

CONSERVATORS OF THE RIVER CAM

MINUTES OF A MEETING OF THE CONSERVATORS HELD IN COMMITTEE ROOM 1 (THE HEIDELBERG ROOM) AT THE GUILDHALL, CAMBRIDGE ON THURSDAY 10 JANUARY 2008 AT 9.30 am

Present: Conservators: Mr J Adams, Mr A C G Brown, Mr R C Hardingham, Mr R Ingersent, Cllr M I Nimmo-Smith, Mr L Phillips, Mr J R Pryce-Jones, Dr R D Walker, Cllr L Walker, Cllr T Ward and Cllr R M Williamson.

Observers: Mr R T Bryant and Mr W Key.

In Attendance: Dr P E Noon (River Manager), Mr J R Wakefield (Deputy River Manager) and Mr C S Sparkes (River Foreman).

And of the general public (who signed the attendance record): Mr J Leader, Mr J Bayliss-Smith, Mr M Garlick and Mr A Ramsey.

Action Required

By

The River Manager opened the meeting at 9.30 am.

1. The River Manager reported that Cambridge City Council had appointed a new Conservator, Cllr L Walker, to replace Cllr M Lynn (who had been unable to attend meetings) until 31st December 2009. The Environment Agency had re-appointed Mr J Adams and a new appointee, Mr C Howes (Central Area Manager), would serve for the period 1st January 2008 to 31st December 2011. Cllr Walker and Mr Howes had made the appropriate declaration which had been approved by the former Chairman. County Cllr R M Williamson had been appointed by the County Council, until 31st December 2009 to serve in place of County Cllr P Sales. Cllrs Walker and Williamson were welcomed to the meeting.
2. **Apologies for absence** had been received from Dr N H M Chancellor and Mr C Howes.
3. **Election of Chairman:** On the nomination of Mr A C G Brown, seconded by Mr R C Hardingham, Mr J A Adams was appointed Chairman for the following year, nem con.

Mr Adams explained that his position as Waterways Manager with the Environment Agency might mean that at times there would be a conflict of interest, in which case he would expect to defer matters to the Deputy Chairman to preside. Mr Adams told Conservators that he was due to retire from the EA in July 2008. Mr Adams might take a slightly different approach to that of his predecessor but he hoped that all would go smoothly under his Chairmanship.

4. **Minutes of the Meeting held on 20th September 2007:** These were approved and the Chairman authorised to sign the same.

5. **Matters Arising from those minutes as reported (not dealt with elsewhere on the agenda):**

2. **Resignation of County Cllr Paul Sales:** The River Manager confirmed that Cllr R M Williamson had been appointed by the County Council to serve as a Conservator in place of Cllr Sales. At the invitation of the River Manager, the Chairman authorised witnessed Cllr R M Williamson's declaration.

7.3.7 **The Halingway:** Archer & Archer were continuing to negotiate with Mr Henry's solicitors over the drawing-up of a formal agreement to allow him access to the Halingway from the rear of his property.

The Land Registry was in the process of finalising the registration of Title for the Conservators' properties. A few points of clarification were being dealt with by the River Manager.

6.1.4 **Insurance:** The invoice from Walker & Turpin for the asbestos inspections for Baits Bite office, the Conservators' House and depot, and Jesus Green Lock-keeper's House had been received and payment had been made. The reports would be brought to the attention of the Conservators' insurers.

River Manager

6.2.9 **Grazing, 1.74 acres Fen Road:** Mrs Barton had accepted the revised annual rental fee of £675 and payment had been received.

6.5 **Acts / Byelaws (Enforcement and Penalties):** The River Manager regretted that she had been unable to make progress with this subject, and her report would have to be deferred to a future meeting.

River Manager

6.5.6 **Obstructions:** The City Council had granted permission to the river crew, under the Town & Country Planning Act 1990, to undertake trimming of riverside trees which were obstructing navigation, and these works had been completed in November. Two further Tree Works Application forms had been submitted by the River Manager for works to trees in the City's Conservation Area. The outcome of these applications was awaited.

6.1.10 **Removal of Sunken Boats:** Reclaimed vessel 'Growler' had been sold to defray the expenses of its recovery and storage. It was no longer on the navigation.

6.6.1 **Biodiversity:** The River Manager had met with the EA MOU supervisor and had discussed the issue of controlling the spread of the invasive weed, floating pennywort. The EA had deemed that the weed posed a hazard to flood defence; they might be

able to provide additional funds to assist the Conservators in controlling it. The River Manager had volunteered to arrange a boat-based survey to identify where the weed was located in the Conservancy Area; the river crew would undertake this task. The plant was in a dormant over-wintering state but was expected to grow rapidly in the spring. Mr Leader queried where the cleared material would be removed to, objecting to the river crew's dumping of material on private riverside lands without the landowners' consent. Mr Adams explained that this was common practice since the weed originated from the river bed adjacent to that land. Mr Macnaghten asked if the Conservators were using delegated powers of the Environment Agency to undertake weed control and the River Manager confirmed that this understanding was implicit to the MOU agreed with the EA.

6. Appointment of Deputy Chairman, River Manager and her Deputies

- 6.1 On the proposition of Mr A C G Brown, seconded by Ian Nimmo-Smith, Dr R D H Walker was appointed Deputy Chairman, nem con.
- 6.2 Conservators confirmed that Dr P Noon was to continue in her appointment as River Manager and acting Engineer/Control Officer.
- 6.3 Conservators also confirmed that either the Deputy River Manager or River Foreman were to have the powers of the Control Officer vested in them in the River Manager's absence for all matters concerned with, inter alia, the Byelaws and the statutes affecting the Conservancy Area.
- 6.4 The Conservators agreed to delegate their powers to their officers and on the proposition of Cllr I Nimmo-Smith, seconded by Mr R J Pryce-Jones, it was resolved nem con that:-
 - (a) the Chairman and the River Manager be authorised to carry out all such matters requiring the authority of the Conservators in the event of any emergency works or works consequential on works approved by the Conservators being required and to take any decisions normally requiring to be given by the Conservators (including under the Licensing Act 2003) where the obtaining of such approval might delay any matters to the detriment of the Conservators or any third party.
 - (b) the River Manager and her deputies be authorised and directed to collect the registration fees, any arrears and all other charges due to the Conservators and to take such steps as may be necessary (through Court action, including power to agree to and to sign proxy for the Conservators in respect of any voluntary arrangements of creditors, bankruptcy or liquidation proceedings in respect of the Conservators' debtors or

otherwise) on behalf of the Conservators to complete such collection or to enforce the Byelaws and statutes and to defend actions on behalf of the Conservators. The River Manager or her deputies be appointed to appear on behalf of the Conservators before any Court of competent jurisdiction for these purposes and the powers of the Conservators for this purpose be delegated formally to the River Manager or her deputies.

(c) The River Manager be authorised to issue such notices as may be necessary in respect of all work to be undertaken on the Conservancy Area and the Upper River and to take appropriate steps to maintain the same in conformity with the current statutes and the Byelaws affecting the same.

