



Paper submitted by the Clerk to the Council at the Parish Council meeting on 05 March 2025

**Parish Clerk's Report – March 2025**

**a) To review actions from the previous meeting**

MINUTE NO.	ACTION	ONGOING/ DISMISSED
PC 02.25.06 – PUBLIC FORUM	Contact Environment Agency and make them aware of fly tipping on the red bridge. <i>Completed – my contact has been passed to the local team and I am currently awaiting a response</i>	Dismissed

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

- Met with Police to discuss issues of anti-social behaviour on Brantham Open Space
- Drafted Letter and Survey in partnership with Community Action Suffolk for Affordable Housing project
- Drafting CIL bid for BDC for Skate Park Project
- Notified BDC ref. Cllr Kanaris' resignation. Notice posted by Babergh District Council. No request for election made and therefore co-option can proceed

**c) To receive items of correspondence for noting only**

**ITEM ONE**

**From:**

**From:**

**Sent:** 05 February 2025 11:26

**To:** 'Lesley Cherry' <lesley.cherry@branthamparishcouncil.gov.uk>; Sarah Keys <clerk@branthamparishcouncil.gov.uk>

**Cc:** Ben Heather <Ben.Heather@suffolk.gov.uk>; Oliver Wastell <Oliver.Wastell@suffolk.gov.uk>; Jenny Moss <Jenny.Moss@suffolk.gov.uk>

**Subject:** Walked route on south side of A137 from the rail bridge by the Bull/Newmill Lane

Hi,

I would just like to keep a record of the fact that I have walked and cycled the path shown below (between PRoW11 & PRoW9) on many occasions over the past year without being challenged by the land owner. The landowner last year installed a gate where I remember once seeing a public footpath sign and stile. Since the gate has been installed there have been more cyclist using the route(see cycle tracks left in recent days on photos below). Accessing the bridleway(PRoW11) by the railway bridge is poorly sign posted, requires mounting a raised curb...

Regards

**From:**

**Sent:** 22 February 2024 09:56

**To:** 'lesley.cherry@branthamparishcouncil.co.uk'

**Subject:** Walked route on south side of A137 from the rail bridge by the Bull/Newmill Lane

Hi,

I would just like to keep a record of the fact that I have walked and cycled the path shown below (between FP15 & FP16) on many occasions over the past year without being challenged by the land owner.

Regards

**CLERK'S UPDATE:** *Noted.*

#### ITEM TWO

**From:** JONES, Alexander <alexander.jones@suffolk.police.uk>

**Sent:** 18 February 2025 15:06

**To:** Sarah Keys <clerk@branthamparishcouncil.gov.uk>

**Subject:** RE: Photo ref e-bikes BRANTHAM

Hello,

Thank you for your time and report.

The reference for the CAD report is SC-17022025 -249. Patrols should be happening more in the area this week and coming weeks dependant on the force demand.

Thank You  
Alex

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PC 5173 Alex Jones

#### ITEM THREE

**From:** Emrhys Barrell

**Sent:** 23 February 2025 15:50

**To:** clerk@branthamparishcouncil.gov.uk

**Cc:**

**Subject:** OPENING OF DEDHAM LOCK. 24TH MAY

The Clerk, Brantham Parish Council

On behalf of the Trustees of The River Stour Trust I would like to invite your chairman and your councillors to the opening of Dedham Lock on Saturday 24th May, 2pm. CO7 6DH.

The lock will be opened by the Trust's Vice President, Griff Rhys Jones.

The Stour forms the boundary between Suffolk and Essex, and the councils on either side, so we always invite representatives from both sides of the river and along its full length to our events, to update them on what the Trust is doing along the river and celebrate this wonderful asset to all our communities. In fact Dedham Lock itself is right on the county boundary.

As you will probably know, the Trust is investing a lot of time and money in enhancing and improving the Cattawade Picnic Site, which we took over from Suffolk CC and are now making into a major asset for the local and wider communities. This will allow everyone to freely access the river.

Reopening Dedham Lock opens up the length of the Stour from Cattawade to Langham, and will allow the Trust's electric passenger boats to travel the whole of this seven-mile stretch of river.

The rest of the 25 mile navigation to Sudbury is mainly only useable by canoes and portable craft, with the last two miles from Henny to Sudbury navigable by the Trust's passenger boats.

The £150,000 project to fit new gates to Dedham Lock has been carried out by the Trust, with £110,000 of funding from various grant providers, and the balance coming from the money raised by the Trust's volunteers in our passenger trip boats at Flatford and Sudbury. We have also received support from the Environment Agency, which is responsible for the management of the river.

Grant providers:   Enovert Community Trust  
                          The Garfield Weston Trust  
                          The Pilgrim Trust  
                          Essex Heritage Trust  
                          Dedham Parish Council

The River Stour Trust was formed in 1968 to fight a proposal to extinguish the right of navigation on this beautiful river, and preserve it for the benefit of the communities along its length, and for the 750,000 visitors who come every year from around the world to Constable Country.

Since then the Trust has built or restored four locks, rescued an 18th Century Granary at Sudbury from demolition, and built a Visitor Centre at Cornard. It has raised over £2m in grants and donations, and now owns or manages assets worth over £3m. 200,000 people have enjoyed the river in its passenger boats, and children from local schools have been introduced to nature and our industrial heritage.

The restored River Stour is now the heart of a 25 mile natural park that runs from Sudbury through Dedham Vale to the sea. It is there for everyone to enjoy, whether canoeing, walking beside it, fishing in it, or just enjoying the myriad species of animals and birds. It is part of a landscape that Constable painted and loved but it also brings an economic benefit to the region of £70m per year.

We will also be inviting BBC TV News and ITV News, plus local radio and press, all of who cover the Trust's events.

A more detailed invitation will be sent out closer to the day, but at this stage we would appreciate you confirming how many of your councillors will be able to make that date.

Many Thanks

Emrhys Barrell  
Vice President  
The River Stour Trust  
[www.riverstourtrust.org](http://www.riverstourtrust.org) Tel: 07703 218906

#### ITEM FOUR

**From:** Office at Brooklands Primary School <office@brooklands.omat.org.uk>

**Sent:** 24 February 2025 13:43

**To:** clerk@branthamparishcouncil.gov.uk

**Subject:** Brooklands Concerns

Hi Sarah,

I hope this email finds you well.

We have been having increasingly receiving more complaints regarding dog mess around the entrances of the school along with the green that runs at the front of the school. This is then being stepped in by multiple children and walked through our premises, this then often resulting in staff cleaning it or parents taking their children back home to swap their shoes and missing learning time.

We have also had an increase of poor parking from our families, which we have tried to communicate with them previously e.g. safety. Is there anything the parish can do to support drop ins around pick up and drop off to explain parking safety.

Sorry to ask, and thank you in advance for any suggestions you have.

Kind regards,

Lucia Cooke

Administration Assistant

**CLERK'S UPDATE:** Response sent.

#### ITEM FIVE

From:

Sent: 25 February 2025 12:02

To: clerk@branthamparishcouncil.gov.uk

Subject: Slough Road

Good morning Sarah

Out walking along Slough Road recently with a friend we were taken aback to see the bushes on the right side of the road shown in the attached photo being used as a dog poo bin. At the moment there are 12 bags laying or hanging there.

The bushes are opposite a road sign for East Bergholt but having looked at a map the bushes appear to be in Brantham.

Can we suggest that the bushes need (a) cleaning out and a poo bin installed or (b) the bushes removed altogether, but then no doubt somewhere else along there will be found and used for that purpose!

I look forward to hearing from you.

