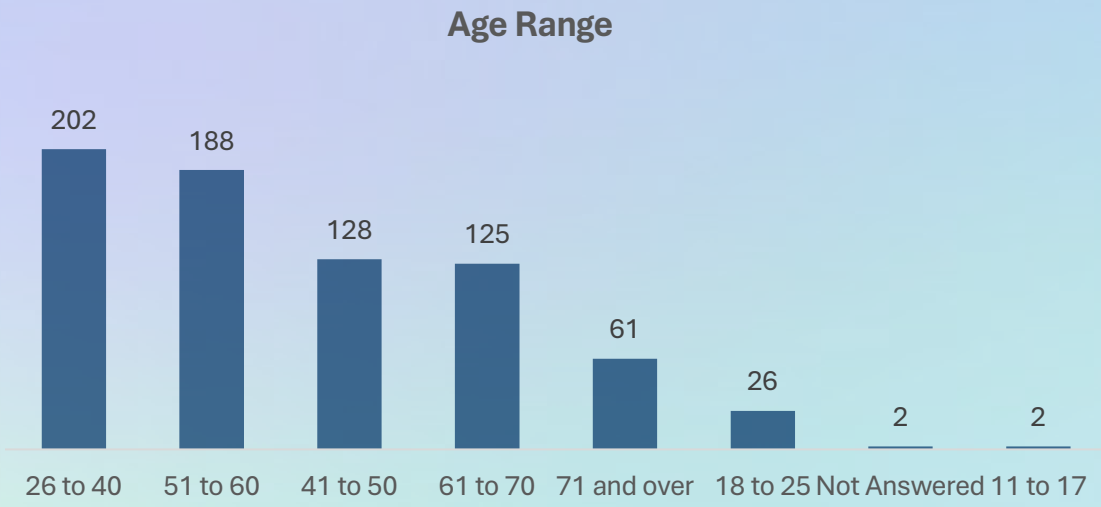


West Northamptonshire Council

Survey Respondents - Brackley

Respondents: 734





A majority of respondents to the survey were residents, with 6.27% of visitors living outside Brackley

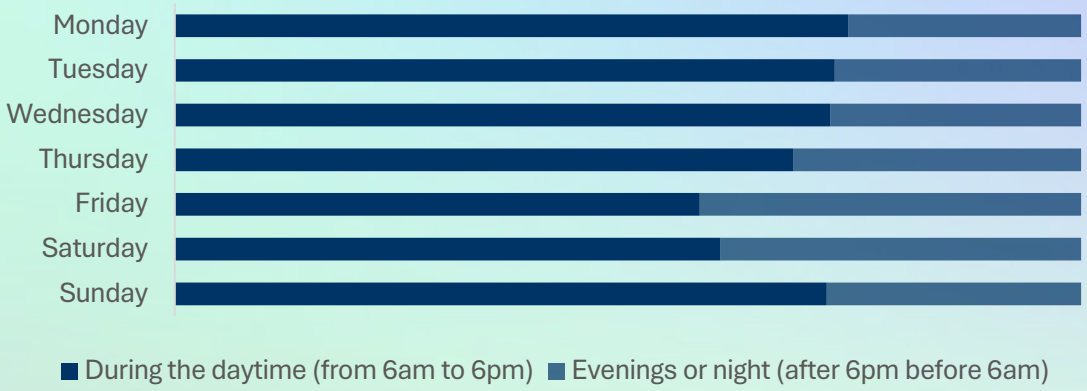
Most respondents were between the ages of 26 and 40, but over all there was a good response from a wide age range.

