

CONSERVATORS OF THE RIVER CAM

MINUTES OF A MEETING OF THE CONSERVATORS HELD IN COMMITTEE ROOM 1, THE GUILDHALL, CAMBRIDGE ON THURSDAY 13 JANUARY 2011 AT 9.30 am

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

Observers: Dr Block, Mr Bradley, Mr Bryant, Mr Key, Mr Parrish, Cllr H Smith, Ms Vos and Cllr Wright.

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

And of the general public (who signed the attendance record): Mr J Leader, Mr R Foote and Ms J Baker (Cambridge News).

Action Required

By

The River Manager opened the meeting at 9.30am.

1. **Appointment of Conservators:** The River Manager reported on the re-appointment by the Environment Agency of Mr J A Adams and Dr G Brighty, with effect from 1st January 2011 until 31st December 2013. Cllr Williamson was to remain in post as the County Council's appointee for the same cycle, subject to the outcome of local elections in May 2011. All had signed new Declarations. Returning Conservators were welcomed to the meeting.
2. Apologies for absence had been tendered by Mr Hardingham and Observers Mr Bayliss-Smith, Dr T Davies and Mr M Moseley.
3. **Election of Chairman and Deputy Chairman:** On the nomination of Mr Brown, seconded by Dr Brighty, Mr J A Adams was appointed Chairman for the following year unanimously. There were no other nominations. Mr Adams took the Chair and thanked Conservators for their vote. He invited nominations for the post of Deputy Chairman. Mr Phillips nominated Cllr Nimmo-Smith and Mr Brown nominated Dr Walker. Cllr Nimmo-Smith regretted that time constraints prevented him from taking on this role. Mr Ingersent seconded Mr Brown's nomination of Dr R D Walker and Conservators voted unanimously in favour of Dr Walker's re-appointment.
4. **Minutes of the Meeting held on 30th September 2010:** These were approved and the Chairman was authorised to sign them.
5. **Matters Arising from those minutes as reported (not dealt with elsewhere on the agenda):**

Mr Macnaghten
entered the room

- 5.1 Conservators' Study Day (H&S, Waterspace Strategy): At Dr Brighty's request, Conservators' had been circulated about the Institute of Directors document 'Leading health and safety at work' for familiarisation. The finance sub-committee met on 6th December, Queens' College (see item 7).
- 4.2 Code of Conduct for Commercial Punt Operators: The corrected draft for consultation had been sent to all registered punt operators in October for receipt of comments by 3rd December (see item 8).
- 4.3 Website: The annual maintenance proposal had been put to Honey Web Design. The River Manager reported that Conservators had, in fact, approved the continuation of the agreement up to 31st December 2011 (see Minutes, 15th January 2009) and the earlier decision should therefore be sustained.
5. Health & Safety / Incidents: The summary table of quarterly incidents had been re-categorised for ease of presentation (see item 9). The County Council's Cycling Officer had recommended that the Halingway bollards should be left unaltered. In his experience, introducing new structures could heighten the public accident risk. He had supplied some new reflective discs which the river crew had fitted to the existing bollards.

6. **Delegation of powers to Chairman, Deputy Chairman and officers:**

The following motions were taken *en bloc* and on the proposition of Cllr Nimmo-Smith, seconded by Dr Brighty, they were agreed unanimously:

- 6a Conservators authorised the Chairman, Deputy Chairman and officers to carry out all such matters requiring their authority in the event of any emergency works or works consequential on works approved by the Conservators being required, and to take any decisions normally required to be given to the Conservators (including the Licensing Act 2003) where the obtaining of such approval might delay any matters to the detriment of the Conservators or any third party.
- 6b Conservators confirmed that the River Manager and officers 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 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 to 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 and her Deputy.

- 6c Conservators authorised the River Manager to issue such notices as may be necessary in respect of all work to be undertaken in the Conservancy Area and to take appropriate steps to maintain the same in conformity with the current statutes and the Byelaws affecting the same.
- 6d Conservators agreed that the River Manager, after consultation with the Chairman or Deputy Chairman, 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 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. **Finance Report**

7.1 **Registration fees and budget:** Conservators were presented with a paper for information purposes.

7.1.1 Registration income as at 31st December 2010 was £198k and had increased upon the previous year's figures largely due to higher fees being levied upon commercial punts.

7.1.2 **2010/11 Revenue Budget:** Income and expenditure was presented for the 9 months up to 31st December 2010. Most predicted income had been received. Establishment fees were higher than normal due to fees attributable to the consulting engineers for managing the capital projects. These fees were to be re-allocated to the capital budget.

Deputy River Manager

7.1.3 **Staff pensions:** Employer contribution rates had been published for the next 3 years and were set to increase incrementally to 20.1% in April 2011 (up from 18.1%) then to 22.1% in 2012/13 and 24.2% in 2013/14. Conservators noted that the financial implications and risks associated with further shortfalls in the County Pension Fund. These would need to be taken into account in the future budget planning.

Deputy River Manager

- 7.1.4 Barclaycard Payment Acceptance: The mobile handsets had been received. The payment system and training of staff was to be arranged before the new licensing year.

Deputy River Manager

- 7.2 Capital position: There was £200,000 on a Barclays Treasurer's Deposit providing 0.34% (up to 24th January) and a further £190,000 on a second Barclays Treasurer's Deposit providing 0.455% (maturing 31st March). These sums were held in addition to £250,000 on a Cambridge Building Society Hallmark Account earning 0.75% AER. Approximately £30,000 was held in the current account. The Chairman noted that sums held were expected to fall by approximately £125k over the next year due to the relatively high spend on essential capital works.

- 7.3 2011/12 Revenue Budget: Conservators were presented with an estimate of anticipated revenue income and expenditure for 2011/12. Conservators discussed the impact of the capital programme on reserves and assurance of the interchange agreement income being forthcoming. A deficit of approximately £50k was indicated. Dr Walker warned that continued losses of this magnitude would drive the Conservancy into severe financial difficulties. Mr Adams proposed delaying the decision on approving the budget until the remaining finance papers had been presented.

- 7.4 Capital Expenditure: Quotations for the piling works at Baits Bite and Clayhithe had exceeded the figure of £126k approved previously. Rising costs were due to a combination of factors including project management, ground investigation fees and increasing costs of steel. Conservators discussed the relative merits of sharing procurement processes and efficiencies with partner authorities. Very few contractors were available to undertake this type of specialist works. The tender evaluation was to be based upon best value. The Chairman sought Conservators' agreement to increase the budget for both projects to £145k which included a 5% contingency.

On the proposition of Dr Brighty, seconded by Mr Brown, Conservators agreed to increase the budget allocation to £145k for the piling works at Baits Bite and Clayhithe.

