

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 12 APRIL 2007 AT 9.30am

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

Conservators: Mr A C G Brown, Dr N Chancellor, Mr R C Hardingham, Mr R Ingersent, City Cllr I Nimmo-Smith, Mr J R Pryce-Jones, Dr R D Walker and City Cllr T Ward.

Observers: Mr D Bradley and Mr R T Bryant.

In Attendance: Dr P E Noon (River Manager), Mr J R Wakefield (Deputy River Manager) and Mr M J Judkins (Archer & Archer, Solicitors).

And of the general public (who signed the attendance record): Mr J Leader, Mr J Macnaghten, Mr J Gibbs, Mr N F Masseychik, Mr S G Charlton, Mr S P Godfrey, Mr J Collinson, Mr A Dalton and Mr S Matthews.

Action Required

By

The Chairman opened the meeting and suggested a re-arrangement of the Agenda so that the dates of the next meetings could be decided before discussions relating to pontoon applications, at which point the Conservators might seek to go into closed session with their legal advisor. The Conservators agreed to this suggestion.

1. Apologies for absence had been received from Mr J Adams, Mr L P Phillips, County Cllr Paul Sales and Observers Cllr H Smith and Mr W Key.
2. Minutes of the Meeting held on 11th January 2007: These were approved, nem con, and the Chairman authorised to sign the same.
3. Matters Arising from those minutes as reported (not dealt with elsewhere on the agenda):
 - 9.1 Agreement for River Lowering (Middle River - along the Backs): The River Manager had written to Mr Macnaghten inviting him to make further representations in support of his proposal for the abandoning of this practice. Other interested parties were to be circulated after the 12th April meeting, with a view to convening a sub-committee meeting in May.
 - 10.2.4 Clayhithe House and Depot/Workshop: A second building contractor had provided a more competitive quotation for drainage works around Clayhithe House (£2900, as compared to £4000 reported previously). Installation of a French drain

around the house, connected to the existing outfall into the river, was completed on 23rd March. The excavated areas had been levelled and reseeded with grass. Quotations for other essential maintenance works were being sought.

- 10.2.5 Jesus Lock: The River Manager had written to Halcrow Civil Engineering requesting an engineering survey, subject to an acceptable quotation.
- 10.2.6 Baits Bite Lock: A revised quotation for the bollards had been received from a fabricator and sixteen bollards were to be ordered. South Cambridgeshire District Council had confirmed that these bollards would not require planning permission since they were integral to public safety provision at the lock.
- 10.2.7 The Halingway: The Halingway Lease Agreement had been sealed and signed by the Chairman and River Manager. Archer and Archer had confirmed that the County Council had completed their formalities. The original lease document was being held in secure storage, together with the Conservators' other legal documents, at Archer and Archer, Ely.

The supporting documents in respect of the Land Registry application for the Halingway and the Conservators' other properties had been gathered together and the application was ready for submission.

- 10.3.1 Computer: The River Bailiff's laptop computer had been purchased at a price of £635 and the read-only version of the registration database had been installed on its hard drive at a cost of £165. The River Bailiff had been putting it to good use. The laptop computer had been added to the list of insured items.
- 10.3.4 Vehicles: The Mazda truck had been serviced at the official dealership, but the starting problem had persisted. William Chipchase was able to repair the starting problem (which had been caused by an air leak on a fuel hose). His inspection had revealed that the fuel tank and the sender unit fitted to the tank were corroded and that the body mounting posts would require welding.
- 10.6.1 Biodiversity: The River Manager had arranged for Mr J Megginson, Manager for the National Trust at Wicken Fen, to provide a talk on the Wicken Fen 100-year Vision at this meeting. This had been cancelled, with his agreement, and had been rescheduled for the July meeting.
- 10.9.3 World Canals Conference: The River Manager had submitted her application to attend the Conference in Liverpool,

scheduled for June 2007. The organisers had confirmed her booking.

10.10.6 Website: Cllr I Nimmo-Smith informed the Conservators that the new website was 'live' and that he was ready to relinquish his role as webmaster to Honey Web Design. The Chairman congratulated Cllr Nimmo-Smith for effecting this transfer, and thanked him for his labours over several years.

4. Chairman's Report:

The Chairman had nothing to report.

5. Finance Report:

5.1 Income and Expenditure: A "cash basis" statement was tabled. The Conservators were warned that there would be changes to these figures once the accountants had taken the books in hand. £20,936 in registration fees for the year 2007/08 had been deposited as at 31st March 2007.

5.2 Capital Position:

5.2.1 There was £270,000 on a Barclay's Treasurer's Deposit, providing 4.445 %. This sum was held in addition to £250,000 on a Cambridge Building Society Hallmark Account, earning 4.24% A.E.R. as at 30th March 2007.

