



CONSERVATORS OF THE RIVER CAM

Navigation authority for the River Cam, between Cambridge and Bottisham Lock

MINUTES OF A MEETING OF THE CONSERVATORS HELD ON MICROSOFT TEAMS ON THURSDAY 28th JANUARY 2021 at 9:30AM.

Present:

Conservators: Ms Kate Hurst, Mr Clive Brown, Mr Paul Separovic, Cllr Anna Bradnam, Ms Ceridwen Salisbury, Dr May Block, Cllr Mike Sargeant, Cllr Nicky Massey

Conservators-elect (subject to formal appointment by the University): Mr Giles Greenfield, Mr Steven Morris.

Absent: Cllr Damien Tunnacliffe,

Officers: Mr Tom Larnach (River Manager), Mrs Helen Cleary (Business Manager), Mrs Pearl Gonsalves (Admin & Finance Officer).

Observers: Mr John Martin, Mr Bill Key, Mr Edwin Buttfeld, Ms Emma Wynne, Mr Rod Ingersent, Mr James Macnaghten

General public, Ms Catherine Lindon, Mr Peter Watson, Mr Mike Arnold, Mr Tony Wieser, Mr Rodney Bryant.

2.1 Appointment of Chair and Deputy Chair

The River Manager took the Chair and invited nominations from Conservators for the post of Chair. Mr Brown proposed Ms Kate Hurst and this was seconded by Dr Block. There were no further nominations.

RESOLVED: Ms Kate Hurst was elected Chair for 2021, *nem. con.*

Ms Hurst took the Chair.

The Chair invited nominations for the post of the Deputy Chair. Mr Brown proposed Cllr Bradnam and this was seconded by Cllr Massey. There were no further nominations.

RESOLVED: Cllr Anna Bradnam was elected Deputy Chair for 2021, *nem. con.*

1. Apologies received.

No apologies received

1.2 Welcome to newly appointed Conservators

The Chair welcomed Mr Steven Morris and Mr Giles Greenfield who have been nominated as Conservators by the University. Their formal appointment will be made on the 1st February 2021,



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and therefore they were not yet entitled to vote. Dr David Munday will also be re-appointed as a Conservator for the University.

1.3 Appointment of Committees

The Chair noted that a sub-committee structure had long existed to conduct business between the Board Meetings. The current structure involves two sub-committees, the General Purposes Committee and the Regulatory Committee.

The Chair stated that the tenure of Prof Keith Richards and Dr Robin Walker had terminated, and neither had sought re-appointment. Dr Walker had chaired the General Purposes Committee, and Professor Richards had served on both committees

1.3.1 General Purpose Committee (GPC)

Mr Steven Morris volunteered to join the GPC. Accordingly, it was proposed that the members of the GPC for 2021 would be:

- Ms Kate Hurst – Chair
- Cllr Anna Bradnam
- Mr Clive Brown
- Dr David Munday
- Mr Steven Morris

Resolved: It was unanimously agreed that the above be appointed members of the GPC for 2021.

2.3.2 Regulatory Committee

The Chair stated that the Regulatory Committee consisted of four Conservators and three Observers. Ms Kate Hurst will be stepping down from the Regulatory Committee leaving two vacancies for Conservators. The Chair requested two more Conservator nominations. Mr Giles Greenfield and Ms Ceridwen Salisbury volunteered for the posts. Ms Emma Wynne and Ms Catherine Lindon were nominated as Observers to the Committee. The Chair stated as there are only three Observers on the Committee, Mr Bill Key and Mr John Martin will therefore have to alternate their attendance. The proposed members of the Regulatory Committee were:

- Mr Clive Brown – Chair
- Dr David Munday – Conservator
- Mr Giles Greenfield – Conservator
- Ms Ceridwen Salisbury - Conservator
- Ms Emma Wynne – Observer
- Ms Catherine Lindon
- Mr Bill Key – Observer
- Mr John Martin – Observer (alternate to Mr Key)



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Resolved: It was unanimously agreed that the above be appointed members of the Regulatory Committee for 2021.