(d) The River Manager be given power to agree special terms for payment, to compromise or otherwise to amend any claim in respect of registration fees due to the Conservators and to agree terms for and to issue (with or without such conditions as they deemed appropriate) licences for work to be carried out in or over the navigation or on the banks to applicants and to refuse such applications and those for registration of boats, for any reason for which the Conservators have that power and without limiting the generality of this authority, particularly if they have any concern as to the safety of the navigation or any boats concerned or their effect on the safety of others to implement such powers; provided that details of all such licences granted or refused shall be reported to the next ensuing meeting of the Conservators.

7. Chairman's Report:

The Chairman had nothing further to report.

8. Finance Report:

8.1 The Deputy River Manager reported that £355,000 was held on a Barclay's Treasurer's Deposit providing 4.935% (maturing on 19/01/08). This sum was held in addition to £250,000 on Cambridge Building Society Hallmark Account earning 4.76 % A.E.R. (variable interest rate) as at 4th December 2007.

8.2 It was reported that everything was on course to provide, at the end of the year, the figures shown in the Draft Proposed Budget for 2008/09, which was included with the meeting papers.

8.3 Registration Fees, Budget and Future Capital Expenditure: The Environment Agency had confirmed its intention to continue with the Interchange Agreement in 2008/09. The EA had set a 11.5% increase on its annual registration fees for 2008/9 which would have a positive effect on the Conservators' income. The

registration fees for motorised vessels in the Conservancy Area would be at 95 % of those set by the EA, as in previous years. A schedule of estimated registration income for 2008/09 was tabled showing potential registration income as affected by a 3% and 5% increase on the fees. Some discussion followed as to whether these percentages would yield sufficient funds for operations and capital expenditure. Conservators reviewed a budget comparison sheet prepared by the Deputy River Manager. The legal fees incurred in 2007/08 were noted to be unusual (pontoon licence issues). There had been an overspend on staff costs and the Deputy River Manager explained that emergency attendances could not always be predicted ahead for example, rainfall and flood defence operations. Conservators were concerned that the R&R contribution, currently set at £25,000, was too low.

Cllr I Nimmo-Smith left the room

Conservators were also presented with a list of capital projects which had been identified in 2003-2008 Business Plan which had not yet been undertaken (£176.9 k based on 2003 estimates). Conservators recognised a need to prioritise these projects and that the estimated costs had probably risen substantially over the 5-year period. The drafting of the new Business Plan for the period 2008-2013 offered a chance to identify which projects were still required. Dr Walker was concerned that the Conservators were not putting sufficient revenue aside each year to support a properly funded capital plan and that a more realistic figure might be £70k per annum to support the required level of expenditure. The Chairman felt that there was insufficient information on the table to set proper priorities and that the Business Plan sub-committee group should bring forward this type of information to the April meeting. At the very least, the Chairman argued that it would be timely to purchase a replacement truck for the Foreman, to the agreement of the Conservators.

RESOLVED, that the Chairman and officers should seek a competitive quotation for a replacement truck for the Foreman within a budgeted figure of £16,000.

Chairman/River Manager

Returning to the setting of registration fees, in consideration of the need to increase income, Mr R Ingersent proposed a 5% increase on the registration fees for 2008/09, seconded by Mr A C G Brown.

The Conservators approved a 5% increase in registration fees unanimously.

River Manager/Deputy
River Manager

The Chairman asked if the finance report could be prepared with greater clarity for the next January meeting at the time when the budget was to be fixed, to include capital works in the calculations.

The Chairman asked Conservators to approve the budget.

Conservators approved the Budget nem con (subject to the registration income being adjusted to reflect a 5% rise).

9. Agreement for River Lowering (Middle River - along the Backs)

9.1 The current window commenced on 1.12.07 and was due to end on 14.2.08. Conservators were reminded that the dates for the 2009/10 year had been set provisionally until such a time that a sub-committee group meeting had been convened with Mr J Macnaghten, Director of Scudamore's, to review this procedure. The sub-committee group (Professor M D I Chisholm, Mr J A Adams, Dr N Chancellor and the River Manager) met with Mr Macnaghten on 29th October 2007. The River Manager had prepared a report from this meeting and the Chairman confirmed with those present that they had read the document. Annexed to this report was a history of river lowering events over the last 20 years to provide some historical context to discussions.

9.2 River lowering for inspections only: It had been argued that new technologies were now available for below-the-waterline inspections and that the river level should not be dropped for inspections on account of environmental considerations and disruption to river operators. Applicants were to be encouraged to seek alternative methods of inspection (cameras, divers etc.) or to await a period of scheduled lowering.

Resolved, that the procedure should be abandoned for inspections only and that any applicant requiring an inspection should coordinate their programme with others undertaking works.

9.3 River lowering for works: It was recognised that river lowering was advantageous in allowing access for essential works to be undertaken to structures and buildings along the College Backs. However, the Conservators were mindful that the lowering placed properties and structure at risk and the Conservators might be held liable for any damage arising from the practice. Most lowering periods had been of less than a fortnight's duration and the need had diminished since the 1980s when many of the Colleges had undertaken substantial programmes of repair works to their properties. The sub-group had recommended a 3-year rolling cycle, but after some discussion it was agreed that a 2-year cycle should be instituted, whereby the Conservators would offer up to a maximum period of 14 days with no charge, but a penalty, to be determined by the Conservators, would be levied if the applicant was unable to complete their programme within the timeframe offered. If no

Mr Key left the room

request was received for a river lowering, the Conservators would lower the river on one, pre-published day only, to allow various parties access for inspections and works. This notice would be advertised in local newspapers, via the website and via the College Bursars by the River Manager.

River Manager

Resolved, that for the year 2009/2010, a new 2-year programme would be instituted.

9.4 The River Manager would attend to a public safety risk assessment for times when the river was lowered, and liaise with officers in the City and County Councils to ensure that measures were in place to protect the public at these times.

River Manager

9.5 Conservators reserved the right to deal with emergency applications (e.g. if a wall or bank collapsed) outside the normal terms of agreement for river lowering.

9.6 Fees for 2008/09:

The agreement for river lowerings for 2008/09 had been agreed at a previous meeting (see Minutes, 12th January 2007). A 5 % increase on the previous years' fees was agreed, *nem con*:

(a) For lowering middle river	£1074
(b) For any obstruction where scaffolding up to 1½ m in from bank lasting up to 14 days	£ 536
(c) With per week or part week thereafter	£ 221
(d) Administration fee / approval of plans without obstruction	£ 112

Any such extension in:

December or January twice the rate set out above;

In November or February three times the rate; and

In March five times the rate.

Applicants were to be discouraged from requesting closures of the navigation over the Christmas and New Year holiday period.

9.7 The Conservators reserved the right to waive the fee where appropriate and to set a different fee where obstruction is more than 1 ½ metres into the river, the powers of the Conservators being dealt with by the River Manager in consultation with the Chairman under the standard power of delegation.

- 9.8 The new scheme was to come into effect for the winter of 2009/10 and the River Manager was asked to notify the Secretary to the College Bursars of these changes and to publish these details on the Conservators' website.

River Manager

10. River Manager's Report:

The Conservators noted her report on:-

10.1 Administration

10.1.1 Archiving: The Clarks Shoe Museum in Somerset had been in contact about a pair of wooden 'Fen waders' which had been donated to them by a distant relative of their former owner, James Richardson (1905-1986), a student and oarsman at Gonville & Caius College (c.1923-28). The archivist was attempting to locate a suitable local museum to house these unusual items.