- 7a Medium term financial overview (2011/12 to 2020/21): The Chairman had prepared a paper providing an overview of Conservancy finances on a cash basis, without depreciation, over the next decade as a context for discussions about future licence charging proposals. He had identified risk costs across the business portfolio based on best estimates, including those identified at Jesus Lock by Halcrow and at Baits Bite by the recent diving survey. Clayhite Depot had been discussed for a number of years and urgent work was needed to improve

River Manager

River Manager

Mssrs Ingersent & Key left
the room

7b

facilities there. The tipper truck would need to be replaced and additional administrative support had been approved but not yet appointed. Without corrective action to increase income, reserves were expected to fall to an estimated £192k by the end of the decade. The worst case scenario gave a depletion of reserves by £223k over the same period. Mr Adams estimated that Conservators needed to generate an additional £50k income per year over the next 10 year period to restore balances to their target level of £600k. Selling assets was not a sustainable course of action. Mr Adams reminded Conservators that this paper was a provisional piece of work. The finance sub-committee group would look at these figures in greater detail with a view to presenting a more robust summary of income and expenditure up to 2020/21 at a future meeting. He invited views from the membership. Cllr Walker asked about insurance cover for the locks. The question would be put to the insurers. Dr Walker thanked the Chairman for this paper; it clearly set the scene for taking action now. Cost reductions might be possible under a 'Big Society' model, Dr Brighty suggested, by considering greater use of volunteers, a motion which met the support of Mr Phillips. The River Manager was asked to publish the meeting papers in advance on the Conservancy website to improve the public understanding of the authority's business and finances. This idea met with the other Conservators' support. Mr Key criticised the appointment of an additional administrative member of staff when the Conservators held valuable properties such as Clayhithe House which were seen as a drain on resources. Mr Macnaghten pointed out that he had written to the previous Chairman about the setting of appropriate fees for powered craft; scrapping of the interchange agreement would have brought in substantial income to the Conservancy sooner. More rigorous procurement strategies might bring about cost savings, Cllr Ward added. A member of the public asked if any of the large capital costs could be offloaded to another organisation or the spend deferred. Mr Adams reminded Conservators that some projects had been deferred year-on-year and the Conservancy had to meet legal and H&S requirements as an employer. The division between operational and non-operational assets had already been identified in the Business Plan, remarked Mr Brown. A member of the public suggested that the Conservancy should self-dissolve or be abolished. Dr Walker informed the group that dissolution required an Act of Parliament and remote administration by another authority would be detrimental to the river and its users.

The Chairman drew the discussion to a close.

Craft licence fee options 2011/12: The Chairman reminded Conservators that powered and non-powered annual registration fees were fixed separately for the year ahead. For powered craft, the EA had agreed a 0% increase in fees as of 1st

Mr Ingersent entered the room

April 2011. This placed the Conservancy in a difficult position; their fees were usually set at 95% of the EA's figures. If the link was to be broken by applying a greater than 0% increase on Conservancy fees, powered craft owners would most likely defer to registering with the EA. Conservators agree that the small incentive to register directly should be maintained.

On the Chairman's recommendation, proposed by Mr Phillips and seconded by Prof Richards, Conservators agreed a 0% increase in powered craft licence fees for 2011/12. There was one vote against and two Conservators abstained.

Dr Block left the room

Regarding unpowered craft, it was pointed out that their fees had increased by 106% (compounded) over the past decade as compared to 67% (compounded) for powered craft. A 5% increase in fees, in line with the RPI, was recommended for the year ahead. Sailing craft with auxiliary engines came under the interchange agreement; the bulk licence for Cam Sailing Club was for dinghies. Mr Pryce-Jones suggested that the applied % increase on fees for non-powered craft should be 0%, as just agreed for powered craft. Times were hard for everyone. The Chairman purported that 5% was a modest increase. Mr Ingersent, declaring his interests as a punt operator, believed that the Conservators should consider this further at a Special Meeting when they were to discuss the outcome of the powered craft licence fee consultation. It was recognised that the delay in issuing licence renewal notices posed a business risk. Mr Ward supported Mr Ingersent's recommendation; Conservators were not in a position to determine fees at this meeting. A 5% increase was effectively 0% once inflation had been accounted for. Dr Brighty believed that a consultation was required with stakeholder groups, to be reported autumn 2011. A recent meeting with rowers had identified a lack of willingness to pay without the Conservancy adding value to the navigation in terms of services and facilities. The Chairman recognised that there was a need to identify a formula which apportioned benefits of the navigation amongst the users as a framework for setting licence fees. He warned that Conservators needed to be in a stronger position to fix their fees for 2012/13. Mr Collison, a member of the public, pointed out the inequity of imposing a 25% increase of powered craft fees as of 1st April when unpowered craft were only set to rise by an inflationary equivalent. Mr Pryce-Jones urged the committee to defer the decision to the Special Meeting. Cllr Nimmo-Smith seconded this proposal. Mr Brown agreed that there was a strong case for considering all licensing issues together, including other income streams such as charging event fees). Mr Adams asked if Conservators wanted to reverse the decision that they had just made. Prof Richards urged Conservators not to confuse the immediate need to increase fees and the medium-term financial position. Mr Phillips, declaring his interests as the owner of a powered vessel, said that there were two separate issues: the

Dr Block entered the room

Conservators needed to continue tracking the EA's fees and this decision had been taken; the Special Meeting would provide an opportunity to discuss raising additional revenue for both powered and unpowered craft so that one sector did not feel victimised.

The Chairman proposed an amendment to the motion. He asked Conservators if they should defer the decision on non-powered craft licence fees until the Special Meeting. On the proposition of Mr Brown, seconded by Mr Pryce-Jones, two were in favour, seven were against. The motion was not carried.

The Chairman therefore returned to the original proposal to increase non-powered craft licence fees in line with inflation.

On the proposition of Prof Richards, seconded by Mr Brighty, eight Conservators were in favour of a 5% increase in non-powered craft licence fees for 2011/12. One Conservator voted against the motion and one abstained.

Continuing with this discussion, the Chairman canvassed views about a licensing consultation. Mr Phillips pointed out that owners of powered craft felt that they had not been sufficiently informed about the Conservancy's financial needs and there needed to be much greater transparency in their proceedings. Mr Bryant said that most powered boats were not moored in Cambridge and the average user saw the Cam as one river, not two. A member of the public with moorings near Bottisham Lock claimed that the Cam was too crowded to navigate and his cruising intentions were always downstream. An additional 25% on licence fees was punitive for using 1.5 miles of navigation only. GOBA had recently purchased moorings at Waterbeach; the proposals would deter their members from visiting the Cam and also impact negatively on pubs and boat-related businesses near the City. Mr Parrish said that CMBC's 30 or so cruisers rarely went beyond Baits Bite Lock because of overcrowding with rowing boats and ensuing arguments. Fee increases had to be fair across the board. Mr Bradley urged a re-examination of the interchange agreement formula. Mr Adams said that the Conservators could give notice to terminate the agreement, and then renegotiate a better deal, but there were risks that a future agreement might not be agreed. Dr Brighty, declaring his interest as EA Central Area Manager, believed that negotiations would be better effected if the Conservators could quantify the value of the waterway. A member of the public criticised the presenting of only 3 options in the consultation; it was, in fact, a dictat. This issue could be approached in a different way: if the Conservancy reduced its powered craft fees there might be greater uptake by local boaters, a win-win scenario. Cllr Ward said that it was normal for options to be presented for consultation, but alternative suggestions were open to consideration. Mr Collison reminded Conservators that the discussions centred on people's homes and the boating community in Cambridge felt marginalised.

