



# CONSERVATORS OF THE RIVER CAM EVENTS POLICY 2023

## 1. Purpose of Policy

The Conservancy aims to strike a balance between the needs of all river users, riverside landowners, and residents. There are a number of annual events which are part of the identity of the river and the City, as well as an increasing number and variety of different events held on the river. Events are of benefit to those taking part but have an impact on other river users. The purpose of this policy is to set out a framework for the Conservancy Control Officer to manage events on the Cam, within the statutes and guidance binding them, ensuring all vessel events are considered and agreed under a single set of regulations, requirements, and fee structure. It will revise the previous policy approved in 2015.

## 2. Introduction/ Background

Having responsibility for the navigation of the River Cam between Bottisham Lock and the Mill Pool Cambridge, The Conservators of the River Cam are responsible for approving events to be held on the river, and events that require ancillary use of the towpath. The range and scope of events is varied, from a few participants to hundreds of competitors and spectators.

Most events are planned well in advance, with dates allocated on receipt. They are diarised by the Conservancy officers and shown on the Conservancy website, ensuring it will not clash with any existing event, and preventing too many interruptions to the navigation in a limited time frame. (e.g., two events on consecutive days, or several in one week)

## 3. Scope of Policy

The Conservators of the River Cam By-laws (1996) makes reference to 'Regattas, Races and Similar Events', thereby empowering the Control Officer to authorise events, and require compliance by the organisers of those events.

*7.1 This Byelaw applies to any regatta, boat race, procession, pageant or any other similar event, or any part of any such event.*

Though the byelaws refer to 'Regattas, Races and Similar Events' use of the navigation over recent years has seen significant increases in types of events which fit a wider descriptive, with applications for the floating of ceremonial candles, rubber duck races, cardboard races, charity paddleboard processions, flotillas accompanying the Commonwealth flame, as well as the more well-known rowing boat races.

For the purposes of this policy, 'event' is defined as a planned public or social occasion held on or over the navigation and the towpath (Halingway) of the River Cam, where under the control of the Conservancy. This could include:

- Sporting events (e.g., rowing races, time trials and competitions. Sailing competitions and fishing competitions)
- Concerts, festivals, and other events (e.g., City Fireworks, Dragon Boat & Cardboard Boat races.

- Charity events
- Processions (vessels and/ or people), parades or events

#### **4. Responsibilities**

The Policy Documents of the Conservators of the River Cam are to be complied with by users of the navigation and used by the Conservancy officers in the process of carrying out their duties.

The Conservancy's first duty is to the navigation of the River Cam and ensuring any impact to the navigation is mitigated and minimal.

##### **Responsibilities of the Control Officer**

The Control Officer will give consideration that any application for an event to be held on the navigation shall:

- Not obstruct other river users, for sections of or the entire navigation, nor require the closure of the navigation at any time
- Not have undue impact on Halingway/towpath users, for sections of or the entire navigation
- Not have any undue impact on the Conservancy, whether financial, resources or officer and/or Conservator time
- Not have undue impact on the Environment, such as affecting wildlife (rare and common), the erosion of banks, pollution, etc)

The Control Officer will process applications that shall be submitted:

- No less than six week prior to the event, in the case of a major or exceptional event no less than twelve weeks
- With payment made no less than six weeks prior to the event. No confirmation will be made until payment is received.
- Via the Conservancy's application form via the website, giving essential information as required by the Control Officer to inform and to determine the category of the event.

Exceptional applications will be considered on a case-by-case basis and referred to the Regulatory (Licencing) Committee. These may include, but are not limited to:

- Events not held on the navigation or towpath, but which impact both or either e.g., annual firework display
- Events that raise particular concerns for the Control Officer
- Requests to close the navigation or towpath
- Departures from definition of an event under this policy, or a notice period of less than six weeks

Information pertaining to events will be put on the Conservancy website.

##### **Responsibilities of the Applicant**

It is the responsibility of the applicant for an event to:

- Submit their application in good time, with the correct fee
- Adhere to the application as submitted and approved
- Give due attention to the By-Laws and statutes of the Conservancy pertaining to the navigation, including but not limited to, obstruction, litter, wildlife, motorised vehicles
- Exercise due event etiquette with regards to conduct and consideration of other navigation users. To ensure full communication and notifications to the relevant affected parties

- Give due attention to matters of Health and Safety, providing details for consideration. The Conservancy does not manage nor take responsibility for the Health and Safety of events, the information requested is to ensure that these provisions have been considered by the organisers of the events.
- contacting relevant bodies e.g. local safety advisory group (SAG): to provide event plans and risk assessment method statements. To contact, where pertinent, the local authority, emergency services, other navigation users.
- Ensure appropriate insurance e.g., public liability, is in place
- Ensure events are marshalled and establish lines of communication before, during and after the event, to ensure participants and the public are guided and informed
- To review procedures and ensure best practice

## **5. Controls for Events**

Applications for events shall be considered against the requirements set out in the statutes and By-Laws of the Conservancy, and permission granted or refused accordingly. Due consideration shall be given to the supporting evidence and plans, and proposed criteria.

Fees charged for events shall be as agreed on the Conservators Fee Schedule.

## **6. Enforcement**

Failure to comply with the agreed terms of the event application, or conditions imposed by the Control officer at the time of approval. or failure to make application, or breach of the Conservators of the River Cam Act of 1922, and By-Laws of 1996 will result in action being taken.

**As agreed by Conservators of the River Cam**