Many thanks and regards

**CLERK'S UPDATE:** Reported to Babergh District Council's Street Cleansing team  
Response sent to resident



# *Pleass Thomson & Company*

Solicitors

Your Ref:

Our Ref: SH/Beales BEA085

Date: 18 February 2025

Brantham Parish Council  
Thornfield Cottage  
Windmill Road  
Bradfield  
CO11 2QW



*Registered Office:*  
Rosemary Chambers,  
91-93 Rosemary Road West,  
Clacton-on-Sea,  
Essex CO15 1EP

Dear Sirs

Telephone: (01255) 221133

Facsimile: (01255) 220055

Dx: 34654 Clacton 1

E-mail: [solicitors@pleassthomson.co.uk](mailto:solicitors@pleassthomson.co.uk)

**Re: Land at Brantham Place, Church Lane, Brantham, Suffolk**

We are instructed by Victoria Beales, owner of 14 Bailey Gardens in relation to the land above: specifically, the Public Open Space forming part of the land. A number of issues have been raised by our client and other residents in relation the repair and maintenance of the area and safety provisions.

We have obtained the enclosed Document 7777629 from the local authority which is a detailed plan with annotations and notes which comprise the scheme under which the Public Open Space is to be managed. This scheme was proposed by the developer of the land and approved by the Council in accordance with a s106 Agreement dated 1 September 2020.

The Public Open Space is to be managed by Granville Estates Limited in accordance with the scheme. In accordance with the s106 Agreement the land could be transferred to a management company who would then be responsible for maintenance; this has not taken place, and the land is still the responsibility of Granville Estates Limited.

We understand that volunteers from the Parish have taken it upon themselves to maintain the Public Open Space; we are providing this information to you so that the Public Open Space will be maintained in accordance with the Scheme and all future enquiries in relation to the same will be forwarded to Granville Estates Limited.

Yours faithfully

**Pleass Thomson & Co**

Encs

*Offices also at: 1 Ladysmith Avenue, Brightlingsea, Essex. CO7 0JB*

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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 (5.15) – 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)

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.

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 *(SUBJECT TO ADDITIONS)***

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (Inv. TBC)	BACS	TBC		TBC
Birketts	Legal Advice ref. Pumping station	BACS	3300.00	660.00	3960.00
T A Mirtahmasebi	Purchases for Easter display at Village Sign	BACS	66.72		66.72

**Accounts Paid since 05 February 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff	February 2025 Salaries, Clerk & Assistant Clerk Office Allowance	BACS	2963.13		2963.13
Microsoft	Monthly Subscription Charges – February 2025	DD	20.60	4.12	24.72
Brantham Village Hall	Support for running costs - February 2025	BACS	416.67		416.67
Virtual Landline	Phone number for Parish Council	Direct Debit	7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	Direct Debit	27.00		27.00
NEST	Clerk's Pension	Debit Card	106.73		106.73
Wybone	Litter Bin	Debit Card	207.00	41.40	248.40
East of England Co-op	1 <sup>st</sup> class Stamps	Debit Card	13.20		13.20

**Items paid following authorisation at meeting of 05 February 2025**

Payee	Detail	Method	NETT	VAT	TOTAL
Dave Childs	Grounds Maintenance (inv. 2124)	BACS	225.00		225.00
Brantham Village Hall	Hall Hire – December & January (Inv. 1123)	BACS	66.00		66.00
Adrian Cherry	Re-surfacing of path alongside Merriam Close Play area	BACS	2320.00		2320.00

Receipts allocated since 05 February 2025

Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	BACS	160.86

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.

## Brantham - Housing Needs Survey

### We Need Your Help

01 March 2025

Dear Resident of Brantham,

The Parish Council are concerned that the lack of affordable housing in the parish may be preventing local people from continuing to live in the parish they have long called their home. As such, we are working with Community Action Suffolk - an independent charity - to carry out a **Housing Needs Survey**. This would provide the evidence that would either support or allay our concern and potentially provide a pathway towards the delivery of a local affordable housing scheme. The survey will also seek to establish if there is any other type of home required by local people, for which there is an insufficient supply currently in the parish.

Housing needs can be varied and are not just about affordability. You might be looking for your first home, you might need a larger home, or you may be looking to downsize to somewhere easier to manage over the next few years. The survey should also pick up hidden needs, for example, people living outside the village with a connection to Brantham who would like to return if the right kind of housing was available.

Prevailing planning policy means that it's unlikely *open market* housing of any real scale will be consented to within the parish, but an Affordable Housing "Rural Exception Site" stands a better chance, providing the right process is followed, and the Housing Needs Survey is an essential part of it.

**Part One** of the survey is for ALL residents to complete. It will seek views from every household about housing. Please answer as many of the questions as you can. In particular, we ask you to complete questions 10 to 15 as your answers will help the Parish Council understand whether there is support for any housing in the future and if there is, what type of housing and where in the village.

**Part Two** is for completion by households or individuals who consider themselves to be in need of housing.

If you have any family members who have moved away from Brantham in the last five years because they have not been able to find a suitable home, please answer **question 9**. An additional survey form can be requested from the Parish Council which they will need to complete.

A paper copy of the survey will be delivered to your home. The survey can be returned directly to Community Action Suffolk using the pre-paid envelope provided, however where possible we would like surveys to be completed online using the unique code on the front at [www.ga.1sixty.net](http://www.ga.1sixty.net) as this will help us to keep costs down.



## **Brantham - Housing Needs Survey We Need Your Help**

Although commissioned by the Parish Council, the survey will be completely independent, and your privacy will be respected. The results will be analysed by CAS and at no stage will any personal information be shared with the Parish Council or any third parties. You will have one month to complete the survey and return it to CAS by **31 March 2025**.

Finally, if you are interested in occupying an Affordable house and feel that you might be eligible, we would encourage you to register with [www.gatewaytohomechoice.org.uk](http://www.gatewaytohomechoice.org.uk) as that will further evidence of an affordable housing need in the parish.

If you require help completing the survey form, please get in touch with the Suffolk Rural Housing Enabler at CAS, Sue Downs [sue.downs@communityactionsuffolk.org.uk](mailto:sue.downs@communityactionsuffolk.org.uk) .

Members of the Parish Council will also be pleased to help you, if you prefer, and can be contacted via our clerk using this email address: [clerk@branthamparishcouncil.gov.uk](mailto:clerk@branthamparishcouncil.gov.uk) .

We appreciate your cooperation and look forward to your valuable input.

Yours faithfully



Mal Bridgeman

Chairman, Brantham Parish Council

**For the Parish Council to accurately represent the views and needs of villagers in  
Brantham it is important you complete the Housing Needs Survey.**

**Thank you for your time and support.**



If you prefer to complete this survey on-line, please go to [www.qa.1sixty.net](http://www.qa.1sixty.net) and input the unique code which can be found at the top of this page

# **BRANTHAM**

## **LOCAL HOUSING NEEDS SURVEY**

### **Closing Date:**



**© Community Action Suffolk 2023**

**The Local Housing Needs Survey (HNS) has been designed and produced by Community Action Suffolk (CAS) and should under NO circumstances be used shared, copied or re-produced for any use without full written and agreed permission from CAS.**

**The sole purpose of this HNS is to collect data from residents (and those with a connection to Parish/Town) in relation to housing to inform the Town or Parish Council or the group or body commissioning the HNS of (if any) the most suitable housing required. CAS is not able to influence any subsequent decisions made by the Town or Parish Council or the group or body commissioning the HNS.**

This is a real opportunity for you to help shape the future of your parish, so please take the time to complete and return your questionnaire.

