



Paper submitted by the Clerk to the Council at the Parish Council meeting on 05 June 2024

Parish Clerk's Report – June 2024

a) To review actions from the previous meeting

| MINUTE NO. | ACTION | Dismissed/ Ongoing |
|-------------|---|-----------------------|
| PC 05.24.11 | Make payment to Brantham VH Management Committee Completed | Dismissed |
| PC 05.24.12 | Request an extension for Planning Application Completed | Dismissed |
| PC 05.24.13 | Arrange repair to dog litter bin at Scout Hut Completed | Dismissed |

b) To receive the reports of items actioned under delegated powers

- Work on audit has continued through the month
- Met with a resident re: hedge and verge cutting along the A137 – concerns are now resolved
- Met with beacon fabricator and installer at Lower Playing Field and agreed location and installation timeframe.
-

c) To receive items of correspondence for noting only

ITEM ONE

From: Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>
Sent: Thursday, May 2, 2024 11:54 AM
To: Brantham Parish Council <clerk@branthamparishcouncil.co.uk>
Cc: Dennis Hyatt <rdhyatt@BTInternet.com>
Subject: FW: RB14 Brantham

Please see below re bridleway works:

From: Oliver Wastell <**Sent:** Thursday, May 2, 2024 11:00 AM
To: Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>
Subject: RB14 Brantham

Hello Simon

I hope you are well. I have just received the insight report raised by yourself for the works carried out in Brantham. Firstly, I would like to apologise that this has come to your attention again. I have already spoken to the contractors and am awaiting a date for them to compact the surface further to get it to the required standard. Other than the surface not being compacted enough can I assure you that the construction specification in terms of depths and materials used are all to standard. I will let you know when this error has been corrected.

Kind regards

ITEM TWO

From:

Sent: Friday, May 3, 2024 7:00 PM

To: clerk@branthamparishcouncil.co.uk

Subject: Brantham Playingfields

Good Evening

Please can I ask a couple of questions

Is there CCTV on the playing field at the bottom of the leisure centre?

If yes who can view this footage?

Kind Regards

UPDATE: *Response sent*

ITEM THREE

From:

To: clerk@branthamparishcouncil.co.uk

CC: lesley.cherry@branthamparishcouncil.co.uk

Date: 08/05/2024 11:10 BST

Subject: Verge Slough Road

Hi Sarah,

Could I ask Brantham Parish Council to put a note on Suffolk County Council - ReportIT to get the visual splays on this verge cut? These things are usually treat more seriously if they come from the council rather than residents.

As I remember the meeting in February with Charlotte and Lesley the visual splays should be no higher than 600mm above road level(Please see emails below)

As can be seen in photos1 and photo2 the verge is above this level making

UPDATE: *Report made, works now completed.*

ITEM FOUR

From:

Sent: Wednesday, May 8, 2024 4:05 PM

To: Clerk@branthamparishcouncil.co.uk

Subject: Your letter dated 25 April 2024

Dear Sarah

I have received your letter dated 25 April 2024 today, 8 May 2024, despite it having a first class stamp.

You state that our hedging and boundary of our property is encroaching on the footpath. You have provided no evidence of this. It is refuted that we are encroaching beyond our boundary on the footpath, if, which is denied, we are encroaching on the footpath, it is denied that this is causing an obstruction.

You have requested that we take this opportunity to cut back any hedging that is overhanging our boundary. To cut back the hedge, in which wild birds are now nesting, is an offence under Section 1 of the Wildlife & Countryside Act 1981 and we are somewhat shocked at your request during bird nesting season.

The path is not very wide but is wider than the average wheelchair (between 61-76cm). We had our hedge trimmed last Autumn after the bird nesting season, as we usually do on an annual basis. To do more, right now, would be a

criminal offence which we are not prepared to do. Before any further correspondence is entered into I suggest that you provide some facts to back up any such allegations and do not make any requests which would destroy wildlife or indeed cause criminal offence.

UPDATE: Response sent

ITEM FIVE

From:

Sent: Friday, May 10, 2024 9:29 AM

To: clerk@branthamparishcouncil.co.uk

Subject: Hedging and boundary footpath

Dear Sarah

Thank you for your letter of 25th April. I am glad to say that I trimmed the front hedge and weeded the inner path verge in the week ending 4th May and will do so again as and when needed.