Boaters wanted to see the Conservators raising more money to spend on the navigation and its infrastructure. Mr Adams reminded the group that capital works were mostly for the benefit of powered craft. The consultation was due to end on 28th January. He asked Conservators to fix a date for a Special Meeting to review the outcome of the consultation.

Conservators agreed to convene a Special Meeting on 16th February, morning.

The venue was to be confirmed.

Chairman/River Manager

The Chairman asked Conservators if they would agree the budget for 2011/12 in light of these discussions.

On the proposition of Mr Brown, seconded by Dr Brighty, Conservators approved the budget *nem con*.

- 7.6 Lowering of the ‘middle’ river (dates and fees): A paper was tabled setting out the arrangements for lowering that section of river between King’s Mill Weir and Jesus Lock for works to riparian structures. The next 2-yearly cycle was due 2011/12, thereafter 2013/14, 2015/16 and so on. Conservators were asked to agree the primary and secondary dates for a free one-day lowering of the river and primary and secondary time ‘windows’ for a lowering up to 14 days should any applications be received.

Mr Phillips left the room

The free one-day lowering was fixed to Monday 9th January 2012. In light of unsuitable weather or flow conditions at this time, Monday 23rd January 2012 was to be offered as a fallback date.

Mr Phillips entered the room

The primary time ‘window’ for the 14-day river lowering was fixed for Monday 16th January to Monday 30th January 2012. The fall-back period was agreed for Monday 30th January to Monday 13th February 2012.

Conservators last reviewed the river lowering fees in 2008. It was recommended that a 10% increase was applied to account for inflation over the 3-year period elapsed. A penalty fee of £500 per day or part day thereof applied to any over-run beyond 14 days. It was recommended that this fee be upheld.

Cllr Wright entered the room

Conservators agreed to raise the fees for lowering the ‘middle’ river to £1181 for 2011/12 and the penalty fee for over-run beyond 14 days be charged at £500 per day or part day thereof.

- 7.7 Scaffolding fees: Fees for obstructions in the navigation were increased by 5% on the previous year by unanimous agreement:

(a) For any obstruction lasting up to 14 days	£ 664
(b) With per week or part week thereafter	£ 273
(c) Administration fee / approval of plans	£ 132

Any such extension in:

December or January twice the rate set out above;
In November or February three times the rate; and
In March five times the rate.

- 7.8 Miscellaneous applications (film permits): A two-tier system of fees was instituted in April 2010: £100 per day or part day for commercial applicants and £50 per day or part day for non-commercial organisations and individuals (including charities and students). Mr Ingersent believed that the fees were set at the correct level for the market. Cllr Walker said that film production budgets were usually large. Mr Ingersent had noted a reluctance to pay. There were enforcement issues. The River Manager reminded Conservators that more specialised requests which required suspensions of navigation were handled by the office, not the agents. Were fees to increase steeply, Mr Macnaghten believed that the legitimacy of levying fees would be challenged. Needing to leave the meeting to be elsewhere, he asked the Chairman's permission to raise two points relating to item 8 and the practicalities of commercial punts having to display lights when other powered craft did not. The second point was that College punt schemes should also abide by the Code of Conduct because they had an equal duty of care to their clients.

Mr Macnaghten departed

Conservators returned to the motion. **Conservators agreed that film permit fees should remain unchanged at the 2010/11 rates for the year ahead.**

Mr Pryce-Jones and Mr Key
left the room

8. **Other Matter Agreed:**

- 8.1 Code of Conduct for Commercial Punt Operators: Conservators received a report on the outcome of the consultation on the Code of Conduct. Forty-eight companies and individuals were circulated with the consultation; only 5 responses were received. The Chairman drew attention to this disappointing level of interest. Mr Ingersent declared a personal interest and identified himself as one of the respondents.

Mr Bryant left the room

Cllr Nimmo-Smith left the room

Conservators went through the proposed amendments clause by clause, amending wording where necessary to improve clarity.

They agreed to set the minimum insurance level to £3 million. Discussions centred on the operators' duty of care and abiding by the byelaws. They agreed to retain a clause about the playing of amplified music which might give reasonable cause for annoyance. The minimum age for a punt chauffeur was fixed at 16 years. The requirement for chauffeurs to hold first aid certificates was not deemed necessary at this time. Punt stations had trained personnel in attendance. Conservators agreed to lower the minimum age of hire for single punts to 14 years of age, acknowledging that many people of this age were sufficiently competent, also recognising that involvement in

Cllr Nimmo-Smith entered the
room

River Manager
Ms Vos left the room

water-based pursuits was to be encouraged. Individual punt operators were at liberty to impose their own minimum age limits (i.e. 15 or 16 years). The River Manager confirmed that the signage designs would be typeset professionally.

Returning to Mr Macnaghten's earlier point, it was agreed that the Code should also apply to craft ownership category 4 as well (University/College or other corporate owners of boats for use solely by their members).

Cllr Walker left the room

- 8a Pontoon licences: All pontoon licences were due to expire 31st March 2011. The City Council had taken title for Quayside (HMLR no. CB336660). They had agreed a lease agreement with Scudamore's for a 20 yr period from 1st April 2009. Under the terms of the lease, a 10m long section of public access pontoon was to be provided to bridge the gap between Scudamore's existing pontoons. The finance sub-committee group recommended the re-issuing of licences for two years only to allow more time for developing an appropriate strategy for s15/s16 fees. Cllr Nimmo-Smith believed that in a year's time Conservators would be better informed in order to make longer-term financial decisions. Dr Walker queried the nature of commercial versus public use of the infill pontoon, and how an appropriate charge should be levied given its dual purpose. Cllr Nimmo-Smith explained that the infill pontoon still had a commercial value because the incumbent operators would gain operational convenience of being able to walk the entire length of the decking even if they could not load tours there. Mr Brown proposed using the area-based fee with a 50% discount. Given the financial uncertainties ahead, Mr Adams put to the motion that the licences should be issued for 12 months only, subject to an RPI increase, and for the infill pontoon to be charged at 50% of the normal rate.

On the proposition of Dr Brighty, seconded by Mr Brown, seven Conservators agreed to issue the licences for 1 year and the infill pontoon to be charged at 50% discount. There was one abstention.