10.1.2 Business Plan: A sub-committee meeting was held at the Chairman's House on 30th October to discuss the drafting of a new Business Plan. The Chairman was joined by Cllr Tim Ward, Mr Clive Brown, the River Manager and her Deputy. See Matters for Decision.

10.1.3 AINA/BW consultation: The River Manager and her Deputy attended the AINA Conference in London on 27th September on the theme of the EU Water Framework Directive and its implications for navigation authorities. All member states are expected to achieve 'good ecological status' of their inland waters. Classification of water bodies had not been determined and the EA was in the process of drafting River Basin Management Plans in its role of regulator. Navigations may be exempt from some of the Directive's targets as 'heavily modified water bodies'. Delegates were concerned about any increased administrative burden created by this new legislation and the costs of authorities' implementing the Directive could not be projected. The River Manager remained at the end of the Conference for the AINA AGM and was welcomed as a new member of the Executive Committee.

The River Manager attended the BW AGM in Birmingham on 17th October.

The River Manager had been assisting AINA in the drafting of a report for Defra on catering for leisure growth on the inland waterways. AINA had requested information on national mooring policies and the River Manager had submitted a response on the joint approach used on the Cam by the Conservators and the City Council.

Defra's Pesticides Safety Directive had circulated a questionnaire via AINA on usage of amenity pesticides by navigation authorities in the UK. An online questionnaire had

been completed for their survey company, Risk & Policy Analysts.

The River Manager attended her first meeting of the AINA Executive on 6th December, in Leicester. Committee members were shown clearance activities by the BW East Midlands team of floating pennywort on the River Soar, a new private off-line marina near Pillings Lock and a waterside development in Loughborough.

British Waterways head office had moved to 64 Clarendon Road, Watford, WD17 1DA.

10.1.4 Insurance: See 10.4.7 (Tree Pollarding).

10.1.5 Office supplies: Nothing to report.

10.1.6 Procedures: The EA has requested an update of emergency contact details for the staff and these have been provided to them.

10.1.7 Staff: The River Manager took annual leave 26th-30th November inclusive. Cambridgeshire County Council had announced its intention to change its pension scheme as of 1st April 2008. The actuarial valuation (completed every 3 years) had not yet been published. Owing to a problem with the booking, the staff powerboat training had been rearranged for a date in the spring.

10.1.8 Licensing Act: Nothing to report.

10.2 Property management

10.2.1 Jesus Lock Keeper's Cottage: The river crew reported that the lead flashing above the brick lean-to along the west side of the cottage had been ripped-off the building, presumably stolen. Metal theft around the City was widespread. The theft had been reported to the police. Carter Jonas had arranged for the tenancy to be renewed with the existing tenants on a statutory period basis from 5th January 2008. Four student council tax exemption certificates had been sent to the City Council and they had issued a discounted council tax bill which the students were obliged to settle. An asbestos inspection report had been received from Walker & Turpin. No asbestos-containing materials were found during the survey. The tenants had reported problems of damp in the downstairs bathroom and Carter Jonas had found a contractor to provide a quotation for the ventilation to be improved by means of an air brick. Carter Jonas were to confirm with the City Planners whether planning permission was required before any work was undertaken on the 'listed' building.

10.2.2 Baits Bite Cottages: New tenants, Mr Debnam and Ms Clough, moved into No. 1 Cottage as of 1st November, paying 6 months' rent in advance to secure their tenancy. The rent had been set at £910 per month. An apple tree had been planted in the garden to replace the tree which had fallen earlier in the summer. A heating engineer, Andrew Gilbert, has carried out a service of the heating system in No. 2 Cottage.

10.2.3 Baits Bite Office: SCDC confirmed that handrails for the steps leading up to the office door did not require additional planning approval. A local blacksmith had provided an acceptable quotation and the handrails were due to be fitted imminently. Advance Security Ltd carried out their annual inspection of the alarm and CCTV systems, on 29th October. An asbestos inspection report had been received from Walker & Turpin, reporting that the roof was covered with asbestos-bearing tiles but they were in good condition and therefore presented a low risk. The inspector advised that warning signage should be put in place on the walls, and that precautions should be taken when the gutters were cleaned-out.

River Manager

10.2.4 Clayhithe House and Depot/Workshop: Advance Security Ltd carried out their annual inspection of the alarm systems on 26th October. Walker & Turpin's asbestos inspection report had reported asbestos in three areas: some asbestos-backed floor lining in the kitchen, in the red roof tiles above the old workshop and an under-sink pad in the new workshop. The floor tiles were not to be disturbed, the roof tiles needed to be identified with signage and precautions were recommended when clearing the gutters; the sink pad required routine monitoring. These materials presented a low or very low risk providing they were not disturbed.

River Manager

10.2.5 Jesus Lock: The River Manager confirmed that the seasonal prohibition on motorised vessels using the river above Jesus Lock had ended and the head of navigation could be accessed by such vessels, with permission, from 1st October to 31st March inclusive. A brickwork specialist had been asked to examine a cracked section of the right-hand wing-wall of the lock (see Matters for Decision at the end of this report). The River Manager met with the EA Asset Management Team, Bedford office, on 20th December to discuss possible cost-sharing of repair works. Repairs required to satisfy the EA's requirements were deemed to be minor and had little overlap with the Conservators' asset management responsibilities. Sharing of project costs could not, therefore, be envisaged. Other means of funding major repairs (replacement v-doors etc.) would be investigated and reported at a future meeting. The visual inspection survey by Halcrow, on behalf of the EA, had also noted the poor condition of the timber on the lock swingbridge which was used by the river crew and EA staff to

access the lock island and sluice gates. The River Bailiff was attending to replacing the rotten timber decking.

River Manager

10.2.6 Baits Bite Lock: A navigation-suspension notice had been issued for 27th September, given programmed interruption to the power supply while EDF Energy undertook works to power cables in the area. One boat was locked through manually by the River Foreman. RJ Marriott undertook a 6-monthly mechanical engineering inspection on 15th/16th October. The appropriate navigation suspension notice was issued. The hydraulic-ram mounting brackets for the v-doors were repaired at this time. The total cost of the repairs amounted to £2,390. The engineers discovered a knocking coming from the guillotine gate gear-box unit and had recommended an overhaul which would require a more lengthy closure at a future date. EA asset inspectors had recommended the fixing of handrails at the entry points to the lock in accordance with their national safety standards for areas accessible to the public. A quotation had been sought for handrails to be fitted to the downstream lock-parapet and the steps leading down to the landing stage. These handrails would require planning permission. The river crew investigated an intermittent fault with the time delay, which had been preventing the opening of the guillotine gate. Wear to the gate seal was suspected. Eventually, an electrical fault was diagnosed; the electrician from Graeme Cooper (Electrical Contractors) was called-in to resolve the problem. The EA's contractors, Anglian Marine Services, completed brickwork repairs to their structures adjacent to Baits Bite sluices (10th September - 24th October). The contractors hired the Conservators' 'digger barge' for this job and payment had been received against the invoice. There had been over 1,000 recorded boat movements through the lock in 2007.