### **COMPLETION OF THIS SURVEY**

The Person completing this questionnaire should complete the answers on behalf of the entire household. Only one questionnaire is required per household. A household is one of the following:

1. One person living alone
2. Two or more people (not necessarily related) living at the same address with common housekeeping and who share either a living/sitting room or at least one meal a day.

It is important that you answer as many questions as you can. Most questions are answered via a tick box, but some invite your comments.

#### **The Housing Needs Survey is divided into two parts:**

- Part 1:** Requests general household information about the type of home you live in and the people who live there and is relevant to all residents.
- Part 2:** Invites you to answer questions if someone living in your household has a current housing need or is likely to have within the next five years.

**If you have NO Housing Need please do not complete Part 2**

#### **To complete your questionnaire, please**

1. Complete the survey on-line [www.qa.1sixty.net](http://www.qa.1sixty.net) using the code on the front page
2. Complete by hand, place in the sealed self-addressed envelope and post back to Community Action Suffolk.
3. The final date for completion is **xxxxxxx 2025**

**If you need this survey in a different language or format, if you would like help completing the Housing Needs Survey or if you have any questions about it, please contact:**

Sue Downs 01473 345379 Email: [sue.downs@communityactionsuffolk.org.uk](mailto:sue.downs@communityactionsuffolk.org.uk)

### **General Data Protection Regulations 2018**

All information you provide on this form will be held in the strictest of confidence by Community Action Suffolk. The anonymous aggregated results will be held by the District Council and Parish Council or other relevant organisation. Information gathered will be used for the purpose of identifying housing needs only.

## PART 1 GENERAL INFORMATION

*To be completed by all households*

**Q1) Please indicate the total number of people living in your household.**

1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q2) Please indicate the age and gender of all those (including yourself) living in the current household, using the table below:**

**Please write the number of residents of each age group and gender in the appropriate boxes**

**1 = 1 Person    2 = 2 People    3 = 3 People    4 = 4 People    5 = 5 People    6 = 6 People**

Female 0-9	<input type="checkbox"/>
Female 10-14	<input type="checkbox"/>
Female 14-19	<input type="checkbox"/>
Female 20-29	<input type="checkbox"/>
Female 30-39	<input type="checkbox"/>
Female 40-49	<input type="checkbox"/>
Female 50-59	<input type="checkbox"/>
Female 60-69	<input type="checkbox"/>
Female 70-79	<input type="checkbox"/>
Female 80-89	<input type="checkbox"/>
Female 90+	<input type="checkbox"/>

Male 0-9	<input type="checkbox"/>
Male 10-14	<input type="checkbox"/>
Male 14-19	<input type="checkbox"/>
Male 20-29	<input type="checkbox"/>
Male 30-39	<input type="checkbox"/>
Male 40-49	<input type="checkbox"/>
Male 50-59	<input type="checkbox"/>
Male 60-69	<input type="checkbox"/>
Male 70-79	<input type="checkbox"/>
Male 80-89	<input type="checkbox"/>
Male 90+	<input type="checkbox"/>

**Q3) Please indicate the ethnicity of all those in your household, using the examples below. (Please note, this question is optional).**

**1 = 1 Person    2 = 2 People    3 = 3 People    4 = 4 People    5 = 5 People    6 = 6 People    etc.**

Please note, this question is optional

White: English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	Mixed/multiple ethnic groups: Other Mixed	<input type="checkbox"/>	Black/African/Caribbean/Black British: Caribbean	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>	Asian/Asian British: Indian	<input type="checkbox"/>	Black/African/Caribbean/Black British: Other Black	<input type="checkbox"/>
White: Gypsy or Irish Traveller	<input type="checkbox"/>	Asian/Asian British: Pakistani	<input type="checkbox"/>	Other ethnic group: Arab	<input type="checkbox"/>
White: Other White	<input type="checkbox"/>	Asian/Asian British: Bangladeshi	<input type="checkbox"/>	Other ethnic group: Any other ethnic group	<input type="checkbox"/>
Mixed/multiple ethnic groups: White and Black Caribbean	<input type="checkbox"/>	Asian/Asian British: Chinese	<input type="checkbox"/>	Do not want to say	<input type="checkbox"/>
Mixed/multiple ethnic groups: White and Black African	<input type="checkbox"/>	Asian/Asian British: Other Asian	<input type="checkbox"/>		
Mixed/multiple ethnic groups: White and Asian	<input type="checkbox"/>	Black/African/Caribbean/Black British: African	<input type="checkbox"/>		

**Q4) Who owns the property you currently live in?**

Please tick one of the following

Owned: Owned outright	<input type="checkbox"/>	Private rented: Private landlord or letting agency	<input type="checkbox"/>
Owned: Owned with a mortgage or loan	<input type="checkbox"/>	Private rented: Employer of a household member	<input type="checkbox"/>
Shared ownership (part owned and part rented)	<input type="checkbox"/>	Private rented: Relative or friend of household member	<input type="checkbox"/>
Affordable or social rented: Rented from council (Local Authority)	<input type="checkbox"/>	Private rented: Other	<input type="checkbox"/>
Affordable or social rented: Other – e.g., rented from a housing association	<input type="checkbox"/>	Living rent free	<input type="checkbox"/>

**Q5) Is the property you are occupying in the parish your main home?**

Please tick one box

Main Home	<input type="checkbox"/>	Second Home	<input type="checkbox"/>	No home in parish	<input type="checkbox"/>
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**Q6) Please indicate the type of home you currently live in.**

Please tick one box

Terraced House	<input type="checkbox"/>	Detached Bungalow	<input type="checkbox"/>	Mobile Home/Park Home	<input type="checkbox"/>
Semi-detached House	<input type="checkbox"/>	Semi-detached Bungalow	<input type="checkbox"/>	Specially Adapted Housing	<input type="checkbox"/>
Detached House	<input type="checkbox"/>	Bed Sit / Studio	<input type="checkbox"/>	Other, please specify below	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Sheltered Housing	<input type="checkbox"/>		
Flat	<input type="checkbox"/>	Residential Home	<input type="checkbox"/>		

**Q7) How many bedrooms does your home have?**

Please tick one box

One Bedroom	<input type="checkbox"/>	Three Bedrooms	<input type="checkbox"/>	Five Bedrooms	<input type="checkbox"/>
Two Bedrooms	<input type="checkbox"/>	Four Bedrooms	<input type="checkbox"/>	More than 5 Bedrooms	<input type="checkbox"/>

**Q8) How many years have you lived in the parish?**

Please tick one of the following

Less than 1 year	<input type="checkbox"/>	5 -10 years	<input type="checkbox"/>	20-30 years	<input type="checkbox"/>
1-5 years	<input type="checkbox"/>	10 - 20 years	<input type="checkbox"/>	30+ years	<input type="checkbox"/>

**Q9) Have any members of your family moved away from the parish in the last 5 years due to not being able to find a suitable home in the parish?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you answered yes and family members want to move back into the parish, please contact the Parish Council for an additional survey form.

