

**Minutes of the River Stour Trust Council meeting  
held on Thursday 14 July 2016 at Visitor Education Centre, Great Cornard**

**Those present:** Emrhys Barrell (EB) – via Skype, Paul Brewerton (PB), Roger Brown (RB), Sue Brown (SB), Gordon Denney (GD), Bob Foster (BF), Pam Johnson(PJ), David Kirkman (DK), Jim Lunn (JL), James Parkinson (JPa), John Phillips (JPh), Mick Rogers (MR),  
Taking Minutes: Catherine Burrows (CB, Administrator)  
Observers: Mike Finch

1. **Election of Chairman for this meeting:** Council **AGREED** that JL chair the meeting.

**Election of Chairman of the RST Council:**

**MR proposed, seconded by GD; approved unanimously**

That John Morris be elected as Chairman of the River Stour Council

2. **Welcome to New trustees/directors**

JL welcomed all five new trustees: PB, PJ, JPa, JPh, and DK

3. **Apologies received:** Sue Cooper (SC), John Morris (JM),

4. **Appointment of Secretary to the Council**

Jane Rogers wishes to be considered for the post of Secretary to Council, and Minutes Secretary, without a seat on Council.

**SB proposed, seconded by GD; approved unanimously**

That Jane Rogers be elected the River Stour Trust Company Secretary

Council **AGREED** to Jane Roger's undertaking the role of line manager of the Trust administrator which she has been fulfilling informally for several months.

5. **Confidential Business:** Appended to these minutes.

- a) Peter Mimpriss
- b) Weedcutting

**Any Other Business:**

6. **Minutes of the meeting held on 16 June 2016**

**Corrections to the monutes:**

- Item 5, paragraph 2: replace 'supplier' with 'galvaniser'
- Item 8, SSM Lock section: replace 'Weamer' with 'Wijma' (one mention) and 'Corys' with 'Cory' (two mentions)
- Item 8, Dedham Lock section: Amend the last sentence to read as follows: "SB and RB suggested investigating the possibility and implications of getting the lock listed."
- Item 8, paragraph 3, second sentence: replace 'BG' with 'BF'.

**Online version of the minutes:**

- As above plus removal of confidential items as below:
  - Item 8, Dedham Lock section: removal of second paragraph (regarding Tolhurst discussion)
  - Item 8, Dedham Lock section: removal of second sentence (regarding Dedham Mill residents operation of gates)
  - Item 14a: Weedcutting discussion.

**RB proposed acceptance of the Minutes, seconded by SB; approved unanimously**

It was agreed that, subject to the correction of spelling errors, the changes listed above, the minutes be approved and further to the removal of the confidential items, also published online. **Action: CB**

7. **Matters arising not covered by the agenda?** None reported.

8. **Treasurer's Report & Draft Accounts** - No report.

### 9. **Stratford St Mark, Dedham & Flatford Locks**

Stratford St Mary Lock – [SB gave background information about the project to the new trustees].

GD updated Council regarding discussions with the Tolhurst family to confirm our initial letter had been received and apparently followed up by a phone conversation 'with a lady'. However, this does not appear to have been through the RST office as CB is not aware of this and has not been informed otherwise by the office volunteers. Nonetheless, a meeting with Julian Tolhurst has been arranged. Work on site commences 25 July and RB sought guidance on transporting a digger over Tolhurst land to clear the lock chamber.

GD confirmed that Colchester Planning Department has our application. Martin Childs' quote has been delayed owing to illness; Essex & Suffolk Water (E&SW) are still to reply but we shall proceed with the planning application to mitigate further delays. Grants cannot be obtained until planning permission is granted. E&SW seem reticent to confirm they own part of the land and it was suggested that this could be due to the leaking bank that could potentially burst. [SB gave further background information to the new trustees about plans to extend the canoe portage for use as a landing stage; and the bridge to enable access to the lock island e.g. in the case of an emergency]. Work on site is not possible unless we get a positive response to the submitted bespoke permit submitted to the EA.

Flatford Lock – During the RSUG meeting the previous evening, River Stour Boating CIC had reported that the lock gate was stiff and not opening or closing properly. MR confirmed that this would be checked during the next charter on 20 July. DK mentioned that one of the gates also appeared to be leaking and it was suggested that Martin Childs be asked to provide a quote for looking at these issues.