1.4 Appointment of Observers

The following were the nominations for the role of Observers for 2021:

Mr Bill Key
Mr John Martin
Ms Emma Wynne
Ms Catherine Lindon
Mr Rod Ingersent
Mr James Macnaghten
Mr Mike Arnold
Mr Tony Wieser
Mr Edwin Buttfield

Resolved: It was agreed that the above listed Observers be appointed.

2. Delegation of Powers

Conservators were asked to delegate certain of their powers to the Chair, Deputy Chair and their officers until the first meeting of 2022. Details of the delegation of powers were set out in a paper presented to Conservators.

Conservators were reminded by the Chair that they derived their powers and responsibilities from the Acts of Parliament which governed the Conservancy. The delegation of powers enabled the Chair, Deputy Chair and officers to exercise some of those powers on the Conservators' behalf and thus carry out the business of the Conservancy between Board meetings.

RESOLVED: It was unanimously agreed to delegate the powers as set out below:

- (a) the Chair, Deputy Chair and officers be authorised to carry out all such matters requiring the authority of the Conservators in the event of any emergency works or works consequential on works approved by the Conservators being required and to take any decisions normally requiring to be given by the Conservators (including under the Licensing Act 2003) where the obtaining of approval from the Conservators might delay any matters to the detriment of the Conservators or any third party.
- (b) the Clerk or Control Officer from time to time (who may also be known as the River Manager) and such officer as acts in his or her stead from time to time, be authorised and directed to collect the registration fees, any arrears and all other charges due to the Conservators and to take such steps as may be necessary (through Court action including power to agree to and to sign proxy for the Conservators in respect of any voluntary arrangements of the creditors, bankruptcy or liquidation proceedings in respect of the Conservator's debtors or



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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 Clerk or Control Officer also be appointed to instruct solicitors and other professional advisers to pursue civil or criminal proceedings on behalf of the Conservators where such steps are in accordance with a policy adopted by the Conservators from time to time or where the Conservators have resolved to bring such proceedings in a particular case or cases and the Clerk or Control Officer from time to time is authorised to gather evidence in relation to such proceedings or any suspected or possible breach of the byelaws or other legislation or to appoint or instruct others to do so and to give evidence in such proceedings on behalf of the Conservators in any court of competent jurisdiction. The Clerk or Control Officer also be appointed to instruct solicitors and other professional advisers on behalf of the Conservators in other circumstances where it is prudent in the interests of the execution of his or her duties or the protection of the interests of the Conservators to do so, provided that except in the case of an emergency he or she first obtains the approval of the Chair.

- (c) The Clerk or Control Officer from time to time (who may also be known as the River Manager) and such officer as acts in his or her stead from time to time, be authorised to issue such notices as may be necessary in respect of all work to be undertaken on the Conservancy Area and to take appropriate steps to maintain the same in conformity with the current statutes and the Byelaws affecting the same.
- (d) The Clerk or Control Officer from time to time (who may also be known as the River Manager) and such officer as acts in his or her stead from time to time, after consultation with the Chair or Deputy Chair, be given power to agree special terms for payment, to compromise or otherwise to amend any claim in respect of registration fees due to the Conservators and to agree terms for and to issue (with or without such conditions as they deemed appropriate) licences for work to be carried out in or over the navigation or on the banks to applicants and to refuse such applications and those for registration of boats, for any reason for which the Conservators have that power and without limiting the generality of this authority, particularly if they have any concern as to the safety of the navigation or any boats concerned or their effect on the safety of others to implement such powers; provided that details of all such licences granted or refused shall be reported to the next ensuing meeting of the Conservators.
- (e) After consultation with the Chair or Deputy Chair, the Clerk or Control Officer from time to time (who may also be known as the River Manager) and such officer as acts in his or her stead from time to time, be authorised to carry out all such matters requiring the authority of the Conservators in the event of any emergency works or works consequential on works approved by the Conservators being required and to take any decisions normally requiring to be given by the Conservators (including under the Licensing Act 2003) where the obtaining of approval from the Conservators might delay any matters to the detriment of the Conservators or any third party.