**Q10) If a need should be identified would you be supportive of a small development of affordable/social homes (4-8 homes) for people from or connected to the parish?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Q11) Would you be supportive of a small development of (4-8 homes) of mainly affordable/social housing for people from the parish), but which also included a small number of houses for sale on the open market? (to make the development viable)**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Q12) Would you be supportive of a small development (4-8 homes) of housing for sale on the open market?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Q13) Would you be supportive of a Community Led Housing project? (A more detailed explanation of Community Led Housing can be found at the end of this survey.)**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Q14) Would you or a member of your household be interested in being personally involved in a Community Led Housing project?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Q15) What new housing would the household like to see in your parish?**

**OPINIONS** - Please tick one or more of the following.

Homes for single people (1 bedroom)	Affordable	<input type="checkbox"/>
Homes for single people (1 bedroom)	Open Market	<input type="checkbox"/>
Homes for couples (1-2 bedrooms)	Affordable	<input type="checkbox"/>
Homes for couples (1-2 bedrooms)	Open Market	<input type="checkbox"/>
Small family homes (2-3 bedrooms)	Affordable	<input type="checkbox"/>
Small family homes (2-3 bedrooms)	Open Market	<input type="checkbox"/>
Large family homes (4+ bedrooms)	Affordable	<input type="checkbox"/>
Large family homes (4+ bedrooms)	Open Market	<input type="checkbox"/>
Housing suitable for older people	Affordable	<input type="checkbox"/>
Housing suitable for older people	Open Market	<input type="checkbox"/>
Self-build/custom build houses	Affordable	<input type="checkbox"/>
Self-build/custom build houses	Open Market	<input type="checkbox"/>
Co-housing, (a group of homes with some shared facilities to enhance sense of community)	Affordable	<input type="checkbox"/>
Co-housing, (a group of homes with some shared facilities to enhance sense of community)	Open Market	<input type="checkbox"/>
Other Please Specify		<input type="checkbox"/>
None		<input type="checkbox"/>

**Q16) Does the household own or have any suggestions for:**

**Suitable development sites in the parish (including previously developed land)**

**Empty homes in the parish?**

**Redundant buildings in the parish?**

**Q17) Does the current household or anyone in the current household require housing within the next 5 years?**

**Yes**

☐

**No**

☐

If **NO**, you do not need to complete the rest of the survey.  
If **YES**, please continue to complete part 2 of the survey

**If you have NO housing needs, you do not need to complete the rest of the survey.  
Please return your completed PART 1 of the Survey to CAS in the self-addressed envelope provided**

## PART 2 – HOUSING NEEDS

This section **ONLY** needs to be completed by households **WITH** a Housing Need

In this section the Housing Needs Survey asks for current financial & employment details. All information provided will be treated in the strictest confidence and will only be used for the purpose of identifying the type of tenure, for example renting, shared ownership, or open market purchase which would be suitable for the applicant(s) in their financial circumstances.

**Each person or future household in need MUST complete a separate form. Additional forms are available from the Parish Clerk**

### Q18) Which best describes your current situation?

Please tick one box

Living in the parish	<input type="checkbox"/>
Live outside parish but have lived in parish in the last 5 years	<input type="checkbox"/>
Live in adjoining parish	<input type="checkbox"/>

Work in the parish	<input type="checkbox"/>
Have close family in the parish	<input type="checkbox"/>
Other please specify	<input type="checkbox"/>

### Q19) Please indicate the total number of people in the future household.

Please tick one box

1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q20) Please indicate the age and gender of all those in housing need (including yourself) that will form the future household, using the table below:**

**Please write the number of those in housing need in each age group and gender in the appropriate boxes**

**1 = 1 Person    2 = 2 People    3 = 3 People    4 = 4 People    5 = 5 People    6 = 6 People**

Female 0-9	<input type="checkbox"/>
Female 10-14	<input type="checkbox"/>
Female 14-19	<input type="checkbox"/>
Female 20-29	<input type="checkbox"/>
Female 30-39	<input type="checkbox"/>
Female 40-49	<input type="checkbox"/>
Female 50-59	<input type="checkbox"/>
Female 60-69	<input type="checkbox"/>
Female 70-79	<input type="checkbox"/>
Female 80-89	<input type="checkbox"/>
Female 90+	<input type="checkbox"/>

Male 0-9	<input type="checkbox"/>
Male 10-14	<input type="checkbox"/>
Male 14-19	<input type="checkbox"/>
Male 20-29	<input type="checkbox"/>
Male 30-39	<input type="checkbox"/>
Male 40-49	<input type="checkbox"/>
Male 50-59	<input type="checkbox"/>
Male 60-69	<input type="checkbox"/>
Male 70-79	<input type="checkbox"/>
Male 80-89	<input type="checkbox"/>
Male 90+	<input type="checkbox"/>

**Q21) For how long has your household or anyone in your household wanted to move but been unable to?**

Please tick one box

N/A	<input type="checkbox"/>
For less than a year	<input type="checkbox"/>

For 1-2 years	<input type="checkbox"/>
For 2-5 years	<input type="checkbox"/>

For 5-10 years	<input type="checkbox"/>
For 10 years plus	<input type="checkbox"/>

**Q22) If anyone wishes or needs to move but cannot, what is preventing them?**

Please tick all that apply

Cannot afford the monthly cost of renting	<input type="checkbox"/>
Cannot afford the deposit to rent	<input type="checkbox"/>
Cannot afford the monthly cost of a mortgage	<input type="checkbox"/>
Cannot afford the deposit for a mortgage	<input type="checkbox"/>
Cannot afford moving costs	<input type="checkbox"/>
Lack of affordable housing	<input type="checkbox"/>
Negative equity	<input type="checkbox"/>
Rent/mortgage arrears	<input type="checkbox"/>
Would need emotional and practical support to move from friends or a third-party organisation	<input type="checkbox"/>

Family reasons	<input type="checkbox"/>
Location of employment	<input type="checkbox"/>
Unable to sell	<input type="checkbox"/>
Can afford to move but cannot find the right property	<input type="checkbox"/>
Local education choices	<input type="checkbox"/>
Unsure of options available to help you move (e.g., Shared Ownership, Help to Buy)	<input type="checkbox"/>
Difficulty getting references	<input type="checkbox"/>
Can't find a property that allows pets	<input type="checkbox"/>
Other please specify	<input type="checkbox"/>

**Q23) If the current household has indicated a need, please identify when this need is likely to be.**

Please tick one of the following:

Now	<input type="checkbox"/>	3-5 years	<input type="checkbox"/>
1-2 years	<input type="checkbox"/>	5-10 years	<input type="checkbox"/>

**Q24) Please indicate with a tick why there is a need for future housing of the current household or those needing additional accommodation of their own.**

Please tick all that apply.

Need larger home	<input type="checkbox"/>	Employment reasons	<input type="checkbox"/>	Health / Mobility reasons	<input type="checkbox"/>
Need smaller home	<input type="checkbox"/>	Insecurity of tenure	<input type="checkbox"/>	To give or receive Care & Support	<input type="checkbox"/>
Setting up own home	<input type="checkbox"/>	Financial reasons	<input type="checkbox"/>	Other	<input type="checkbox"/>

If the household requires more than one additional home to meet housing need, please contact the Parish Clerk or Rural Housing Enabler for an additional Housing Needs Survey. **Each person or household requiring additional housing MUST complete a separate Part 2 form.**

**Q25) Where will the future household require accommodation?**Please tick **one** of the following

In the Parish	<input type="checkbox"/>	Outside the District Council Area but within Suffolk	<input type="checkbox"/>
In an adjoining Parish	<input type="checkbox"/>	Outside Suffolk	<input type="checkbox"/>
Within in the District Council Area (but outside the parish)	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Q26) Which type of property would the future household prefer?**

Please tick one box

House	<input type="checkbox"/>	Very Sheltered/extra care Housing	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Mobile home / Park home	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Self-Build/Custom build	<input type="checkbox"/>
Sheltered Housing	<input type="checkbox"/>	Other please specify	<input type="checkbox"/>

**Q27) Which type of tenure would the future household prefer? (A more detailed explanation of the different tenure types can be found at the end of this survey.)**

