

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

Site Manager/Clerk: Caroline Crang

Email:clerk@therfieldheath.org.uk



Summary Minutes for the meeting held on Thursday 26th October at 7pm in the Black Barn

Abbreviations may be used to identify individuals:

Chair or NKe: Nick Keep, CSw: Clare Swarbrick; HoC: Rgr: Ranger and Conservation Manager (Cat Wright); CSm: Colin Smith; CHa: Clive Hall; BHa: Ben Harrop; RLa: Robert Law; JKi:John King; SM/Clerk or CCr: Caroline Crang

Item ID	Description	Notes
10/23-1	Apologies for Absence Clare, Ben	
10/23-2	Declarations of interest: (see * * for any relevant minute details)	
10/23-3	Approve the minutes of the meeting held on 28th September 2023 - see Main Minutes and Summary minutes for publication on the website	Not approved. Some could not view meeting minutes and summary through agenda links. ACTION: recirculate for approval, check links and offline viewability, add copy to papers.
10/23-4	Major items to discuss	
10/23-4.1	<u>Countryside Stewardship Scheme</u> Current situation and way forward to be presented by CHa, CWr & CCr. See Countryside Stewardship Folder, notes of last meeting NE Meeting, NE response and CWr management change request	Full discussion around how to proceed with the countryside stewardship application given various hurdles. Largely thought that some prescriptions are unrealistic. Especially given the funding offered. PiFs are excluded from the scheme which would be a big financial difference. Consideration was given to how Conservators in the future would view this scheme. Three main options were discussed Options: 1. Stop the application process and look for alternative funding: Pros/cons: waste of time, waste of resource, potential loss of £8k per year. 2. Get over the line: Pros/cons: 3 or 4 online meetings, and a few bits of paperwork. Get us a formal offer, will understand PiFs and have been through the whole process. More prepared for the future. Upside if we

		<p>continue, we will get a truer picture of maintenance costs.</p> <p>3. Change to vanilla options and rediscuss.</p> <p>This will be asked through option 2.</p> <p>AGREED:</p> <p>Go with option 2</p>
<p>10/23-4.2 <u>Insurance Renewal</u></p>	<p>Update from meeting 16/10 CSm & CCr See email with suggestions for discussion</p>	<p>Discussion confirms we need to find charter surveyor, need to spend some money assessing state of roof. And attain an electricity certificate from tenant.</p> <p>Agreement in the room.</p> <p>ACTION: Book surveyor and meeting with tenant</p>
<p>10/23-4.3 <u>Gate for Rush Green</u></p>	<p>Update from CWr Gate to allow access for cutting at Rush Green</p>	<p>JKi- Can't cut and collect now no machine will deal with it. Flailed needed. In a few years we can cut and collect.</p> <p>Discussion around section 38, collapsible bollards or appropriate gate and creating a list of things to add to a single S38 application.</p> <p>JKi- Non urgent, so can wait for S38.</p> <p>Agreement in the room.</p>
<p>10/23-4.4 <u>Pollarding without permission Heath Avenue</u></p>	<p>Update plus other pollarding has also been noticed as well as a request from Stake Piece Road with photo</p>	<p>Rgr- trying to figure out where the boundary is proving difficult, within 1 meter.</p> <p>Suggestion of neighbours meeting-communications piece.</p> <p>Discussed that we have the land registry and that we need people to communicate with us.</p> <p>AGREED: Happy to let CSw & BHa lead an engagement piece and to come back with suggestions.</p> <p>ACTION: Contact Stake Piece- can prune and remove arisings.</p>
<p>10/23-4.5 <u>New Conservators</u></p>	<p>How to recruit</p>	<p>CSw in advance of meeting: We have to have an open process and consider diversity, skills and experience. Obvs there are constraints from our governance.</p> <p>It was suggested to place a listing article in the Dec/Jan issue and consider Royston reporting/social plan. Also to use vol ads with who we currently use.</p>

		AGREED: Create vol job descriptions if you want one and share to approve.
10/23-5	Event and other requests <u>Approval for requests received by clerk</u>	
10/23-5.1	<u>Kite Festival 2024</u> Update- spend 2023	Rotary are pursuing permissions they, have been in touch with NE who say they are not eligible to apply. Will put in S38 by Christmas AGREED: CHa to follow up with Rotary ACTION: CCr to send spend to Rotary.
10/23-5.2	<u>Royston in Blue</u> Request for 2024	Support for the event in the room and from CSw, however need to address the marking of the course. ACTION: CCr to go back to Royston in Blue, suggesting W3W but it is their responsibility to find a solution that works for marking the course.
10/23-5.3	<u>Orienteering</u> Request for Nov 22, have asked for course map and £50 donation	AGREED to go ahead no donation need. ACTION: CCr to respond
10/23-5.4	<u>Chapel Green Access</u> Request to access to clear debris from waterway	CHa- Cannot drive a car with a trailer to get to the debris, big trees in the way. Advice to go on other route, past retreat come with machinery to move logs and replace. AGREED: CHa & CWr will reply.
10/23-5.5	<u>Nine Elms Row</u> Consultation request on property extension	No comment agreed
10/23-5.6	<u>Tussocks, The Causeway</u> Consultation request on 10 new properties	No comment agreed
10/23-5.7	<u>Hay Farm</u> Consultation request for paddock/ag land to residential garden	No comment agreed
10/23-6	Other updates	
10/23-6.1	Governance- update from meeting with Greenwoods 13/10	
10/23-6.2	<u>Byway Therfield 36 and Footpath Therfield 11</u> - Update on works carried out by HCC	CHa- spoke at parish council. CW- In contact with HCC have cleared some pathways but waiting for arisings to be collected.
10/23-6.3	<u>S278 agreement Redrow & Highways</u> - Update	CHa- explains situation that they don't own the land, they need to ask the right people.