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3. Minutes of the Meeting held on 29th October 2020

The Chairman invited the Board members to comment on the accuracy of the minutes. Mr Macnaghten said that the following comments he had made were not reflected in the minutes:

- Item 4.3: Scudamores do not understand what they do and do not have to comply with legally. Mr Macnaghten also pointed out that the requirements for stickers actually conflict with the Conservators current rules.

RESOLVED: It was agreed that the minutes be amended to include the above, and were otherwise a true and accurate record of the Conservators' meeting on 29 October 2020.

4. Matters arising (not otherwise on the agenda)

5.1 Business Plan

The Chair invited Mr Brown to report on the Business Plan. He stated that last year, the General Purposes Committee had appointed a Business Planning Working Group. The members of the group were Prof. Richards (Chair), Cllr Bradnam, Mr Brown, Dr Munday, and later Ms Hurst. Prof Richards and Dr Walker ceased to be Conservators at the end of 2020, and this had interrupted the work of the Group. There was a basic outline of a plan which would be reported at the closed session.

Mr Macnaghten said that Mr Ingersent had written a letter to the Conservators regarding the process of how the business plan should be formulated. Mr Macnaghten further stated that the current process excludes all the stakeholders on the river whose feedback could be of significance in the decision-making process. Mr Brown welcomed suggestions from Mr Macnaghten and other stakeholders, which could be emailed directly to the Working Group. Mr Brown further stated that there are matters of a sensitive nature in the business plan that cannot be discussed with the stakeholders.

5. Matters for Decision

5.1 Recommendations of the Regulatory Committee with regard to changes in fees for 2021/22.

The Chair invited Mr Brown to present the recommendations of the Regulatory Committee. He took each recommendation separately.

1) Registration fees

Because of the difficulties many river users were facing due to the current pandemic, it was proposed not to increase the registration fees for 2021/22.



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Mr Brown said that the current Interchange Agreement would come to an end on the 31st of March. As registration of powered vessels would now only apply to Conservancy waters, the Regulatory Committee had proposed a reduction in registration fees for privately-owned powered vessels of 3%. This was the additional amount charged which had previously allowed Conservancy registered powered vessels to access Environment Agency Waters.

Mr Brown said that there had been lengthy discussions within the Regulatory Committee about the classification and fees for non-powered vessels. The Committee had agreed on proposed changes, but considered that there should be consultation on those changes before they were introduced. It was proposed that there be a consultation in the summer with a view to introducing changes in 2022/23.

Mr Macnaghten said that Scudamores had not put punts on the river as they were unsure if they could cover the cost because of the repeated shut downs. In consequence, Scudamores did not put any self-hire punts on the Backs. This reduced the registration income from Scudamores immensely. If the Conservators had been prepared to share the risk of putting the self-hire boats on the river, income would have increased. Mr Macnaghten stated that the current pricing structure will impact the number of punts Scudamores puts on the river.

Mr Ingersent stated that there was a provision for boats being brought on the river in the second half of the registration year being offered a concession on registration fees. He suggested that this mechanism be offered in general to all river users.

The River Manager stated that the concession applied only to private powered vessels which had not been previously registered. This had tied in with the Interchange Agreement. The Interchange Agreement would expire on the 31st of March 2021 and the fee reduction would no longer apply.

He further said that some works on the river were put on hold due to the pandemic, but will still need to be done in the near future. The cost of providing and maintaining services on the river remained. The River Manager said that the proposed fee structure was fair. Should there be another significant lockdown during the peak season for the punt operators, then the Board would be able to reconsider its position.

2) Block Licence fees

Mr Brown presented the Committee's recommendation that the block licence fees for Cambridge Canoe Club, British Canoeing and Cam Sailing Club should not be increased for 2021/22 due to the difficulties river users face because of the COVID pandemic. The block licence fees, along with all registration fees, will be under review later this year. A new fee structure will be proposed for 2022.

3) Section 15 fees



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This section was to be discussed with under Agenda item 6.5.

4) Pontoon Licence fees:

The Regulatory Committee proposed that fees for all new pontoon agreements should be increased from £106/m² to £115/m².

Mr Macnaghten noted that in light of pandemic all other fees are not being increased and questioned why the new pontoon agreement are being increased. Mr Brown stated that the new pontoon fees will not affect existing pontoons on the river but only pontoons being installed in the future.