Please tick one of the following

Social Rent – (40-60% of open market rent) Eligibility – Unable to afford to buy open market property	<input type="checkbox"/>	First Homes Eligibility – Household income below £80,000/annum. First time buyer	<input type="checkbox"/>
Affordable Rent – (80% of open market rent) Eligibility – Unable to afford to buy open market property	<input type="checkbox"/>	Private rent	<input type="checkbox"/>
Shared Ownership Eligibility – Household income below £80,000/annum	<input type="checkbox"/>	Open market sale	<input type="checkbox"/>
Discount Market Sale Eligibility – Unable to afford to buy open market property	<input type="checkbox"/>	Other, please specify (for example Traveller/Roma land)	<input type="checkbox"/>

**Q28) How many bedrooms would you need?**

Please note that for affordable housing, bedroom allocation is decided by need and set by the local authority's allocation policy. Please tick one box

1	2	3	4	5	6+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Q29) Please indicate the current employment status of all those (over 16 years) in the household in need of housing.**

Please write the relevant number in the box

**1** = 1 Person    **2** = 2 People    **3** = 3 People    **4** = 4 People    **5** = 5 People    **6** = 6 People    etc

Employed	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Self –Employed	<input type="checkbox"/>	Student	<input type="checkbox"/>	Other please specify	<input type="checkbox"/>

**Q30) What percentage of your net household monthly income (i.e., after tax + benefits) is spent on your rent or mortgage?**

$$\frac{\text{Rent or mortgage}}{\text{Net monthly income}} \times 100 = \%$$

Please tick one only.

Below 15%	<input type="checkbox"/>
15% to 25%	<input type="checkbox"/>
25% to 35%	<input type="checkbox"/>
35% to 45%	<input type="checkbox"/>
45% or above	<input type="checkbox"/>

**Q31) What would be the maximum monthly costs in rent or mortgage at today's prices the future household would be willing and able to pay for their home (after any help received through benefits such as universal credit)**

Please tick one box

Nothing	<input type="checkbox"/>	£430 - £519	<input type="checkbox"/>
Less than £175	<input type="checkbox"/>	£520 - £864	<input type="checkbox"/>
£175 - £249	<input type="checkbox"/>	£865 - £1299	<input type="checkbox"/>
£250 - £349	<input type="checkbox"/>	£1300 - £1749	<input type="checkbox"/>
£350 - £429	<input type="checkbox"/>	£1750 or more	<input type="checkbox"/>

**Q32) Do you experience difficulty meeting any of your household costs?**

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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**If yes, please specify (rent, mortgage, fuel, council tax, food)**

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**Q33) Please estimate future household's total savings.**

Please tick one box

No savings available	<input type="checkbox"/>	£20,000 - £40,000	<input type="checkbox"/>
Under £5000	<input type="checkbox"/>	£40,000 - £60,000	<input type="checkbox"/>
£5,000 - £10,000	<input type="checkbox"/>	£60,000 - £100,000	<input type="checkbox"/>
£10,000 - £20,000	<input type="checkbox"/>	£100,000+	<input type="checkbox"/>

**Q34) If anyone in the future household owns their own home, please estimate its current value.**

Please tick one box

Do not own a home	<input type="checkbox"/>	£300,000 – £400,000	<input type="checkbox"/>	£700,000 - £800,000	<input type="checkbox"/>
0 - £100,000	<input type="checkbox"/>	£400,000 – £500,000	<input type="checkbox"/>	£800,000 – £900,000	<input type="checkbox"/>
£100,000 – £200,000	<input type="checkbox"/>	£500,000 – £600,000	<input type="checkbox"/>	£900,000 - £1,000,000	<input type="checkbox"/>
£200,000 – £300,000	<input type="checkbox"/>	£600,000 – £700,000	<input type="checkbox"/>	£1,000,000+	<input type="checkbox"/>

**Q35) If anyone in the future household owns their own home, how much money (equity) would you get if you sold your home after paying off your mortgage.**

Please tick one only.

Do not own a home	<input type="checkbox"/>	£30,000 - £50,000	<input type="checkbox"/>	£400,000 - £600,000	<input type="checkbox"/>
Less than £0 (negative equity)	<input type="checkbox"/>	£50,000 - £100,000	<input type="checkbox"/>	£600,000 - £800,000	<input type="checkbox"/>
Up to £10,000	<input type="checkbox"/>	£100,000 - £200,000	<input type="checkbox"/>	£800,000 +	<input type="checkbox"/>
£10,000 - £30,000	<input type="checkbox"/>	£200,000 - £400,000	<input type="checkbox"/>		

**Q36) Please estimate future household's annual household income. Annual gross (before tax) including any income from investments and benefits to the nearest £10,000**

Estimated household income to the nearest £10,000	£
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**Q37) Have you registered your interest with any of the following?**

Local Authority	<input type="checkbox"/>	Another housing register outside Suffolk	<input type="checkbox"/>
Housing Association (please specify)	<input type="checkbox"/>	Estate Agent	<input type="checkbox"/>
Gateway to Home Choice <a href="http://www.gatewaytohomechoice.org.uk">www.gatewaytohomechoice.org.uk</a>	<input type="checkbox"/>	Not registered but browsing / looking for properties	<input type="checkbox"/>
Home-Link <a href="http://www.homelink.com">www.homelink.com</a>	<input type="checkbox"/>	Other, please specify	<input type="checkbox"/>

**Q38) Please add any additional comments regarding future housing in the parish in the box below**

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**A) If an affordable housing scheme goes ahead, would you like us to contact you?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide your contact details in the boxes below. This will help to make sure your households' needs are considered. We will not share other details and there is no commitment.

**B) Would you be interested in being personally involved in a Community Led Housing Scheme?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide your contact details in the boxes below. This will allow us to contact you if a community led project begins. We will not share other details and there is no commitment.

By completing this optional section you are giving consent to CAS to securely store your personal details and provide this information to our partnering Housing Association ONLY for use in connection with this survey. CAS will not pass your data to any other third parties and the information you provide to us is protected under the GDPR regulations 2018. For further information please see the Privacy Notice on CAS website.

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Tel. No.</b>	
<b>Email</b>	

**I give permission for you to share my contact details**

**Contact details for Rural Housing Enabler**

Sue Downs  
Community Action Suffolk  
Brightspace  
160 Hadleigh Road  
Ipswich  
IP2 0HH  
Tel 01473 345379

**Email:** [sue.downs@communityactionsuffolk.org.uk](mailto:sue.downs@communityactionsuffolk.org.uk)

**Website:** [www.communityactionsuffolk.org.uk](http://www.communityactionsuffolk.org.uk)

## Key Terms

<b>Affordable housing</b>	Housing for sale or rent, for those whose needs are not met by the open market (including housing that provides a subsidised route to home ownership and/or is for essential local workers);
<b>Affordable housing for rent</b>	<b>Affordable rent;</b> Housing usually rented through a local authority or housing association, rent is at least 20% below local open market rents. Tenure is more secure than private rented housing.
	<b>Social rent;</b> Housing that is usually rented through a local authority or housing association, rent is at least 40% below local open market rents. Tenure is more secure than private rented housing.
<b>Discounted market sales housing.</b>	Discounted market sales housing is sold at a discount of at least 20% below local market value. Provisions should be in place to ensure that if the housing is sold on the housing remains at a discount for future households.
<b>Shared ownership</b>	Shared ownership allows the purchase of a share of a property while paying affordable rent on the remaining share. The initial share can be from 10% up to 75% of the property. It is possible to increase the share owned.
<b>First homes</b>	A new (2021) discounted affordable sale scheme for first time buyers. The property is sold at a minimum discount of 30% below local market values. The discount must be passed on at resale. The price of the home must be less than £250,000 at first sale.