Hopefully there will not be any further issues from the wheelchair resident.

kind regards

ITEM SIX

From:

Sent: Friday, May 10, 2024 10:44 AM

To: Clerk@branthamparishcouncil.co.uk

Subject: Hedges.

Good morning Mrs. Keys.

Thank you for your letter about the hedges to our property, we do have someone come in to cut it once a year but as May is a time for birds nesting it is not a good time to carry out cutting, at least until the end of the month.

Since we moved here in 1976 we had a long time of living peacefully with our neighbours and local people in general but gradually this all seems to be changing, houses being built on land next door and in the field behind with complaints about our hedge (which never used to happen with the previous neighbour) and much dog mess along the path between ours and the neighbour and in the field.

So sadly we are being hounded for the flowers which grow along the bank in front of our home by someone who has come to Brantham more recently.

May I ask who is responsible for trimming back the lovely white rosebush that is growing in front of "Poppy Fields", as this comes out much more than any of our hedge.

This is not a complaint, more an observation.

UPDATE: Response sent

ITEM SEVEN

From:

Sent: Monday, May 20, 2024 9:40 PM

To: clerk@branthamparishcouncil.co.uk

Subject: Under 5s playground Merriam Close

Hi Sarah,

I don't know if you have already been told about the problems at the under 5's playground.

I have visited there today with my grandson and one of the swings is missing also there are two plastic garden chairs that have been left there, one was broken into pieces, I picked up the pieces and put them near the rubbish bin.

I don't know if anyone looks at the footage from the camera to see what is going on. Or is it even working.

I can't believe somethings that people are capable of these days. 🙄

Kind regards

UPDATE: Response sent. Swing seat on order as previous seat damaged and unsafe. CCTV to be reviewed.

ITEM EIGHT - EMAIL CHAIN RE: HEDGING ALONG A137:

From: clerk@branthamparishcouncil.co.uk <clerk@branthamparishcouncil.co.uk>

Sent: Monday, May 20, 2024 3:30 PM

To:

Cc:

Subject: RE: Hedging and boundary on footpath -

Hello Peter,

Many thanks for your time on Friday afternoon, it was good to meet you and have a chat.

I can confirm that during our meeting we reviewed your hedge and the width of the path outside of your property which presented no issues. I note that the letter that was originally sent to you should have been sent to your neighbour since the hedge/verge in question is actually part of their property. I apologise for any concern that this may have given you.

If you have any further issues or queries please do not hesitate to get in touch.

Kind regards,

Sarah Keys

Brantham Parish Clerk

34 Sycamore Way

Brantham

CO11 1TL

07807 799480

www.brantham.onesuffolk.net

From:

Sent: Saturday, May 11, 2024 5:13 PM

To: clerk@branthamparishcouncil.co.uk; 'Peter McKenna' <p3t3mc2@gmail.com>

Cc mal.bridgeman@branthamparishcouncil.co.uk; lesley.cherry@branthamparishcouncil.co.uk

Subject: Re: Hedging and boundary on footpath -

Many thanks. Friday 4:30 pm will be fine, subject to traffic, so could be a few minutes late.

Peter

From: clerk@branthamparishcouncil.co.uk <clerk@branthamparishcouncil.co.uk>

Sent: Saturday, May 11, 2024 5:09:06 PM

To:

Cc: mal.bridgeman@branthamparishcouncil.co.uk <mal.bridgeman@branthamparishcouncil.co.uk>;

lesley.cherry@branthamparishcouncil.co.uk <lesley.cherry@branthamparishcouncil.co.uk>

Subject: RE: Hedging and boundary on footpath -

Thanks ,

I am available late afternoon on Friday, say 4.30pm?

Kind regards,

Sarah Keys

Brantham Parish Clerk

From:

Sent: Saturday, May 11, 2024 4:49 PM

To: clerk@branthamparishcouncil.co.uk

Cc: mal.bridgeman@branthamparishcouncil.co.uk; lesley.cherry@branthamparishcouncil.co.uk

Subject: Re: Hedging and boundary on footpath -

Good afternoon Sarah,

Thank you for replying. I would very much like meet you to discuss your letter regarding our property's hedge boundary with the neighbouring property. I am also away early next, so would Thursday or Friday evening be suitable?