West Northamptonshire Council

Visiting Brackley

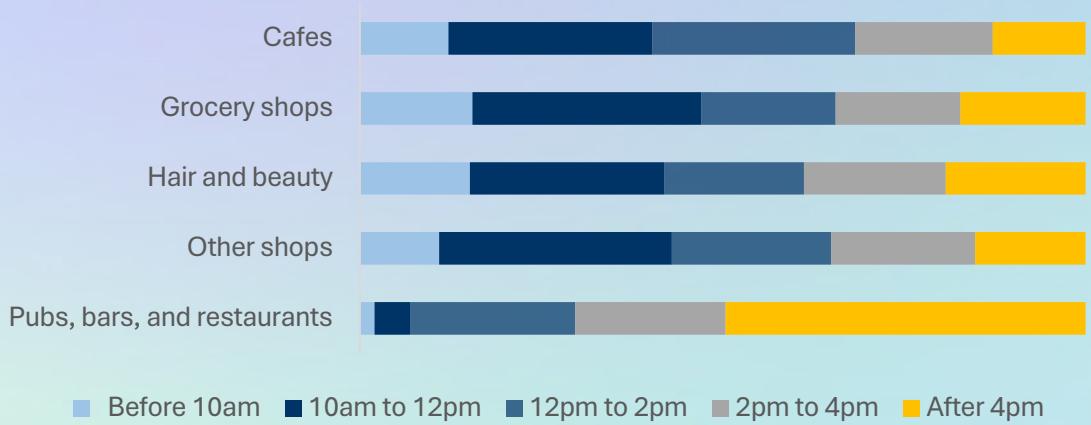
Respondents: 734

Which days/periods would respondents prefer to visit the High Street



Sundays and Mondays would be the most popular days for visiting the town centre before 6pm, while Fridays would have the highest number of visitors after 6pm

Which times would respondents prefer to visit shops/businesses



The main preferred time for visits to pubs, bars and restaurants is after 4pm. The preferred main period for visits to other businesses is between 10am and 2pm, but there is a desire for businesses to be open both earlier and later in the day.

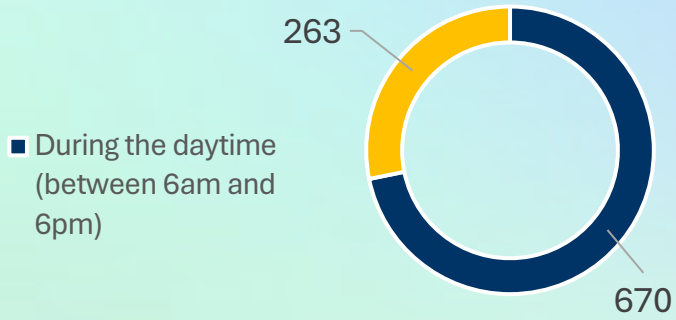
West Northamptonshire Council

Brackley is a multifunctional service town serving a local population for its everyday requirements, with a relatively consistent footfall traffic throughout the year.

Visiting Brackley

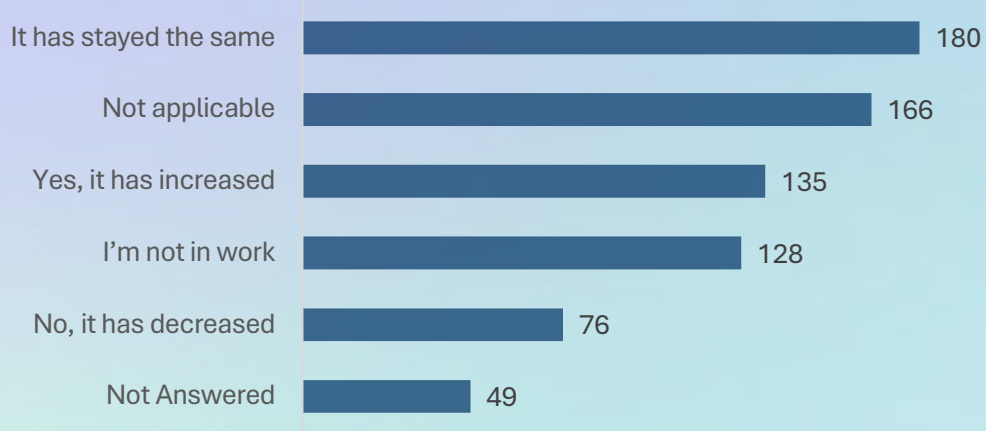
Respondents: 734

Visiting times

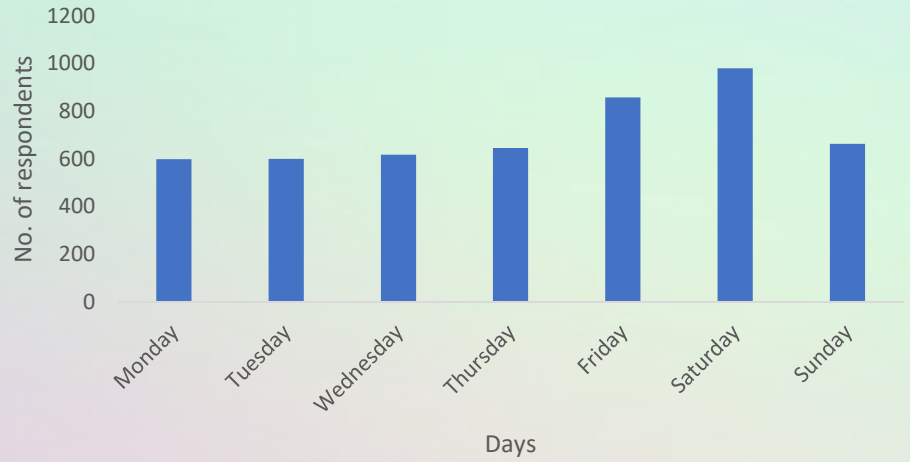


Most respondents prefer to visit the town centre during the day between 6am and 6pm with Fridays and Saturdays being the most popular days.