River Manager

9. **Health & Safety / Incidents**

- 9.1 H&S policy and framework: The sub-committee group had met on 26th October. The Risk Register was finalised. A Lone Worker Policy was in preparation. BRM Consultancy Services was approached to tender for the development of the 6 sub-policy statements. The group met with Mr Barrett, the consultant, on 10th December to agree the scope and delivery of the project.
- 9.2 There had been no reportable incidents in the last quarter.
- 9.3 There had been no non-reportable incidents and near misses involving employees in the last quarter.

- 9.4 Non-reportable incidents and near misses involving members of the public: A table of known incidents was tabled for Conservators' attention. The report included scant information on rowing incidents. British Rowing was not willing to release its data. Mr Pryce-Jones had volunteered to discuss this with them.
- 9.5 Procedures / Risk Assessments: The River Manager met Mr Arnold, Waterways Team Leader, 14th October, to review waterways best practice. Mr Arnold was pursuing the development of a Strong Stream Advice system for the Cam with his colleagues. Quotations were being chased for suitable lighting to warn of the sluices ahead for night navigators, as well as a beacon to warn when the lock was 'reversed' for flood discharge. A well-known international rower, Andy Holmes, had died from contracting Weil's disease on the Thames in October. The Cam rowing community circulated advice on how to avoid infection.
- 9.6 Safety Equipment: There had been an audit of staff First Aid kits. Two grit bins had been purchased (£351) for Baits Bite and Clayhithe plus rock salt.

Dr Brighty raised an additional item which had arisen from a recent meeting with the rowers and conversations with Natural England about the aggressive swan. He proposed that the licence application to relocate the bird should proceed for the safety of the swan to prevent retaliatory attacks, for public safety and due to its associations with ongoing prosecution proceedings. The issue of relocation was controversial and it had consumed staff resources in 2010. The Special Meeting in February presented an opportunity to review the item again. The Chairman sought Conservators' views on this course of action. Mr Brown appreciated that this was a highly emotive topic; people were genuinely concerned about river wildlife and a full discussion around the facts was needed. Mr Ingersent believed that there were navigational implications and the Conservators needed to consider their position as an authority. The situation could not be left for another year. Cllr Ward said that there had been considerable public interest in the swan and a paper should be brought to the Special Meeting. Conservators were unanimously in favour of this proposal.

Dr Brighty left the room
River Manager

10. Chairman's Report:

Given the time, Mr Adams deferred presenting his report.

Dr Walker left the room

11. River Manager's Report:

The Conservators noted her report on:-

11.1 Administration

The Regional Navigation Group had met in Peterborough, 22nd November. The Regional Fisheries Ecology and Recreation Advisory Committee was to be abolished following a review of arm's length bodies by government. RNG members were updated on the 'killer shrimp' situation. Halcrow had published its economic valuations of the Anglian Region navigations. The City Council and SCDC were to publish Council Spend Data on their websites to improve transparency.

11.1.1 Archiving: Old licences and meeting papers had been found in the basement of the Guildhall. These had been transferred to Baits Bite and County Archives.

11.1.2 Business Plan: Formal thanks had been offered to Mr Bradley for the use of CMBC's Clubhouse for the Conservators' Study Day.

11.1.3 AINA/BW consultation: Government had announced its go-ahead for a 'National Trust' for the waterways. The River Manager attended the AINA AGM in London, 15th October, at which the Boat Safety Scheme Manager had made a presentation about how the BSS might better serve navigation authorities in the future. The future of AINA was under discussion with Defra. The Chairman and River Manager attended AINA's annual conference in London, 15th November. Richard Benyon MP, minister for waterways, gave the keynote address. The River Manager attended BW's AGM in Birmingham, 8th December. Information on Cam boating statistics had been provided to Jacobs, consultants to AINA. The lower reaches of the Conservancy Area meet the definition of a low density waterway (0-3000 boat movements per year). The 6-month return of river incidents (Jul-Dec) had been forwarded to the AINA office.

11.1.4 Insurance: Mr Cooke was due to visit Baits Bite, 21st January, to review the policies for the year ahead.

11.1.5 Office Supplies: Nothing to report.

11.1.6 Procedures: A sickness self-certification form had been introduced for staff.

11.1.7 Staff: A break-down of staff annual leave was presented for the last quarter. The River Manager attended a one day First Aid course in November and a CIWEM meeting 'River corridors in the urban environment', Sheffield, 18th November. The Chairman had joined staff for a Christmas lunch at the Bridge Hotel, Waterbeach.

11.1.8 Licensing Act: Nothing to report.

11.1.9 Grant Applications: WREN requested further information to support the application for protecting the Halingway towpath. Local stakeholders kindly responded to requests for letters of community support for the project. Cross section drawings were submitted to the EA for the Flood Defence Consent application. The decision on the grant application was postponed to the January Panel meeting. The EA's equivalent bid for project monies was successful (see Water Framework Directive) so the application to WREN was withdrawn. Cam Sailing Club were informed that the Green Blue were offering grants of up to £500 to sailing clubs to assist with environmental improvement projects.

11.2 Property management

11.2.1 Jesus Lock Keeper's Cottage: The House had been professionally cleaned between tenancies (£300). Carter Jonas had arranged the necessary tenancy agreements with Deeds of Guarantees. Miscellaneous repairs had been undertaken to the bathroom light, door locks and smoke alarm. The kitchen sash window, damaged by a previous break-in, had been repaired (£461). A collective claim for damages accrued by the 2010 break-ins had been submitted to the insurers. The property's fire extinguishers had been inspected and replaced under a new maintenance agreement. The gutters required clearance of autumn leaf-fall. A new washing machine had been ordered for the tenants.

11.2.2 Baits Bite Cottages: Rental had been received. The sewage treatment system had been de-sludged and serviced in October. A new shower riser rail, window and doorframe 'weatherstrip' and letterbox draft excluder had been purchased. The tenants redecorated the bathroom by agreement. Mice had been heard scratching in the roof space. Cold weather and problems with the central heating had caused a significant spread of condensation mould inside No. 1 Cottage. A dehumidier unit had been purchased to check its spread (cost £163), to be followed by contract cleaning. The thatch was showing signs of age. A thatcher paid a visit 30th December to assess the thatch condition. A failed oil burner motor in No. 2 Cottage was replaced in November (cost £599), expected lifespan 10 years.

11.2.3 Baits Bite Office: The air conditioning unit and intruder alarms had been serviced under their maintenance agreements. Mice had also been heard scratching above the office ceiling. Poison had been put down. Snow had been cleared from the lock footbridge for public safety. Quotations were being sought to make-good the décor of the rear room.

