

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 11 JANUARY 2007 AT 9.30 am

Present: Professor M D I Chisholm (in the chair).

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 and Cllr T Ward.

Observers: Mr R T Bryant, Mr D Bradley, Mr W Key and Cllr H Smith.

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): Ms E Etherbridge, Mr S P Godfrey, Mr C J Isherwood, Mr J Leader, Mr J Macnaghten and Ms L Shuston.

Action Required

By

The River Manager opened the meeting at 9.30 am.

1. The River Manager reported on the resignation of Dr R Laws and the re-appointment by the City Council of Cllr I Nimmo-Smith, Cllr M Lynn, Cllr T Ward, Mr Rod Ingersent, Mr L Phillips and Mr R C Hardingham, with effect from 1st January 2007 until 31st December 2009. A new Conservator appointed by the City Council, Mr A C G Brown, had made the appropriate declaration and was welcomed to the meeting.
2. **Apologies for absence** had been received from Dr N H M Chancellor and County Cllr P Sales.
3. **Election of Chairman:** On the nomination of Dr R D Walker, seconded by Mr R C Hardingham, Professor M D I Chisholm was re-appointed Chairman for the following year, nem con.

Professor Chisholm, having taken the Chair, informed Conservators that he immediately wanted to move to items 7.25/10.5.7 on the Agenda and proposed a Procedural Motion concerning the issue of pontoon licences at Quayside. The Chairman explained that two applications had been tabled: Scudamore's Punting Company Ltd had proposed an extension to link their pontoons and the City Council had submitted applications for a small pontoon and modifications to the access steps.

Mr Ingersent arrived

The Chairman proposed that the Conservators should defer a decision on either application at this stage since there was insufficient information to make a decision. The Chairman said that those with a prejudicial interest may be asked not to vote and they included City Councillors T Ward, M Lynn and I Nimmo-Smith and Mr R Ingersent, General Manager of Scudamore's. A lengthy discussion ensued. Cllr I Nimmo-Smith was concerned that a resolution needed to be reached more quickly than the next quarterly meeting. Mr J Adams cautioned that legal considerations needed to be weighed-up so that all Conservators would be better informed before a decision was made. Dr R Walker was uneasy at being forced into making a decision; he felt that he had walked into something of which he had no knowledge. He wanted things to be taken forward in a rational way. The Chairman said that a written threat of legal action had been received from Scudamore's and the City Council's officer had made verbal threats of legal action against the Conservators. Any public discussion might be acrimonious. Cllr T Ward, speaking from the Council's perspective, said that the control of touting was to be controlled by the new byelaw and this was required by the people of Cambridge. If the wrong decision was made on the licensing, there would be another season of misery for the populace. Mr J Macnaghten said that this was a complicated issue which was being rushed by Cambridge City Council and that the Chairman was out of order on the substance. There had been a lack of public consultation and it was proper that the matter should be deferred. Having listened to the arguments, Cllr T Ward thought that deferral might be a good idea after all.

The Chairman proposed that a decision on both applications should be deferred until a future date and this was seconded by Mr R C Hardingham. The Chairman set out his proposed strategy: that no decision should be made today, that discussion should take place with the two parties separately, possibly with his officer(s) in attendance; that he would convene a meeting bringing all parties together; and that he would return to the Conservators with a report and recommendations. Conservators would be circulated for their responses and if no consensus was achieved, a special meeting would be convened.

Chairman /
River Manager

The Chairman proposed this course of action which was seconded by Mr R Hardingham and passed unanimously.

4. **Minutes of the Meeting held on 21st September 2006:** 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):**
 - 5.2 Workboat: The workboat had been completed and had been delivered to Clayhithe. The final payment had been made to the boat builder.

- 5.3 Baits Bite Office: Mr G Facer (former Engineer) had provided plans for metal handrails leading to the office door. The fabrication and installation of these rails would complete the office refurbishment whereupon the builder could be paid the balance owing for the additional works.

River Manager

The security shutters had been fitted and payment had been made. The River Manager reported difficulties using the single telephone line for the telephone, fax machine, computers and security alarm system. The security alarm company had recommended for the installation of a second telephone line and this was approved.

- 5.4 Incidents. The insurers had completed their investigations into the incident involving a cyclist who collided with a post on the Halingway on the 15 July 2006. The insurers were confident that if a formal claim were to be lodged against the Conservators, the insurers would attempt to repudiate the claim on the Conservators' behalf. They had stated that the post in question was clear to be seen and it did not represent a hazard.

- 7.1.3 Administration: New e-mail addresses had been set up for the staff as follows:

river.manager@camconservators.org.uk,
jrw@camconservators.org.uk,
river.bailiff@camconservators.org.uk and
admin@camconservators.org.uk

There was capacity for more addresses to be added if required.

- 7.1.5 Mobile phones: The telephone provider had invited the River Foreman to upgrade the suite of staff mobile phones. The River Manager was in the process of arranging an additional handset and phone number for the Deputy River Manager.

River Manager

- 7.9 Byelaws: At the 21st September meeting, Dr R Laws had proposed that text be inserted on the website about approved events on the river and the Byelaw powers delegated to the organisers of approved events. The proposed website amendment required some rephrasing to ensure the correct delegation of the Conservators' powers. It was decided that this would require further deliberation before a decision was made.

- 7.12 EA Memorandum of Understanding: The order from the EA had been received. An invoice had been raised and payment had been received. The next quarterly invoice was due to be issued in January 2007.

River Manager

- 7.14 Equipment: The 'aquascope' viewer had been purchased and the River Bailiff had used it to locate submerged objects with success. The rowing fraternity had been particularly complimentary in seeing these works being undertaken.

- 7.30 The Halingway: The cycleway Lease Agreement has been signed by Cambridgeshire County Council. County Cllr P Sales had been instrumental in securing this agreement. The Conservators asked the River Manager to send a formal letter of thanks to Cllr Sales on their behalf.

River Manager

6. Appointment of Deputy Chairman, River Manager and her Deputies
- 6.1 On the proposition of Dr R D Walker seconded by Mr J Adams, Cllr I Nimmo-Smith 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. The Chairman told Conservators that both the River Manager and Deputy River Manager were still under probationary terms of contract and, once they had been transferred to permanent status, it may not be necessary to raise this motion again. Conservators agreed to this arrangement.
- 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 the Chairman Professor M D I Chisholm seconded by Councillor I Nimmo-Smith 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 reported that he had not been party to the naming of the new workboat, Michael C. The surprise on the day gave him enormous pleasure and he thanked the Conservators for this accolade.