10.2.7 The Halingway: Cllr H Smith had been given guidance about formalities which would need to be exchanged in order for an outfall drain to be laid across the Halingway adjacent to Chesterton Fen. Cllr Smith had arranged for a petition from local residents to be presented to Anglian Water for the provision of a foul sewer to service the developments and businesses in the Fen. The petition had met with some success. AW was considering a First Time Sewerage Application under S101A of the Water Industry Act 1991. In response to a request for supporting information, the River Manager had collated information about recreational use of the river and towpath, some data being provided by the town and college rowing clubs about event competitor numbers. A litter bin provided by Milton Parish Council had been installed at the end of Fen Road, Milton, beside the Halingway. The Parish Council Clerk had arranged for SCDC to empty the bin weekly. The River Manager had written to JSM Hockeys Property Management in relation to a property for sale on Fen Road, asserting that there

were no rights of access from the house onto the towpath. A dog litter bin provided by Waterbeach Parish Council had been installed near the 'fisherman's car park' at Clayhithe Bridge. The Parish Council Clerk had arranged for SCDC to empty the bin regularly.

10.2.8 Lease of Fishing Rights: The half-yearly invoice in respect of fishing rights had been issued (£1065). A Cambridge resident asked for information relating to fishing permits for the Commons. He was referred to the appropriate City Council department.

10.2.9 Grazing, 1.74 acres Fen Road: Nothing further to report.

10.2.10 Grazing, 4.69 acres Fen Road: The half-yearly rent from Mr Burton had been received via Carter Jonas.

10.2.11 11.3 acres Clayhithe Field: The 6-monthly bill in respect of the water supply to the cattle trough (£192) had been paid and Mr Smart, the tenant, had been asked to reimburse the Conservators.

10.3 Plant and equipment

10.3.1 Computer: The Chairman had authorised the River Manager to purchase a laptop computer (cost including software £773 inc. VAT). A large number of e-mails (300+) were recovered from cyberspace by AKM (computer support company) dating back to 2006. The problem appeared to have affected incoming mail only and the problem had been resolved.

10.3.2 Conservators' Boats: The river crew had marked-up the new Bailiff punt with the name 'Ted Gambie' using vinyl registration numbers provided free of charge by Scudamore's. A new set of plastic fenders had been purchased for the punt. The Conservators small white boat had been taken off the water, being in very poor condition (see Matters for Decision).

10.3.3 Safety Equipment: Nothing to report.

10.3.4 Vehicles: Road tax for the tractor had been renewed for the year commencing 1st January 2008.

10.3.5 Mobile phones: A new contract had been entered into with O2 which should reduce annual charges. The staff had been issued with new handsets by the service provider.

10.4 River Work

10.4.1 Bishop's Mill SLA with the City Council: The River Manager had written to the City Council SLA Supervisor (John Cowin)

setting out proposals for the 2008/09 year, in accordance with the terms of the SLA and these had been accepted. Invoices for the quarters July to September and October to December had been issued.

- 10.4.2 EA Memorandum of Understanding (SLA): The quarterly invoice for the period to the 30th September had been issued and payment had been received. The EA MOU Supervisor and the Operations Delivery Team Leader were taken on a short boat trip along the river on 13th November to be shown the recent bank piling work and patches of floating pennywort. The River Manager and Foreman discussed the 2008 works' programme with the EA representatives and following this meeting, the proposals for the 2008/09 MOU were submitted to the EA.
- 10.4.3 Towpath - grass cutting: Country Grounds Maintenance undertook grass cutting in October, charging £315 per day (an increase of 40% over what was charged in 2006). The total costs of two cuts, the absolute minimum required to maintain the riverbanks, was £2,200 in 2007. At least one more cut would be justified per year, especially if growth was excessive (highly weather-dependent). Mr J Leader complained that some areas were becoming very bushy and that the Conservators should remove all the bushes. The Conservators might need to re-consider the purchase of their own grass-cutting equipment and these costings would be considered in the draft Business Plan, 2008-2013.
- 10.4.4 Miscellaneous Applications: WS Atkins, acting for Cambridgeshire County Council, had requested a lowering of the Upper River to allow completion of brickwork repairs to King's Mill Weir. Consent had already been granted for the scaffolding works. After consultation with the Chairman, local boat hire operators and landowners, a lowering was arranged for the period 5th – 12th October and a public notice was issued to this effect. The contractor was charged the costs of the River Foreman's attendance to adjust the water levels and also the costs of advertising the public notice (total cost £892). Cambridge City Council was granted a licence to undertake river bank works immediately downstream of Jesus Lock where the concrete capping above the piling line had broken. The City Council had also been granted a licence to undertake river bank works on Stourbridge Common at the site of a new water point for boaters.
- WS Atkins had requested permission to carry out overnight under-bridge inspections of the A14 road bridge on behalf of the Highways Agency from 12th–16th November. A licence was not required since these works did not impinge on the navigation. The applicant bore the costs of advertising the public notice in the newspapers.

Balfour Beatty Regional Civil Engineering, acting on behalf of Cambridgeshire County Council, had been granted a licence to complete river bank works in preparation for the lift-in of the main bridge span at Riverside, in December. Cambridgeshire County Council agreed to pay the £1000 suspension of navigation fee set by the Conservators in July 2006; payment was received on 11th December. The River Bailiff assisted the County Council in ensuring that boats were not moored along Riverside within safe working area defined by the contractors. Works were to continue to complete the bridge until spring 2008, but these were not anticipated to disrupt navigation.

An application had been received to operate a 'water bus' service on the Upper River (see Matters for Decision).

Mott Macdonald (technical advisor to Cambridge City Council), in conjunction with their contractors, ECS Engineering Services, were planning to automate Bishop's Mill Sluice and refurbish the gates. ECS had confirmed that they require a lowering of the Upper River 4th – 14th February 2008 inclusive, possibly accompanied by shorter periods of lowering the Middle River also. The City Council had submitted an application for Land Drainage Consent to the EA (Consent No. L07/E/154) to modify the flow pattern from the sluices, by means of flow deflectors, for the benefit of white-water seeking canoeists. This project was anticipated to be appended to the programme of automation at the sluices.

The City Council had intimated that a river lowering might be required in order for a water course between Queens' Green and King College so that the drain could be desilted and cleared of rubbish. The EA had been consulted over the removal of debris and temporary storage of the spoilings in the floodplain. The works were not expected to affect the main navigation channel. The applicant was advised to take advantage of any periods of river lowering arranged for the Bishop's Mill project.

A formal application had been received from Hannah Reed Associates, acting on behalf of Jesus College Boat Trust, for the creation of a new bank tub outside their clubhouse (See Matters for Decision).

10.4.5 Rubbish Clearance (City): Nothing to report.

10.4.6 Third Party Rechargeable: The river crew had completed piling the frontage at Terell, Horningsea, for Mr M Harrison. An invoice had been raised.

