

Minutes of the meeting of the board of directors held at Paper Mill Lock, Little Baddow at 10.00 a.m. on Friday 5<sup>th</sup> March 2015.

Present: Roy Chandler (chairman), David Carrington, Neil Edwards, Jim Jenkins John Pomfret and Peter Martin.

In Attendance: Graham Brown and Les Etheridge.

Apologies for absence: Colin Edmond

Roy Chandler welcomed Les Etheridge to the meeting as a visitor.

### **Minutes of Meetings**

1. The minutes of the board meeting held on 4<sup>th</sup> December 2014, which had been circulated prior to the meeting, including the edited minutes for publication, were approved as a true record of that meeting.

### **Health and Safety**

2. (a) Roy Chandler reported that there had not been any incidents with a Health & Safety impact since the previous meeting.  
  
(b) A written report had been circulated with the agenda updating on actions and matters arising. Roy Chandler noted that a start had been made on the Asset Register, but this has been delayed [for two reasons]. John Pomfret reported that he was working on the COSHH requirements but had a small number of issues that he needed to raise with Graham Brown.  
  
(c) [item omitted]

### **Staff, Volunteer and Management Arrangements**

3. (a) Roy Chandler reported that Martin Maudsley had tendered his resignation as Heybridge Lockkeeper on 27<sup>th</sup> February, and his last day of employment would be on 1<sup>st</sup> May. He was taking-up a new post in the Lake District. The lockkeeper post had been advertised in the Essex Chronicle published today. Closing date for applications would be 31<sup>st</sup> March. Interviews on 7<sup>th</sup> April.  
  
(b) [Confidential item]  
  
(c) Peter Martin reported that he would seek out details of the volunteer who had previously offered to assist with legal and property work.  
  
(d) Graham Brown reported that updated staff contracts had been given out to staff.  
  
(e) [Confidential item]  
  
(f) [Confidential item]

### **Finance**

4. (a) Income and expenditure reports for the twelve months to the end of December 2014, along with a commentary, had been circulated with the agenda and were noted. The importance of early completion of the asset register was again noted.
- (b) A report from Toby Gomm, IWA's fundraising officer, which had been circulated with the agenda, was noted. [detail omitted]
- (c) David Carrington had provided the board with a report and feedback from the recent meeting of IWA's Finance Committee and the recent approval of the increase in the ceiling for the long term loan to [an amount]. [detail omitted]
- (d) [Confidential item]

### **Major Works and Other Matters of Report**

5. (a) A comprehensive report on works and other management issues along the Navigation was provided as part of the Navigation Management Report that was attached to the agenda. Roy Chandler reported that the prospective developers of the Timber Yard at Heybridge had issued an appeal against the adverse planning decision.
- (b) Roy Chandler reported that he and Graham Brown had attended a meeting in February with the prospective developers on the large Maldon housing development. It was currently planned for drainage from the development to be to the river Blackwater above the weir at Beeleigh, and we had asked for reinstatement of the top gates to Beeleigh Flood Gates as part of any planning agreement to avoid any additional flood water having an adverse impact on the Navigation. This has been accepted in principle, and if planning permission was granted the gates could be installed during 2016.
- (c) Roy Chandler reported that steel piles had been delivered to Hoe Mill, but that Crown Build might not be able to commence works for a couple of months. In the meantime the piles would be made more secure to avoid any theft.
- (d) [Confidential item]
- (e) Roy Chandler reported to the board progress on refurbishment and equipping of the dredger, a written report having been circulated with the agenda. This work was unlikely to be completed before Easter owing to a slight delay in delivery of equipment.
- (f) Roy Chandler had prepared and circulated a note of likely planned expenditure on projects over the next year or so. This had been partly discussed under the Finance discussion earlier in the meeting. The report was noted. Roy Chandler drew attention to the need for resurfacing work at Sandford Car Park, as reported in the Navigation Management report. [Detail omitted] The board agreed and asked for [a contractor's] quote to be accepted and the work progressed as soon as possible.
- (g) Roy Chandler reported that the vessels had been valued, but that valuation of buildings still needed to be progressed.
- (h) Roy Chandler reported that the Canoe Store electricity meter was a smart meter, but was not being read. [detail omitted]

## **Management Plans for the Navigation**

6. (a) Roy Chandler reported that the Ten-year agreement with the Navigation Company was due for renewal in November. The board asked that a report be given to IWA trustees via the National Chairman's update. Neil Edwards would prepare some wording for Les Etheridge.
- (b) Roy Chandler reported that Hugh Turner had made a start on preparing a management plan for the Heybridge Basin area, but that a lot more work was required.
- (c) The board noted that there had been no progress on reviewing the Long Term Management Plan. This was dependent on progress being made with surveys to compile the assets register.

## **Other Business**

7. (a) Roy Chandler reported that there was a consultation from developers on a proposed redevelopment of the Causeway, Heybridge, an industrial area that was once bordered by a railway wharf, the remains of which may still be present under vegetation overgrowth. Roy Chandler had responded to note navigation interests. The area had recently been designated as part of a much larger regeneration area by Maldon District Council. An open consultation meeting from the Council to discuss the whole regeneration area was due to take place in March, which Roy Chandler and Graham Brown planned to attend.
- (b) Roy Chandler reported that Chelmsford City Council had sold its development land south east of the Record Office in Chelmsford and was looking to sell other land near the navigation in the area. There was considerable land contamination in the area from the former Gas Works. [Detail omitted]
- (c) [Confidential item]
- (d) Jim Jenkins announced that he planned to retire from Essex and Suffolk Water at the end of May. To date, Jim had informally represented Essex and Suffolk Water on the board, and members expressed their fervent wish that Jim should remain a member of the board notwithstanding his planned retirement from Essex and Suffolk Water.
- (e) Les Etheridge explained IWA's policy concerning the potential transfer of other inland navigations to Canal & River Trust and how that policy might eventually impact on Essex Waterways Ltd. Board members discussed the situation and agreed this needed to be kept under review but there was no reason for any immediate action, as there were greater priorities for achieving synergy with other waterways.

## **Future Meetings**

8. (a) The next meeting, including the AGM, would be held at 10.00 am on Monday 1<sup>st</sup> June (Paper Mill).
- (b) Dates for other meetings in 2015 were set as:  
Thursday 27<sup>th</sup> August (at Paper Mill)  
Tuesday 1<sup>st</sup> December (at Chesham).

No other business was transacted and the meeting closed at 3.05 p.m.