5.2.2 The balance of the capital was tied up in tangible assets as would be shown in the balance sheet on the accounts once they had been produced by the accountants.

6. River Manager's Report:

The Conservators noted her report on:-

6.1 Administration

6.1.1 AINA/BW consultation: Owing to financial cutbacks, Ian White (BW, and Chairman of AINA) had elected to take early retirement. His successor as chairman of AINA was Julia Simpson, Head of Navigation at the Environment Agency.

The EU Water Framework Directive was to present a new set of challenges to inland navigation authorities. AINA had commissioned a project using consultants at Royal Haskoning to provide technical guidance to its members. The River Manager had completed a survey questionnaire on the management of the River Cam to Royal Haskoning. AINA were to produce a report of these findings, supplemented with an advisory workshop, at some future date.

The River Manager and her Deputy attended a Briefing Workshop in Watford on 13th March on funding and grant-finding for navigation authorities. AINA was seeking its members' approval to invest in a web-based package called 'GRANTfinder' to help members in their search for project monies. AINA's subscription to this resource for a trial year was expected to cost £5000. AINA warned that their membership subscription would increase in 2007/08, in part due to their investment in this information resource.

- 6.1.2 Insurance: The insurance broker visited the Baits Bite Office on 31st January to discuss the Conservators' insurance requirements for the forthcoming financial year. A preliminary quotation for the insurances, in the sum of £16,660, was provided on 28th March 2007 - an increase of just over £1000 over the previous year. This increase was mostly accounted for by the additional premium for the new workboat 'Michael C' and an increase in the agricultural vehicle insurance policy premium.
- 6.1.3 Office supplies: The additional mobile phone had been purchased for the Deputy River Manager. A laminating machine had been purchased for the office so that non-compliance notices could be encapsulated prior to being affixed to boats.

The absence of a proper photocopying machine was hampering office efficiency. Toner cartridges for the desk-top photocopier/printer/scanner were expensive and were depleted rapidly. Volume document runs, such as Conservators meeting papers and registration renewal forms, were being undertaken off-site, at commercial rates. Photocopying of the January meeting documents had exceeded £100 (excluding staff time). Costs were to be monitored with a view to putting together a business case for investment in more suitable office equipment.

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- 6.1.4 Procedures: The River Manager's collation of a Management Manual of standardised procedures was ongoing. Operational Risk Assessments were being reviewed with the river crew and new assessments were being drafted to cover activities not assessed previously.
- 6.1.5 Staff: The Deputy River Manager was interviewed upon completion of his probation period, at the end of January. The River Manager undertook annual appraisals of the river crew in February, during which she assessed staff training needs. All staff required renewal of their First Aid certificates. Three staff members attended a first-aid course in Cambridge on 2nd April.

The River Bailiff sustained an ankle injury in March, when stepping off the 'Michael C' onto the riverbank, near Horningsea. An accident report form was completed. The River Bailiff took 2 days off work and continued on light duties whilst his ankle healed. He has recovered well.

The River Foreman had requested annual leave 5th–12th April inclusive His deputy covered his duties in his absence.

6.2 Property management

The electricity-providers had increased their fees by over 20% for the forthcoming year.

6.2.1 Jesus Lock Keeper's Cottage: A new bathroom extractor fan had been fitted and damp-affected ceilings had been re-painted. A contractor had been employed to clear weeds out of the gutters. The river crew cleared a large volume of fallen leaves from the grounds of the cottage on 15th March, after which the River Manager had written to Carter Jonas, explaining that the tenants would be held responsible for the costs if this exercise had to be undertaken by the river crew again.

6.2.2 Baits Bite Cottages: New tenants arrived at No. 1 cottage on 10th February, replacing Mr and Mrs Rogers who had returned to the United States at their employer's request. The new tenants had signed a six-month tenancy agreement, the rent remaining at £875 per calendar month. The fence on the south-east boundary of No. 1 Cottage collapsed following some high winds in February. William Chipchase had provided a competitive quotation for its replacement and the new fence was erected on 15th March at a cost of £892.

The new electric shower and extractor fan had been fitted in Cottage No. 2.

Carter Jonas arranged for the oil boiler to be serviced in No. 2 Cottage. The existing tenants had requested a further 12 months occupancy, as from 8th April 2007. Carter Jonas had increased the rent, in line with market rates, to £909 per calendar month.

The half-yearly service of the sewage treatment plant had been carried out by contractors. There were no reported problems.

6.2.3 Baits Bite Office: The new telephone line had been ordered. Fire extinguishers had been installed in the office and plant room. Rooms to the rear of the office had been cleared and cleaned by the outgoing tenants of No. 1 Cottage. These rooms would provide suitable storage space for office files and other sundries in future. The tenants would be allowed to use the rooms until such time as the area could be renovated.