Regards

Sent from my iPhone

On 11 May 2024, at 16:17, clerk@branthamparishcouncil.co.uk wrote:

Dear,

Many thanks for your email on Thursday. My apologies that I have not responded to you sooner, however I work part time for the Parish Council and therefore do not pick up emails every day.

As context, some weeks ago the Parish Council was contacted by a local resident and wheelchair user who had been struggling to access parts of the village in his wheelchair due to verge encroachment onto the pavement and in some areas hedging from properties along the path. Two Parish Councillors from Brantham Parish Council walked the paths with the resident to get a feel for the issues that he was experiencing and together they identified those areas where he was struggling to get his wheelchair along the path.

Following that meeting/walk I was asked to write to the properties identified to ask them to cut back their hedging to make it more possible for wheelchair users to access the path. This letter was intended to highlight an issue with homeowners that was being experienced by a local resident and was not in any way intended to be offensive or insulting. It is standard practice for Parish Councils to do this when necessary. In some instances, pavement encroachment can be reported on the Suffolk County Council reporting tool who have overall responsibility for maintaining footways, however the Parish Council felt that it was more appropriate in this instance to contact homeowners directly.

I would be very happy to meet you to discuss this further. I am on annual leave from Monday to Wednesday next week, but I would be happy to come and visit you after that period to discuss this with you if you so wish – please let me know your availability and I will arrange a suitable time.

Kind regards,

Sarah Keys

Brantham Parish Clerk

From:

Sent: Saturday, May 11, 2024 2:27 PM

To: clerk@branthamparishcouncil.co.uk

Subject: RE: Hedging and boundary on footpath -

Surprised not to have had any feedback.

I have today cut back the grass verge on the footpath, which I do not believe I am responsible for this, and the path access is 0.9 meters. More than enough for wheelchairs, prams, or pushchairs.

I have also cut back the Rose Sharon by the boundary post to make clear where the boundary is between the two properties.

I have informed the Neighbouring properties owner, who have not had any notification from you regarding their hedge. I believe I need to now seek legal advice.

| Path width | | From boundary post down the side of my hedge | Neighbouring properties hedge boundary with path |
|----------------|----------------|--|--|
| <image005.png> | <image006.png> | <image007.png> | <image008.png> |

Yours sincerely

From:

Sent: Thursday, May 9, 2024 8:44 PM

To: 'clerk@branthamparishcouncil.co.uk' <clerk@branthamparishcouncil.co.uk>

Cc:

Subject: Hedging and boundary on footpath

Sarah Keys
Brantham Parish Clerk
BRANTHAM Parish Council

Today, May 9th 2024, we received a letter from you dated 25 April 2024.

We believe this letter has been sent to the wrong household.

The footpath boundary with our part of the hedge is in good order with a path access greater than 0.6 meters. It is regularly maintained.

Please can you visit us to discuss the issue you believe you have with our hedge.

Some photos for you.

| Boundary Post | From boundary post down the side of my hedge | Width of path past my hedge | Neighbouring properties hedge boundary with path |
|----------------|--|-----------------------------|--|
| <image009.png> | <image010.png> | <image011.png> | <image012.png> |

Yours sincerely

Paper 3 – Expenditure to be approved**Agenda Item PC 05.24.11**

The integrity of the Council's finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council's Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account

| Payee | Detail | Method | NETT | VAT | TOTAL |
|--------------------------------------|--------------------------------|--------------|--------|-----|--------|
| Manningtree & District Community Bus | Donation as per FC 06.24.06 | CHQ – 003541 | 250.00 | | 250.00 |
| Village Hall Brantham | Donation as per PC 05.24.09(I) | CHQ – 003542 | 233.38 | | 233.38 |
| Dave Childs | Grounds Maintenance – May 2024 | CHQ – 003543 | TBC | | TBC |
| | | | | | |

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

The integrity of the Council's finances is to be protected by two of the four signatories checking and reviewing the invoices for payment for which they will have seen a copy.