- 11.2.4 Clayhithe House and Depot/Workshop: The intruder alarms had been serviced. Geo Shuttleworth Ltd, consulting engineers, had been appointed as Designer under the Construction (Design and Management) Regulations for the piling works. An interim invoice for their fees had been paid (£8283). Ground investigations were undertaken in early December by A F Howland Associates. Progress was hampered by the extreme cold. A second borehole was to be sunk at Baits Bite. There had been a series of fuel thefts from the Depot which had been reported to the Police. Additional security measures had been implemented. Trees to the north of the slipway had been pollarded by the river crew. The water account for the period 1st Jun. to 30th Nov. had been paid (£84). Cold weather in December had caused problems. The outside toilet froze so a portaloos unit had been hired for use by the river crew. A pipe burst in the New Workshop which required an emergency plumber. The House soakaway was not functioning properly; the River Foreman had been regularly back-flushing the pipes to remedy the situation at personal risk.
- 11.2.5 Jesus Lock: Various powered vessels had been granted permission to access the head of navigation. Punt operators were given advance warning by e-mail circulation. Contractors paid a visit to the Lock to quote for H&S upgrades to the lock treadmills, as recommended in Halcrow's report for the site. Mr Hurst, Conservation and Design Officer, City Council, gave advice regarding acceptable design standards for this Listed building. Consent was required. Jesus Green Association volunteers had weeded the flowerbeds in late November under supervision. A invitation to the JGA AGM was declined (same evening as the CRA AGM).
- 11.2.6 Baits Bite Lock: There had been a regular exchange of communications with George Shuttleworth Ltd as the piling project design took shape. Notice had been given to SCDC about the intention of the statutory undertaker to undertake works on this Operational Land under Part 17 of the GDPO. A quotation had been sought for a countdown timer for the lock guillotine gate, consistent with the EA's locks. G Cooper attended to an emergency fault affecting the guillotine gate in October (cost £506). Red7Marine Ltd conducted a diving survey of Baits Bite Lock in November (cost £2415). Their report made a number of recommendations relating to the brickwork condition, replacing the guillotine gate seal, determining the condition of the upstream apron, repairs to the cill caused by scour and remedial works to the buckled steel channel on the guillotine gate (believed to have been damaged by a boat collision). R J Marriott completed their bi-annual maintenance service in November (cost £703) and also fitted a new bottom seal to the guillotine gate (£1036). A contractor had been approached to investigate the source of water which

had been upwelling next to the office. A large puddle had frozen across the towpath in the cold weather. The River Foreman recalled there being a well in that location. The cap presumably had become dislodged by pressure build-up.

- 11.2.7 The Halingway: There were ongoing drainage issues to the south of the A14 road bridge for a number of reasons. The responsibility for drain maintenance rested with SCDC, the Conservators and private landowners. SCDC's Drainage Officer had approached the EA about redirecting surplus waters into the Thirteenth Award Drain. Scrub had been cleared to allow an inspection. The County Council's Cycling Officer had provided some reflective discs to fit on the Halingway bollards. The river crew fitted them. Costings for spraying weeds along the margins of the cyclepath had been provided to the County Council. The Farming & Wildlife Advisory Group (FWAG) were preparing a Higher Level Stewardship application for lands near Waterbeach, to include a new bridleway running parallel to the river. The River Manager met with the project officers in October. Tree pollarding works required continued access to the rear of the Halingway. Ms Amory, the White House, notified the offices of tree works in the grounds which were likely to impinge on towpath users for short periods. A member of the public had enquired about a memorial bench beside the river. Two loose dogs had been roaming the towpath near Grassy Corner. The Police and SCDC were notified.
- 11.2.8 Lease of Fishing Rights: The half-yearly invoice of fishing rights had been paid by CFPAS Ltd (£1065). The EA had released copies of their 2010 temporal population surveys of the Cam Lodes and River Cam.
- 11.2.9 Grazing, 1.74 acres Fen Road: Mrs Barton had paid the annual rent for the field (£707).
- 11.2.10 Grazing, 4.69 acres Fen Road: Nothing to report.
- 11.2.11 11.3 acres Clayhithe Field: Mr Smart had refunded the monies owing towards the half-yearly water account. Metal detector enthusiasts had requested permission to access the field.
- 11.3 Plant and equipment
- 11.3.1 Computer: Fasthosts Internet had advised an increase in their annual domain hosting fees.
- 11.3.2 Conservators' Boats: An engine cut-out switch had been fitted to the weed harvester crane upon the insurance inspector's recommendation (cost £394). A Huminbird 'side imaging sonar' had been fitted to the 'Michael C' by L H Jones & Son, St Ives (cost £3506). A new Boat Safety Certificate had been

issued for the 'Michael C' by examiner B Smith (expiry date 13/10/14). An outboard engine specialist serviced the 8hp Honda outboard engine and it was deemed beyond economic repair due to corrosion. A part-exchange deal had been offered or a lease hire agreement was available. Reedman Services had agreed to rectify a paint fault on the Berky weed harvester at no further charge. The affected parts had been removed and taken to their workshop in Lincoln for respraying.

11.3.3 Vehicles: The brakes on the Massey Ferguson had been repaired.

11.3.4 Mobile phones: The phone provider had replaced the River Foreman's faulty handset at nil charge

11.3.5 Portable Appliance Testing: Elecheck had provided a fee proposal for the annual testing of portable appliances (re-testing due Feb. 2011).

11.4 River Work

11.4.1 Bishop's Mill SLA with the City Council: Payment had been received for the quarter ending 30/09/2010 (£3112). A fee proposal for the next financial year had been sent to the City Council in accordance with the SLA. Asphalt had subsided adjacent to the concrete footbridge and had created a trip hazard for members of the public. The County and City Councils were alerted to the problem and consequences for public liability.

11.4.2 EA Memorandum of Understanding (SLA): Payment had been received for the quarter ending 30/09/2010 (£8123). The EA circulated a letter about Organisational Change 2010/11 following the government's autumn Spending Review announcement. The Conservancy's concerns regarding ongoing river maintenance under the MOU were returned by the deadline. An estimate of costings for the year commencing 1st April 2011 had been submitted to the EA MOU Supervisor.

11.4.3 Towpath - grass cutting: CGM Ltd performed a second full cut of the riverbanks in September (£855) and also felled encroaching bushes in November (£470).

11.4.4 Miscellaneous Applications: An enquiry from Princess Productions to film a hovercraft race on the Cam was deflected. Alternative locations were suggested to the Location Director. Cam Sailing Club proposed to install 'no mooring' signs at the new GOBA mooring to the north of the club. A short stretch of mooring at the Penny Ferry public house was de-silted by the river crew for the benefit of a moorer at cost. A licence was granted to St John's College for obstruction of the navigation

with scaffolding for repairs to New Court (fees £892). Drake Towage sought advice on permissions required to restore the riverbank at Capstan Island (former Banhams Boatyard cuts) for a private client. Cambs Highways enquired about river lowering arrangements for 2010/11. Their Engineer was advised of the new cycle (every 2 years, the next due 2011/12). Gable Events had paid £500 for the Autumn Dragon Boat Regatta. Licences issued in 2010 had been deposited for safekeeping at Archer & Archer, Ely. Cambs Highways had been approached about any licence issued for the construction of the suspended wooden walkway between Quayside and Thompson's Lane in the 1980's, there being no record of such a licence being held in the Conservators' papers. Their Engineer believed that had a licence been issued, then it would have been to the landowner (Magdalene College).