South Cambridgeshire District Council planners had confirmed that planning permission would be required for the handrails leading up the steps to the office. An application had been drafted, its submission pending receipt of the fabricator's scale drawing. Once work on the handrails had been completed, the final invoice for the office refurbishment would be issued by K H Construction (the building contractor).

- 6.2.4 Clayhithe house and depot/workshop: The River Foreman had reported a toilet blockage, in February. It was apparent that the septic tank needed to be emptied. Veolia Cleanaway emptied the tank and cleared the blockage on 20th February 2007, at a cost of £288.
- 6.2.5 Jesus Lock: The EA completed their safety boom installation across the sluices on 9th February. Directional signs had been installed at each end of the lock by the EA, in accordance with their regional navigation signage standards.
- 6.2.6 Baits Bite Lock: The EA completed their safety boom installation across the sluices on 7th February 2007. As at Jesus Lock, directional signs had been installed at each end of the lock.

A bi-annual programme of mechanical and electrical inspections had been arranged with R J Marriott and Graeme Cooper, respectively. The first inspections were undertaken on 12th March 2007. They reported that repairs would be necessary to the v-door hydraulics system, for which a 2-day closure might be required.

The electrician had recommended some minor modifications to the control circuits, so as to reduce wear on the v-door motor unit. It was agreed that a stock of electrical spares should be ordered and stored at Baits Bite so that, in the event of a breakdown, repairs could be carried-out without delay.

- 6.2.7 The Halingway: New area traffic control signs had been ordered, to replace those bearing the old Archer and Archer address. The river crew had erected these signs at access points along the towpath, in February.

A new gate had been installed at Grassy Corner by South Cambridgeshire District Council. The gate was reported to be robust, so should prevent motor vehicles from accessing the towpath. The SCDC officer was in the process of arranging to provide padlock keys for the River Foreman.

A complaint had been received about the poor condition of the fence near the Penny Ferry Public House, Chesterton. As the

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Conservators' staff had repaired this fence in the past, the River Manager would seek a quotation for its repair.

The River Manager had re-issued a letter of consent for a disabled fisherman to park his car at Baits Bite Lock, as agreed with former Engineer, Alan Wingfield, in 2004.

6.2.8 Lease of Fishing Rights: The Close Season had been declared (15th March to 15th June inclusive).

6.2.9 Grazing, 1.74 acres Fen Road: Nothing to report.

6.2.10 Grazing, 4.69 acres Fen Road: The new tenant had signed the tenancy agreement, arranged by Carter Jonas, and paid the first half year's fee. An invoice had been received from Carter Jonas in respect of their services.

6.2.11 Clayhithe Field: A small corner of the field had been identified as a suitable storage area for weed cuttings during the summer. The River Manager had written to the tenant, Mr Smart, in regard to fencing off a small area of the field for this purpose.

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6.3 Plant and equipment

6.3.1 Computer: Nothing further to report.

6.3.2 Conservators' Boats: The 'Michael C' had been proving its worth, as it had made the working conditions of the river crew far more pleasant during the winter. It had also served as a spare meeting room, when moored at Clayhithe. The boat underwent a running-in service in December. A weld failed on the crane ram in March. This was returned to HMS Engineering, for repair under warranty.

The river crew modified the fixing-plate at the end of the hydraulic arm of the Berky weed harvester so that the grab bucket, piling weight or cage could be swapped over quickly, simply by removing 2 locking pins. In the past, the whole fixing plate had to be taken off, costing them half a day.

Aquatic Control Engineering had offered to equip the Berky weed harvester with a pair of auger-type propellers. These would be interchangeable with the standard propellers. The River Crew were having to stop regularly in order to clear the standard propellers of weed but the auger-type would be self-clearing, and therefore more efficient in weed-choked waters. A vessel equipped with augers could operate in shallower water. The River Manager had asked ACE to provide a demonstration before considering such a purchase.

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Minor damage was sustained to the River Bailiff's punt whilst it was moored at Jesus Lock during the Environment Agency's boom-replacement programme. The EA's contractor had paid £100 as compensation towards its repair.

- 6.3.3 Safety Equipment: 'Life hammers' had been purchased for the Conservators' vehicles. These are designed to be used to smash the windscreen or windows, or else cut seatbelts in the event of an emergency.

The river crews' auto-inflating life jackets had been safety-tested. One had failed and was to be discarded, thus requiring a replacement.

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- 6.3.4 Vehicles: Nothing to report

6.4 River Work

- 6.4.1 Bishop's Mill - SLA with Cambridge City Council: Cambridge City Council had confirmed that the SLA for Bishop's Mill Sluice would continue in 2007/08. The river crew had attended a number of emergency call-outs. The River Foreman had asked whether the low-water alarm level might be adjusted; he felt that it was currently set too low. The River Manager was pursuing this enquiry with the EA's Field Monitoring and Data Team, Peterborough.