		CCr contacted Highways waiting for response.
10/23-7	- Health & Safety, Accidents and Incidents	
10/23-7.1	<u>Accident and Incident reports</u> See log	ACTION: CWr asks for Robert to get in touch with police around NO canisters. Currently taking them to the recycling centre.
10/23-8	Leases, Licences and Tenants etc	
10/23-8.1	Tennis- update meeting booked for 2 nd Nov	
10/23-8.2	Heath Café Lease	It was agreed that a meeting should be set up to discuss.
10/23-8.3	Request from Gigaclear to access land for Installation see email and folder of supporting docs.	Discussed that it needs a time limit, don't need S38, issue is right to dig up in perpetuity. Agreed that we need to know the time limit not happy with perpetuity. ACTION: CCr to contact Gigaclear to find time limit.
10/23-8.4	<u>Cricket request for water harvesting works</u>	CHa- needs a section 38 Agreed say yes but need S38 ACTION: CCr to reply to cricket
10/23-8.5	<u>Rugby flood lights- update</u>	CCr- have drafted letter waiting for CHa & BHa to review
10/23-8.6	Filming Licences	CCr- income generate for a filming licence. CHa- Explained VAT implications.
10/23-9	Finance Matters	
10/23-9.1	Accounts and budget report to end Sept available – see Accounts Sept and Budget Variance. Request for liabilities to be cleared with Greenwoods.	New procedures were discussed as well as setting up as sink fund.
10/23-9.2	Charity Commission Account – update	Registration Completed.
10/23-9.3	Gift Aid Registration	NKe- simple process, name and address of tax payers. ACTION: CCr to look into wording and set up
10/23-10	Heath & Greens Conservation update	
10/23-10.1	<u>Update from Ranger</u> Car park wood chipping discuss Step board quotes Undergraduate Project Proposal	CWr- been looking into small grants for tools and conducting tool audit. Will request budget for appropriate storage facilities. Tor grass removal paused till spring.

		<p>Scrub removal underway, large scale projects, waiting for brush cutter.</p> <p>ACTION: CCr- will contact Capel manor to support</p> <p>Main plan for Church Hill scrub removal this year and Rifle butts on 3 year plan. Makes sense to chipper for big amount, small amounts dead hedge, medium amount burn from a sustainability point of view. Idea to use woodchip for car parks- need storage area and wouldn't need approval for materials coming onsite.</p> <p>Undergrad- manage him in best interest of SSSI</p>
10/23-11	Projects updates	
10/23-11.1	<u>Licence templates</u>	<p>Documents have been reviewed in detail and shared with the lawyer in coming week. Then we need to share with tenants. CCr will need to develop a template that sits alongside the licenses to gather all the right info to populate them.</p> <p>Container issue raised again.</p>
10/23-11.2	<u>Bollards installation on Therfield Rd</u> (RLa, Rgr) Plans or progress?	<p>Will be happening this winter and will get a quote. Some we have to do on our side but others need replacing so will do the whole bit and we have a grant for that.</p>
10/23-11.3	<u>Dragon's teeth</u> Update from meeting 22 nd Sept	
10/23-11.4	<u>Benches & Dog Bins</u> Update	Waiting
10/23-12	<u>Legal Actions, Disputes, Wayleaves and related issues</u>	<p>Waiting for update on invoice.</p> <p>Acknowledge and CCr shared email from Greenwoods offer £285 credit note.</p>
10/23-13	<u>Update from CCr</u>	
10/23-14		
10/23-15	<p>Any Other Business</p> <p>Grange meadow- 10 dwelling respins</p> <p><u>Csm asks to agree a plan budget for Fire Prevention Posters- Agreed up to £500</u></p>	<p>Put forward that we should object even though past the deadline to support the parish. Agreed- late objection CHa with work with CCr</p>
10/23-16	<u>Dates of next meetings</u>	

<u>Conservator meeting 23rd Nov 2023, 7 pm Black Barn</u>	

SUMMARY