The authority is to be determined by; * the council for all items over £5000; * a duly delegated committee for all items over £1000 * the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Accounts Paid since 01 May 2024

| Payee | Detail | Method | NETT | VAT | TOTAL |
|------------------------|---|---------------|-------------|------------|--------------|
| Parish Council staff | May 2024 Salaries, Clerk Office Allowance | BACS | 2606.89 | | 2606.89 |
| Microsoft | Monthly Subscription Charges – May 2024 | DD | 8.60 | 1.72 | 10.32 |
| Brantham Village Hall | Support for running costs – May 2024 | BACS | 416.67 | | 416.67 |
| East of England Co-op | Postage | DC | 10.80 | | 10.80 |
| RBLI | Sign for Beacon | DC | 7.48 | 1.50 | 8.98 |
| Smarty | 3 x replacement CCTV Sims | DC | 25.20 | | 25.20 |
| East of England Co-op | Postage | DC | 21.60 | | 21.60 |
| NBB Recycled Furniture | Replacement bench at the Village Sign | DC | 310.00 | 62.00 | 372.00 |
| NEST | Clerk's Pension | DC | 102.29 | | 102.29 |
| Amazon | Printer Paper | DC | 19.82 | 3.97 | 23.79 |

Items paid following authorisation at meeting of 01 May 2024

| Payee | Detail | Method | NETT | VAT | TOTAL |
|------------------------|--|---------------|-------------|------------|--------------|
| Orman Landscapes Ltd | Supply and installation of fencing (inv. 0011) | CHQ – 003537 | 3776.00 | 755.20 | 4531.20 |
| Orman Landscapes Ltd | Re-seeding New Village (inv. 0015) | CHQ – 003537 | 420.50 | 84.10 | 504.60 |
| Highline Adventure Ltd | Skate Park Hire | CHQ – 003538 | 843.75 | 168.75 | 1012.50 |
| D. Childs | Grounds Maintenance (inv. 1886) | CHQ – 003539 | 295.00 | | 295.00 |
| B W Day Metalwork | 50% Fabrication and Installation of Beacon Brazier | CHQ - 003540 | 2100.00 | | 2100.00 |

Presented by:..... **Sarah Keys, Responsible Finance Officer**

Countersigned by:..... **Chair to the Parish Council**

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

| Who | Detail | Method | Amount |
|---------------------------------|--|--------|--------|
| Lloyds Bank | Bank Interest | DEP | 199.35 |
| Brantham Athletic Football Club | Deposit for hire of LPF on 22-23 June 2024 | DEP | 250.00 |

Presented by:..... **Sarah Keys, Responsible Finance Officer**

Countersigned by:..... **Chair to the Parish Council**



BRANTHAM
Parish Council

PAPER 7

Brantham Parish Council
34 Sycamore Way
Brantham
CO11 1TL
07807 799480

clerk@branthamparishcouncil.co.uk
www.brantham.onesuffolk.net

CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2025

Neighbourhood CIL is governed by the CIL regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.

1. CIL Resources available

CIL Funding currently stands at:

| Financial Year | Income | Expenditure | CIL running Total | Timescales |
|----------------|--------------------|-------------------|-------------------|-------------------------------|
| 2018-19 | £2,556.87 | | £2,556.87 | SPENT |
| 2019-20 | £104.01 | | | SPENT |
| | £3,258.75 | | £5,919.63 | SPENT |
| 2020-21 | £3,258.67 | | | SPENT |
| | £2,681.48 | | £11,859.78 | SPENT |
| 2021-22 | | | £11,859.78 | |
| 2022-23 | £9,734.69 | | | SPENT |
| | £7,747.54 | £10,123.64 | £19,218.37 | SPENT |
| 2023-24 | £53,848.41 | | | 14.04.28 |
| | £28,861.09 | £34,323.89 | £67,603.98 | 13.10.28 |
| 2024-25 | £24,987.32 | £689.75 | £91,901.55 | |
| Committed | | | £91,901.55 | Balance after committed funds |
| Totals | £112,051.51 | £45,137.28 | | |