- 6.4.2 EA Memorandum of Understanding (SLA): The River Manager and Foreman had met with the EA MOU supervisor and Ely Operations Delivery Team manager on 31st January 2007 to discuss the 2007/08 programme. Following this meeting, a quotation for the 2007/08 MOU was submitted to the EA. Confirmation of this arrangement was awaited; the EA was reviewing its maintenance contracts nationally and a new directive was to be instituted. Instead of one agreed work-package, individual tenders might need to be submitted by the Conservators of the River Cam for specific maintenance projects within the Conservancy Area, as from 2008/09.

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- 6.4.3 Towpath - grass cutting: A request had been received from CUCBC for the grass between Baits Bite Lock and the 'First Post' to be cut prior to the Lent Bumps (end of February). After checking the state of the bank, however, both parties agreed that this would not be necessary for this year's event.

- 6.4.4 Miscellaneous Applications: Scudamore's had remitted £200 for 5 film licences that had been issued by them on the Conservators' behalf over the course of the year.

Following receipt of their official order, the invoice in respect of the licence fee for housing of the Environment Agency's electronic equipment at Baits Bite Lock for 2007/08 had been issued.

The EA had hired the Bailiff's punt to undertake inspections of their flood defence structures near Jesus Sluices, in January. They had requested the use of the punt again in order to undertake further flood defence asset inspections along the Backs. The appropriate invoices had been issued.

The River Manager had met with an engineer from W S Atkins on 14th March, at Riverside, to discuss a diving survey of the retaining wall on behalf of Cambridgeshire County Council. Dates had not been fixed, but the River Manager had written to W S Atkins advising them of the required protocols.

6.4.5 Rubbish Clearance - SCDC Towpath: The invoice in respect of the SCDC annual contribution towards litter clearance for 2006/7 had been issued.

6.4.6 Third Party Rechargeable: A large willow tree had fallen into the river from a private property in Chesterton. The property owner was absent at the time, but a family friend was staying at the house. The family friend had been asked to arrange for the tree to be removed from the navigation, but he had been unable to find a suitable contractor, therefore had agreed that the river crew should clear the obstruction on the understanding that the property owner would be charged for this. The river crew removed the obstruction on 19th December. The property owner was issued with the appropriate invoice, but payment had not yet been forthcoming. The River Manager had been in contact with the property owner over this.

6.4.7 Tree Pollarding: The river crew had undertaken pollarding works in late February through to mid-March. Material had been chipped on site and left alongside the towpath for the benefit of the public (e.g to be used as garden mulch). However, some complaints had been received about this practice and the River Manager was reviewing disposal methods. It was felt that burning material on site would be inappropriate within the Conservancy Area.

To facilitate in a survey of the trees along the Halingway, a hand-held GPS had been purchased for the river crew, costing £90. This waterproof unit could also be used for marking and locating obstructions in the river.

Mr L Phillips had asked if cut timber could be left in convenient places for boaters to take away for their wood-burning stoves. He was informed that cut timber was generally

left *in situ* or else stacked at Clayhithe and was available free-of-charge.

6.5 Acts / Byelaws

6.5.1 Bank maintenance: Piling works were due to commence after Easter, initially in the Horningsea area where bank erosion was deemed to be most severe.

6.5.2 Breaches of mooring policy: The owner of 'Sweet Virginia' had been mooring regularly in zone M (opposite the Penny Ferry, alongside the railings). The River Manager had asked the River Bailiff to prepare a report, listing those permit holders who had breached the Byelaws persistently over the last year. The River Manager and River Bailiff had met with Julie Durrant, of Cambridge City Council Active Communities Department, on 27th March to discuss the list of permit applicants and a strategy for combined enforcement in 2007/08. In one case, a mooring permit applicant was found to have forged the River Bailiff's signature on his application. The City Council had agreed to refuse this boater's bid for a permit.

6.5.3 Congestion on the River: The River Manager had been taken for a trip in a tub pair on 10th March from Caius Boathouse to Baits Bite Lock by Richard Moseley (Eastern Region Rowing Council) and Tom Davies (Secretary, CUCBC). The rowers were able to discuss the major issues facing them. The River Manager provided an explanation of the Conservators' policies and navigation management practices. It was clear that, on this day (which was fairly quiet), it did not require many boats to be on the river to cause congestion.

6.5.4 Incidents: A rowing eight, registered to Queen's College, ran into a narrowboat which had broken a mooring line at Horningsea on 14th February. The narrowboat had been lying at a right-angle across the channel after a mooring rope had broken. The accident took place during daylight hours, in good visibility. The narrowboat was only 30 feet in length. The River Manager felt that the river channel was sufficiently wide for the rowing crew to have taken evasive action.