8. Finance Report:

8.1 The River Manager reported that £280,000 was held on a Barclay's Treasurer's Deposit providing 4.215%. This sum was held in addition to £250,000 on Cambridge Building Society Hallmark Account earning 3.99% A.E.R. (variable interest rate).

8.2 The River Manager reported that everything was on course to provide, at the end of the year, the figures shown in the Draft Proposed Budget for 2007/08, which was included with the meeting papers.

8.3 Budget and Registration Fees: The River Manager reported that the Environment Agency had agreed to continue with the Interchange Agreement in 2007/08. The EA had set a 12% increase on its annual registration fees for 2007/8 (the usual rate had been approximately 3% in the past). The registration

fees for motorised vessels using Conservancy Area would be set at 95 % of those set by the EA. The EA's Transport and Works Act Order was still awaiting approval by the Secretary of State.

The Chairman, supported by Mr R Ingersent, proposed a 5% increase on the registration fees for 2007/08. Mr W Key voiced the concerns of the rowing community who already felt that their fees were too high. Mr A C G Brown was concerned that the EA's increases would drive people off the river. Mr J Adams proposed that 3% should be adopted this year.

The Conservators approved a 3% increase in registration fees unanimously.

Mr W Key thanked the Conservators saying that this decision would give heart to the rowing clubs.

- 8.4 For the Budget the Conservators were presented with an estimate of anticipated revenue income and expenditure in 2007/08.

Conservators approved the Budget.

- 8.5 Future Capital Expenditure: the River Manager presented a prioritised schedule of projects which the Conservators were asked to consider for the forthcoming year. These were separate to the Draft Proposed Budget (see Conservators' decisions which follow later in these minutes).

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

- 9.1 Dates for the 'windows' when applications might be considered for winter lowering of the river to allow for repair work to be carried out to properties and structures followed a long-established pattern. The Chairman stated that this pattern had been agreed previously after lengthy consultation with the owners of riparian properties. Mr J Macnaghten raised an objection to the necessity for this practice to continue given new technologies available for inspections and the negative impact on local boating businesses when the river was lowered, citing the disruption caused by the river lowering in December 2006. The Chairman affirmed that full consultation had been made in the past and that changes to the regime would be considered if Mr Macnaghten could bring any new issues to the attention of the Conservators. The Chairman asked the River Manager to arrange a small working group with Mr Macnaghten and others to discuss this further.

River Manager

The rate for the standard period of 14 days was to remain but beyond this additional charges would be made by a variable

rate which would apply as follows:-

Any such extension in:

December or January twice the rate set out below;

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.

- 9.2 The current window commenced on 1.12.06 and was due to end on 14.2.07.

If the dates were to follow the pattern of previous years, the next two years would be:

1.12.2007 to 14.2.2008

1.11.2008 to 14.3.2009 (a longer period, permitted every third year).

If this pattern is to be followed, the following year should be 1.12.2009 to 14.2.2010.

Mr J Macnaghten argued that setting three years in advance was too far ahead. Mr R Ingersent thought it would be sensible to declare the Conservators' interest in proposing the third year in advance but not agreeing it formally. Dr Walker admitted that the colleges had both gained and lost from the exercise. Mr Ingersent asserted that the colleges rarely ever asked for river lowering and that it was usually to permit bridge works. Dr Walker said that in the 1980s more work was being done to foundations. The frequency of lowering had reduced but the colleges would not want to lose the potential for it to be available. The River Foreman said that the lowering fees were too low and this encouraged applications; a higher fee would reduce applications and make applicants look to alternative methods. Cllr I Nimmo-Smith proposed that it would be best to make the third year a provisional date. The Chairman recommended that these dates could be discussed within the small working group organised by the River Manager.

River Manager

The Chairman proposed that the dates for 2009 – 2010 should be provisional and the Conservators agreed to this.

- 9.3 The fees were agreed as follows:-
- | | |
|---|-------|
| (a) For lowering middle river | £1023 |
| (b) For any obstruction where scaffolding up to 1½ m in from bank lasting up to 14 days | £510 |
| (c) With per week or part week thereafter | £210 |
| (d) Approval of plans, without obstruction | £107 |
- 9.4 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.
- 9.6 The River Manager was asked to notify the Secretary to the College Bursars of these changes.

River Manager

10. River Manager's Report:

The River Manager told the Conservators that items which had been submitted previously as separate Reports by the Engineer and Clerks were now combined into one Report. The River Manager would revert to the old format for the next meeting if the format she had used did not meet with approval.

The Conservators noted her report on:-

10.1 Administration

10.1.1 A dinner hosted by Professor Chisholm marking Richard Bamford's retirement as Clerk was held at St Catharine's College on 11th November. Mr and Mrs R Bamford attended as guests of the Conservators. On the occasion of the boat launch and office opening day, 14th December, the river crew presented a small wooden plaque to the former Clerk bearing a Cam Conservancy brass registration disc no. 0600, marking his time in post as Clerk from 1992 to 2006.

10.1.2 BW consultation: The former Clerk had received an invitation to the BW Annual Meeting on 12th October 2006. Dr Noon sent her apologies and informed BW of the administrative changes.

10.1.3 Insurance: All insurance documents had been updated with the new office address. The new workboat had been added to the small craft insurance policy. The premium for the new workboat was offset against a part-refund of the annual

premium paid for the Cyril C. Lifting equipment inspections had been undertaken by the insurance examiner and all items were 'passed fit', subject to some maintenance actions.

10.1.4 Office supplies: The new office came into operation on 2nd October and was now fully stocked. Sticky address labels had been ordered to fit over the accounts address on remaining order books bearing the Archer & Archer address. Business cards had been ordered. Bulk photocopying was being undertaken at a local copy shop. Cllr H Smith drew to the Conservators' attention changes in local postcodes. The River Manager assured Conservators that the necessary changes would be made to the letterhead paper.