### 10. **Minutes of other Meetings**

SBOC – FJ's motor had failed twice with the first instance necessitating removal for repair in the Seamark Nunn workshop and the second repair being completed on site. It now appears to be back to normal although there are comments from crew that many of the boats appear to be lacking in strength. Amp readings had been provided for EB's attention but it is thought that the weed is the problem. EB pointed out that the boats can be re-charged between uses whenever time allowed. John Morton and John Mills have carried out repairs to the Henry jetty.

PB said that a couple of LRG crew, Jax Horswill and David Butcher, were interested in assisting with charters on the upper river so would just need familiarisation sessions on the Sudbury-Henny stretch.

DK is researching replacement signage for advertising the boat activity and CB recommended contacting Auto Innovations.

LRG – The river level has been low at Dedham with the boat bottoming out and passenger numbers might have to be reduced. BF said that no pumping taking place at Stratford St Mary because the reservoirs are full and the river appears to be silting up with dredging needed. RB said re-profiling was the course of action taken by the EA in the past.

The new Versadock jetty has been working very well for charters. It was **NOTED** that the SSM project will not be arranging to borrow this now because its own Versadock has been ordered. Money has been saved in

other areas of the project and it will be far easier than trying to dismantle, clean, and reassemble the LRG Versadock between charter bookings.

The Cattawade Picnic & BBQ was taking place this month and invitations had been sent to boat and tea room volunteers.

The Dedham canoe portage improvements are on hold and work will not be complete before Sudbury to the Sea event. It was suggested that extra volunteers or temporary scaffolding were possible options but to delay until mid-August in case the two parties agree and work can go ahead. RB said that there would be redundant poles from the SSM project that would otherwise be scrapped. BF suggested that a scaffolder could be asked to install the scaffolding and offered the poles in lieu of money.

The EA have built a new jetty on the edge of Dedham Education Foundation's (DEF) land alongside Dedham Mill Pool; BF has contacted Ian Bliss (at the EA) because there had been disapproval when this was carried out previously. There was some surprise that has been no response to this from the DEF as yet.

### **11. Granary refurbishment**

CB explained that other tasks had meant she had not been able to look through the large tender document. Also, the electrical quote was not included because our electrician has questions before he can submit a quotation i.e. gas or electric cooker, other equipment. The quotes were difficult to compare because of the differing provisional items listed by each of the builders. MR reminded Council that the builders must have a penalty clause included for not completing the works within a specific timeframe.

GD has been continuing in his efforts to raise funding for this project. We are not eligible for Visit England but Coop East of England, Heritage Lottery Funding and possibly the IWA Legacy Fund are being researched.

CB said that RST needs to determine exactly what equipment is required and a Trustee to take an active role in the project.

### **12. Administrator's Report**

The new boat trips leaflets have been printed and circulated to our venues, SBOC, LRG and Sudbury TIC.

CB said that Brenda Graham has enjoyed helping in the office a few times for a few hours (answering phones, following up messages, processing card payments) alongside Jane Rogers' assistance.

Council were informed that CB will be taking annual leave the last week of July and the first week of August. Jane Rogers will be covering some days in the office and CB has made alternative arrangements for covering a wedding during that time.

### **13. Correspondence**

#### **A. A (non-financial!) request from the National Trust**

It was decided that JM would be best placed to write the letter as RST Council Chairman and his own involvement with National Trust. It was suggested that a request for the erection of a small A4 RST promotional sign could also be mentioned in our reply to Ben Pipe. **ACTION: JM**

#### **B. Weedcutting Enquiry - Sudbury Rowing Club Regatta 6 August 2016**

The weedcutting is underway and the stretch alongside Friar's Meadow will be completed before the Regatta. Jeff Burroughs will liaise directly with SRC in regards to practical involvement. **ACTION: CB** to update SRC and ask for contribution towards the weedcutting in the form of a corporate donation which does not incur VAT.

#### **C. IWA Restoration Chairman to Stand Down – Circulated for information only.**

#### **D. VEC Parking**

The winter storage of the boats and/or trailers was problematic because it restricted the already limited parking space. It was suggested that undercover storage in the local vicinity would be beneficial for working on the boats. **ACTION:** PB to research alternative winter storage locations.

#### E. Quay Theatre Car Park Drainage Issue

It was unclear whether the drainage issue has been resolved. CB will keep in contact with Quay Theatre.