A complaint was received from the Honorary Secretary of CUCBC about a near-collision involving the workboat 'Michael C' near the Green Dragon Bridge on 21st February. The River Manager questioned the river crew about this incident. It became apparent that a scull had been trying to overtake the 'Michael C' on the inside. Despite shouted warnings, asking the scull not to undertake this dangerous manoeuvre, it had continued on, forcing the 'Michael C' to pull over into the middle of the channel. Another scull, moving

upstream, had been forced to pull over to allow 'Michael C' passage.

With a view to resolving outstanding issues from 2006 and to help prevent any incidents involving the Riverboat Georgina during rowing regattas and events in 2007, the River Manager met with the management of the Georgina and the Senior Treasurer of CUCBC on 5th March. The Georgina team agreed to schedule their bookings around the race division times as best as practicable. Mobile telephone numbers of key people involved from both sides were exchanged to ensure good communications during events.

- 6.5.5 Navigation: The EA had been issuing advice over various regional lock closures. Bottisham Lock closed on 26th February and was scheduled to re-open on 5th April. The River Manager had been advising River Cam users of lock closures, both by e-mail and via the notice boards.

A complaint had been made because the new speed limit signs were in metric notation (km/h). Metric units were adopted in the Byelaws and, although atypical of other navigations, it was fitting that the signage matched the published Byelaws.

- 6.5.5 Obstructions: The river crew had used the 'Michael C' to extract from the river bed a wooden post near Victoria Avenue road bridge and a large steel pipe adjacent to Stourbridge Common which had been posing a hazard to boats.

The tenant publicans at the Bridge Hotel, Waterbeach, had not trimmed back their willow trees as requested. The River Manager had offered the river crews' services on a rechargeable basis and the publican had agreed to this arrangement.

The River Manager had been in contact with Barclays Bank about three willow trees which had been restricting visibility near Victoria Avenue road bridge. Barclays were in the process of confirming land ownership with their Estates Department.

- 6.5.7 Pontoon licences: A Special Meeting was convened at Trinity Hall on Wednesday 21st March to discuss the issue of pontoon applications. Pontoon applications were set as a separate item at this meeting's Agenda (see below).

Invoices had been issued to both Scudamore's and Granta Punts in respect of their pontoon licence fees for 2007/8. Payment was received from Scudamore's on 26th March 2007.

6.5.8 Registration numbers: The River Bailiff had been selling self-adhesive registration numbers to punt operators in order that their vessels could be identified in accordance with the Byelaws.

6.5.9 Removal of Sunken Boats: A small cruiser, 'Peterena', was recovered to Clayhithe on 3rd January 2007. The owner had not responded to warning notices. The vessel had therefore, been advertised for sale by tender. No expressions of interest had been received by the 31st March deadline.

An old wooden cruiser, 'Glow of Light', deemed abandoned, was removed from the navigation on 29th March, initially for storage at Clayhithe. The appropriate notices had been posted locally.

6.5.10 Vehicles on the Halingway: The warning letter to the driver of the 4x4 vehicle who swerved around the bollards at Baits Bite and had driven up the towpath (as reported at a previous meeting) had been issued. The vehicle owner did not respond to this letter. The River Manager was continuing to take note of unauthorised vehicles as and when they were seen to pass the office.

6.5.11 Licensing Act: An application for a licence to provide alcohol and music had been made to East Cambridgeshire District Council by the owner of vessel 'Marianne', a passenger boat moored at Ely. The boat owner had indicated that she might conduct tours as far upstream as Cambridge. The Byelaw conditions were to be drawn to the applicant's attention.

6.5.12 Noise: A boat owner at Chesterton had complained about early morning noise so the River Bailiff undertook early morning observations to investigate further. Two college boats were deemed to be making excessive noise before 7.30 a.m. The River Manager wrote to the Senior Treasurer of CUCBC, asking him to impose fines upon the crews under the rowing community's rules. The situation would be monitored prior to the next two major events (CRA Head Race and the May Bumps).

6.6 Environment and Planning

6.6.1 Biodiversity: Some illegal fishing had been occurring on the River Cam after the fishing Close Season had started. The River Manager had been passing on reported sightings to both the local and EA fisheries' bailiffs and had made the local Police aware of the restrictions in force.

At the suggestion of Cllr H Smith, the River Manager established contact with the Cam Valley Forum. The Forum, in turn, had invited the Conservators to join as a member for a £10 annual subscription.