The River Manager suggested that there should be a wider consultation with regard to the pontoon fee increase, possibly in the summer, and that for the present, pontoon fees remain the same. He further said that this fee might be based on CPI which would make it clearer as to how fees are increased.

5) Event fees

The Regulatory Committee proposed that the fees for 2021/22 remain the same.

6) Commercial operators

The Regulatory Committee proposed that Commercial Operators be allowed to pay for both their registration and existing pontoon fees by way of four equal instalments for the 2021/22 financial year.

1st instalment -1 April 2021

2nd instalment -1st July 2021

3rd instalment -1st October 2021

4th instalment -1st January 2022

Conservators were invited to vote on the recommendations:

1 No increase in vessel registration fees

Votes in favour: Unanimous

Resolved: The Conservators agree that the vessel registration fees remain the same for 2021/22.

2 Registration fees for Cam Conservancy based power driven vessels be reduced by 3%

Votes in favour: Unanimous

Resolved: The Conservators agree that the registration fees for Cam Conservancy based power driven vessels be reduced by 3% for 2021/22.



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3 No increase in the fees for the three block licences referred to in paragraph 2

Votes in favour: Unanimous

Resolved: The Conservators agree that there is no increase in the three block licences for 2021/22.

4 Pontoon fees be increased in accordance with paragraph 4

An amendment to this recommendation was that the pontoon fees be reviewed later on in the year.

Resolved: Conservators agreed that the new pontoon fees be reviewed later in the year along with the registration fee structure.

5 No increase in event fees

Votes in favour: Unanimous

Resolved: Conservators agree that the event fees remain the same for 2021/22.

6 Commercial operators be allowed to pay in instalments in accordance with the recommendation in paragraph 6

Votes in favour: Unanimous

Resolved: Conservators agree that the Commercial operators be allowed to pay in four instalments

7 The schedule of other fees for 2021/22 as presented to the Conservators

Votes in favour: Unanimous

Resolved: The Conservators agreed to adopt the 2021/22 schedule of other fees.

6.2 Anglian Pass Agreement with the Environment Agency & Middle Level Commissioners

The Chair invited the River Manager to report.

The River Manager summarised the position as follows:

- The current Interchange Agreement allows EA powered vessels, upon purchasing the Cam premium (3%), to access the Cam Conservancy waters throughout the registration year. Similarly, Cam Conservancy based vessels can access all EA waters throughout a registration year as the 3% premium is automatically applied to all Conservancy based powered vessels.
- This Agreement ends on March 31st 2021.
- In discussions with the EA and Middle Level Commissioners, it was agreed that a new Anglian Pass be introduced which will be administered by the Environment Agency. This Pass will allow powered vessels registered with any one of the three navigation authorities, and Gold Licence holders, access to all Middle Level, Anglian Environment Agency and Cam Conservancy waters within a registration year.
- There will no longer be an annual visitor's licence available from the Conservators for powered vessels without a Conservancy licence. These vessels will now be required to have an Anglian pass to access Cam Conservancy waters.



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Mr Macnaghten raised a legal point that under the Interchange Agreement, vessels from the Environment Agency were required to be registered with the Conservancy in accordance with the Byelaws. Mr Brown said that he was aware of the need to comply with the Byelaws. The new agreement would provide that the Environment Agency, which will be issuing the Anglian Pass, will do so as agent of the Middle Level Commissioners and the Cam Conservators, and that the Anglian Pass will constitute registration of a vessel under the Conservancy Byelaws.

Commercial powered vessels will require an Anglian Pass in the same way as privately owned vessels.

Conservators were invited to vote on the adoption of the new Anglian Pass.

Votes in favour: Unanimous

Resolved: It was agreed that the new Anglian Pass be adopted.

Conservators were invited to approve delegation of authority for the Chair to sign the Anglian Pass Agreement as outlined above.

Votes in favour: Unanimous

Resolved: It was agreed that the Chair has the authority to sign the Anglian Pass Agreement.

Conservators were invited to approve the termination of the Annual Visitors Licence from 01st April 2021.