Changes to visits since COVID



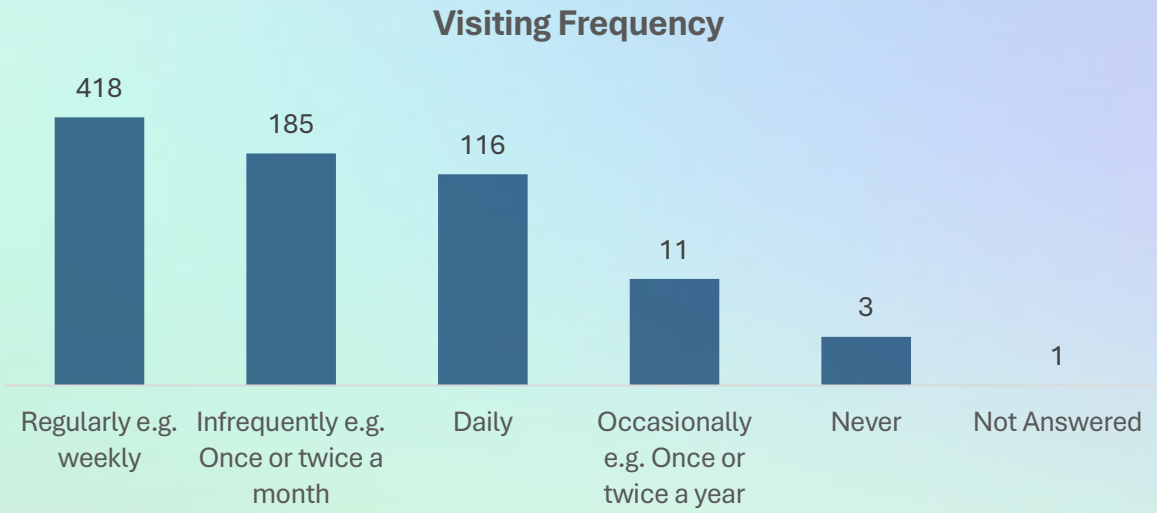
Preferred days for visits to Brackley High Street



A majority of respondents believed the number of their visits had stayed the same, but almost twice as many respondents noted an increase in visits to those who have reduced their visits. Overall then, there has been an increase in visits since Covid.

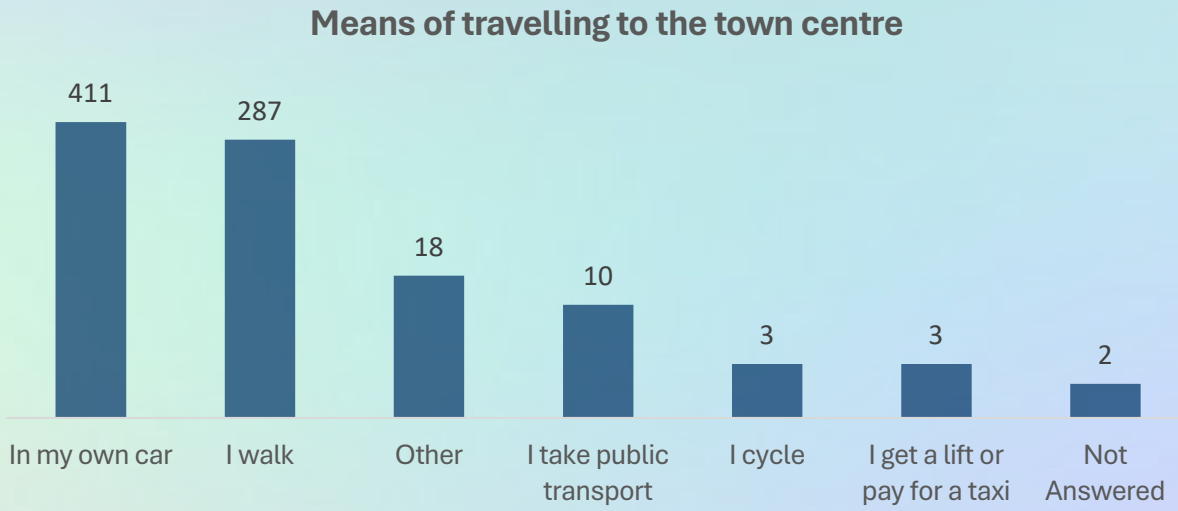
Visiting Brackley

Respondents: 734



A majority of respondents said they drive into town, with approximately 39% of respondents walking into town.