10.4.7 Riverside trees: The River Manager submitted further Tree Work Applications to the City Council,

10.4.8 Tree Pollarding: Town and Country Tree Surgery Company had provided a quotation of £12,000 for the crown reduction and/or pollarding of thirty-four trees between Fen Road,

Milton, and Horningsea. The River Manager had submitted applications to SCDC's Wildlife Enhancement Scheme and the Cambridgeshire and Peterborough Biodiversity Project Fund for part-funding of the large willow pollarding project. Both SCDC and the Biodiversity Partnership had each undertaken to contribute £1500 towards the project. The River Bailiff, using a portable GPS, was conducting a census of the remaining trees along the Halingway. Tree no. 409 collapsed overnight on 23rd September.

Permission had been granted for Acacia Tree Surgery Ltd to re-pollard eight of the Conservators' willow trees to the rear of the Fen View development, Chesterton, on behalf of the property owner, Mr Crickmore. The River Manager ensured that the tree surgeons had the appropriate insurance cover in place, including an Indemnity to Principles Clause (as recommended by our own insurers), prior to the commencement of the works next to the public right of way.

10.5 Acts / Byelaws

10.5.1 Bank maintenance: The City Council had undertaken a safety audit of its riverbanks and a schedule of repair works had been put into motion.

10.5.2 Breaches of mooring policy: The River Manager wrote to the owner of cruiser 'Lady in Red II' following reports of it repeatedly being moored on the riverbank at 'the Gut' during the last week of October. The owner had loaned the boat to his son who was unaware of the mooring restriction. The cruiser had subsequently been returned to its off-river mooring.

10.5.3 Moorings under Bridges: Nothing to report.

10.5.4 Incidents: Mr Stuart Ward, Honorary Safety Advisor to the ARA, had sent a response about an incident which took place on 29th July involving the narrowboat 'Rayner' and an eight from Wolfson College Boat Club. A meeting with the President of the CRA (Mr W Key) and Eastern Region Water Safety Advisor (Mr David Watson) to discuss safety issues on the Cam was to be arranged at a mutually convenient time.

A stolen Honda CBR 1000cc motorbike was ditched in the river beside Bishop's Mill Sluice on 31st October. Contractors working at King's Mill Weir were able to haul the bike out using a digger; the river crew returned the bike to Clayhithe depot. A small amount of oil leaked from the engine into the river, but this dispersed quickly. The vehicle insurer's recovery company reclaimed the bike from Clayhithe and reimbursed the costs of the river crew's attendance (£176).

The River Bailiff recovered a number of plastic City Council litter bins from the river on 1st October adjacent to Jesus Green. City Council's Streetscene department came to collect them.

The BW Safety Advisor visited Baits Bite office on 4th October to install the AINA 'IRIS' software for logging incidents and incidents for 2007 had been entered into the database. The River Manager had agreed to submit returns to AINA twice a year. RIDDOR-type incidents were not being reported to the River Manager, although this information was acted upon by the City Council's Environmental Health Services Officer. The River Manager asked to be informed of these incidents. To improve the capture of information, an incident reporting form had been drafted (see Matters for Decision).

A table football machine was thrown into the river from the Fort St George Public House late on 10th October, causing problems to rowing crews the following morning. The river crew were deployed to retrieve it, but upon arrival they found that the pub staff had been able to pull it out.

The City Council's Safer Communities Team gave an accident report to the River Manager about a lady whose wrist was crushed and broken when taking a ferry punt tour along the Backs in August. The punt had been involved in a collision and the passenger had attempted to fend the approaching vessel off with her foot, and then her arm, which was then crushed. The identities of the two punts involved could not be ascertained from the report. The River Bailiff was making enquiries.

There were strong stream conditions on the River Cam 17th/18th October, following two days of heavy rain. A GRP river cruiser navigating upstream via Baits Bite Lock was involved in a 'near miss' on 18th October. Only one sluice gate was operating on this day; the other had been isolated as the EA was awaiting spare parts to complete their repairs. As a result, a very strong eddy was circulating in front of the downstream entry point to the lock. As the cruiser attempted to enter the lock it was caught in the eddy and it lost control, crashing into the lock island, and then into the opposite parapet. By applying considerable forward thrust the vessel was able to motor into the lock at high speed, the crew crouching on the foredeck, screaming directions to the skipper, with line in hand. The incident highlighted the dangers to vessels and personnel using the river during strong stream conditions. A closure policy might be required for the locks on the Cam at such times, as adopted by the EA on its navigable waterways. The eddy caused a bar of sediment to build up parallel to the downstream landing stage and the Riverboat Georgina ran aground on this bar on 20th October. The river crew deployed the Berky the following week to redistribute the silt locally across the river bed.

Some visiting fishermen taking part in a CFPAS match on 28th October were incensed when a large barge chose to 'wind' opposite them. The stern of the vessel made contact with the bank where they had set up their tackle, and a keep net was dragged along by the stern of the vessel. The identity of the barge owner could not be established.

A lively Hallowe'en party at the Penny Ferry pub resulted in vandalism to the premises and a number of picnic benches were removed from the pub garden. Six were found on the Halingway; five others had been thrown into the river. The new pub management had gained an unfortunate insight into the nature of its local clientele, and had been warned that if the benches were found in the river again the establishment would be recharged the costs of their recovery by the river crew.

A coxless four from 1st & 3rd Trinity B/C collided with Mr Middleton's barge, moored at Fen Ditton, during the University IVs races 2nd November. The rowing four had been moving along at speed and the crew were unable to correct a steering error. Mr Middleton was furious and exchanged words with the crew. He telephoned the River Manager immediately. An apology was received from the Captain of the Boat Club and forwarded to Mr Middleton. No damage was sustained to either vessel.

Mr R Ingersent, of Scudamore's Punting Company, had reported a punting incident which took place on the Middle River 6th October. A lady's finger was severed when their self-hire punt collided with a chauffeured punt, identity unknown. The East of England NHS Trust was able to confirm the time and location of the ambulance attendance. The lady in question had not reported this matter to the Conservators' officers.

Cantabrigian RC reported that a visiting rower had suffered an upset stomach after taking part in the Cambridge Winter Head Race 17th November. The river crew complained about the large number of bottles and Styrofoam cups in the river following these events. Mr W Key disputed that these objects had originated from the rowing events which took place that weekend.

An RSPCA officer visited the river near Baits Bite Lock on 27th November in response to reports of two injured and distressed swans. Both birds were taken away and brought back again later in the day. One had had a fishing hook caught in its throat. Cambridgeshire Boatwatch had warned boat owners to be vigilant following several engine-thefts across the region. The Police had recommended that vessel owners should register their portable property using a free service called 'Immobilise' (www.immobilise.com).

A narrowboat interrupted the Fairbairn Novice Races 30th November by pulling onto the course and navigating upstream from Fen Ditton to Riverside, ignoring the marshals' requests to pull over. Enquiries were being made as to the vessel's identity. Fortunately, there were no collisions. On the same day, there was an oil slick reported on the river beside Stourbridge Common extending through Chesterton. The EA's Environment Officers visited but the oil was too dispersed for them to apply any control measures. Its origin could not be ascertained; the oil was found as far upstream as Jesus Lock.

A complaint had been received from a disgruntled punter who was rammed, in his opinion deliberately, by a chauffeured punt operated by Scudamore's Punting Company on 30th September. One of the party toppled into the river and their phone and camera were immersed (the camera was reportedly ruined). The complainant was seeking compensation for damages. The River Manager indicated that this matter had to be settled directly with Scudamore's.