- 6.6.2 Cambridge City Council Local Plan: The River Manager was invited to a meeting of the Old Chesterton Residents' Association on 15th January 2007 to discuss environmental problems which had arisen from unplanned development along Fen Road, Chesterton. The Conservators, as a landowner in this area (Fen Road grazing fields, the Halingway), had an obvious interest in future planning enforcement in the area. The OCRA committee proposed the formation of a small working group to discuss matters pertinent to Chesterton Fen on an irregular basis. The River Manager agreed to act as the Conservators' representative. The River Manager was invited to the OCRA AGM on 12th April to give a presentation on her job role.
- 6.6.3 Cambridge Sports Lakes: South Cambridgeshire District Council had approved the plans for this scheme.
- 6.6.4 CamToo: Site clearance between Longstanton and Cambridge, along the proposed route for the guided busway, commenced in January 2007.
- 6.6.5 Planning Consultations: A Land Registry application had been made by Pinsent Masons Solicitors, acting on behalf of Scudamore's Punting Company, to register a small area of land adjoining the steps leading to Tyrell's pontoon at Quayside by adverse possession. Having received legal advice, a neutral response (neither objecting nor supporting the claim) was submitted to the Land Registry.

The Highways Agency had published a leaflet showing the 'Preferred Route' for the Fen Drayton to Fen Ditton section of the A14. The plans showed a widening of the existing roadway. Further announcements were to follow and the Highways Agency was expecting to publish Draft Highways Act Statutory Orders in late 2008. Improvement works to the road bridge over the River Cam were likely.

At the invitation of the project manager, Bob Kerry of Cambridge City Council, the River Manager attended a pre-Planning Application exhibition on proposed improvements to the public conveniences at Chesterton Road. The appointed architect designed the public conveniences at Midsummer Common and a similar design was being proposed for Chesterton Road, including a rainwater harvesting scheme, solar panels and an improved area for recycling bins.

6.6.6 SCDC Towpath: Nothing further to report

6.6.7 Miscellaneous: The River Manager met with representatives of the City Council Active Communities Department on 11th January to discuss their plans to install a temporary water point for authorised users at Stourbridge Common. The City Council had been advised to seek consent from the Environment Agency and to write to the Conservators for permission to undertake works to the bank.

Cambridge Canoe Club had enquired about permissions required to improve their Clubhouse at Sheep's Green.

The River Manager has been approached by a property management company about desilting at Eights Marina. The River Manager declined to submit a tender for the works until more guidance was available from the EA and AINA.

6.7 Moorings:

6.7.1 Camboaters: A public Clean Up Day had been organised for Sunday 15th April downstream of Jesus Lock. Divers had been granted permission to assist the bank side volunteers. The River Manager offered to cover the costs of advertising the Suspension of Navigation notice in the local newspapers (£180) as a goodwill gesture on the Conservators' behalf.

6.7.2 Clayhithe 48 hour visitor's moorings: Following a safety inspection undertaken by the River Manager in autumn 2006, nineteen metal mooring cleats, fabricated by the river crew, had been fitted to the concrete landing stage. Wooden barge-boards were to be fitted to the length of the concrete to prevent damage to boats coming alongside. The river crew would level-up uneven ground along the length of the moorings.

6.7.3 Mooring Arrangements with Cambridge City Council: The City Council was planning to host a workshop in May 2007 for interested parties to discuss the Year 2 policy arrangements.

6.8 Registration

6.8.1 Boat Standards: Cambridgeshire Fire and Rescue Service had adopted the Boat Safety Scheme's initiative of Boat Fire Safety Week (26th March to 1st April). The Fire Service was to offer boat owners with free fire safety checks and smoke alarms. Promotional letters were distributed to moored boats in the City Area on behalf of the Fire Service by the River Bailiff. The event was advertised via the Conservators' website and notice boards. The Fire Service had reported expressions of interest by a number of boat owners.

- 6.8.2 EA Interchange Agreement: Nothing to report.
- 6.8.3 Prosecutions: No further non-registration prosecutions have had to be instigated since the boats in question had achieved compliance with 2006/07 registration requirements.
- 6.9 Events
- 6.9.1 Events: The River Manager had been continuing to update the diary of approved events upon receiving notifications from various organisers. Details of events were being forwarded to the Conservators' webmaster.

The River Manager wrote to the organiser of the Anthony Nolan Charity Raft Race (to be held on 21st June, at Fen Ditton) confirming the event fee of £350.

The River Manager and River Foreman noticed two men measuring the Halingway towpath in February. They were checking the course for the 'Turing Trail Relay', a running event scheduled to take place between Ely and Cambridge on 18th March 2007. The staff had not heard of this event before so the River Manager contacted the organiser so that permission to use the towpath could be granted. The organiser complied with this request and in addition, reserved dates for the Relay in 2008 and 2009.

The River Manager met with the Senior Treasurer of the CUCBC on 8th February to discuss arrangements for the Lent Bumps. The River Manager proposed that a banner could be made up, at a cost of around £300, to be draped from the footbridge at Baits Bite Lock, warning traffic moving upstream that racing was underway. The River Manager and her Deputy agreed to assist with traffic control through Baits Bite Lock during the Lent Bumps, using a VHF radio provided by CUCBC. The River Manager offered the same service for the May Bumps, during weekdays. During weekends, additional staff cover would be required (see below).