2. Projects completed as bids against the Neighbourhood CIL pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out.

| Project | Budget | Predicted Cost | Sources of External Funding | Neighbourhood CIL (Parish) Funding | Start date | Current Position |
|------------------------------------|--------|----------------|-----------------------------|------------------------------------|------------|------------------|
| Replacement bench - at parish sign | None | £310.00 | £0 | £310.00 | May-24 | |
| Replacement play area signs | None | £379.75 | £0 | £379.75 | Jan-24 | |

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

| Project | Budget | Predicted Cost | Sources of External Funding | Neighbourhood CIL (Parish) Funding | Start date | Current Position |
|---------|--------|----------------|-----------------------------|------------------------------------|------------|------------------|
| | | | | | | |

4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online.

Items highlighted in GREY will be identified as on an "as and when demand" as the parish continues to grow

| Project | Budget | Predicted Cost | Sources of External Funding | Neighbourhood CIL (Parish) Funding | Additional consultation required | Further information |
|-------------------------------------|----------------------|----------------|--|------------------------------------|--|---------------------|
| Skate Park at LPF | None allocated | £100,000 | Neighbourhood CIL (BDC), and external funding | Unknown | Consultation with Brantham residents and PC needed | |
| Village Hall | None allocated | Unknown | Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding | Unknown | Consultation with Brantham residents and PC needed | |
| Signage for cycleway to Manningtree | None Allocated | £14000-£17000 | SCC Locality Budget | £Unknown | PC Approval needed | |
| Crossing on A137 | None allocated | £150,000 | S106? /locality funding | £unknown | Community Consultation needed | |
| Other major projects | None allocated | Unknown | To be determined | | Subject to consultation | |
| New Grit Bins | On as an when basis | | | Neighbourhood CIL (Parish) | | |
| New Waste Bins | On as and when basis | | | Neighbourhood CIL (Parish) | | |

Brantham Parish Council

Donations for the year ending 31 March 2025 using the General Power of Competence*

| Recipient | Reason for request | Amount Requested | Actioned | Minute no. |
|--------------------------------------|--------------------------------|------------------|----------|-------------|
| Village Hall Brantham | Purchase of new tables | £233 | | PC 05.24.09 |
| Manningtree & District Community Bus | Contribution towards bus costs | £250 | | FC 05.24.06 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | |
|--|--|--|--------|
| Subtotal of expenditure incurred to date | | | £483 |
| Less Funding agreed from Horticulture fund | | | |
| Total Expenditure incurred in 2024-25 | | | £483 |
| Donations budget for 2024-25 | | | £3,000 |
| Funding carried over from 2023-24 | | | £151 |
| Donations over/underspend for 2024-25 | | | £2,668 |

* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012.

At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)

Cattawade Picnic Site Re-Development

CIL Funding Application

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| - Website Address | |
| - Contact Telephone Numbers | |
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Introduction

This application is being made by the River Stour Trust (RST) for CIL supported funding to re-develop and improve the Cattawade Picnic Site at Brantham (Postcode CO11 1QW).

Organisation / Group Details

Organisation/Group Name: River Stour Trust (RST)

Addresses:

Registered Office: The Granary, Quay Lane, Sudbury, CO10 2AN

Administrative Office: Visitor Education Centre, Dover House Meadow, Great Cornard, Suffolk, CO10 OGF

Contact Email Addresses:

Richard Blay (Applicant on behalf of the RST): richardblay34@gmail.com

Catherine Burrows (River Stour Trust Administrator): administrator@riverstourtrust.org

Website Address: www.riverstourtrust.org

Contact Telephone Numbers:

Richard Blay (Applicant on behalf of the RST): 01206 396367 or mobile 07787 840490

Catherine Burrows (River Stour Trust Administrator): 01787 313199

Registered Charity no. (if applicable): 257806

If you are part of a larger organisation enter its name: Not applicable

Organisation Aims and Objectives

The RST is a charity formed in 1968 to fight an attempt to close the River Stour navigation. The Trust's main objectives are to:

1. Restore and conserve the River Stour navigation, and facilities relating thereto
2. Educate the public and other bodies about the use and benefits of the navigation
3. Promote the collection and dissemination of knowledge about the River Stour.

The Trust's main achievements and activities since its formation include the following.