River Manager

10.1.5 Procedures: A Management Manual was being written to meet H&S requirements and to act as a safeguard against possible periods of unexpected staff absence. The office would continue to use the file numbering system used by the Clerks at Archer & Archer but the Engineer's file ordering system had been suspended as of 21st September. Old City Council files held at Clayhithe had been returned to the Baits Bite office. Sensitive documents (Deeds, Licences) were to remain at Archer & Archer, Ely. The River Manager had set up an asset management spreadsheet up to assist in the planning and recording of spending on the Conservators' assets.

10.1.6 Staff: The River Manager had requested Annual Leave 22nd - 26th January 2007 inclusive and the Chairman agreed to this providing her deputies were present to cover her duties.

The River Manager had been approached by a graduate seeking unpaid work experience during his 'gap' year. The River Manager reported that there were times when an additional pair of hands would help with river operations and driving vehicles. She would follow up this enquiry.

River Manager

Josh Sparkes, the River Foreman's son, had attended some of the emergency callouts at Bishop's Mill and Jesus sluices, for which he had been paid an allowance.

A representative from Secure Health had provided a quotation for personal medical insurance but none of the staff felt that they could afford the payments so the offer was to be declined.

The River Manager proposed that the Deputy River Manager should receive some training in boat handling by the river crew, supported by formal training and a recognised qualification such as the RYA Inland Waterways Helmsman's Certificate, at a cost of around £300. The River Manager was the only member of staff to hold any boating certificates. The Conservators may need to consider formal training for all the

staff in the future if their insurers or employment legislation demanded it.

The River Manager asked the Conservators to approve formal boat training for the Deputy River Manager and approval was given, nem con.

River Manager

10.2 Property management

10.2.1 Jesus Lock Keeper's Cottage: All rooms were occupied (5 tenants) but Carter Jonas reported that the students could be slow in paying their rent. Following complaints about damp in the kitchen, accessible parts of the house were inspected on 8th December 2006 together with the agent from Carter Jonas. A new bathroom extractor had been commissioned and Carter Jonas were arranging for a contractor to clear weeds out of the gutters. The tenants had requested for an additional refrigerator to be furnished. The River Manager had this in hand.

River Manager

10.2.2 Baits Bite Cottages: Carter Jonas had reported signs of damp in the bathrooms of both cottages so an inspection was undertaken on 25th October 2006 to verify these reports. A new extractor fan was ordered for No. 1 and the fan and shower in No. 2 were to be serviced. A faulty smoke alarm was to be replaced in No. 2 cottage. The tenants in No. 1 would be leaving in February and the agent had found a new tenant.

The tenants of No.2 had been granted permission to replace the faulty cooker up to a £300 limit.

River Manager

Contractors fitted an 18-metre long drainage pipe leading from the sewage treatment plant to the river outfall at a cost of £585. The excavations had been back-filled with earth and reseeded with grass.

10.2.3 Baits Bite Office: South Cambridgeshire District Council had dispatched an assessor from HM Revenue & Customs to inspect the property for its rateable value. The last valuation was undertaken in 1950 when the building was used as a store and premises. Since then, two rooms to the west had been removed. The reduction in floor area has meant a reduction in the rateable value. A small refund of rates is expected.

With the departure of tenants from No. 1 cottage, the River Manager was to reclaim the three rooms to the rear of the office for the purpose of storage. In the future, one of these rooms could be fitted out as a meeting or reading room.

TV Licensing had sent a standard warning letter claiming that this address was unlicensed but, it not being applicable, this was returned to them.

10.2.4 Clayhithe House and Depot/Workshop: The River Manager and Foreman inspected Clayhithe House on 24th October. A number of repairs to this listed building had been suggested over the years, and itemised in the Business Plan, but few had been carried out. The issue of the chimney was unresolved. As a matter of urgency, areas requiring attention included improvements to the drainage around the house to reduce damp, fitting reclaimed floorboards to one of the upstairs bedrooms and attending to rotten window frames and broken panes. Cllr H Smith stated that the District Council planners would be relaxing some of their requirements for buildings in conservation areas in the near future.

The River Manager requested to proceed with the drainage improvements and the Conservators approved for these works to be undertaken. Quotations would be sought for the other works.

River Manager

The doors to the boat shed could not be opened fully, possibly owing to a slight shift in the building's foundations over the summer. The River Foreman had suggested that a roller shutter be fitted, but this may require the permission of South Cambridgeshire District Council planning department.

The security systems for both the boat shed and workshop had been serviced and were in full working order. Ivy had been removed from the end of the buildings.

The River Manager noted plans for the new depot have been approved by the planners and the River Manager was in a position to put the works to tender. The Conservators decided that more information was required before expenditure on this project would be permitted.

River Manager

10.2.5 Jesus Lock: Intermediate repair works to the cills had been completed by Anglian Marine Services Ltd when they were undertaking brickwork repairs to Jesus Sluices on behalf of the Environment Agency. The diving inspection and repairs were provided without charge in return for the transportation of the diver's equipment to and from Clayhithe and the loan of a barge. The brickwork of the lock was reported to be in good condition. However, both sets of v-doors and cills had significant leaks. This condition was only likely to worsen, leading to more expensive repairs being required, and a possible failure of the lock.

The River Manager proposed that a full engineering survey should be undertaken to establish the costs of required repairs and the Conservators agreed to this survey.

River Manager

- 10.2.6 Baits Bite Lock: The insurance company lifting regulations (LOLER) inspector assessed the guillotine gate on 1st November. The gate passed its inspection, validating its insurance for another year. On the inspector's advice, the river crew greased the chains with special lubricant.

Mr Isherwood left the room

A new shed had been purchased to go beside the lock office to store gardening tools and bicycles. Approximately 2 tonnes of shingle had been spread across the length of the lock island to maintain the path, which had been showing signs of wear.

The river crew attended a v-door hydraulic failure on 9th December. Following this, new hoses were fitted and the oil levels were topped-up with biodegradable hydraulic oil.

Mr Godfrey left the room

The opinion of South Cambridgeshire District Council planners had been sought regarding the provision of new steel bollards along the lock pen and additional fencing near the steps leading to the downstream landing stage. These improvements would be justified in case of public claims for accidents or injury. The cost of the bollards would be in the order of £1000. Mr A C G Brown questioned the practicality of this design, especially for narrowboats using a centre line, but Mr J Adams reported that they had been fitted to most locks in the Anglian Region after extensive consultation with the boating public and that they had been received positively.