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Permission was granted for Cambridgeshire Fire and Rescue Services to use the river in front of Jesus Sluices to undertake water safety training on the 7th and 9th March.

The organiser of the Oxfam Sponsored Walk, to be held on 1st May, had requested permission for two safety boats to be present on the River. Permission had been granted, subject to the Byelaws being observed.

The River Manager wrote to Mr R Ingersent about the hosting of 'A Pleasing Terror', a punt-based theatre production of ghostly stories, to be performed on Friday and Saturday evenings from 30th March to 5th May. Advertising of this production was seen in the local newspapers, but formal notification had not been provided. When this matter was raised with Mr Ingersent, he questioned the River Manager's interpretation of the word 'event' in the Byelaws.

6.9.2 IWA Festival (25th-27th August 2007): The River Manager attended a public meeting in St Ives on 20th February to find out the latest news regarding the planning of this event. The EA had made an informal approach about hiring the Berky weed harvester to clear the navigation channel in the area of St Ives prior to the Festival. The River Manager was to provide a quotation to the EA for their consideration.

6.10 Publicity

6.10.1 A.I.N.A. directory and bulletin: The February issue of AINA Network included a short article on the Conservators' new workboat, 'Michael C'.

6.10.2 New workboat: Following the issue of the press release in December, articles on the new workboat were also published in the February issues of Towpath Talk and Waterways World.

6.10.3 Notice boards: The new notice boards were installed at Bottisham Lock, Clayhithe Depot, Baits Bite Lock and Jesus Green Lock, costing £2,550, featuring the title 'Conservators of the River Cam'. Being slightly larger than the old installations, they would allow for more information to be displayed. The notice boards were fabricated of metal, with recessed locks, and matched the green colour scheme of the Conservators' properties.

6.10.4 Publications: An article on the new office and workboat was submitted to the editor of Milton Village View, the Parish Council newsletter, and this was published in February.

The Conservators' office address had been added to the Great Ouse Boating Association's mailing list (GOBA News and seasonal Bulletins).

A primary school in Sawston had enquired as to whether a teaching pack on the River Cam was available. The River Manager was able to send some information, copied from other publications. The Conservators' publicity leaflet was out of date and stocks were low. A new version would be well-timed

River Manager

for the summer boating season. Production costs and sources of funding would be investigated.

The EA Waterways Team issued a pre-publication version of an information booklet which is being prepared for boaters navigating through Denver and Salter's Lode Locks.

Conservator Mr Brown was able to offer guidance which was forwarded to the EA to assist them in correcting the document.

The River Manager had attended a launch evening for a new book, 'Along the River Cam' by Andrew Hunter-Blair, at Heffers bookshop, Cambridge, on 22nd March.

6.10.5 Television: Nothing to report.

6.10.6 Website: An advertisement for the Camboaters' Clean Up Day had been posted on the Conservators' website.

Matters for which a decision of the Conservators was sought:-

10.1.6 Staff: In light of the EA's future requirement for contractors to match the training standards of their own employees, it was deemed necessary for the staff to receive training in boat handling. A local training provider was offering the 2-day RYA Powerboat II course at a cost of around £190 per person. A multiple booking discount would be sought for the Deputy River Manager and river crew.

Conservators were asked to approve the training of the Deputy River Manager and river crew in the 2007/08, in readiness for the transfer to the EA main framework contract. The Conservators agreed to this need being met.

6.3.2 Conservators' Boats: A figure of £800 had been agreed at the January meeting for the purchase of a new aluminium punt for the River Bailiff. The model viewed fell short of expectations and market alternatives were more expensive. The River Manager asked therefore, if the sum requested could be raised to £1500 including VAT so that a more suitable model could be purchased. This cost could be part off-set by the sale of the Bailiff's wooden punt which had already received expressions of interest from potential buyers.

The Conservators approved up to £1500 for the purchase of the new Bailiff's punt.

The River Bailiff has suggested that the new Bailiff's punt be named the 'Ted Gambie', after a well-known river character who worked in Scudamore's yard for many years. Mr J Macnaghten

confirmed that Mr Gambie had worked at Scudamore's for 52 years but he had died some years ago.

Conservators approved this name for the new Bailiff's punt.

6.6.5 Planning Consultations: An application had been received to undertake bank works at Terrell, St John's Lane, Horningsea. The landowner's proposals included hard-piling of his river frontage and the creation of a new cut and slipway. Land Drainage Consent had been sought and the EA had raised no objections. A licence was required however, under the terms of section 15 of the River Cam Conservancy Act 1922. Conservators were asked to consider the application and to set a fee. Piling was recognised as improving the navigation channel and this was to be a one-off licence in perpetuity. Dr Chancellor was concerned that no trees should be damaged; Conservators were assured that no trees would be damaged and the applicant intended to plant more trees on his property. Mr Ingersent thought that a fee in the order of £500 to £1000 should be exacted. Others thought that these figures were too high. The Chairman suggested that the lowest threshold should be in line with a local planning application.