Votes in favour: Unanimous

Resolved: It was agreed that Annual Visitor's Licence be terminated from 1st April 2021.

6.3 Conditions of Registration & Information Sheet 2021/22

The Chair referred to the papers presented to the Board.

Mr Brown summarised the changes to the Conditions of Registration as below:

- Removal of the Annual Visitors Licence
- Introduction of the Anglian Pass

Conservators were asked to adopt the Conditions of Registration for 2021/22.

Votes in favour: Unanimous

Resolved: The Conditions of Registration 2021/22 be adopted.

6.4 Recommendations of the Regulatory Committee with regard to changes to Section 15/16 categorisation and fees for 2021/22



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Mr Brown referred to the paper presented to the Board setting out a proposed policy for applications for licences under Section 15 of the 1922 Act. A relevant extract of the paper, setting out the issues on which Conservators were asked to make a decision is as follows:

“(I) LICENSING OF CONSTRUCTION WORK ON THE BED AND BANKS

The framework for licensing construction activity summarised below defines the “fair and reasonable consideration” for licenses for different scales of work, that are classed as “Minor”, “Notifiable”, “Major” and “Exceptional”. In the definitions below, recent case history is used to illustrate these classes. Scale is defined by both the spatial extent of the work, and the length of time it takes, both of which impact on the navigability of the river for other river users. Further examples of how such impacts may occur is further discussed below, under “The Impacts of Works”.

Details of planned activity are to be provided to the Conservancy, via a works application form. The licence fees quoted below are proposed for 2021; they may be increased from year to year along with other licence fees charged by the Conservancy.

Exceptional works: *In this case, some or all of the following apply: the work extends over periods of months; it affects of the order of 100m of river bank (in total, potentially on both banks); it necessitates significant restriction of navigation over extended periods; it results in considerable physical disturbance of bed and bank material requiring controlled disposal (and referral to the Environment Agency). The licence fee for such works needs to be agreed by negotiation with the proposer and authorised by Conservators. An example is the preparatory work for the Chisholm Way Bridge.*

Major works: *In this case, some or all of the following apply: the work extends over a period of weeks, up to four to six weeks; it affects of the order of 50-70m of river bank; it involves some restriction of navigation for part of the period of work; it results in some physical disturbance of bed and bank material requiring disposal. An example would be the bank repairs undertaken by Queen’s College adjacent to the Mathematical Bridge.*

The proposed fee to be charged for such work is £3,000 for work taking up to two weeks, and £1,500 for subsequent weeks. It is proposed that there be a £500 consideration fee payable on initial application for a licence, which is subtracted when the full licence fee is paid.

Notifiable work: *In this case, some or all of the following apply: the work takes up to a week; it affects up to 25m of river bank; it has a limited impact on navigation; it results in limited physical disturbance of bed and bank material requiring disposal. An example would be the clearing of sediment and vegetation from a cut to make it capable of docking a boat off the river line, depending on the methods employed (see “The Impacts of Works”).*

This will involve a simpler application form, and the proposed licence fee is £300.

Minor work: *In this case, some or all of the following apply: the work takes less than two days; it affects less than 10m of bank; it has no impact on the navigation; no bed material within the navigable channel is disturbed that requires disposal. Examples of such work may include installation of mooring rings on, or poles immediately adjacent to, the bank so that a boat can be moored safely. Such works may fall within the prohibition of Section 16. The Conservators may seek an injunction to prevent a breach of Section 16, but there is no obligation for them to do so. Their decisions cannot be arbitrary, however, and in effect the Conservators are thereby waiving any breaches of Section 16 for work defined as “minor”. Such an activity will therefore not require a licence and need not be reported to the Conservancy. See “The Impacts of Works” for some further information. If there is doubt about*



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whether proposed work would class as “Minor” or “Notifiable”, it would be appropriate to discuss the case with the River Manager.

Decision-making

Applications that are classed as “Exceptional” or “Major” works will be referred to the Chair who will at his/her discretion decide which applications must be referred to the Board, and which can be agreed by the Chair or by the Clerk under delegated authority. . Applications classed as “Notifiable” and reported as such on the simplified form may be approved under delegated authority of the Clerk by the River Manager and then reported to the Board. If there is doubt about whether the work may be more appropriately classed as “Major”, the River Manager will refer the case to the Chairman in the first instance.