- 11.4.5 Rubbish Clearance (City): Payment had been received towards the annual cost of litter clearance by the river crew (£11640).
- 11.4.6 Third Party Rechargeable: A memorial bench, paid for by the Merry family, had been installed upstream of Baits Bite Lock.
- 11.4.7 Tree Pollarding: Alloy tags had been purchased to re-identify the trees. The River Bailiff had completed the first half of his GPS survey of tree locations plus descriptions. Another barn owl nesting box had been constructed by the river crew and affixed to a large ash tree near Clayhithe moorings. The licensed nest inspector had been advised of its location for next year's survey. SCDC's Trees and Landscapes Officer had offered tree stock under the Parish Planting Scheme. Two Chesterton residents had expressed concern about the proximity of two willow trees to their rear gardens. They cited the nuisance caused by shading in summer and excessive leaf-fall in the autumn. It was agreed that between rotations, the house-owner was welcome to pollard the tree professionally. The other resident requested permanent removal. Both trees were due for pollarding 2010/11. Milton Parochial Charities had been approached to act as a recipient for monies available from Eversheds Charitable Trust towards the purchase of replacement tree stock for gap-filling along the towpath near Fen Road, Milton. The Trustees were due to meet 30th March 2011. A member of the public had asked officers to be more attentive to the removal of ivy from recently pollarded willows. SCDC's Ecology Officer had submitted a bid for s106 monies associated with a proposed Science Park hotel development. The biodiversity offsetting project could support a 2-3 year programme of tree pollarding along the Halingway. Trees due for pollarding and reduction had been agreed on site with contractors Town & County Tree Surgery and officers; candidates were marked with paint spots. Works to reduce 21 trees were due to commence in January. Chesterton Fen Road

residents were notified by letter-drop. Notice had also been given to the City Council's Tree Team. Tree works in Baits Bite Conservation Area also required notification to SCDC. A letter of intention had been sent to SCDC. A 6-week rule applied to trees in this Area.

11.4.8 Weed cutting: Dr Block, Cambridge Canoe Club, had reported patches of invasive floating pennywort on the upper river near Grantchester in September. EA weedboats were deployed in October and November to physically remove floating pennywort from the Cam including reaches within the Conservancy Area.

11.4.9 Bank Maintenance: The County Council's Engineer was alerted to the poor state of the decking between Quayside and Thompson's Lane. Patch repairs followed ahead of a more extensive repair programme scheduled for the New Year.

11.5 Acts / Byelaws

11.5.1 Breaches of mooring policy: Queens' College reported a punt tied to their frontage, deemed abandoned after a 'joy ride'. Narrowboat 'Badger' had arrived in the Conservancy Area with no fixed moorings and the owners had been abusing the visitor moorings and also making use of Ditton Meadows. The College Porter had been notified and had paid visits to encourage the owners to move on. Their requests had been met with hostility.

11.5.2 Incidents: Mr Maseychick, commercial punt operator, remitted an accident report under the terms of the Code of Conduct. Two elderly passengers had fallen into the river when disembarking at La Mimosa punt station. The report was shared with City officers. A meeting was convened to discuss improving footfall on the landing stage.

Mr Key gave a formal statement in respect of the refusal of a narrowboat owner to pull-in during the Autumn Head Regatta, 16th October. Other witnesses attested to a lack of clear communication between the marshals and master. The master was interviewed at Baits Bite and a warning letter was issued for the record.

11.5.3 Overloading of vessels: Hireboat 'Rosie' had been observed operating with a passenger count above accepted limits. The MCA was notified. The proprietor was asked to provide proof of the vessel's Part V Passenger Certificate, believed to have been revoked in 2007 by the MCA, leaving the vessel restricted to carrying no more than 12 passengers. The MCA's enforcement team were investigating the matter. Punt CC450, observed carrying 13 passengers on 21st November, was issued a prohibition notice by the MCA. The operator's insurers were

notified of this dangerous practice.

11.5.4 Prosecutions: The Crown Prosecution Service instituted proceedings against Mr Middleton for his abusive attack on a rowing four crew, evening 30th June 2010. Mr Middleton was found guilty at Cambridge Magistrates and sentenced to 40 hours of unpaid work and £200 costs. The Conservancy's proceedings against Mr Middleton for offences on 9th June and 20th July 2010 remained to be heard. The Pre-Trial Review had been adjourned to 3rd February.

11.5.5 Navigation: Waterbeach Parish Council had relayed a debate at one of its meetings about the speed and wake of passing boats. As an interim solution, 'keep your wash down' signs were to be deployed in the Conservancy Area at Horningsea and Bottisham. The signs had been ordered. Copies of a leaflet on boat wash and boat erosion were obtained from the Green Blue for distribution ex-Baits Bite. A canoeist had enquired about lighting-up requirements for small craft. COLREG25 applied on Conservancy waters. British Rowing had published its own guidelines for rowing craft (also aligned to COLREGs). A punt operator was challenged over his alleged use of the middle set of steps at Quayside in contravention of byelaw 3. The operator had in the end, been discouraged from using the steps to swap chauffeurs because of the crowd of onlookers. A hard frost overnight 6th December caused the river surface to freeze from Chesterton to the A14 road bridge. The previous week, CUCBC had suspended outings due to ice floes on the river. A narrowboat owner was observed leaving the guillotine gate partly raised when departing Baits Bite Lock towards the City. He was sent a warning letter about the danger that reduced aircraft posed to other navigators, particularly in the hours of darkness.

11.5.6 Obstructions: Mr Middleton had purportedly been cruising the river in the early mornings at a slow rate in his barge to frustrate rowing crews who were trying to complete their morning outings before lectures. Tree Work Application forms had been submitted to the City Council for 3 trees deemed to be posing a hazard to navigation (48 Pretoria Avenue, Banhams Close, Stourbridge Common). The river crew completed works to the latter before Christmas. Overhanging branches opposite Riverside were reported to be reducing the safe channel width. Cambridge Past Present & Future, owners of the right bank of 'The Gut', Fen Ditton, had pollarded a line of willows in October. A request had been put to Magdalene College to reduce the fronds of a large riverside willow in their Gardens. They were starting to set roots (risk of rubbish entrapment and obstruction to flood discharge). An unsafe willow was indicated for removal from the riverbank at Logan's Meadow Local Nature Reserve by the City Council's contractors. The

river crew had responded promptly to reports of hazardous items in the river including shopping trolleys and, with difficulty, a large industrial waste bin. A letter had been sent to the MD of Biffa Waste asking if they could meet their obligations to better secure their bins in the future.