Conservators approved that the appropriate licence should be drawn up and that the River Manager should set a fee broadly equivalent to a planning application so that the cost of administering the licence would be covered.

6.9 Events: Boat-based marshalling of river events was not practicable, given the Conservancy's resources, especially at weekends. As an alternative, the River Manager proposed to engage the services of Mr J Russell to control motorised vessel traffic through Baits Bite Lock at two key events this year: CRA Head of the Cam Race on Saturday 5th May and the final day of the May Bumps on Saturday 16th June. The Chairman told Conservators that there had been times in the past when extra staff had been employed to marshal events. Mr Brown felt that some reimbursement for this service should be sought from the CRA, but Mr Pryce-Jones and Dr Walker were of the opinion that the rowers had already paid their registration fees and that elsewhere the EA provided staff at such events at no additional cost. Mr Leader was concerned that Mr Russell might not be fit for the job and Mr Macnaghten reminded the Conservators of their duty to follow correct terms of employment and wanted to know why the other paid-up staff could not provide this cover. Dr Noon reasoned that there was only one member of staff employed each day at the weekends; if an emergency occurred, that sole member of staff would have to abandon the lock-

keeping role. Mr Wakefield informed Conservators that it would cost them less to employ a casual worker instead of paying the permanent staff weekend overtime rates of pay. Dr Noon assured Conservators that she would seek the advice of their insurers and follow appropriate employment guidelines. It was agreed that this would be a trial arrangement for these two events only.

The Conservators agreed to allow the River Manager to engage an additional member of staff to assist with these two rowing events following appropriate procedures.

8. Dates of Next Meetings:

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

7. Pontoon licence applications, Quayside

The Chairman told Conservators that the City Council had withdrawn its applications and only one application – Scudamore's – was to be considered at the meeting. A report was tabled which included copies of the latest correspondence from the City Council's solicitors. Cllr T Ward said that he had sought legal advice and he had been advised to declare a prejudicial interest. Mr R Ingersent maintained his personal, prejudicial interest as General Manager of Scudamore's. The Chairman reminded him that he could remain to hear the discussions but he could not participate. Cllr Ward declared that he had to return to work.

Cllr Ward left the room

7.1.1 Oral representations: The Chairman asked if anyone present wished to make an oral representation on the matter. Dr J Macginnis was concerned that infilling the gap between the two pontoons would restrict the public right of access to the quay and for that reason, the application should be rejected. Mr S Matthews said that the City Council wanted to formalise trade by the independent punt operators and Scudamore's application would force the independents to operate in a location where the Council does not want them.

Mr Macnaghten said that his solicitors had covered the points adequately; as a navigation authority, the Conservators had no reasons to object to this application and the unlawful punts at Jesus Green should not affect the Conservators' decision-making in any way.

There being no other representations, the Chairman asked the public and those who had declared interests to withdraw so that the remaining Conservators could seek legal advice on

Members of the public and those who had declared an interest left the room

Mr Ingersent & Mr Gibbs entered the room

Scudamore's application before making a determination on the application. The public meeting finished at 10:30 a.m., and the closed session commenced.

The public meeting re-commenced at 12:20 pm.

Dr Walker thanked the two who had returned and explained that during the closed meeting the Conservators had transacted business relating to internal staff matters. They had then turned to the question of Scudamore's application. Before they commenced their discussions, the Chairman had elected to withdraw. Professor Chisholm did not feel that he had any personal or prejudicial interest but understood that some parties felt that he did. Dr Walker said that a quorum remained after the Chairman had left the room so they were able to continue with this business.

The conclusions of their discussions were as follows:

It was agreed to defer this application to a Special Meeting to be held on Friday 25th May 2007, at 9.30 am, at a place to be announced. It was regretted that no earlier date could be found, owing to difficulties in assembling a quorum when so many members had withdrawn because of potential prejudicial interest.

Three reasons were given for deferring the application:

1. In view of the doubts expressed and the competing arguments, there was a need to be further satisfied over the correct interpretations of sections 15 and 16 of the 1922 Act. In particular, 'Are the Conservators restricted to section 15 when granting a licence of this nature? If the Conservators can grant licences under section 16, what are the limitations to that right given the need to take into account the rights of riparian owners or occupiers?'
2. If the licence can only be granted under section 15, can Scudamore's produce clear and sufficient evidence that they are entitled to be granted such a licence?
3. If the licence can only be granted under section 15, can the riparian ownership of Quayside be established?

There being no other business, the meeting closed at 12.25 pm.