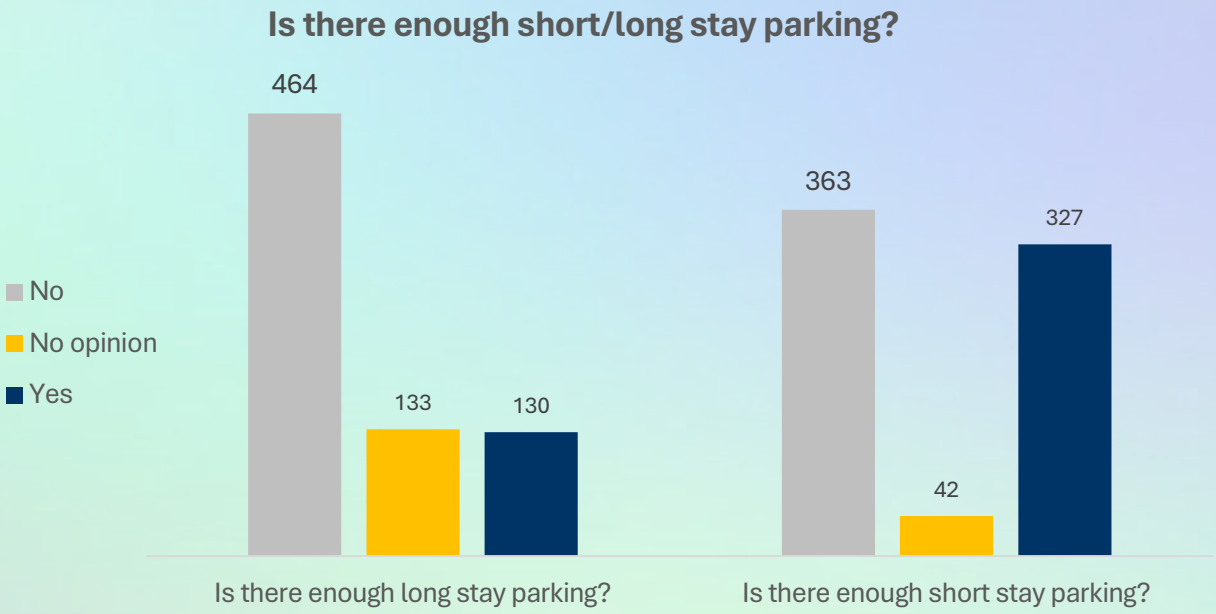
Visiting frequency is highest on a weekly basis, with over 400 residents visiting the town centre regularly.

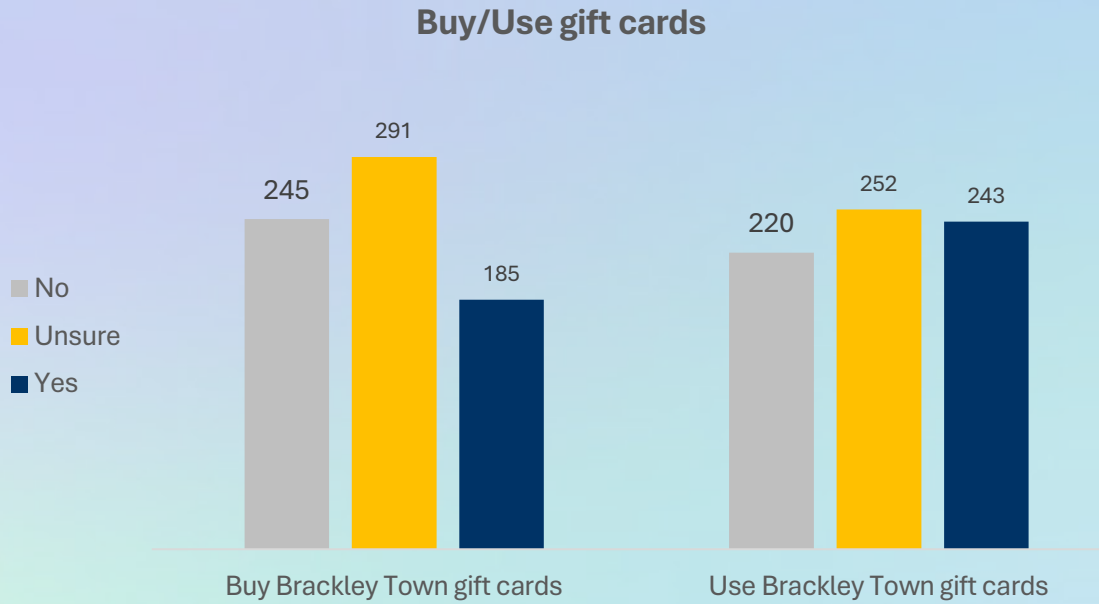


West Northamptonshire Council

Visiting Brackley

Respondents: 734





Longer term parking is a challenge for respondents when visiting Brackley town centre.