A willow tree collapsed onto the towpath near Horningsea 6th December; it was removed by the river crew.

Scudamore's ticket office at the Mill Pond part-sank on Boxing Day and the River Foreman, attending Bishop's Mill Sluices, was able to alert Mr Ingersent to the situation. Mr Ingersent thanked the Foreman for his extremely helpful response. Some discussion continued about water levels on the upper river. Mr Macnaghten had his doubts about the reliability of the callout procedure via the EA. The River Manager suggested that an infra-red camera, linked to a website, would be of great assistance to the Foreman, who would be able to see the actual river level before setting out from Clayhithe to attend the gates.

- 10.5.5 Navigation: New 'keep to the left' signs had been mounted on a post near Grassy Corner, replacing a sign which was damaged during the Town Bumps.

The EA had advised of the ongoing restriction of navigation on the Ely Ouse associated with the rebuilding of the collapsed railway bridge up to 21st December, plus closures for drain-down inspections and repairs at Eaton Socon Lock near St Neots (3rd-21st December inclusive), and Isleham Lock on the River Lark (7th January-7th March 2008 inclusive).

Three vessel owners had requested passage through Jesus Lock to the head of navigation during the Christmas period and permission had been granted under the terms of Byelaw 5.1.

- 10.5.6 Obstructions: Floating pennywort on the Cam could present a significant obstruction to navigation if the weed was left to grow without control measures. On 7th December the River Manager visited the River Soar, Leicestershire, with the AINA Executive, where navigation had been affected seriously by this weed in 2007. BW had feared its spread downstream onto the navigable River Trent, with unimagined consequences. On the Soar, a two-man team had worked continuously from July onwards to slowly remove the weed from the waterway onto the bank using a lifting arm and grab bucket. BW and other authorities (e.g. Broads Authority) had recognised the serious threat to navigation and flood control posed by the weed. Weedcutting on the Cam under the EA MOU had not, to date, included control of this invasive species.

- 10.5.7 Pontoon applications: The River Manager met with the City Council 'Punting Strategic Group' 8th October to discuss issues

relating to commercial punt operations and mooring. Following this meeting, the City Council's Principal Solicitor circulated a letter to all commercial punt operators. The letter stated that the City Council had not given consent for commercial punt operations to take place from Jesus Green. The City Council was considering taking legal action against these operators for unauthorised use of the Council's land. The present and future use of Jesus Green, including mooring, was to be the subject of a consultation (see 10.7.3 City Council's Moorings' Policy). A self-employed punt 'tout' was taken to Court in November and fined £100 plus costs and victim surcharge under the City Council's byelaw for 'causing an obstruction by soliciting for business in a public place or causing annoyance' on 27th July 2007.

The River Manager and River Bailiff met with City Council officers on 20th November to explore the possible future use of the area in front of the suspended walkway at La Mimosa, Thompson's Lane.

The former Chairman had recommended that a paper should be presented to the Conservators at the April meeting in light of the fact that the licences were due to expire in 2010. The River Manager informed Conservators that more legal support might be required from Archer & Archer, at a cost, to assist in the drawing-up of any new licence(s).

- 10.5.8 Pontoon licence application, at Quayside, by Scudamore's: A copy of a letter dated 16th November 2007 had been received from Scudamore's solicitors (Pinsent Masons) addressed to the City Council's solicitors (Beachcroft) over the unofficial use of the Scudamore's and Tyrell's pontoons at Quayside by independent punt operators. Pinsent Masons purported that a City Council officer, identity unknown, had encouraged the freelance operators to make use of the pontoons to pick-up and discharge paying passengers. The City Council's solicitors by reply, denied any involvement. One of the small punt operating companies, the Traditional Punting Company, was in receipt of a Letter Before Claim dated 20th November from Scudamore's solicitors demanding that they desist from using the pontoons at Quayside for their operations immediately. The River Manager provided the Traditional Punting Company with the text from the standard pontoon licence agreement clause 2(e) - "to permit all other river users at all reasonable times (but only when the Licensee's own operations permit such use) to embark and disembark at the pontoons but not to ply for trade from the pontoons nor to moor against the pontoons" - so that they might consult a solicitor over their position and make a response. A compromise appears to have been reached between Scudamore's and the Traditional Punting Company in respect of this matter.

- 10.5.9 Registration numbers: The River Bailiff had issued 51 notices against motorised vessel owners in the Conservancy Area who were not displaying a valid registration number on 4th October 2007 (representing over 70% of motorised vessel owners). Reaction by the vessel owners to this enforcement notice had been sluggish, there being considerable confusion amongst them owing to the three registration numbering systems administered by the EA, BW and the Conservancy. Officers have been advising vessel owners as to which registration number they were expected to display on their vessel. The crackdown on unidentified vessels would be extended to include manually propelled vessels over the coming months, especially at the time of registration renewal.
- 10.5.10 Removal of Sunken Boats: Reclaimed cruisers 'Marikana Maid' and 'Growler' had been sold by sealed tender and both vessels had been removed from the waterway by their new owners. Vessel 'Thelie' was part-sunken at Riverside on 18th October. The owner was notified and the river crew assisted in pumping the vessel out. Narrowboat 'Jay Bea II' was reclaimed from Riverside on 26th October. It would be retained for the appointed period and then sold if not reclaimed by its owner. A bid for reclaimed punt 'Dorothy' was accepted in early November and the new owner collected the vessel from Clayhithe. Narrowboat 'Duty Free' was reclaimed to Clayhithe Depot on 19th November after issue of the appropriate notices. The owner paid up the registration fee, plus a fee to cover the Conservators' costs, within 24 hours.
- 10.5.11 Vehicles on the Halingway: A 'mini-moto' and quad bike were racing up and down the towpath between Chesterton and Clayhithe 30th October. The River Bailiff took photographs of the offenders, and a report was made to the Police. The offenders could not be traced. Two unauthorised scooters using the towpath 30th November were reported to the Police who were subsequently able to catch one of the offenders. A section 59 Warning Notice was issued to him by the Police (Section 59 of the Police Reform Act 2002 gives police the power to seize motor vehicles that are being used in a manner that constitutes an offence, or is deemed to cause alarm, distress or annoyance). Permission had been granted for two vehicles to access the Halingway: (i) a marshal's car parked beside the Gun Shed during the Cambridge Winter Head race 17th November, and (ii) survey company, infoterra, required access on 20th-21st November to take measurements of the A14 road bridge.
- 10.5.12 Noise: Nothing to report.