- 11.5.7 Pontoon licences: See 8a, above. The Chairman and River Manager met with the Directors of Scudamore's, Mssrs Macnaghten & Ingersent, 10th December to discuss licensing issues. The City Council had been provided with updates on the number and ownership of registered commercial punts for enforcement purposes.
- 11.5.8 Registration numbers: Registration discs had been purchased for the 2011/12 licensing year (colour yellow). The Chairman of CUCBC, Mr Hamersley, had noted the plethora of numbers being displayed by College craft. He assured an audit would be undertaken over the winter, redundant numbers to be removed.
- 11.5.9 Sunken Boats: Punt CC459 and a yellow kayak had been advertised for sale in accordance with the byelaws. Cruiser 'Blue Nile' sank at Riverside, 7th October. The owner was contacted and arranged its pumping out. Mr Wilson of the International Boat Building Training College, Lowestoft, visited Clayhithe to view reclaimed vessel 'Jester'. The vessel had been lodged on the National Historic Ship Register. A tender had been accepted for reclaimed vessel 'Mistral' but the bidder had not come forwards. The vessel was open to offers again. Houseboat 'The Shed', moored Riverside, sank after Christmas. An ice shard was believed to have punctured its hull. Items had been removed from the vessel by the owner. Its weighing from the navigation was being negotiated.
- 11.5.10 Vehicles on the Halingway: URS-Corp was granted permission to access the A14 underbridge area for an inspection in October.
- 11.5.11 Noise: Early morning ergo users at Goldie Boathouse had caused a noise nuisance to residential boats moored on the opposite bank in October. Mr Pryce-Jones had intervened. There was criticism that noise issues affecting residential boats were not being dealt with adequately. Nuisance law could not be enacted against moving boats. There was a great need for the joint moorings' meetings to be re-convened to facilitate better communication between the authorities, Camboaters and rowers. These meetings had ceased following the City Council's restructuring of departments mid-2010. The Conservancy promoted consideration through presentations to University novice coxes and lower boat captains in the Michaelmas term. A complaint was received about noise coming from the Riverboat Georgina before Christmas.

11.5.12 Disposal of sewage: Nothing to report.

11.5.13 Diving operations: Red7Marine was granted permission to conduct their survey of Baits Bite Lock, 20th October.

11.5.14 Swimming: Cambridge News reported on the traditional New Year's dip at Lammas Land at near-zero temperatures.

11.6 Environment and Planning

11.6.1 Biodiversity: The Wildlife Trust had requested boat support for a survey of water voles in spring 2011. The office had received an enquiry about crayfish trapping. The EA and Broads Authority had been approached for advice about managing wildfowl on the Cam in the context of aggressive swan behaviour and intensive boat traffic movements. Both recommended improving refuge areas for wildlife (e.g. marginal habitat) where possible. A heron was reported near Cantabrigian boathouse with a plastic can holder around its neck. The offices had received a copy of the Wicken Fen Vision newsletter, October edition. It gave news of the opening of a new bridge over Reach Lode. Divers found non-native zebra mussels (*Dreissena polymorpha*) in the bottom of Baits Bite Lock. This find was reported to the GB Non-Native Species Secretariat and regional Biological Records Centre. The River Manager attended a meeting of the Cam Valley Forum, 27th October. It was concerned about falling membership numbers. Members were concerned about the alleged pollution of the upper Cam associated with the remediation of land at the former Bayer site at Hauxton. Hobson's Conduit Trust celebrated its 400th Birthday in November; the City Mayor held a reception. The CUCBC enquired about point-discharge of treated sewage effluent from Milton STW. The offices had received a copy of Middle Level Commissioner's conservation newsletter, 'The Natural Level'. Ms Adams, UCL MSc student, had forwarded a copy of her Thesis on invasive crayfish which had been awarded a first class.

11.6.2 Cambridge City Council Local Plan: Cambs Highways had notified their intentions to commence the Riverside Environmental Improvement Scheme in January 2011. Comments had been returned for the EA Flood Defence consent application.

11.6.3 Cambridge Sports Lakes: The Trustees met on 28th October. The Executive Director was warned of the potential threat posed by 'killer' shrimp. Weed control was an ongoing issue; Mr Woolhouse was informed that Middle Level was intending to sell two weedboats.

- 11.6.4 CamToo Project: Nothing to report.
- 11.6.5 Planning Consultations: A Property Valuation expert enquired about the flooding history for a property at Riverside for the completion of a Homebuyer Survey. Notice had been received from the County Council of the Cambs & Peterborough Minerals and Waste Plan – Examination of the Strategy, setting out timescales for the Hearing sessions. The Department of Transport had withdrawn its funding of the A14 widening project. Comments were submitted to the City Council regarding its proposal for a fish pass at Byron's Pool. A tower for swifts was being planned for Chesterton. Views were sought over its design. The EA was producing its next set of Catchment Abstraction Management Strategies. A new Managing Water Abstraction document was available for download.
- 11.6.6 SCDC Towpath: The annual invoice for rubbish clearance by the river crew had been issued (£4230).
- 11.6.7 Land Registry application, at Quayside, by Scudamore's: See Matter Agreed.
- 11.6.8 Water Framework Directive: The offices had received a copy of the EA's Great Ouse Wetland Vision newsletter, November edition. Ms Saint, EA Biodiversity Technical Specialist, had been successful in her bid for a river bank morphology project for the River Cam (total funding £24k). Funds were for the purchase of coir rolls and wooden stakes to protect 800 m of bank for which Flood Defence consent had already been granted (ref L10/C/095).
- 11.6.9 Waterspace Strategy: A copy of the Spalding Waterspace Strategy, on loan for the Conservators' Study Day, was returned to its authors, Richard Glen Associates.
- 11.7 Moorings
- 11.7.1 Camboaters: Camboaters had been given updates on navigation closures and restrictions. A new committee had been appointed at its AGM; Mr Phillips had taken on the role of Chairman again. Ms Tillson was to be Secretary and Ms Synge their Treasurer.
- 11.7.2 Clayhithe 48 hour visitor's moorings: An EA-registered cruiser 'Autumn Leaves' was abandoned between Christmas and New Year. The owner cited a failed engine.
- 11.7.3 Mooring Arrangements with Cambridge City Council: The City Council had remitted payment for the River Bailiff's enforcement services for the period ending 31/10/10.

Mooring Licence holders had been observed making liberal use of the visitor moorings. A letter had been sent to Ms Ainley, Head of Streets & Open Spaces, about the failure of Mr How to meet the terms and conditions of his Licence (prosecuted for non-registration in 2009/10); a response was awaited. The City's engineer was provided with a scale drawing of the EA's typical mooring bollard for consideration of restricted deployment on the Commons.