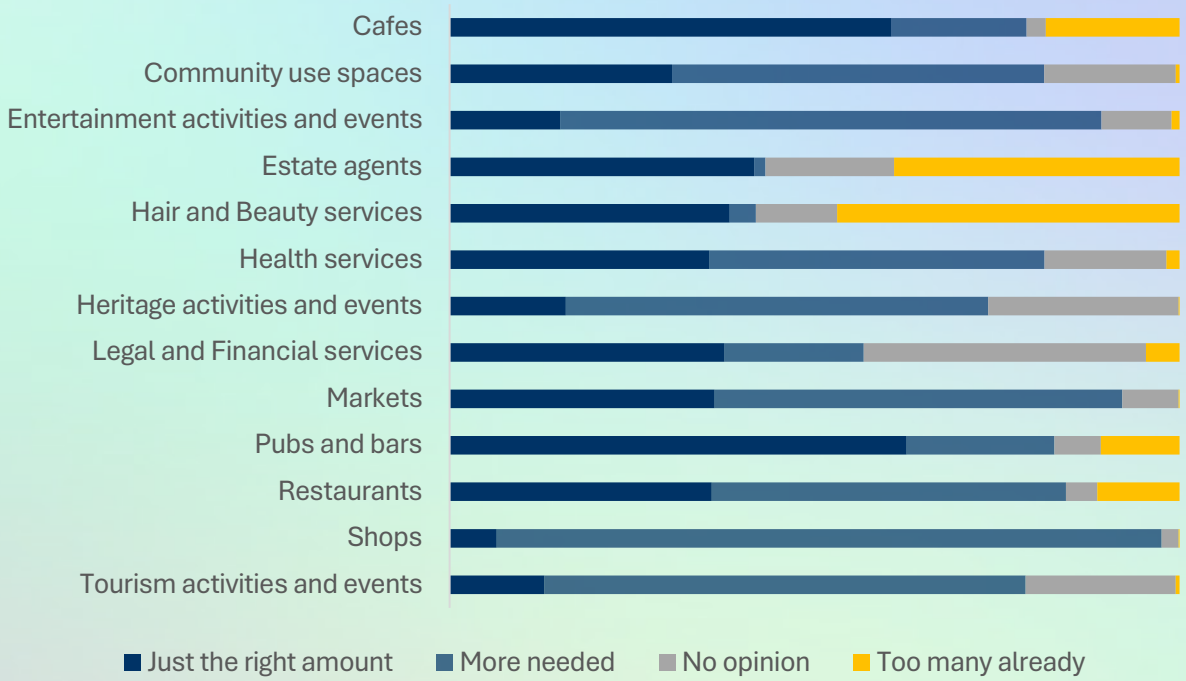
Approximately a quarter of respondents would buy town gift cards, and a third use town gift cards, while many were unsure. If a town gift card scheme were to be considered to encourage local spending, work would be needed to fully explain and promote.