<b>Open market housing</b>	Open Market housing is available for anyone to purchase at the market value. It may be freehold or leasehold.
<b>Private rented</b>	Property owned by a landlord and leased to a tenant at market rent. The landlord may be an individual or a company.
<b>Self-build</b>	Self-build housing is when individuals or groups of individuals organise the design and construction of their own homes.
<b>Co-housing</b>	Co-housing is a group of homes that include some shared facilities. Designed to create a community.
<b>Community led housing</b>	Community-led housing is about local people playing a leading role in solving local housing problems, creating affordable homes and strong communities in ways that are difficult to achieve through mainstream housing. The benefits to the local area and/or community are clearly defined and legally protected in perpetuity. Community led housing can be developed through cohousing, community land trusts (CLTs), community self-build, development trusts, housing co-operatives and self-help housing
<b>Rural exception site</b>	Rural exception site policy allows local planning authorities to grant planning permission for affordable housing for the local community on land adjacent to the existing development boundary that would not normally be used for housing. This housing should remain affordable and for people with a local connection in perpetuity.
<b>Sheltered housing</b>	Sheltered housing is for people able to live independently with occasional support, such as a warden on site or an alarm to call for assistance.
<b>Very sheltered housing</b>	Very sheltered housing schemes offer 24-hour care and support on site to meet the needs of vulnerable older people.

**CIL BID CONSULTATION LETTER**

**Infrastructure Team**

Parish Clerk  
Brantham Parish Council

**T** 01449 724563  
**E** [CILexpenditure@babberghmidsuffolk.gov.uk](mailto:CILexpenditure@babberghmidsuffolk.gov.uk)  
**REF - CIL BID B24-18**

17 February 2025

Dear **Parish Clerk**

**Consultation - Community Infrastructure Levy (CIL) Bid Round 15 - Position Statement for Compliant Bid Project Reference B24-18 Brantham Village Hall Toilet Project**

The Council has received a CIL bid for funding from the CIL Infrastructure Fund for the Brantham Village Hall Toilet Project. This bid has been made by Brantham Village Hall Management Committee and the amount being applied for is £19,462.50.

We would welcome your views in writing via email by the 7 March 2025 (which is 14 days from the date of this letter).

If you have any questions, please do not hesitate to contact the Infrastructure Team.

Yours sincerely  
Julie Hammond

**Infrastructure Officer**  
**Infrastructure Team**  
**Babergh and Mid Suffolk District Councils - Working Together**



# CIL Expenditure Application Form

Bids over £10,000

## 1. Organisation(s) proposing the project

If this is a joint project, who will be leading on delivery?

Brantham Village Hall Management Committee

## 2. Project name

Upgrade of Village Hall Male and Female toilets

## 3. Project location

Address:

Brantham Village Hall, New Village, Brantham, CO11 1RL

Post code:

## 4. Description of proposed Infrastructure

What do you want to provide for the community?

This project will completely revamp and overhaul the current toilets at Brantham Village Hall. The project will swap the male and female toilets in order to maximise space and provide additional facilities. This is a much-needed and long-overdue upgrade well-loved village asset.

The overall project will:

- remove all existing electrics and plumbing
- There is currently no insulation or tanking in the VH toilets so the outside walls will be tanked to stop moisture from entering into the toilet and basin areas.
- New ceilings will be installed to improve the appearance of the spaces. This will include insulation which is not currently present
- Dry line the toilets to improve warmth before boarding or tiling.
- Non-slip flooring to be installed (currently concrete floors)
- Current wooden doors to be replaced with self-closing fire doors to add additional safety measures
- Install an additional commercial extractor fan in each toilet

Ladies toilet (currently the mens toilet):

- Removal of existing cubicle to be replaced with four cubicles (i.e. an additional three cubicles). New toilet sanitaryware throughout.
- Removal of partition wall to create additional space
- Two basins and two hand dryers along the wall (currently the toilet only has one basin and hand dryer)
- The new electrics will include a new hand dryer and additional automatic sensor lights in all areas. Additional emergency lighting will be installed as required by current legislation.

Mens toilet (currently the ladies toilet)

- Removal of two existing cubicles
- Fitting of a new cubicle in a new position to allow for the addition of four urinals (this will increase the current number of urinals by two)
- Installation of an additional basin
- New electrics to include hand dryer, automatic sensor lights in all areas and a new water heater. Additional emergency lighting as required by legislation.

## 5. Project Aims

What is the purpose of the project? What are the community benefits that you want to provide?

The purpose of the project is to upgrade the male and female toilet facilities at Brantham Village Hall.

This project will benefit the community by providing a local space that is attractive to use and will ensure its longevity going forward. This will mean that the hall will be used by more groups and for more village events which as a result will mean that villagers can develop and build a sense of community and local resilience.

## 6. The type of proposed Infrastructure (please tick):

Provision of health facilities	
Provision of leisure and community facilities -	<input checked="" type="checkbox"/>
Provision of 'off-site' open space	
Strategic Green Infrastructure (Bids for EV charging points will be declined, as these will be provided by the District Council)	
Maintenance of new and existing open space/strategic green infrastructure	
Strategic flooding	
Provision of waste infrastructure	
Public transport improvements	
Provision of library facilities	
Provision of additional pre-school places at existing establishments	
Provision of primary school places at existing schools	
Provision of secondary, sixth form and further education places	
Church Bids – Will only be considered if evidence is provided detailing need in regards to community use.	

## 7. Who will benefit from the proposed Infrastructure?

It is estimated that Brantham Village Hall has about 130 users at the Village Hall each week, that is between 6000-7000 users each year who visit the hall 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 Manningtree, East Bergholt, Lawford, Ipswich and Colchester.

Users of the Hall are anyone (both male and female) between the ages of 1 and 100! The hall is a well-loved centre of the village and is popular with families for their important events and with individuals and users of all ages, ability, and mobility for leisure and recreation purposes.

## 8. How have you identified need and support?

Please provide details of any community consultation that has taken place and any additional documentation that supports the project e.g. Village / Parish/ Neighbourhood Plan, letters of support from the Parish Council and/or Ward Member. Does the project support growth and/or mitigate existing infrastructure inadequacies?

Following recent developments in Brantham there has been an influx of new residents in the village which has meant that the hall is needed by more members of the community for leisure and recreational activities.

The Village Hall is used every day and evening and is well-loved by village residents. New bookings for the space continue to be received however, a number of potential bookings for local parties and weddings have not happened because hirers felt that the utilities let the space down.

The Village Hall Management Committee are keen to maximise use of the hall in order to safeguard the future financial security of the hall. (The only way that the hall makes money is by hiring the space out to community groups). This can only be done by improving the facilities that are part of the fabric of the building.

This project is essential to mitigate existing infrastructure inadequacies. The toilet facilities at the hall have not be updated for at least 30 years, there is no insulation on the walls or ceiling and the walls are not tanked which means that they often become damp. This work will improve the overall infrastructure to ensure its long-term security.

## 9. Existing Infrastructure

Ownership - If your application is successful you may need to be able to provide a copy of the land ownership documents.

How do you hold the land or buildings at present?

Freehold ☒ Leasehold ☐ Do not own the land ☐

If you have a leasehold or do not own the land please state the name and address of the owner and the date of expiry of the lease (if applicable).

If you do not own the land, do you have permission from the landowner to implement your project? If so, please provide evidence.

What is the area (size in square meters (m<sup>2</sup>) or hectares (Ha)) of the land?

What is the existing Infrastructure constructed from and what is the approximate age?



The current toilet blocks are brick constructed with ceramic sanitaryware. The age is approximately 30-50 years old.