Subject to approval by the planners, the River Manager requested to proceed with the purchase of the bollards and the Conservators approved this expenditure.

River Manager

- 10.2.7 The Halingway: The Halingway lease agreement had been returned to Archer & Archer for authorisation. The document was to be signed by the Chairman and River Manager and sealed. Conservators were asked to sanction the use of the seal on their behalf.

Chairman / River
Manager

Conservators agreed for the Chairman and River Manager to use the seal to complete this Agreement.

Archer & Archer had invoiced the Conservators for the work carried out in relation to trespass on The Halingway. The River Manager had written to the owner of No. 12 Fen Road regarding a new access that was being to the rear of the property, seeking to draw-up an easement. The house owner had replied, expressing surprise at being asked to do this since she had owned the property for many years. The River Manager could foresee difficulties in arguing the Conservators' right to ownership of the Halingway when dealing with neighbouring property owners without holding possessory title. The Land Registry office had therefore been contacted for advice on how to lodge an application to register the

Conservators' land interests and properties in order to secure title. Supporting documents were being collated by the Deputy River Manager. The fee for this initial registration was around £500.

The River Manager requested the Conservators' permission to proceed with the Land Registry application and the Conservators agreed nem con.

River Manager

South Cambridgeshire District Council had been contacted concerning the continued absence of the gate at Grassy Corner and the foul state of the ditches. In reply, the Environment Agency was intending to plant reeds in the ditch to treat the sewage effluent but no timescale was indicated. Monies to pay for the gate had not been allocated and the District Council had asked for a financial contribution towards the costs, which your Officers declined to provide on account of monies already having been invested to install twin sets of bollards designed to prevent vehicle access onto The Halingway.

A stock list of native trees from a local grower had been obtained with a view to filling-in some of the gaps that had developed in the avenue of trees along the Halingway over the years. The Chairman cautioned against increasing the number of trees as they were a financial liability. Mr J Adams thought that the Conservators had a duty to maintain this important landscape element of the Conservancy Area and that replanting would most likely be necessary in the future. The Conservators were of the opinion that sources of funding should be sought rather than using their financial reserves. The River Manager would investigate sources of funding.

River Manager

To assist in this exercise, the River Manager had started to make a digital record of the tree surveys and works undertaken along The Halingway. Longer-term, this type of information could be mounted on a Geographical Information System for ease of reference.

River Manager

Following a visit from two local Sustrans volunteers, the City Council Cycling Officer sent some Route 51 Cambridge to Newmarket cycle guides to the office to distribute to visitors.

10.2.8 Lease of Fishing Rights: The half-yearly invoice to the Cambridge Fish Preservation and Angling Society had been issued and payment had been received.

10.2.9 Grazing, 1.74 acres Fen Road: The licence for the rental of 1.74 acres of land at Fen Road, Chesterton, had been renewed by the existing tenant and the annual fee had been paid.

10.2.10 Grazing, 4.69 acres Fen Road: Carter Jonas had drawn up a new tenancy agreement for a prospective tenant.

10.2.11 11.3 acres Clayhithe Field: A bride-to-be had requested to use the field for a wedding reception in May or June 2007. After consulting with the Chairman, consent was given subject to certain conditions being complied with. The insurers advised that any liability arising from an accident or claim would rest with the tenant. The applicant withdrew her interest, having found a more suitable venue. Mr R C Hardingham was concerned that the Conservators should not make this a policy for the field to be used for this purpose.

An invoice received from Cambridge Water Company for use of water from the cattle trough in the field had been paid and the tenant had been asked to refund the costs.

10.3 Plant and equipment

10.3.1 Computer: The River Bailiff had been compiling long-hand records of his boat counts. The River Manager argued that his time would be better used if he had a laptop computer for undertaking boat registration checks and other tasks when required. The software provider had quoted £1350 for the hardware plus installation of standard software and a read-only version of the boat registration database. Cllr T Ward questioned these costs as rather high and thought that a PC would be cheaper. Dr R Walker was concerned about where the laptop would be used. Assurance was given that the laptop would be used indoors, providing the River Bailiff with the flexibility to work at Clayhithe, Baits Bite office or at home.

The River Manager sought the approval for the purchase of the laptop computer and the Conservators authorised this expenditure.

River Manager

Portable 'flash' drives had been purchased to allow the office staff to make regular back-ups of the files held on the office computers. These would be stored off-site.

10.3.2 Conservators' Boats: The Berky weed harvester had experienced a minor breakdown when de-silting the cut at the Cambridge Motor Boat Club. The river crew were able to replace the broken hydraulic hose.

The new workboat was delivered to Upware Marina on 24th November and the River Manager and River Foreman took the boat up to its new moorings at Clayhithe. A final fit-out was undertaken by the river crew, adding ceramic floor tiles to the cabin, rails to the stern and roof, an access ladder into the hold, insignia and a flagpole. The official launch of the new vessel

took place on 14th December at Baits Bite Lock and was attended by a number of Conservators and Mr R Bamford. Mr G Facer sent his apologies. The boat was named 'Michael C' in honour of the Chairman, keeping the naming tradition (the previous boat Cyril C was named after former City Engineer Cyril Cooper).

The River Bailiff's wooden punt, used mostly around Jesus Lock, was in a very poor state of repair and its weight rapidly depleted the battery for its electric engine. The River Manager was seeking to replace it with a lightweight aluminium craft costing around £1000. The boat could be taken up the boat ramps on the Upper River more easily. The Chairman cautioned against accessing these reaches owing to jurisdiction issues but agreed that a metal boat would be more durable.

The Conservators approved the purchase of a new aluminium punt for the River Bailiff.

River Manager

- 10.3.3 Safety Equipment: Lifejackets had been purchased for the River Manager and Deputy River Manager.

Two new lifebuoy housings had been installed, one at Baits Bite Lock House and the second beside Jesus Green Lock.

- 10.3.4 Vehicles: On notifying the DVLA of the new office address, replacement V5C Vehicle Registration Certificates had been issued for the fleet.