West Northamptonshire Council

Visiting Brackley

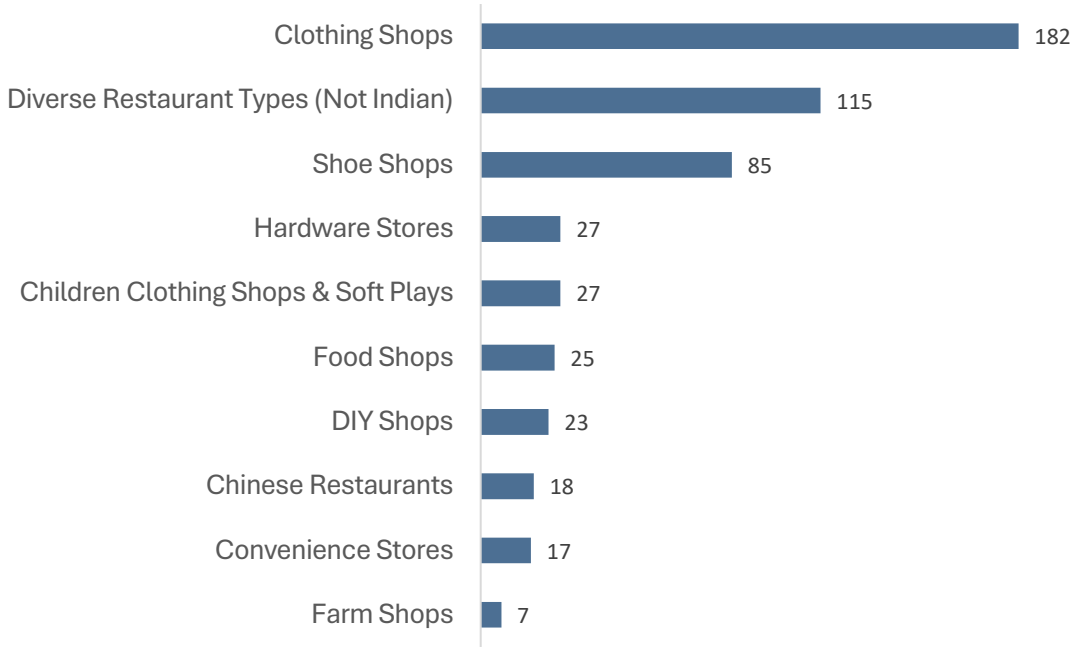
Respondents: 734

Thoughts on Services/Shops/Places



Too many hair and beauty services and estate agents. More entertainment, tourism and heritage activities and events, markets, community use spaces, restaurants and shops are needed on the High Street.

Businesses respondents feel are missing



182 respondents want more clothing stores in Brackley followed by the need for diverse restaurant types and shoe shops.