## 10. Usage of the existing Infrastructure

please give details of the current use (if applicable)

Group/Organisation Name	Number of users per week/month
Brantham Parish Council	Approx. 15 people 2x per week
Toddler/childminding group	1x per week
Brantham Amateur Theatrical Group	2-5x per week
Rainbows Group	1x per week
Pilates class	2x per week
Yoga classes	2x per week
Post Office	1x per week
WI	1x per month
Diabetes prevention group	1x per week
Private Hire users	Multiple per week

# CIL Expenditure Application Form

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(Please continue on a separate sheet if necessary)

What will be the expected increase in users/ new usage after the scheme has been completed?

Group/Organisation Name	Number of users per week/month
Users above will remain	520pm
Hire of hall as wedding/party venue	100-200pm
Increase of regular hirers through the week	50-100pm

## 11. General Information

Have you liaised with Building Control and Planning regarding this project?

Please state the name of the officer dealing with this

If you have Planning Permission please give the reference number

If you have Building Regulations please give the Council Building Control reference number or Approved Inspector Details

Please ensure you seek independent advice as to whether planning permission is required before embarking on your project.

Have quotations been sought in respect of the proposed works/equipment? Please note it is recommended that a minimum of three quotes using a common specification should be obtained.

Yes, one final quote has been received, another quote should be provided in the near future (to follow)

**Please submit your Business Plan with this application detailing your tender process and financial information, including three quotes for each element of the project. Please note application forms not accompanied by a business plan will be deemed invalid until one is supplied.**

**Quotes within the business plan should be provided on the basis of the quote being held static for a 6-month period.**

☐ I have attached the Business Plan for the project – to follow

## 12. Please provide a summary of the project costs

(including quotes to substantiate your figures where possible)

Type of cost	£
Labour and materials	£ 23,120
Electrical rewiring	£ 3250
	£
	£
	£
Net Cost	£ 26,370
VAT	£ 0

Total Cost	£ 26,370
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## 13. Funding for this project

(it is very important that you can demonstrate that the funding you are seeking covers the total cost of the project)

Funding Source	Secured Yes/No	If not secured – when will you know	Amount £
Parish Council	Yes		£3296.25
Village Hall funds	Yes		£3296.25
Amount being applied for from CIL			£19777.50
Fund			
Total Funding			£26,370

Has any UK Subsidy Control Minimal Financial Assistance been received or offered to your organisation from other Government organisations or other BMSDC funding sources in the last three years? If so, how much? E.g. Local Authority Grants, SCC Locality funds

2022:

£2667 – Covid Grant (BDC)

2023:

£500 – Babergh District Council locality Grant, January 2023

£500 – SCC locality Grant, May 2023

2024:

£750 – Babergh District Council locality grant, February 2024

Are you receiving any Voluntary or free services and/or labour to support this project? If so, please provide details:

None.

## 14. Predicted timescale for commencement and completion

When do you expect the project to start and finish? Are there any key milestones or payment stages in which the work will be completed?

Start: January 2025

End: Summer 2025

Key Milestones/Payment Stages:

Stage 1 – start of project

Stage 2 – to be confirmed

Stage 3 – End of project

**15. How do you expect the proposed Infrastructure to be maintained/funded in the years following completion of the project?**

The infrastructure will be maintained going forward through income received by the Village Hall Management Committee via hiring of the village hall space to local users and groups.

**16. Prioritisation Criteria** – Please indicate how your project meets the following criteria

Criteria	Comments
----------	----------

Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable	N/A
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	This project positively scores against Objective vii of the Local Plan: <i>Healthy Communities &amp; Infrastructure</i> by enabling the community of Brantham to thrive, grow, be healthy, active. It supports the objective to enable the village to become self-sufficient through the provision of the necessary infrastructure, and encouraging more sustainable travel
It represents key infrastructure (essential)	Provision for children and families to exercise and use outdoor spaces in the village is an essential asset for a large and thriving community. As a village with a large number of families and children this project therefore represents key infrastructure
Value for money	The improvement to the toilets in the village hall will provide longevity for the hall going forward. The improvements that will be made will mean that the hall is more desirable to use and will enable the hall to continue to charge its hirers for use therefore providing excellent value for money.
Clear benefits	The benefit of enabling the community to access this village asset for recreational and leisure purposes has clear benefits for health, well-being and the cohesiveness of community.
Community support	Comments to the VPMC from hirers and local groups, via social media channels and in other ad hoc methods demonstrate clear community support for this project.
Deliverability	Once funding is in place this project is easily deliverable by a contractor that has already confirmed that they have capacity to do the work.

# CIL Expenditure Application Form

Affordability (from CIL funds)	This project is good value for money, represents improvements to village infrastructure and will be supported from Parish CIL funding, Village Hall funds and hopefully from BDC funding. The level of funding means that this should be affordable for all.
Timeliness	If funding is agreed promptly this project will be completed promptly to ensure that disruption to hall users is minimised.
By releasing CIL money can you achieve infrastructure provision through collaborative spend? (i.e Infrastructure providers PC/TCs BMSDC infrastructure provision or LEP/Government funding)	This is a collaborative project between BDC CIL funding, Parish Council CIL funding and village hall fundraising.
Supports housing and employment growth	This project will support housing growth by creating recreational and leisure provision for more users in Brantham. A local contractor will be used to complete the project therefore supporting employment growth in the local area.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Ongoing maintenance will be undertaken and managed by Brantham Village Hall Management Committee as part of their usual maintenance of the Hall.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	
Does the provision of this infrastructure address a current inadequacy in infrastructure terms	This project will replace and update toilet facilities at the Village Hall, providing additional facilities that are better planned for the space and which will be insulated and lined.
By releasing CIL funds, it would allow infrastructure to be realised such that CIL funds are like the last piece of the jigsaw puzzle	CIL funding will enable this project to take place and will therefore complete the jigsaw puzzle.



Will the infrastructure be capable of being used by the wider community	The Hall can be used by local residents from Brantham and surrounding villages and towns.
By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth	The provision of community facilities in Brantham will encourage more families to live in the village therefore supporting housing growth.
How does this project address green principles (natural/ biodiversity considerations)	The provision of insulation and tanking on the toilets which has not previously been in place will make sure that the Village Hall will be warmer and more efficient going forward
How does this project address sustainability principles( sustainable modes of transport including connectivity to cycle paths footpaths)	By providing a resource for local people to use for events and activities the need for car use is reduced. The Village Hall is a local building and therefore the majority of its users can walk or cycle to the hall using footpaths and cycleways.
How does the project address issues of community safety	This project provides safe community facilities in a space that families and groups will want to access together.
What funding measures are necessary with this project to address state aid implications	None.

## 17. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I will ensure any funds not spent once the project is complete or if the project fails to be completed will be repaid to the District Councils.

I declare that I am authorised to make this application and that the information given in this application is correct.

# CIL Expenditure Application Form

Signed 	Name Sarah Keys
Position Parish Clerk and Village Hall Secretary	Date 29 October 2024
Telephone 01206 645111	Email clerk@branthamparishcouncil.gov.uk

## Have you remembered to include the following:

- |   |                                     |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> Application Form          | <input checked="" type="checkbox"/> |
| Copies of any consultation documents (relating to Question 8) |                                     |
| Estimates/quotes  | <input checked="" type="checkbox"/> |
| Letter of support from Parish/Town Council and/or Ward Member | <input checked="" type="checkbox"/> |
| Site or Location Plan   | <input checked="" type="checkbox"/> |
| Business Plan   | To follow                           |

**NOTE:** Dependent on the proposal, some applications may require additional information to support the application

## Submitting your application

Please return the completed forms and supporting documents to:-

CILExpenditure@baberghmidsuffolk.gov.uk

The Infrastructure Team  
Babergh and Mid Suffolk District Councils  
Endeavour House  
8 Russell Road  
Ipswich  
Suffolk  
IP1 2BX

## Data Protection Notice

Babergh District Council and Mid Suffolk District Council are Data Controllers for the purposes of the General Data Protection Regulations. Any personal information supplied on this form will be processed in accordance with the principles of the Regulations.