The River Foreman reported a chronic start-up problem with the Mazda truck which compromised his ability to respond to emergency call outs. The local garage had not been able to resolve the problem. The replacement of this vehicle had been identified in the 2003-08 Business Plan and the River Manager estimated that a good second-hand vehicle might cost in the region of £10,000. The Conservators were of the opinion that the vehicle was not sufficiently old or worn to justify this expense without a full business case being presented to them. The River Manager would research this and present this information at a future meeting. The Chairman recommended, in the interim, that the Mazda should receive a full service at the main dealer to resolve the fuel supply problem.

River Manager

The Conservators authorised the full service to be undertaken on the Mazda truck.

10.4 River Work

- 10.4.1 Bishop's Mill SLA with the City Council: The City Council

had paid the invoices for the river crew's attendance. The actual costing had been within the figure agreed with the City Council. The Conservators' banking details had been registered with the City Council to allow processing via their new e-procurement and payments system. The River Manager had written to the City Council asking for their confirmation of this Service Level Agreement for the next year.

There are plans to automate the gates and in preparation for this, the City Council requested a river lowering on the 5th and 6th December so that engineers could inspect the structure and provide quotations for the upgrading works.

- 10.4.2 EA Memorandum of Understanding (SLA): The River Manager had written to the EA MOU Supervisor, advising him that the programme of works for the next year had yet to be agreed. However, he was on sick leave and progress would be reported at the next meeting.

River Manager

The EA had delivered a consignment of piles to Clayhithe Depot which would see the MOU programme through to its completion in 2008/09. Piling works were to commence after Christmas. Considerable bank erosion between Milton and Clayhithe was apparent on the boat launch day. The River Foreman believed that bank collapse had been accelerated by fishermen digging holes for bait and Mr J Adams warned that this needed to be stopped. This erosion would soon undermine the new cycle track in places and remedial bank piling works would be essential. The Chairman asked the River Manager to contact Cambridge Fish Preservation and Angling Society to confirm that its members were not responsible for this damage.

River Manager

- 10.4.3 Towpath - grass cutting: It was reported that there was almost no difference between the costs of contracting out this service to it being completed in-house. Conservators were reminded however, that the river crew's tractor and flail were not wholly suitable for the job and that the crew's time would be better spent attending to more specialised tasks. Given the high capital outlay for the specialised equipment needed, it was recommended that the contractors should be used to cut the banks next year.

The Conservators indicated that these works should be contracted-out again in 2007/08.

River Manager

- 10.4.4 Miscellaneous Applications: Invoices were raised to Cambridge City Council and to W S Atkins (contractors to the County Council) for the lowering of the river in respect of the Bishop's Mill inspections on 5th and 6th December 2006. The appropriate Public Notices had been issued.

Cambridge Canoe Club wanted to install a wall of sand-bags below Bishop's Mill Sluice during the river lowering to produce an experimental 'play-wave' for canoeists. A temporary obstruction had been permitted by the Chairman on the agreement that they would clear the bags away following the trial period. The Canoe Club were due to meet with the City Council's engineers to discuss a more permanent modification of the spillway. Mr J Adams cautioned against modifications to these structures owing to their inherent dangers. A number of bags were stacked beside the weir and Mr R Ingersent asked the River Manager to contact the Canoe Club and have them removed.

River Manager

The EA were intending to upgrade the safety booms across the weirs at Bottisham, Baits Bite and Jesus Sluices as part of a national safety improvement programme. These works, which would involve piling, were to commence in January 2007. Navigation would not be interrupted but the works would be noisy.

W S Atkins has made provisional enquiries about undertaking an inspection of the underside of Victoria Road Bridge from an 'under-bridge unit'. A formal request was awaited.

- 10.4.5 Rubbish Clearance: The costings relating to litter clearance on behalf of the City Council in the current year approximated to the actual amount paid by the Council. The Street Services Development Officer would be making a bid for additional funding for the 2007/08 financial year. The City Council's periodic skip collection from Clayhithe Depot was ongoing.

During the river lowering the river crew extracted over 30 bicycles plus other hazardous objects from the Upper and Middle river over the 2 days of low water levels. They also marked the positions of various obstacles in the river for future retrieval.

- 10.4.6 Third Party Rechargeable: The full programme of weed cutting on the Lodes in the summer was not completed owing to environmental thresholds set by the EA to safeguard fish from oxygen starvation during the warm weather and low flows. Since the river crew had attended, the full cost was invoiced and the EA paid this in full even though the works had not been completed.

The river crew undertook dredging of the cut at Cambridge Motor Boat Club using the Berky in mid-November. An invoice was issued and payment received. The Club were pleased with the works and provided some digital photographs of the machine in action. Costs had been paid in full. Another

request had been received to de-silt a private cut and a quotation had been provided.

A large willow tree fell into the river from a private property upstream of Chesterton Footbridge on the evening of 13th December. The riparian landowner was unable to arrange to remove the tree so the river crew removed it from the waterway.

- 10.4.7 Tree Pollarding: Town and Country Tree Company Ltd undertook pollarding of over 40 large trees between Clayhithe and Milton in mid-November. Most of the large trees had now been dealt with but these large trees will require periodic attention by contractors in the future. The river crew are to commence their routine tree works in the Conservancy Area in January.

Mr W Key had provided the River Manager with a short-list of trees requiring attention to improve navigation safety. The River Manager had started to ascertain ownership and was contacting the owners, requesting that they attend to managing their trees before spring.

River Manager

A landowner in Horningsea complained about the disposal of branches and weed onto her riverbanks by the river crew. An agreement was made whereby the river crew would tidy the cuttings and remove litter that was entrained amongst the weed. The landowner was told that in future, she would have to attend to her trees at our request, and at her own expense.

10.5 Acts / Byelaws

- 10.5.1 Bank maintenance: The River Manager received a complaint about missing safety chains along the stone wall of Stourbridge Common and this was forwarded to the County Council as the riparian landowner. The Leader of the County Council had requested help in drafting a response to a letter of complaint about the County Council's river bank maintenance responsibilities. The County Council Engineer informed us that safety improvements along the river, such as the refurbishment of these chains and the Riverside wall, were being discussed with a view to monies being awarded from the County's 2007/08 budget.

- 10.5.2 Breaches of mooring policy: Narrowboat 'Rosie' had been 'double mooring' alongside the cruiser 'Resolute' at Brown's Field, Fen Ditton, creating a hazard for rowers and contravening the Conservators' moorings policy. A warning letter had been sent to the owner.