Visiting Brackley

Respondents: 734

Book Shop Reading Group

Disappointed when banks closed, visit the community banking team now

Bring the children to the park playground

Visit the Methodist Church

Attend events

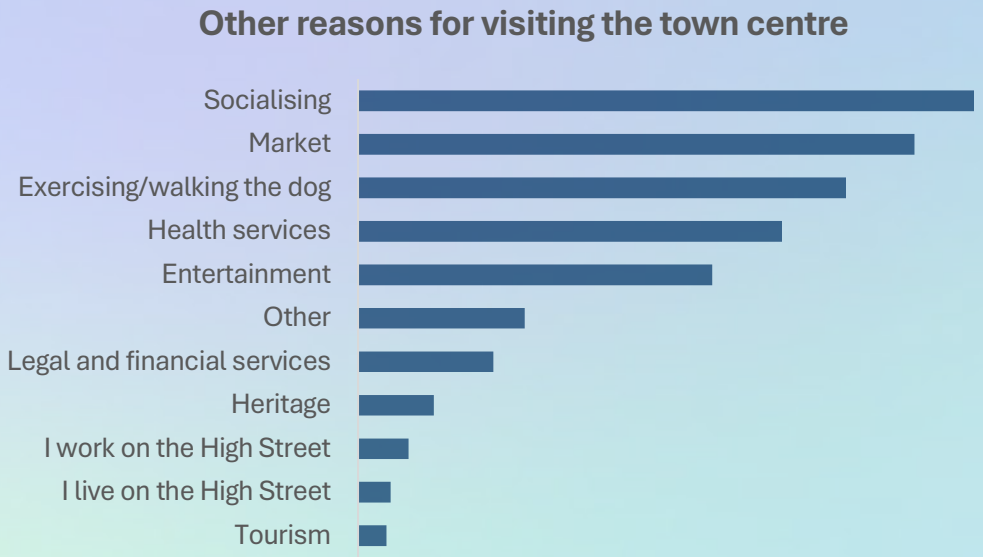
Visit the Post Office

Attend classes

Pick up takeaways

Evri Collection/drop off point

Volunteering

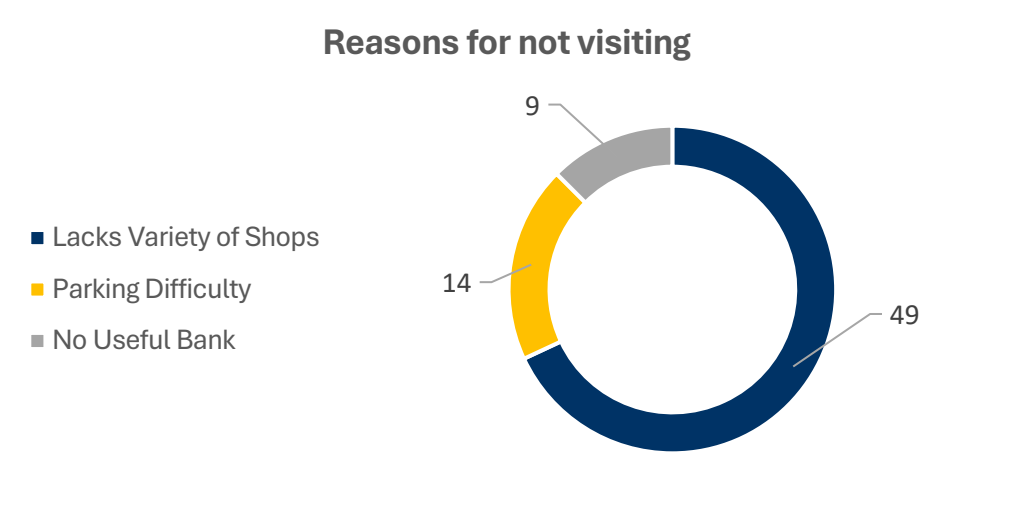


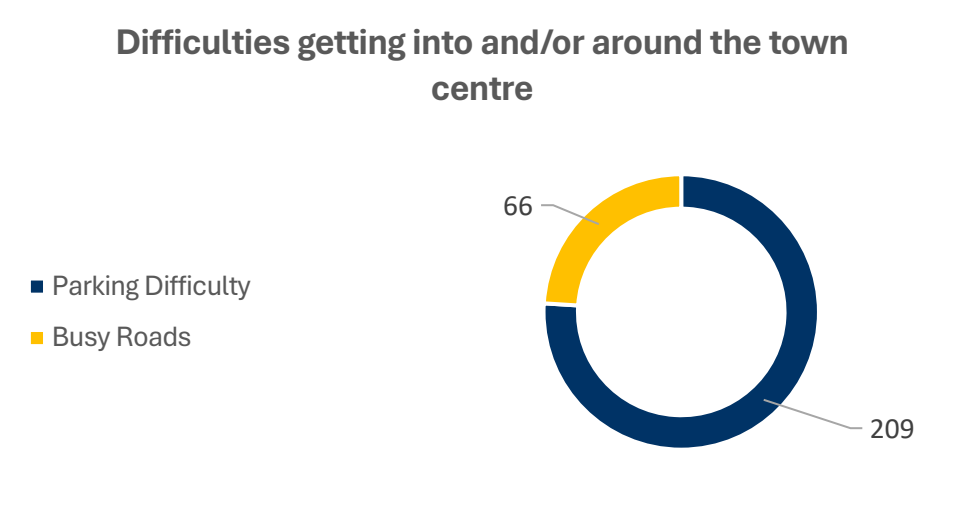
Socialising and spending time with others and the market are major reasons why people visit the town centre

West Northamptonshire Council

Visiting Brackley

Respondents: 734





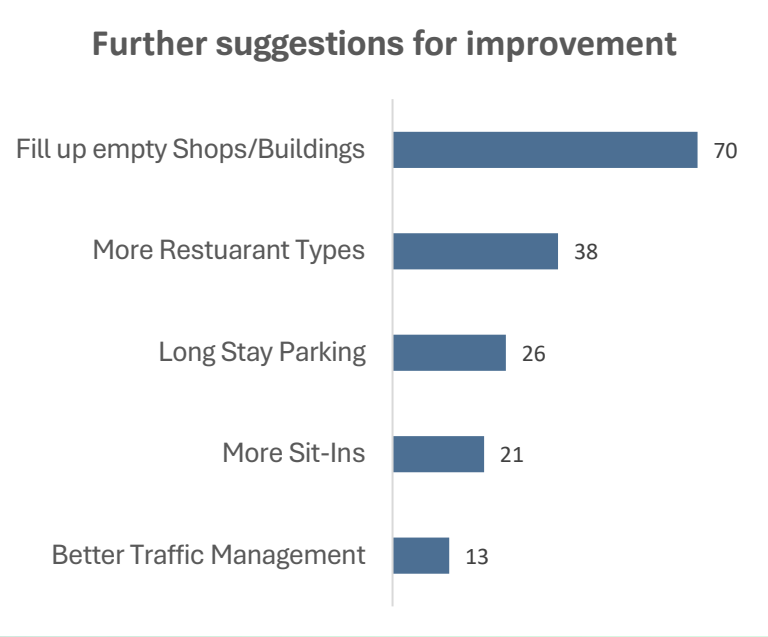
72 people out of 734 respondents stated they do not visit the town centre.
49 of them state that it is due to the lack of variety of shops, while 14 respondents state it is due to parking difficulty.