The Impacts of Works

Licensing under the 1922 Act of work by riparian owners and occupiers involving the river’s bed and banks is intended to prevent unplanned impacts on the navigation that adversely affect other river users. These impacts arise if the river is temporarily narrowed; for example, by craft attending to the work, a temporary pontoon, or a coffer dam. Such physical obstruction of the navigation is obvious, but there may also be a necessity to inhibit other river users from approaching the location of works, on health and safety grounds (for example, where work is being undertaken above the water level, but there is no physical obstruction in the river itself). Thus, an exclusion zone may be necessitated by certain works even in the absence of an obvious physical obstruction.

The distinction between “Notifiable” and “Minor” works also turns on whether there is an impact on the river that may affect other river users. The example of restoring a silted dock may be useful here. This would be deemed a “Minor” work if the excavation of silt is all conducted using a digger on land, with the spoil stored on land and then removed by truck. It may, however, be “Notifiable” if the excavation involves a dredger in the river, as this is likely to affect navigation. In this case, care should be taken to avoid displacing the silt into the navigable river.

If the works under any Section 15 licence make it necessary for Conservancy staff to spend significant additional time attending to the works, the cost of that time, and the use of Conservancy equipment, will be charged in addition to the licence fee.

(II) LICENSING OF CONSTRUCTED WORKS ON THE BED AND BANKS

The 1922 Act refers to a wide range of physical constructions that may facilitate access to vessels navigating on the River Cam; Section 16 lists “pier jetty landing-place wharf bank dwarf wharfing way quay”. Today, the commonest form of installation constructed to aid access to vessels is the pontoon, which usually floats adjacent to the bank and is fixed to piles that enable it to rise and fall with the river level. Pontoons – and any of the other physical constructions listed in the Act – project into the river, reducing the width of the navigable channel. They therefore impact adversely on the navigation. For this reason, and for as long as they are in place, pontoons are subject to licensing by the Conservancy, and the simplest basis on which this licensing can be charged is by surface area, which allows for the width of the pontoon and the length of bank which it occupies. In the case of new pontoon installations in the River Cam in the Cam Conservancy area, the “fair and reasonable consideration” takes the form of an “annual rent”, which in 2020 is £106.00 per square metre for new pontoons (recommended to increase to £115 for 2021). Like all license fees, this will be subject to future inflationary adjustment. New applications for Section 15 licences for a construction such as a pontoon will be referred to the Board, but renewal of such Section 15 licences will not require approval from the Board and will be agreed by the River Manager under delegated authority to the Clerk.

Where pontoons are an important part of commercial vessel operations (e.g., punts, pleasure boats), license fees may be negotiated for a period of years rather than being revalued annually, in order to



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provide an improved basis for financial planning. Inflationary adjustment is built into licence agreements by a provision for a triannual review based on CPI plus an uplift. Any other constructed work designed to facilitate access to a vessel from the bank would be subject to the same area-based annual rent."

A member of the public requested clarification on the sentence 'Any other constructed work designed to facilitate access to a vessel from the bank would be subject to the same area-based annual rent'.

Mr Brown suggested an amendment to the sentence to read as 'Any other constructed work designed to facilitate access to a vessel from the bank, which projects into the river and for the extent to which it extends into the river, would be subject to the same area-based annual rent'.

Conservators were asked to agree to four matters proposed in the paper, namely:

- 1 The classification of works as "Exceptional Works", "Major Works", "Notifiable Works" and "Minor Work" as described in the paper**
- 2 The proposed fees for Major and Notifiable work.**
- 3 That there should be no fee for Minor work**
- 4 The method of decision making as described in the paper**

Resolved: Conservators agreed to the above four proposals and also to the amendment to the paper as proposed above.

6.5 Swimming Event

The Chair invited the River Manager to report.