F. IWA New Legacy Fund Open for Bids – Circulated for information only.

G. IWA Restoration Raffle – **ACTION:** CB to find out more.

#### H. Caravan & Camping Club

SB explained that the group was padding the river this coming weekend and. RST member, Derek Ladkin, was in touch with the group. He would advise them about the rope across the water at Stratford St Mary, not to use the Versadock and also permission would be required from E&SW to use their land for picnicking.

#### I. Picnickers at The Henny Swan and Stratford St Mary Swan

Both these riverside pubs are unhappy that their outside areas are being used by non-customers. CB informed Council that this information will be relayed to Sudbury boat charter customers.

#### J. Dedham Footpath

At least 10 other organisations have been approached for a 'modest contribution' toward the repairs. It was pointed out that the lower river boat operations will make use of the footpath. Suggestions ranged from £200 to £500 and no decision could be reached so it was **AGREED** to defer the decision until the next meeting.

**14. Membership report** – No report circulated.

#### **15. Trading Company**

It was **AGREED** to defer this discussion until the next meeting when the Chairman and Treasurer could be involved in discussions and decisions.

**16. RST roles, and role descriptions** – It was **AGREED** to defer until the next meeting when JM could be present.

#### **17. Recent and Forthcoming Events**

- A. LRG School visit – Volunteers dressed up and the event was enjoyed by young and old.
- B. Cattawade Picnic & BBQ, Friday 22 July – Invitations have been sent to boat and tea room volunteers.
- C. Coracle Regatta, Saturday 6 August
- D. S2C, 24-25 September

#### **18. Any Other Business**

- A. Confidential item – appended to these minutes
- B. Naming of the new jetty

DK explained that a regular supporter and customer, Katherine Pierson, had sadly passed away recently. She had been the first disabled user of the new jetty and her husband, Simon, has permitted photos to be taken at the time. DK had already approached the jetty builders, John Mills and John Morton, as well as Simon Pierson about the possibility of naming the jetty in her honour. All parties were happy for this to go ahead and Simon had asked to arrange for family to be present at a naming ceremony. Council **AGREED** to DK's proposal to name the jetty 'Katherine's Quay'. **ACTION:** DK

SB commented that RST should add signs to the structures it maintains/repairs as a promotional tool e.g. 'Provided by the River Stour Trust for public benefit'.

### **C. John Constable motors**

Aquamot had most recently replied to inform us that the delivery time is roughly 2-3 working days. However, they had also stated the price as 750 euros per unit instead of the 500 euros previously reported. The new trustees were given some background about the motor issues and the attempts to resolve initially via modification of the faulty component and eventually replacement. EB said it would have been preferable to get these parts free of charge given the inherent problems with the system but a reduced charge had been agreed last year and they were required for the motors to work. It was suggested pursuing the issue of cost after the equipment was received although upfront payment would be expected. JPh was unconvinced that Aquamot were the only solution to the motor problem. EB offered to explain the situation to JPh outside of the meeting. JL to send another email to Aquamot to progress the order and delivery.

### **D. Sudbury to Great Cornard riverside footpath**

DK was in communication with Councillor Jan Osborne (Babergh District Council) in regards to opening up the footpath at Bakers Mill through to Sudbury. She is keeping DK informed about progress.

### **E. Confidential item – appended to these minutes**

#### **19. Date of next meeting:**

Thursday 11 August 2016, at Visitor Education Centre, Great Cornard

NB: BF gave his apologies for the next meeting.

There being no further business, the meeting closed at 22:15

CONFIDENTIAL BUSINESS

1. Peter Mimpriss

MR had tried to arrange a boat trip on the lower river for Peter Mimpriss at least 3 times but conflicting schedules and our operational period had delayed this. **ACTION:** EB to check back through emails to locate previous communication with Peter Mimpriss and send details to MR who can then follow up arranging a lower river boat trip.

2. Weedcutting

GD explained that Jeff Burroughs has been training volunteers and has incurred related expenses of approximately £200 (including extending the insurance for the weekboat). It was **AGREED** to reimburse Jeff Burroughs for these costs (as well as process payment of £7000 as agreed at the previous meeting) upon receipt of supporting paperwork. **ACTION:** GD to contact Jeff Burroughs to request paperwork. SB to contact Neil Edwards (IWEA Corporate insurance) in regards to adding Wendy the weedboat to our existing