The information may be sent to other Council Departments and other local and government authorities in order to check the information and assess and determine your application.

We may also need to check the information with private sector organisations at a later stage of the application process.

We may also use the information to notify you of relevant council initiatives.

Please see our Privacy Policy for further information [www.babergh.gov.uk](http://www.babergh.gov.uk) and [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

**PAPER 7**

**From:** Highways Street Furniture <highways.streetfurniture@suffolk.gov.uk>

**Sent:** 19 February 2025 10:46

**To:** Brantham Parish Council <clerk@branthamparishcouncil.gov.uk>

**Subject:** RE: Brantham - tree planting

Hi Sarah

This licence has been approved, we can issue the licence if we can confirm the following:

Use of a root director (see attached) will be included, to ensure root growth will not affect the structural integrity of the footway

The contractor to be involved, who must have StreetWorks qualifications to work in the highway.

Kind regards

**Chris Miller**

Highways Licensing Officer

Dear Sir / Madam

### **Are you getting ready for this year's Great British Spring Clean?**

Every year volunteers across Suffolk, including hundreds in Babergh and Mid Suffolk, go out litter picking to give an area they love a well-deserved 'spring clean'.

If that already includes you, thank you!

We wish people didn't litter, but what you do really does make a difference in keeping our districts clean and tidy.

If your parish or group haven't yet, do you fancy giving it a go?

There are plenty of benefits to litter picking, including:

- staying active
- enjoying the outdoors
- the chance to socialise with neighbours
- the satisfaction of instant results
- giving back to your local community

You can litter pick any time of year. Whenever suits you best, and whether on your own or as part of a group.

Why not do one during the national 'Great British Spring Clean' (21 March – 6 April). You can find lots more information and resources on the Keep Britain Tidy website. <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean/>

We can:

- provide litter picking kits to parish councils and groups taking part for the first time
- put you in touch with your nearest group
- provide rubbish bags
- collect the rubbish after a pick
- or arrange for you to take the rubbish to your nearest recycling centre

All you need to do is let us know how we can support you best.

Simply email us on [public.realm@baberghmidsuffolk.gov.uk](mailto:public.realm@baberghmidsuffolk.gov.uk) with the date of your litter pick(s).

Thank you to everyone who has already sent us their litter picking dates for this year.

We love to hear about your events; please do send us some photos that you'd be happy for us to use for promotion, including on social media, to encourage others to take part.

We look forward to hearing all about your litter picks.

Kind regards,

**The Public Realm team**

Babergh and Mid Suffolk District Councils

**PAPER 10**

**From:** Youth <youth@branthamathletic.com>  
**Sent:** 25 February 2025 12:15  
**To:** Sarah Keys <clerk@branthamparishcouncil.gov.uk>  
**Subject:** Brantham Summer Football Tournament 2025

Hi Sarah,

I hope you are keeping well.

I am writing to ask for permission to use the bottom playing field as a car park for our summer football tournament on Saturday 12<sup>th</sup> & Sunday 13<sup>th</sup> July 2025.

We are hoping to get the invites out early next week, are we likely to have a reply by the end of this week?

Many thanks

Kind regards

**DAVE MARKS**  
YOUTH TEAM SECRETARY



Brantham Leisure Centre  
Brantham New Village  
Manningtree  
Essex CO11 1RZ

✉ youth@branthamathletic.com  
🌐 psgacademyuk.com  
☎ +44 (0)7908 187 951

**PAPER 11**

From: Brantham Leisure Centre <info@branthamlc.co.uk>  
Sent: 26 February 2025 18:11  
To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>  
Subject: Brantham Village Fete

Dear Sarah,

Was there any news about the Brantham Village Fete on 14/06/2025. I haven't actioned anything as don't remember hearing back. If it's a yes, would it be possible to meet any evening with a representative from the PC so we can start planning.

Can you ask the Parish Council if we would need planning permission to change double window for double doors so upstairs has its own entrance?

Many Thanks

Louise  
Brantham Leisure Centre Manager

**BRANTHAM PARISH COUNCIL MEETING – Councillor Reports**  
Wednesday 05 March 2025

**Recreation Sub-Committee – Cllr Heywood**

**Village Hall Management Committee – Cllr Cherry**

**Update on progress with the Village Hall Charter.**

At the last Parish Council meeting it was decided to take on the role as Sole Trustee of the Brantham Village Hall Charity.

Mal, Toni, Sarah and myself have met, and Toni and I have had a further meeting to make sure that the new governing document suits the needs of now and is future proofed. Huge thanks to Toni who is doing the work on this document for us.

**Other matters**

The metal cable ties that Bats were asked to put around the cables in the hall last October, were put in place a couple of weeks before the show. Unfortunately, while preparing the stage etc for their show, we received complaints about the floor being dirty. They also left a lot of wood and other items stuffed into the bins out the back, leaving them all overfull. The blue bin was not taken, by the bin men, as there was wood sticking out the top. Adrian kindly removed all the rubbish to the dump, in various trips, and also emptied the blue bin for the Hall. The refuse bin was then refilled to half and despite asking the Chair to make sure no further waste was put into this bin so other hall users had somewhere to put their rubbish, the next day it was full to the top again. Myself and Sarah will be meeting with the chair and another member of Bats, to discuss various points that have arisen in the last 2 months. These discussions will include the following.

Extending the Stage, this time about 5 feet of floor was lost along the whole width of the Hall for 7 weeks before the play. Causing us to lose one regular user to the Leisure Centre. Cleaning up after themselves. The number of lights put up and the new speakers that have been screwed into the fabric of the building, along with 2 ladders, one in the back kitchen and one in a room at the rear of the stage.

Also to be mentioned, will be health and safety, and fire assessments that are due, with reference in particular to the number of items stored in the loft above the hall. Not sure who gave permission for that area to be used. Also 2 walk in storage cupboards at the back of the Hall, some items that are combustible, may have to be removed. The idea that we may soon be clearing at least one of the rooms at the back, to make into a smaller committee room.

We will be discussing the use of the hall, during show week, in particular them “not allowing” the post office to come in during the day, or the other regular users.

**Toilet refurbishment update.**

Sarah has heard back from Babergh to say that our application for funding for the toilets is now ready to go to the panel. They are happy to apply for over £19,000 of the overall project costs. This will be decided in September, unless there are a lot of applications, in which case it could be sooner. We cannot start any of the works until Babergh have made their decision. The chosen contractor is away in September so I have requested October for the work to commence.

**Skate Park Project – Cllr Edevane**

**Footpaths and Services Report for PC meeting – Cllr Cherry**

I have had no complaints directly to me about over full bins this month. No reports of issues with footpaths despite the strong winds.

I can confirm that the pile of cuttings made by the contractor at the under 5 playing field have been removed. The area at the back has been seeded with wild flowers seed. It will be interesting to see what grows!



Church path has been closed for a few days, and the path has been cleared of all the mud with sleepers stacked against one side to stop the mud falling onto the path once again. I had asked Adrian to clear the mud only 2 weeks before this work, as the parish council were not informed that this work was imminent. It is a vast improvement.

**BLC Representative – Cllr Donaldson**