10.5.3 Congestion on the River: Moored punts in the vicinity of Silver Street Bridge and Magdalene Bridge had been reported as creating congestion problems. Navigation through the arches had at times, been obstructed partially or fully by these vessels. Certain punt operators had proposed that a significant increase in the registration fee (up to 4 times the present rate) could be used as an economic tool to discourage new operators from starting up business on the river next year, so reducing congestion. The River Bailiff had heard rumours of a new flotilla of independently-operated punts arriving on the river next year.

Mr J Leader had commented on the extreme congestion during certain rowing events, particularly over weekends. He was concerned about the apparent lack of traffic control.

10.5.4 Incidents: Without prior permission, EA contractors had opened one of the gates at Jesus Sluices causing water levels to fall along the Backs on 30th November. A number of boats were grounded upstream of the Sluices and flow increased dramatically downstream during the Fairbairn Cup Races. This may have contributed to a near-collision involving the barge 'Robin's Nest' and a number of college rowing eights which were returning to their boathouses after the races.

River Manager

On 1st December the Berky weed harvester had to motor upstream to Jesus Sluices at short notice to tow the barge with the diver's equipment back to Clayhithe so that the company could redeploy elsewhere the following day. Unfortunately, this voyage overlapped with the Clare Novices Regatta. The River Manager wrote an apology to the organisers for disturbing their event.

The Police took advantage of the river lowering on 5th and 6th December to search for the missing graduate, Daniel Bolger. Media reports were totally misleading, informing the public that the Police had arranged for the lowering of the river. His body was found downstream of Jesus Lock following the raising of the river on 7th December, 11 days after his disappearance.

10.5.5 Navigation: New signs had been purchased for Bottisham and Baits Bite Locks indicating the change in speed limits (8 kmh and 11 kmh). These were to be fitted by the river crew.

10.5.6 Obstructions: Another Biffa wheelie bin was retrieved from the river at Garret Hostel Bridge on 20th October (one had been retrieved in September). Biffa were unable to confirm the customer's details since they did not apparently have a contract with anyone in the vicinity. It was not possible to recharge these costs. To improve access to the City, the River Manager

had negotiated with the City Council's Parks and Services Department for access via the rising bollards to Bridge Street for emergencies only.

The River Manager wrote to the tenants of the Bridge Hotel, Horningsea, advising them to trim their large willow trees, especially the largest specimen next to Clayhithe Bridge. No reply had been forthcoming. A reminder would be sent.

River Manager

The river crew extracted a City Council wheelie bin from underneath Cutter Ferry Bridge on 19th December. Mr R Kerry, City Council, expressed his gratitude to the river crew and was arranging for his team to collect the bin from Clayhithe.

The River Manager had written to the owner of barge 'Robin's Nest' asking him to remove a scaffold pole that he had sunk into the river bed beside Brown's Field to prevent rowing boats from colliding with his vessel on its moorings. When the vessel was absent, this pole was particularly hazardous, lying some 3 metres from the river bank. A Cantabrigian RC boat collided with it and capsized on 2nd December.

- 10.5.7 Pontoon applications: The City Council had made a formal approach to moor a pontoon at the foot of the steps halfway along Quayside. This matched a similar proposal made by Scudamore's (see Minutes, 6th July 2006). The City Council had claimed that Scudamore's were unwilling to enter into any conversation with them and the River Manager had been shown a letter from Scudamore's solicitors challenging the City's intentions. In communications with the City Council's officers, the River Manager had cited concerns regarding increased congestion in this area, the problem of independent punt operators tying-up along County Council-owned riverside walkway and the City Council Officer's lack of consultation with other river users (i.e. owners of motorised vessels who may motor up the Middle river in winter).

To see another viewpoint, the River Manager met two of the independent punt operators on 23rd October. Their desire was to trade from Quayside since it was regarded as the most popular location to pick-up trade. They were of the opinion that there was nowhere else for them to operate from.

The River Manager had met with John Isherwood (City Council) and Gareth Guest (County Council) on 13th December at Quayside to discuss a modified proposal to install a flight of steps in advance of any pontoon being put in place. This meeting resulted in a second letter from Mr Isherwood. The City Council undertook some ground work investigations of tree roots in the area, and made good the paving afterwards.

(The Chairman took this matter for discussion at the start of the meeting.)

- 10.5.8 Registration numbers: Early morning surveys of rowing crews using the river had shown that around one third to one half of the vessels observed had no registration numbers displayed, contravening Byelaw 8.6. All rowing clubs were to be reminded of the need to identify their vessels. Mr W Key explained that visiting boats would not have numbers, but the River Manager affirmed that the boats in question were local. Mr W Key would relay this reminder to the boat clubs. Mr J R Pryce-Jones said that some boats in the sheds were not registered because they were not currently in use.

The Amateur Rowing Association had introduced a new numbering system for boats participating on the Thames Tideway. The CUCBC had adopted this numbering protocol for boats participating in events on the River Cam however, the CRA had not formally adopted these numbers. The River Manager proposed to make it a requirement that as of 1st April 2007, every boat participating in an event on the River Cam would be identified using the appropriate 6-digit ARA code. The Chairman felt that this issue required more consultation with the rowing clubs and deferred any decision to be taken until a future meeting. The River Manager would instigate discussions with the rowing clubs.

River Manager

- 10.5.9 Removal of Sunken Boats: Cruiser 'Peterena', moored at Riverside, had been issued with an 'A' Notice under Byelaw 11 and was due to be removed from the navigation. No response had been received from the owner. The vessel was partially sunken and would require pumping-out before being towed back to Clayhithe.

River Manager

- 10.5.10 Vehicles on the Halingway: There have been two instances of unauthorised vehicles using the Halingway since the last meeting. On 31st October two mini-moto motorbikes were ridden at a dangerous speed up and down the towpath. The local Police Community Support Officer was contacted and he said that someone would investigate. The second incident on 30th November was potentially more serious and involved a 4x4 vehicle which managed to veer around the bollards installed near Baits Bite Lock guillotine gate, with inches to spare from toppling into the river. The vehicle narrowly missed two ladies with pushchairs sitting on the benches outside the office. The River Manager called 999 but the vehicle had gone by the time the Police arrived. The Police provided the vehicle owner's name and address under Section 29 of the Data Protection Act and the River Manager was to issue a warning letter via the Solicitors.