Over 200 respondents find it difficult getting into and around town due to the lack of parking while for others, it is the busy roads.

West Northamptonshire Council

Improvements - Brackley

Respondents: 734



Filling up empty shops and buildings, diverse restaurant types and long stay parking are the most popular suggestions for improvements.

No public transport from Towcester to Brackley and return any more.

Brackley was a thriving market town when I worked there in the 60/70`s. Trade relied on visitors from the villages so parking is key, as bus services are rubbish.

I have no option but to drive because our village does not have a bus service.

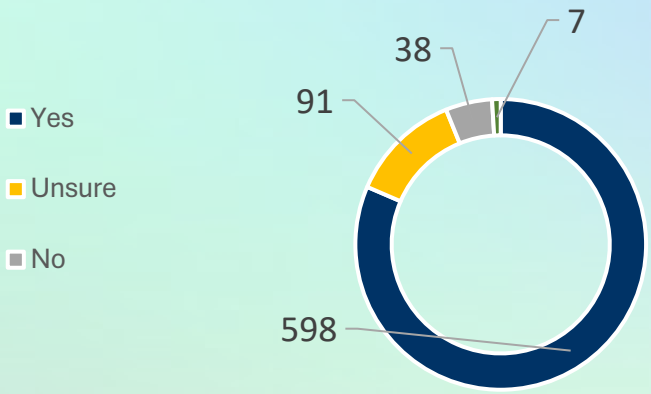
Another issue identified is the lack of rural public transport, meaning visitors from surrounding villages find it difficult to get to Brackley if they don't drive.

West Northamptonshire Council

Markets in Brackley

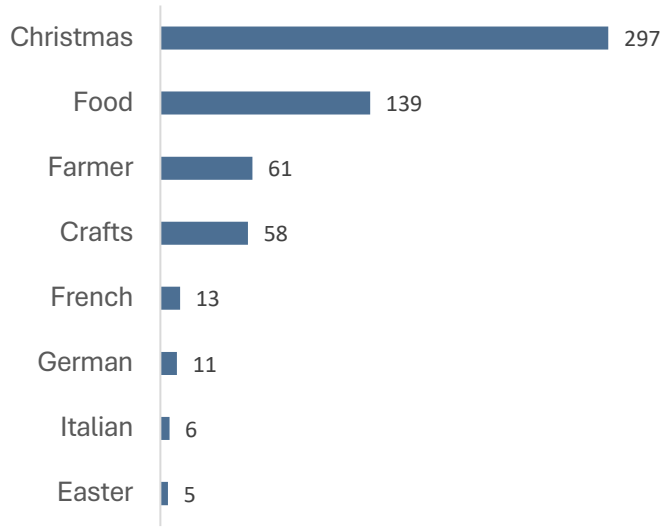
Respondents: 734

More Markets?



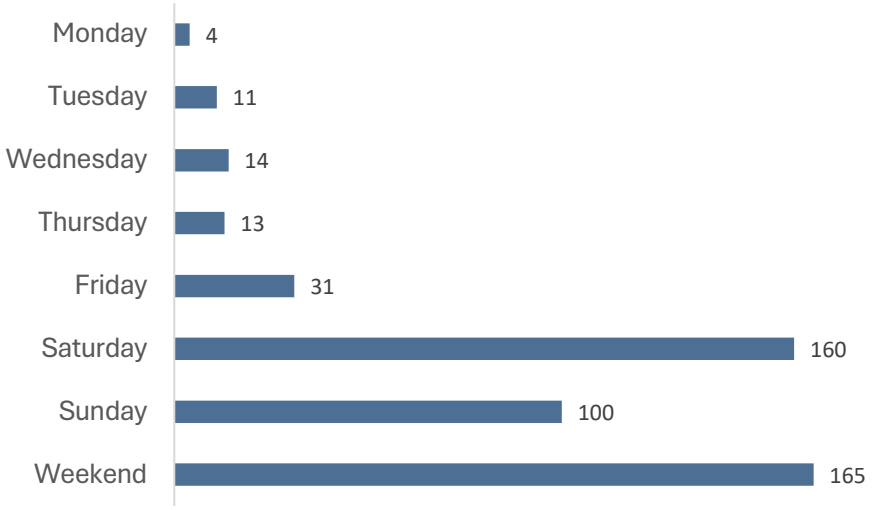
81% of residents voted yes to more markets.

Other Markets you'd like to include



Christmas, food and farmers markets are popular with respondents.

What Days of the Week for Markets



A majority of respondents would prefer to visit markets at the weekends rather than weekdays.

West Northamptonshire Council

Thank you

Questions?

West Northamptonshire Council