The River Manager said that he had received an email from the University Swimming and Water Polo Club (CUSWPC) which had been circulated to Conservators. This contained a request to host a swimming race against Oxford University in the Cam during the summer. The proposed course would be from Grantchester to Jesus Green. The Club would be responsible for all safety aspects, including risk assessments, water quality checks, the provision of a medical team, and course marshals. The event would be held early in the morning, before the commercial punt companies opened. The River Manager said that the event would require consent from the Conservators under the Conservancy Byelaws and therefore required a decision from the Board.

The Chair stated that the swimming event will not impact on the rowers as it will be held above Jesus Lock and will also be held early enough during the day to be unlikely to impact on the punt operators.

There was concern expressed that most of the course on the Middle River, between the Mill Pond and Jesus Green, would be between Colleges where the banks were privately owned and there was limited access in case of emergency. The Colleges would have to be made aware of



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the event and asked to co-operate in providing access where possible. There would have to be safety support vessels which must be registered and insured.

It was recommended that the Colleges be involved in the discussions and planning of the swimming event.

The Conservators were asked to agree in principle to the swimming event being held, subject to conditions set by the River Manager, and subject to proper consultation with the Colleges.

Resolved: Conservators agreed in principle to the swimming event subject to the conditions set by the River Manager and discussions with the Colleges. The River Manager was also given authority to decide whether the swimming event should go ahead and the authority to give the necessary consent under the Byelaws.

7 Reports

7.1 Finance and Licensing Report

The Chair invited Ms Cleary to present her report.

Ms Cleary summarised the position as follows:

Licensing

- Given the challenge presented by the Covid pandemic, income had been significantly better than anticipated at the beginning of the year.
- The income received from commercial registrations, which was greater than initially expected, had made a significant impact.
- Income from private powered vessels was similar to the previous year. There were more vessel owners paying by standing order this year.
- Income from visitors was less this year.
- Debtors are being referred to our debt collection company for further action.

Finance

- Due to the commercial works on the river, there has been a significant increase in income in Section 15 fees.
- Maintenance work on the river had been suspended due to the pandemic resulting in reduced expenditure
- Budgets were met for this year.
- The budget for legal fees was exceeded. This was expenditure authorised by the Chair under delegated authority.
- Repairs to Berky had yet to be billed or paid.



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The River Manager thanked the team for their efforts during these difficult times. The Chair echoed thanks on behalf of the Conservators.

An Observer said that the cash flow amount was incorrect and misleading. Ms Cleary said she will review the figures.

Cllr Bradnam questioned that whether the title Cash Reserve Total was accurate. Ms Cleary said the reports could be presented differently if Conservators requested.

A balance sheet was requested by an Observer. The River Manager stated that the accountants could provide one if requested. Ms Cleary said that the accounts were presented in form in which they had previously been requested by the Conservators.

The Chair suggested that the accounts, could perhaps be presented in the form of spreadsheet and a balance sheet.

The River Manager said that this should be taken to the General Purpose Committee to be considered.

7.2 Berky Update

The Chair asked the River Manager to report.

The River Manager said that Berky required major repair work to be done. The repair works had been started that day and the vessel would be away for 15 weeks. The repairs were a major expense. It had also meant that some planned work on the river had to be postponed.

The River Manager reported that:

- The river team would commence work at Brandon Lock commences on the 1st February. This was work to be carried out on behalf of the Environment Agency and would bring in additional income to the Conservancy. The work would last for two weeks.
- The budgets for non-essential capital works in the Cam Conservancy Area had been curtailed. If the operational budget allowed, minor bank works would be carried out during this financial year.

8 Dates of future meetings

Dates of future meetings were fixed as follows:

29th April 2021

29th July 2021

28th October 2021 – Guildhall (TBC)

27th January 2022 – Guildhall (TBC)

The River Manager commented that virtual meetings seemed positive and most members can attend them, even with busy schedules. He suggested that meetings continue to be held in this



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The River Manager commented that virtual meetings seemed positive and most members can attend them, even with busy schedules. He suggested that meetings continue to be held in this way. The 1922 Act states that the Quarterly Board meetings are to be held four times a year with no specific reference as to how the meetings should take place.

The Chair said that this discussion must be held on a future date.

9 Any Other Business

There was no other business.

The Meeting concluded at 12:45 pm.