- Securing the right of navigation on the River Stour, thereby protecting the Stour for the use and pleasure of future generations
- Restoring locks along the Stour including, for example the locks at Flatford and Stratford St Mary (already restored), and the restoration of Dedham Lock (to be completed in 2024)
- Setting and managing the Cattawade Picnic Site and the Visitor and Education Centre at Great Cornard.
- Running leisure and education events e.g. the annual Sudbury to the Sea event

- Running passenger trip services on the Stour at Flatford and at Sudbury
- Undertaking active maintenance on the busiest sections of the Stour, e.g. fallen tree and debris clearance, and bank-side facility repairs.

Except for two part-time administrative employees, the RST is run and staffed entirely by volunteers. This includes the RST's governing body (the RST Council), its passenger boat skipper volunteers, and its River Maintenance Group (RMG).

More detailed information about the RST can be found on its website at www.riverstourtrust.org

Cattawade Picnic Site Re-Development Overview

The Cattawade picnic site is owned by the RST and run by them for the benefit of the public. It is one of the most well used and popular sites on the River Stour, being one of the very few places on the river where canoeists and paddleboarders can gain easy access to the river for leisure purposes. Use of the site by the public is free. Facilities at the site include a car park, a canoe portage / jetty, picnic tables and a riverside seat. In early 2023 the RST initiated a programme of re-development to improve the site for community use.

The overall re-development consists of the following four items of work.

1. Installation of new fencing and edge support timbers around the car park and pedestrian walkway (Fencing Works)
2. Extension of, and repairs to the car park and pedestrian walkway surfaces (Car Park and Walkway Works).
3. Installation of two new wheelchair access picnic tables (Picnic Area Works)
4. Installation of a new canoe portage jetty. (Jetty Works).

The RST has raised and used its own funds to cover item 1, (already substantially completed), and is now seeking CIL funding support to cover the costs of undertaking items 2 and 3, which the RST would like to implement during the summer this year (2024). Item 4 (new jetty) is currently going through an options assessment and design phase before this is progressed further in terms of obtaining permissions and funding.

A description of the re-development work relating to items 2 and 3 is provided below.

Car Park and Walkway Works

Car Park

The car park is frequently full and sometimes congested between April and October each year, and the RST, therefore, proposes to extend the car park into waste ground areas within the site to increase the existing parking capacity to accommodate at least 4 additional vehicles.

Last year the RST replaced degraded edge support timbers around the car park, and also installed new rail fencing around the car park perimeter. The remaining section of fencing to be completed on the riverside of the car park will be completed this summer (2024) and this will include a lockable 12' gate at the bottom of the car park to stop vehicles driving on to the picnic area.

It is proposed that extension of the car park will be achieved by filling in a small waste area at the top of the car park (see Area A on the diagrams in Appendix 2), and by infilling the larger area (Area B) at

the riverside end of the car park. In addition, infilling repairs are needed around the car park edges (Areas C and D) and in the lower central car parking area (Area E).

All the car park and walkway diagrams included on the following three pages are approx. to the scale of 1cm: 1 meter.

Photographs of all the proposed work areas are provided in Appendix 4.

Walkways

There is an existing raised pedestrian walkway from the car park to the picnic area and riverside. The RST is proposing to widen this walkway to provide improved access for wheelchair users and to allow for two-way walking traffic carrying canoes etc. along the path. New fencing and edging support timbers have already been partially installed along the walkway but to complete the widening work there is a need to infill Area G (see Appendix 2 – Walkways Section diagrams).

At the lower end of the picnic area en-route to the canoe portage jetty there is an area ground that is prone to being waterlogged (see Photo 10 in Appendix 4). The RST proposes to construct a new 5-meter-long section of bridging path (walkway) across this area to improve the walking route to the jetty (see Area H in Appendix 2 – Walkway Sections diagrams).

The final task to be undertaken on the existing walkway is to widen each of the existing 3 concrete ramps to enable improved wheelchair access from the raised path to the picnic area.

Car Park and Walkway Works Approach

It is planned that the Car Park and Walkways Works will be undertaken by a combination of RST volunteers (members of the River Maintenance Group), and by volunteers from the Waterways Restoration Trust (WRT).