River Manager

Six signs at access points along The Halingway bearing the Archer & Archer address required replacing. The design would include an internationally recognised symbol indicating 'no vehicles allowed' along with text.

River Manager

10.6 Environment and Planning

- 10.6.1 Biodiversity: The River Manager attended the 10-Year Anniversary Meeting of the Biodiversity Partnership for Cambridgeshire and Peterborough at Grantchester on 26th September 2006. The Partnership had also published a report outlining the significant progress made by different organisations in meeting the region's Biodiversity Action Plan. Inspired by this meeting, the River Manager procured plans for barn owl nesting boxes which could be built by the river crew over the winter and installed within the Conservancy Area.

The River Manager met with Mr J Megginson, Manager for the National Trust at Wicken Fen, and the County Council's Cambridgeshire Horizons Project Officer to discuss the 100-year Wicken Fen vision on 3rd October at Clayhithe. Accompanied by the River Foreman, they discussed ownership of the riverbanks and the various fields to the north of Clayhithe. The NT was intending to procure land over the course of decades, developing a series of cycle and pathways. The area around Clayhithe Bridge was particularly complicated owing to the dangerous bend in the road and poor visibility and it would be inadvisable to direct cycle traffic in front of the Depot owing to safety concerns. Any works involving the Conservators' properties would require formal agreement. The River Manager proposed to invite Mr J Megginson to a future meeting to make a presentation on the 100-year vision.

Conservators agreed that Mr J Megginson should be invited to give a presentation at a future meeting.

River Manager

10.6.2 Cambridge City Council Local Plan: Comment had been invited on the new draft Statement of Community Involvement: A consultation strategy for Planning in Cambridge. This document was part of the Local Development Framework.

River Manager

- 10.6.3 Cambridge Sports Lakes: Nothing to report.

- 10.6.4 CamToo: The River Manager met with Mr Richard Moseley on 9th November 2006 to be briefed on the CamToo project. The extension for the guided bus-way was the force behind CamToo. Works on this extension were expected to start in spring 2009 once the Transport and Works Act Order had been

passed. The material excavated to create the channel would provide the embankment for the guided bus route. The riparian ownership of the CamToo cut would be split between two parties: the City Council and Caius College. City Council ownership would mean that the area could be incorporated readily into its moorings policy. As an extension of the river Cam, the Conservators' Acts and Byelaws would apply. The cut might be hard-piled on one bank and the other kept soft. Soft banks were likely to slump into the channel, necessitating regular dredging works. Uncertainties remained as to who would pay for and maintain the navigation depth and bank profile.

Mr Moseley estimated that 3 to 4 crews per minute could use the CamToo cut. It would be wide enough for 3-abreast racing whereas only 2-abreast took place on the main river at present. If boats were to moor along the cut, they might be required to move off their moorings for certain events, posing the question as to where they should go, given the lack of mooring space on the Cam. It was clear that the further consort was required with the University to gain their support for the project.

- 10.6.5 Planning Consultations: Scudamore's application to register a freehold interest in a short span of riverbank at the end of Mill Lane was received for comment from the Land Registry office. The River Manager had notified the Land Registry of the Conservators' right of access to the river at all times for river maintenance and incident response. With that reservation, no objection had been lodged to Scudamore's application.

Comments were invited on a Land Drainage Consent application submitted by Greene King PLC to the Environment Agency regarding the construction of additional decking and a floating pontoon and ticket office at the Granta Public House. The response was returned advising that the applicant would have to apply to the Conservators for a Licence for any structures in the river channel. The application was rejected on the grounds of insufficient information since the applicant had failed to include the current pontoon licensed to Granta Punt Hire in the scale drawing. Mr L Austen, owner of Granta Punt Hire, copied his letter to the City Council Environment and Planning Department to the River Manager, expressing his acute concerns about his ability to retain his business at the Granta owing to pressure on the part of the planners. His pontoon licence was non-transferable and would run until 2012.

- 10.6.6 SCDC Towpath: In response to a request from a Waterbeach resident about the increasing volumes of dogs' mess between the station and towpath, the River Manager wrote to South Cambridgeshire District Council requesting the provision of a dog litter bin near Clayhithe Bridge.

10.6.7 Miscellaneous: The poor state of the decking on Crusoe Island Bridge had been indicated to the County's Engineers, W S Atkins. The County Council were aware of its condition but they were awaiting funds to start its refurbishment.

10.7 Moorings

10.7.1 Camboaters: The River Manager met with two representatives from the Camboaters Committee, Mr M Rogers and Ms H Wright, on 23rd November 2006. She has suggested that they might like to institute a quarterly meeting to improve communications, possibly reconvening in February 2007.

10.7.2 Clayhithe 48 hour visitor's moorings: A sign had been installed indicating the length of stay. This mooring continued to be well-used, even in winter. The River Manager conducted a safety inspection in November 2006 and recommended safety improvements such as a life buoy housing, fixed mooring cleats and wooden bargeboards. A quotation was sought for recycled plastic bargeboards but this would have been prohibitively expensive given the length of the mooring (in excess of 100 metres). The river crew were confident that they could fabricate the cleats in their workshop at reduced cost to the Conservators. Trial cleats have been fitted to the Clayhithe Depot moorings.

10.7.3 Mooring Arrangements with Cambridge City Council: The City Council's Active Communities Team invited representatives from Camboaters and the Conservancy (River Manager and River Bailiff) to a preliminary meeting on 13th October to discuss the way in which next year's City moorings policy might evolve. A full Moorings Policy Consultation Workshop was organised by the City Council on Thursday 30th November at Parkside Pools. A wider range of stakeholders were invited to discuss key elements of the current policy and consider improvement options. In attendance were representatives from the residential boat community, punt operators, City and County Councils and rowing clubs. The document was to be sent out for public consultation in January 2007.

The City Council had reduced the number of moored boats to 71 and their target number had been set at 70. This had freed-up areas in the City which were previously reserved for visiting boats.

The River Bailiff was continuing to conduct weekly boat checks on behalf of the City Council. Monthly invoices were being raised and payments had been received.