10.6 Environment and Planning

- 10.6.1 Biodiversity: The City Council Tree Team had sent notification of their winter tree works' programme to several trees in their Parks and Open Spaces following a survey undertaken between August 2006 and March 2007. Works had commenced.
- 10.6.2 Cambridge City Council Local Plan: The River Manager asked the EA Area Flood Risk Manager if anything could be done about the condition of Snobbs Stream (Sheep's Green/Lammas Land) which was heavily silted and filled with rubbish. The EA argued that there was insufficient flood risk to justify its desilting. A project appraisal paper had been prepared by the City Council in 2004 but it appeared that its recommendations had not been acted upon.
- 10.6.3 Cambridge Sports Lakes: Mr Mick Woolhouse had been appointed as the new executive officer, replacing Mr Michael Garroway.
- 10.6.4 CamToo: Mr Richard Moseley has been questioning the Environment Agency's flood prediction models for the Cam, especially for the reaches near Baits Bite. Richard Moseley and Andy Johnson visited the office on Friday 14th December to update the River Manager on the project's progress.
- 10.6.5 Planning Consultations: The Highways Agency made a Preferred Route Announcement in October 2007 for the Ellington to Fen Ditton and Ellington to Fen Drayton stretches of the A14 which had been endorsed by the Secretary of State. The River Manager completed a questionnaire from the City Council regarding proposed improvements to the National Cycle Network at New Bit, off Trumpington Road near its junction with Brooklands Avenue. SCDC had sent notification that from 6th April 2008 they were legally obliged under the Town and Country Planning system to ensure that planning applications were submitted on the National Standard Application Form or 1APP.
- 10.6.6 SCDC Towpath: The annual invoice in respect of litter clearance along the towpath had been issued (£3,900). SCDC indicated that their budget could not allow for this figure to be increased above the rate of inflation.
- 10.6.7 Land Registry application, at Quayside, by Scudamore's: Cambridge Evening News published an article 12th December concerning Scudamore's application for ownership of the land by adverse possession above the steps leading to Tyrell's pontoon at Quayside. The City Council has objected to Scudamore's Land Registry application and Scudamore's had lodged an order in the High Court.

10.7 Moorings

10.7.1 Camboaters: At the Camboaters' AGM in October a new Committee was appointed chaired by Mr A Rankin (narrowboat 'Coroskier'). The River Manager met with representatives of Camboaters informally 11th December to review matters of mutual concern. The River Manager had been relaying regional 'Boatwatch' crime messages to Camboaters to help raise awareness of thefts from, and vandalism to, boats. The River Manager was seeking to arrange a new notice board to be installed near the Plough Public House, Fen Ditton, in collaboration with Camboaters and the publican for the display of river-related information.

10.7.2 Clayhithe 48 hour visitor's moorings: A number of boats had been overstaying the 48-hour limit at this mooring and the River Bailiff had issued notices appropriately.

10.7.3 Mooring Arrangements with Cambridge City Council: The River Bailiff had continued to undertake a weekly boat count on behalf of the City Council and the appropriate invoices have been issued.

The City Council refurbished the sanitary station at Jesus Green in October which included the installation of a new pump-out unit.

The River Manager met with the City Council's Punting Strategic Group on 8th October.

A Mooring Review Questionnaire (MRQ), principally reviewing the charging regime for mooring licence holders, was circulated by the City Council to stakeholders in November. The questionnaire findings were presented at a Moorings' Workshop 12th December to invited stakeholders, including the River Manager and River Bailiff. The City Council's officers were to make their recommendations to their Scrutiny Committee 17th January 2008.

A second Moorings Review Questionnaire on the Jesus Green Area was circulated by the City Council in November and was completed and returned to them. Dr P Convey had expressed his doubts about the City Council's statutory basis for allowing mooring on the Commons.

10.7.4 Conservators' Mooring Policy: The River Manager and Chairman prepared a Draft Mooring Review Document which was circulated to Conservators in November for their comments (see Matters for Decision). A visiting boater had asked for a map to be displayed at each of the Locks showing all the moorings on the Cam. The River Manager would liaise with the City Council about producing a combined publication showing areas where mooring was permitted.

The Head Porter of King's College had complained about independent punt touts trespassing on the College property,

River Manager

discharging their passengers onto the grass in order for their pictures to be taken in front of the College Chapel. The River Manager offered to forward a warning letter to one of the identified punt operators. Their personal details could not be disclosed to the College for Data Protection reasons.

10.8 Registration

10.8.1 Boat Standards: ‘Abandoned vessel’ notices had been issued to several punts on the Middle River which the River Bailiff had deemed to be either dangerous or not fit for purpose. There had been reports of punts being overloaded on the Middle River. The River Manager interviewed the managers of these punting companies about their procedures and reported back to the Maritime and Coastguard Agency which has some jurisdiction on inland waters. The MCA has issued a warning letter to all commercial punt operators about the legislation that they are required to comply with as passenger-carrying vessels. The River Manager had sought the guidance of the MCA in making some revisions to the Conservators’ Code of Practice for Commercial Punt Operators and was awaiting their response. The Passenger Licence Certificate for narrowboat ‘Rosie’ (Camboats) expired in October 2007; the vessel was therefore no longer allowed to carry more than 12 passengers until the Certificate was renewed, pending a worthiness inspection.

10.8.2 EA Interchange Agreement: The official order had been received from the EA. The invoice had been issued and payment had been forthcoming.

10.8.3 Prosecutions: For the registration year to date, the River Bailiff had issued a total of 329 non-conformity notices, as follows: 41 ‘A’ notices (abandoned, useless, or derelict; Byelaw 11); 58 ‘B’ notices (unregistered; Byelaw 8.1); 78 ‘C’ notices (unregistered – final warning; Byelaw 8.1); 78 ‘D’ notices (not displaying valid/correct registration number; Byelaw 8.6); 7 ‘E’ notices (sunk or partially sunken; Byelaw 12); 63 ‘G’ notices (moored in a prohibited area; Byelaw 3); 2 ‘G(A)’ notices (moored in area prohibited to wide-beam vessels; Byelaw 3); 2 ‘H’ notices (moored against the towpath; Byelaw 3).

The River Bailiff issued a form ‘B’ to the owner of a barge licensed with the EA as a ‘houseboat’ but cruised regularly on the Cam. The vessel owner complained to the River Manager. The EA supported the River Manager by confirming that the vessel was incorrectly registered and that the vessel category should be adjusted and the owner made to pay the shortfall in registration fees for the remainder of the year in order to comply with the terms of the Interchange Agreement.

A first batch of prosecutions had been sent to our solicitors, Archer & Archer. Final warning letters issued on behalf of the Conservators had the desired effect: all of the owners had made

arrangements to complete registration. Proceedings were to be re-commenced if some of these owners were unable to provide evidence of a current Boat Safety Scheme Certificate.

10.9 Events

10.9.1 Events: The River Manager had been collating the diary of events on the river for late 2007 and 2008 in liaison with various river user groups. A copy of the provisional calendar of events for 2008 was circulated to Conservators. To ensure public safety on the river during the 5th November Fireworks display at Midsummer Common, a navigation restriction was put in place between the Fort St George and Cutter Ferry footbridge for an hour whilst the display took place. The City Council informed local boat clubs and the Riverboat Georgina of this restriction to navigation by letter and there were no problems on the night. The City Council indicated that they should like for the same arrangement to be agreed for next year's display.

Cambridgeshire Fire & Rescue Services had been undertaking water-based rescue training on a regular basis and they had sought the River Manager's permission on each occasion.

An application had been received for a Duck Race to be held along the Backs during the University RAG Week 23rd February (see Matters for Decision).

10.10 Publicity

10.10.1 A.I.N.A. directory and bulletin: To save costs, AINA had elected to issue future editions of their bulletin in electronic format only.

