

The Conservators of Therfield Heath and Greens

The Therfield Regulation Trust

c/o Royston Golf Club, Baldock Rd, Royston, SG8 5BG

Registered Charity No. 277881

Chair: Nicholas Keep

Clerk: Vacant

Email:clerk@therfieldheath.org.uk



Summary Minutes for the meeting held on Thursday 27th July 2023 at 7pm in the Black Barn

Abbreviations may be used to identify individuals:

Chair or NKe: Nick Keep, CSw: Clare Swarbrick; Rgr: Ranger and Conservation Manager (Cat Wright); CSm: Colin Smith; CHa: Clive Hall; BHa: Ben Harrop; RLa: Robert Law; JKl: John King; Clerk or PGr: Paddy Grove

Item ID	Description	Minutes
07/23-1	Apologies for Absence	Apologies from Jk and BH.
07/23-2	Declarations of interest: (see * * for any relevant minute details)	None.
07/23-3	Approve the minutes of the meeting held on 22nd June 2023	Approved.
07/23-4	Major items to AGREE	
07/23-4.1	<u>Kite Festival 2024</u> Discuss meeting with Rotary Friday 28 th July 4pm and future plans.	<p>A reminder is shared of previous agreement that if no agreement was reached by 6/8/23 then application would be treated as a new agreement.</p> <p>Views shared of preferences of flexibility and extend agreement deadline by August meeting, belief the kite festival has outgrown the Heath and whether Rotary should apply for S38.</p> <p>AGREED: Deadline will be extended until August meeting, to confirm dates and adherence to previous restrictions, as well as agree that approval is subject to S38. After this date the application for kite festival will be treated as a new event application.</p>
07/23-4.2	<u>Countryside Stewardship Scheme</u> Current situation and way forward to be presented	<p>Update: No formal offer yet received from Natural England. Offers expected mid-August.</p> <p>NE are trying to restructure management especially on the gallops via the CS scheme.</p> <p>Public consultation to be held on the provisional date of 21/09/23 at 7:30pm. This has already been booked.</p> <p>It is argued that Conservators are not ultimately responsible for keeping the SSSI in good condition. However, if CS</p>

		<p>scheme doesn't supply funding, the Conservators as a group will continue to manage the Heath as closely to the HMP within budget constraints.</p>
07/23-4.3	<u>Draft code of conduct</u>	AGREED: That the new document is acceptable, and the new code of conduct is now in place.
07/23-4.4	<u>Gate</u> Advice received (Paper 8) and plan to be agreed.	<p>Advice has been received from solicitors to send a letter describing intentions to begin litigation. This will be drafted and delivered.</p> <p>To be noted that successful attempt to have the gate removed by Conservators occurred in 2017.</p>
07/23-4.5	<u>Byway Therfield 36 and Footpath Therfield 11</u> To discuss and adopt paper on Byway 36 and agree on response on Therfield 11. To decide how to respond re the other end of Byway 36	<p>AGREED: Everyone in favour of paper and will be sent to HCC.</p> <p>AGREED: Not to agree to proposal</p>
07/23-4.6	<u>Approve charge for Christmas Tree Sales</u> 10% increase to £440 +VAT proposed	AGREED: To charge £110 plus VAT per weekend.
07/23-4.7	<u>Reregistration of Sun Hill Common as Asset of Community Value</u>	AGREED: Conservators do not object to this registration.
07/23-5	Event and other requests Approval sought for requests received by clerk	<p>Bat walk: APPROVED</p> <p>Yoga: APPROVED</p>
07/23-5.1	No forms received. One initial query about outdoor exercise classes	
07/23-6	Other updates or major items for discussion	
07/23-6.1	Governance	<p>ACTION: Solicitors to be contacted about licenses.</p> <p>Proposed that virtual bookkeeper is used to produce monthly and end of year financial reports. Suggestion of bookkeeper from GC is used if they are more affordable.</p> <p>AGREED: To share read only copy of Xero account to get quote for virtual bookkeeping services.</p> <p>ACTION: Move forward with getting quote for this service.</p>
07/23-6.2	Chapel Green Quality of grass cutting, timing of cut and seeding. Sewage leak	<p>Sewage leak reported on Chapel Green and the occupants next to Chapel have been informed. Occupants have rectified the leak.</p> <p>Suggestion that Chapel cut is earlier than 1 September which is the traditional best practice for conservation.</p> <p>ACTION: Rgr to contact contractor to cut earlier.</p>
07/23-7	Health & Safety, Accidents and Incidents	

07/23-7.1	<u>Accident and Incident reports</u>	<p>Small fire on the Heath- discussed that police report should have been filed, and a fire protocol needs to be drafted and implemented.</p> <p>Has been reported that disposable barbecues were found in maintenance trailer on Church Hill.</p> <p>ACTIONS:</p> <p>Rgr to circulate fire message from last year on socials and in Listing.</p> <p>Research fire protocols from similar commons.</p> <p>Discuss smoking ban on golf course with GC at next quarterly meeting.</p> <p>Rgr to redesign fire message and circulate in Café and GC.</p> <p>Damage also reported to 4th green.</p>
07/23-8	Leases, Licences and Tenants etc	
07/23-8.1		
07/23-8.2		
07/23-9	Finance Matters	
07/23-9.1	Accounts and budget report to end June available –	<p>Proposed- large projects such as the education centre.</p> <p>ACTION: Investigate conditions of 106 allocation for education centre and report back at next meeting.</p> <p>Suggested that trim trail is re-installed by cricket pitch.</p> <p>Suggested that trim trail is installed on gallops from Karen’s corner for several hundred metres.</p>
07/23-9.2	<p>Pleo update</p> <p>First Payment made. Charged under Essentials rather than Starter plan. Are contesting the charge and have made sure that there is no charge going forward.</p>	<p>Noted that there is an inactivity charge</p> <p>AGREED.</p>
07/23-9.3	Barclays update	No updates.
07/23-9.4	Charity Commission Account	AGREED: That charity commission account is put in chairs name instead of waiting for new site manager.
07/23-10	Heath & Greens Conservation update	
07/23-10.1	<u>Update from Ranger</u>	<p>Rgr updated on:</p> <p>Seed collection</p> <p>Youth engagement</p> <p>Scrub monitoring</p>
07/23-11	Projects updates	
07/23-11.1	<p><u>Licence templates</u></p> <p>Any review or actions required?</p>	

07/23-11.2	<u>Bollards installation on Therfield Rd</u> (RLa, Rgr) Plans or progress?	ACTION: To engage contract to get quote for replacing bollards.
07/23-11.3	<u>Dragon's teeth</u>	ACTION: Rgr to install dragon's teeth at rec.
07/23-11.4	<u>Rugby electrics</u>	Suggested that a maintenance expert is employed to deal with electrics, café roof etc. ACTION: To engage with maintenance expert to get quotes for managing maintenance projects.
07/23-11.5	<u>Dog bins update</u>	NHDC has not contacted TBS directly as they said they would. ACTION: Rgr to send photos of potential new bins. Put proposal forward to NHDC.
07/23-12	Legal Actions, Disputes, Wayleaves and related issues	None.
07/23-13	Update from the Clerk In abeyance	None.
07/23-14	Actions/Updates from previous meetings (Items in green are done or being progressed, no update necessary. Others are uncertain or open)	
07/23-15	Any Other Business	ACTION: Write to Retiring Chair of Golf club thanking for his service
07/23-16	Dates of next meetings	
	Governance meeting 10 th August, 7:30-8:30 pm, Teams (Conservators only) Conservator meeting 24 th August 2023, 7 pm Black Barn	