11.7.4 Conservators' Mooring Policy: Cllr Williamson had offered advice on software available to produce a map of mooring locations. The management company for the Plough Public House, Fen Ditton, had served notice on 2 moorers who had taken up residence on their frontage. Staff had been warned of potentially hostile receptions when visiting the site.

11.7.5 Moorings at Riverside: Residents had complained to the City Council about emissions of smoke from liveaboard boats. Riverside was not within the smoke control area. Riverside moorers were not obligated to abide by the Licence conditions imposed on other City residential moorers. Background information on residential boats and planning case law had been forwarded to the City's Head of Planning ahead of a Full Council meeting. Cllr Wright had asked for the question of land ownership to be resolved. A member of the public requested sight of officer's e-mails under the Freedom of Information Act. Old papers discovered in the Guildhall referred to a conveyance of land at Riverside in 1968 arranged by the Town Clerk relating to the construction of Elizabeth Bridge.

11.8 Registration

11.8.1 Boat Standards: Avon Navigation Trust was approached for advice on construction standards for manually-propelled craft. Their manager made reference to the old Lloyds rules for Small Craft Construction. New punts being brought onto the navigation were of various designs. Some were built in India. The draft Code of Conduct for Commercial Punt Operators was circulated to stakeholders, 7th October, seeking responses by 3rd December.

11.8.2 EA Interchange Agreement: Payment of £40529 had been received from the EA based on the annual boat count. Counsel's Opinion had been taken on the impact of the Inland Waterways (Environment Agency) Order on the viability of the agreement. Counsel was employed under Direct Access Rules (fees £3525). A conference with Counsel took place on 22nd October in London. A copy of his Opinion has been lodged with Archer & Archer, Ely. The licensing sub-committee group met on 7th December. Following this meeting, a letter was sent to the EA's Regional Director seeking a change to the terms of

the agreement. The EA was open to discussions; a meeting was to be convened with the Regional Waterways Manager and Solicitor. The licensing sub-committee also prepared a public consultation document on fee options for powered craft and this was circulated to EA-registered powered craft owners on 23rd December, seeking feedback by 28th January.

11.8.3 Non-registration prosecutions: Seven summonses were issued. Four cases were heard at Ely Magistrates on 30th November (Mr How, Mr Reid, Mr Stocker, Mr Thrush). All were found guilty. Compensation Orders were arranged by the Courts. The Conservancy's solicitors costs amounted to £1539. Mr How was a repeat offender and to date, the Courts had only recovered £100. Slipstream Canoe Guides had been suspected of operating commercial tours on the navigation without being registered. A warning letter was sent to the proprietors.

11.8.4 Interchange agreement with the British Canoe Union: Nothing to report.

11.8.5 Interchange agreement with British Rowing (ARA): British Rowing had published a summary of the new licensing arrangements with the EA. The impact of this agreement on Cam rowers was raised at a joint Conservancy-rowers' meeting on 11th January.

11.9 Events

11.9.1 Events: The Cambridge Cancer Walk, planned for 3rd October, was cancelled due to lack of subscription. Cambs Fire & Rescue Services had been using the navigation for water rescue training. The CRA had provided its provisional listing of events for 2011 and 2012 for approval. Conservators received a provisional listing of events for 2011. CFPAS Ltd asked the River Manager to warn navigators about fishing matches; some rowers claimed to have no knowledge of the fixtures. Riverboat Georgina disrupted the University Fours, 4th November, by cruising on the course. The Master claimed no knowledge of the event. A hard copy of the river diary was sent to Mr Ukarnis. A similar copy was provided to Mr Middleton for the avoidance of doubt. The River Manager attended the CRA AGM, 1st December, and gave a verbal summary of the Conservancy's year. Organisers of the University Fairbairn Races posted notices on residential boats about the races to keep neighbourly relations. Racing on 3rd December was cancelled due to ice floes on the river. The re-run was agreed for 19th January. Organisers of Trinity and Magdalene May Balls had made early approaches about river-based events for 2011. The CUCBC Treasurer and River Manager convened an informal progress meeting on 12th November. Organisers of Clare Novices' Regatta were granted permission to set up some

small gazebos on the Halingway to provide shelter for marshals. The half-yearly joint liaison meeting with rowers was rescheduled from December to 11th January. The Canoe Camping Club had requested permission to host a members' rally on the Cam, 4th Sept. 2011. Plans were underway for the 2011 Cam Clean Up. Organisers met on 12th January.

11.10 Publicity

11.10.1 Notice boards: Statutory notices had been posted.

11.10.3 Publications: The offices had continued to receive a monthly bundle of 'Towpath Talk'. A list of Autumn events was provided to the Milton Parish newsletter. A copy of GOBA News, winter 2010 edition, had been received at the offices. Mr Key, CRA, had forwarded some pictures of fish caught outside the Boathouses taken by the Queens' Boatman.

11.10.4 Presentations: Children from Girton Glebe Primary School were given a demonstration of Jesus Lock by the River Manager and Bailiff, 28th September. Mr Brown and the River Manager gave a joint presentation to University Novice Coxes, 21st October, about river rules and etiquette. The River Manager took children, teachers and parent helpers from St Phillips Primary School on an experimental 'River Walk' from the City to Chesterton and back. The children, clearly enthused by their visit, sent a bundle of colourful thank you notes and poems to the offices afterwards. The Wildlife Trust was seeking speakers for its outdoor programme in 2011. Mr Anderson's name was put forwards given his long association with the river as a fisherman.

11.10.5 Media: After the 30th September meeting, Cambridge News published an article about the Code of Practice for Commercial Punt Operators. The Cambridge Student and Varsity Magazine also requested comment. The News had also published articles about nuisance quad bikes on the towpath, the ownership confusion over Riverside, Mr Middleton's conviction at Cambridge Magistrates and the costs of the land dispute at Quayside. Mr Asbo, the aggressive swan, was reported to have been savaged by a dog in early December; he received veterinary treatment. Mr Bayliss-Smith advised that his documentary, 'Punt Wars', was to be completed in 2011.

11.10.6 Website: The consultation on the Code of Practice for Commercial Punt Operators was posted on the website. Many government websites were due to close by 31st March 2011 under a rationalisation agenda. The EA was to keep its website.

12. **Appointment of Observers:**

Conservators were unanimous in re-appointing Mr Bayliss-Smith, Dr M Block, Mr R T Bryant, Mr D Bradley, Dr T W Davies, Mr W Key, Mr R M Moseley, Mr G Parrish, Cllr H Smith, Cllr M Wright and Ms E Vos for the calendar year.

13. **Dates of Next Meetings:**

The meetings for Thursday 14th April and Thursday 14th July were confirmed and Thursday 29th September was agreed.

There being no other business the meeting closed at 1.10pm.