10.8 Registration

- 10.8.1 Boat Standards: Boat Safety Scheme officers, in collaboration with Cambridgeshire Fire & Rescue Services, were hoping to offer free fire safety inspections to boat owners on the River Cam in the spring or summer of 2007.
- 10.8.2 EA Interchange Agreement: Owing to the 12% increase in the EA's registration fees next year, significant additional funds would be brought-in, providing the number of boats did not change radically.
- 10.8.3 Prosecutions: Prosecutions had commenced for non-registration. Two cases were presented at Ely Magistrate's Court on 12th December. In one case, the Magistrate's Court made an order in the favour of the Conservators for compensation in respect of the non-registration. The Court would collect monthly instalments from the owner and forward them to the River Manager.

Further prosecutions were to be instigated and in all, eight cases were expected to be brought to prosecution for the 2006/07 registration year.

10.9 Events

- 10.9.1 Events: The River Manager had contacted representatives of various river user groups asking for their proposed events for 2007. A draft events' diary was circulated to the Conservators with the meeting papers.

Last year's organisers of the Dragon Boat Festival were advised that they would be charged a minimum of £350 for the event in 2007. They have made a provisional booking for September 2007. The River Manager sought confirmation that the event organisers should be charged £350.

The Conservators approved this event fee.

River Manager

The River Manager brought to the Conservators' attention two other events which might require a licence fee. The first was a Punt Race and Treasure Hunt requested by Marie Curie Cancer Care on 6th July along the Backs. Mr R Ingersent explained that Scudamore's make no charge for the use of their punts and a local hotel provides food for free. There was no commercial gain from this event.

It was agreed therefore, that no fee would be exacted.

The second event was a Charity Raft Race requested for the evening of 21st June using a company called Dragons Alive. Participants would be charged a £25 entry fee and the organisers were expecting sixteen teams, 8 people per raft (potential income to the organisers of £3,200). The River Manager thought it appropriate that the event fee should match that being charged to the organisers of the Dragon Boat Racing.

The Conservators agreed that a fee of £350 should be set for the Raft Race.

River Manager

The River Manager was concerned that control over which events take place and how they were conducted was not as rigorous as it could be. The EA Anglian Region regatta licence exemption form was circulated with the meeting papers, along with the EA regional tariff of charges for 2007/08. The River Manager suggested that this application form could be adapted for events within the Conservancy Area so that organisers would disclose the number of boats taking part in advance of the event, allowing Conservancy staff to estimate the potential for traffic problems. The River Manager reminded Conservators that their powers allowed a charge to be made for events. Other navigation authorities levied fees for example, the EA had a Regatta licence for the Anglian Region, valid for 48 hours and set at 5 % of the tariff class. Per visiting rowing eight, this would work out at £2 per boat per event. Mr J Adams said that this was rarely collected. Dr Walker asked that a note should be added to the Conservators' tariff structure leaflet showing that the percentage fee for rowing regattas and other sporting events was set at zero per cent at present.

River Manager

The River Manager had met with some representatives from the rowing community over recent weeks and it was clear that more discussions would be required. The River Manager recommended to the Chairman that this item should be deferred until a future meeting.

River Manager

10.9.2 IWA Festival: This was scheduled to be held at St Ives, River Great Ouse, 25-27 August 2007. The River Manager had attended two public meetings held in St Ives hosted by the IWA organisers.

10.9.3 World Canals Conference, 13-15 June 2007, Liverpool: The River Manager requested that she might attend this conference as the Conservators' representative. Dr R Walker questioned what return the Conservators would see from this attendance but Mr R Ingersent and Mr J Adams were of the opinion that the River Manager would be better informed for being there and that it was important for her personal career development.

The Conservators approved the River Manager's attendance at this conference.

River Manager

10.10 Publicity

10.10.1 A.I.N.A. directory and bulletin: Updated information on the River Cam had been supplied to AINA on request and had been lodged on their website. The Conservators and the new River Manager featured in Issue 2 of the AINA Network, a magazine circulated to all AINA members and associated professional boating bodies (over 200 addresses).

10.10.2 New workboat: All Conservators and members of the press were invited to a public boat launch and office opening event on 14th December at Baits Bite. Mr R Bamford and the boat builder, Mr J Halstead, attended also. There was a small article in the Cambridge Evening News and magazines 'Waterways World' and 'Anglia Afloat' offered to publish articles in early 2007.

10.10.3 Noticeboards: Metal noticeboards had been ordered to replace the delapidated wooden noticeboards at Bottisham Lock, Clayhithe Depot, Baits Bite Lock and Jesus Green Lock, allowing the public display of the Conservators' Byelaws, river events diary and navigation notices in accordance with the Byelaws.

10.10.4 Publications: The River Manager sent some suggested revisions to the author of the Imray navigation guide 'The River Great Ouse and tributaries' which was due for re-publication in 2007.

The River Manager submitted an article to Milton Village View to raise awareness of the Conservators' activities amongst the local population. The editor was delighted to receive our submission and this was to be published in February 2007.

10.10.5 Television: Anglia TV screened a series of programmes about East Anglia's rivers and the River Cam was featured one Sunday evening in October. The presenter canoed down the River Cam to its confluence with the Great Ouse. The Deputy River Foreman, Ralph Honey, was interviewed on the Berky weed harvester.

10.10.6 Website: The domain registration held by Cllr I Nimmo-Smith had been re-registered under the name of the Conservators for a small fee, securing the identity of the Conservators' website and e-mail addresses. Cllr I Nimmo-Smith had indicated at the last meeting that he would be prepared to stand down as webmaster if a new site could be developed. The River

River Manager

Manager had commissioned a pilot website by Honey Web Design and Conservators had been issued with the web address together with their meeting papers so that they could view the pages under development and make comment. Dr R Walker sought confirmation of where the website was to be hosted.

The Conservators approved the payment of the set-up fee and payment of an annual maintenance fee for 2 years.

The Chairman thanked Cllr I Nimmo-Smith for his help in running the website over several years.

11. Appointment of Observers

There were no nominations at this meeting.

12. Dates of Next Meetings:

The meetings for Thursday 12th April 2007, Thursday 5th July 2007 and Thursday 20th September 2007 were confirmed and Thursday 10th January 2008 was agreed.

There being no other business the meeting closed at 11.50 am.