10.10.2 Notice boards: Suspension of navigation notices (Baits Bite Lock service 27th September, Upper River lowering 5th-12th October, A14 bridge inspection 12-16th November, Riverside Bridge works 3rd- 7th December) had been posted in the Conservators' notice boards along with boats advertised for reclaim/sale, in accordance with the Byelaws. Symbolic signs, discouraging fish thefts (for the benefit of non-English speakers), had been displayed in the notice boards as well.

10.10.3 Publications: Photographs taken by Bill Charles Agency along the Backs for the opening of the new John Lewis store in Cambridge had been used in an extensive publicity campaign (see Minutes, 20th September 2007). The River Manager submitted articles on the Conservancy to both GOBA News and Milton Parish Council's newsletter. Regrettably, neither of these articles was published.

10.10.4 Presentations: The River Manager attended a meeting of Horningsea Parish Council 26th September and gave a

presentation about the Conservators and management of the river. The River Manager and Mr A C G Brown made a presentation to the University's Novice Coxes at King's College on 9th November, evening, to improve awareness of the rules of the navigation and general river issues amongst the new rowers. The presentation was very well received and the powerpoint file was posted on the CUCBC website for their members' reference. The River Manager accepted an invitation to make a presentation prior to the CRA AGM at the Cambridge '99 boathouse on 5th December, answering questions from the floor afterwards. The River Manager had agreed to make a presentation to the Guildhall Retired Staff Members' Club in May 2008.

10.10.5 Media: The Chairman, Prof. Michael Chisholm, was interviewed by a documentary film-maker, James Bayliss-Smith, to record his overview of the history of punting on the river during his time as a Conservator.

10.10.6 Website: Mr Ingersent had requested for digital copies of the meeting Minutes pre-dating 2004 to be posted on the website and this request had been heeded. The annual maintenance fee for the website was due to be paid to the webmaster on 1st January 2008.

Matter Agreed

10.1.2 Business Plan: The sub-committee group requested the assistance of Professor Chisholm in drafting the new Business Plan, on account of his lengthy experience dealing with the Conservators' business. The sub-group decided that it would be helpful for Professor Chisholm to continue to be involved in the drafting of the new Plan.

Conservators approved for Professor Michael Chisholm to be co-opted into the group to assist with the preparation of the new Business Plan.

10.2.5 Jesus Lock: A survey of Jesus lock and sluices by Halcrow Civil Engineering, commissioned by the EA in 2007, had identified a number of structural faults which required attention. Some of these faults were the responsibility of the Conservators as the asset owner for the Lock. A cracked area of the right-hand wing wall was of immediate concern, and a contractor used previously by the Conservators had provided a quotation to stabilise the wall (£2,370 ex. VAT). The River Manager would seek relevant permissions from the City Council to repair this listed structure.

Conservators approved for the works to proceed.

10.3.2 Conservators' Boats: The small white plastic boat was no longer safe for river work on account of its fragile foredeck. It had nil book value. Officers recommended that it should be scrapped and replaced with a new open boat up to a value of £3,000 inc. VAT. The existing Honda outboard engine would be transferred to the new vessel.

Conservators approved the purchase of a new open boat to replace the small white boat.

10.3.4 Vehicles: The river crew's steam cleaner/pressure washer had failed. It was deemed essential for cleaning the working vehicles and work boats, prolonging their lifespan. It was purchased approximately 8 years ago for £1,370. Repair estimates were in excess of its value. Officers recommended the purchase of a new steam cleaner at £1,500 inc. VAT.

Conservators approved the purchase of a new steam cleaner for the river crew.

A Tomlin tipper trailer was purchased for £2,400 in 2002 (see Minutes, 18 April 2002). This trailer was redundant to purpose because it was not road-legal. Its current value on the books was £1,196.01 depreciating by £239.20 per annum (straight line). Officers recommended the sale of the trailer. A small replacement trailer would still be required for collecting rubbish along the towpath, towed behind the quad-bike. CFPAS had loaned a trailer to the river crew and they had indicated that they might be willing to sell this second-hand trailer to the Conservators for a nominal sum.

Conservators approved the sale of the Tomlin tipper trailer and purchase of a smaller road-legal trailer for rubbish-collection on the towpath.

10.4.4 Miscellaneous Applications: Mr M Garlick and Mr A Ramsey, 'freelance' punt operators, had proposed a 'water bus' service on the Upper River using punts equipped with small motor units. Power driven vessels were only allowed on the Upper River with the agreement of the Control Officer (Byelaw 5.1). The application would set a precedent for this type of commercial vessel to be used on the Upper River. Conservators considered the merits of the application. The proposal was at an early stage and the applicants, who were present, gave more details about their intended plans.

Conservators indicated that permission would be granted for the scheme to operate on a trial basis for a maximum

period of 12 months, subject to (i) other permissions being sought and (ii) the applicants producing more information and a business plan, to be approved by the Chairman and officers under the standard powers of delegation.

A new dock had been proposed to create space for a bank tub outside Jesus College Boathouse for training novice rowers. The works required back-filling the existing ferry dock and excavating a new dock with walls formed of sheet-steel piles. A licence was required under s15 and s16 of the 1922 Act and a fee of £1,000 was proposed to Conservators.

Conservators approved the creation of a new bank tub dock at Jesus College Boathouse and set a licence fee of £1,000 for the licence.

- 10.5.4 Incidents: The River Manager reported that incidents were not being drawn to the officers' attention and, if reports had been received from members of the public, they often lacked sufficient detail for any action to be taken. The River Manager proposed a new Incident Reporting Form which could be made available to the public via the website. Its structure would encourage reportees to provide the necessary information for the Conservators' officers to act upon reports.

Conservators approved the Incident Reporting Form for the Conservancy Area.

- 10.7.4 Conservators' Mooring Policy: Conservators were reminded that they needed to agree the final format of the document before it was to be sent out to the public for consultation (copies had been circulated to Conservators in November, but there had been little feedback). It was agreed that Conservators would see a final draft before it was circulated to stakeholders.

CLlr Williamson left the room

River Manager

Resolved that the River Manager would put the consultation into motion, collect responses from interested parties and bring the findings and recommendations to the April meeting.

- 10.9.1 Events: Cambridge University's RAG Week Co-ordinator had requested permission for a Duck Race to take place on the river on 23rd February, starting at Magdalene Bridge. RAG coordinators were aiming to raise money for Cambridge Volunteering Services, an organisation that worked as an umbrella for approximately 50 voluntary groups in Cambridge. The River Manager asked if Conservators would waive the fee for this charitable event.

Conservators agreed to waive the event fee for the charity Duck Race.

11. Appointment of Observers

The following observers were re-appointed: Mr R J Bryant, Mr D Bradley, Mr W Key and Cllr H Smith. On the nomination of Mr R Ingersent, seconded by Mr L Phillips, Mr James Bayliss-Smith was appointed as an Observer

12. Dates of Next Meetings:

The meetings for Thursday 10th April 2008, Thursday 10th July 2008 and Thursday 25th September 2008 were confirmed and Thursday 15th January 2009 was agreed.

There being no other business the meeting closed at 12.22pm.