Preparatory ground works for the car park extensions, and remaining fence / gate construction at the riverside end of the car will be undertaken by the RST, volunteers, and then the main works will be undertaken by WRT volunteers over an arranged working that has been provisionally booked for the 17th and 18th August 2024. These volunteers include licenced digger and plant operators.

Car Park and Walkway Works Costs and Funding Request

The CIL funding request to Brantham Parish Council is to cover materials and plant hire costs for the Car Park and Walkway Works (project item 2). These costs amount to a total of £3941 ex VAT (£4729 Inc VAT) and are summarized in Appendix 2.

Picnic Area Works

Of the four existing tables in the picnic area, one is new (installed by the RST last year), and an one old concrete framed table was repaired last year with new timbers. The other two small composite tables at the site are in a damaged and unsatisfactory state, having become twisted and buckled over time. (see photos 15,16 and 17 in Appendix 4).

The RST's plan is to replace the two existing damaged picnic tables with new concrete framed and timber topped tables designed for wheelchair access in accordance with the details provided in Appendix 3.

Picnic Works Approach

The existing two damaged picnic tables will be dismantled, and it is hoped that it may be possible to re-use and combine undamaged parts from these tables to construct a small picnic table at the RST's separate Stratford St Mary lock site, which currently lacks any picnic facility. The new wheelchair access tables then installed at the Cattawade site will be put on concrete plinth foundations, and bolted down for security.

Picnic Works Costs and Funding Request

The RST requests CIL funding to cover the total cost of £1,645 ex VAT (£1,975 Inc VAT) to install the two new picnic tables. A cost breakdown is provided in Appendix 3.

Project Beneficiaries

It is estimated that the Cattawade picnic site has between 5500 and 8000 users each year for leisure activities, rest, and relaxation purposes. Most users are from the local community and surrounding areas within a fifteen-mile radius, including the larger towns of Ipswich, Colchester, Clacton, Frinton, Harwich and Hadleigh. Some users come from much further away for day excursions on the river.

Users of the river are anyone (both male and female) between the ages of 15 and 75. However the site is popular with families as well as individuals, and users can be of all ages, ability, and mobility. In addition, the site is popular with activity groups such as canoe clubs and scout groups.

One of the reasons for the re-development project is to further improve the site for, and to encourage disabled users by ensuring that the new picnic tables can accommodate wheelchairs, and by widening the walkway for wheelchair use.

Project Sustainability

The re-development project aligns to environmental, economic, and social sustainability principles as follows.

Environmental sustainability

The project will significantly improve the utility and visual appearance of the existing site. Materials to be used will be almost totally of natural stone and timber, and will be long lasting with minimal ongoing maintenance requirements for at least 15-20 years. All soil to be dug out as part of the works will be re-distributed within the site and grassed over (rather than removed to landfill). Use of powered plant for the Works will be minimal and of only short duration, thereby rendering pollution risk almost negligible from the works to be undertaken. It is planned that only old and rotten treated timbers that cannot be recycled or burned will be removed from the site to landfill (no more than one 8 yd skip of waste).

Economic Sustainability

Use of the site is free to the public and there are no plans to change this situation. The RST wishes to encourage wider and increased use of the site by people of all ages, means, and abilities. The site represents a valuable community facility for the Brantham area and wider locality, and it will encourage more tourism visits to appreciate and utilize the local Cattawade, River Stour and Dedham Vale AONB areas.

Social Sustainability

The site's use for physical activities and relaxation promotes well-being, physical fitness, and appreciation of the natural world. The re-development focus on improving the site for disabled use and all ages promotes inclusivity and quality of life.

CIL Funding Request Summary

The RST has not previously received any funding support from Brantham Parish Council within the last 5 years.

This application is for CIL funding for a total of £5,586 ex VAT (£6,704 Inc VAT) – see breakdown below.

| Project Item | Cost Ex VAT | Cost Inc VAT |
|----------------------------|--------------------|---------------------|
| Car Park and Walkway Works | £3,941 | £4,729 |
| Picnic Area Works | £1,645 | £1,975 |
| TOTAL | £5,586 | £6,704 |