

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 23rd November 2023 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; JKl:John King; SM/Clerk or CCr: Caroline Crang

Item ID	Description	Notes
11/23-1	Apologies for Absence Clive & Ben to dial in.	Apologies from John
11/23-2	Declarations of interest: (see * * for any relevant minute details)	Colin's wife and Ben's son are Tennis club members and Ben's son is an assistant coach
11/23-3	Approve the minutes of the meeting held on 28th September & 26th October 2023 Main Minutes Sept Summary minutes Sept (for publication) Main Minutes Oct Summary Minutes Oct (for publication)	All approved
11/23-4	Major items to discuss	
11/23-4.1	<u>Tennis Meeting</u>	NKe gives overview of documents shared in advance of meeting. This needs to be driven forward, hopefully completed by June. Action: Caz to push on this progress s38 ACTION BHa to send Heads of Terms to Caz.
11/23-4.2	<u>PLEO</u> Account closing, discuss way forward see email from PLEO	CSw suspects we are not using it enough, we need to bite the bullet and go back to bank. NKe do it from the second bank account. NKe reads declaration from Barclays business debit card ACTION: NKe will make application following agreement to conditions by all

11/23-4.3	<p><u>Cut & Collect</u> Current & New Contractors</p>	<p>Discussion about the grass cutting, cost and the need for conservation focused contractors. CSw reminds all there are basic SLA's which may need updating. RLa confirms the process due to wet/dry weather. All Conservators support. Nke tendering by April for 2024</p> <p>ACTION: Cat to continue with the brief and get quotes (consider looking at a 5 year in line with the Habitat management).</p> <p>CHa queries when Washing Ditch is being done. CWr informs all that it will get done in January, just waiting on public liability insurance. There is a plan put together.</p> <p>ACTION: To find the plan and share.</p>
11/23-4.4	<p><u>Community Investment Fund</u> Discuss application, see overview</p>	<p>CCr gave overview and in agreement in the room to put application forward.</p> <p>CHa issue is are the trust managing the common?</p> <p>ACTION: CCr to double check on funding restrictions before going ahead.</p>
Staff updates		
11/23-5	<p><u>Update from Ranger and Conservation Manager</u> Signage, see audit and proposal <u>Update from Site Manager</u> Changes to SharePoint Roles & Responsibilities Staff workspace provisions Strategy</p>	<p>RGr shared Signage audit and proposal.</p> <p>24 new signs.</p> <p>Changeable signs</p> <p>Targeted signage</p> <p>All byelaws signs duplicated</p> <p>CSw we need fewer signs, better communication</p> <p>NKe better locations, do we need permissions</p> <p>Roles & Responsibilities- January pick</p> <p>Strategy- CSw As a charity, we should have a strategy.</p> <p>CHa agrees and BHa has done a lot of work.</p> <p>NKe suggest a second meeting.</p> <p>BHa suggests CCr and Rgr sit down again and progress a draft, to become better informed.</p> <p>AGREED: 8th Feb looks at big picture.</p>

11/23-6	Project/Task updates	
11/23-6.1	<u>Countryside Stewardship Scheme</u> Update & GC HLS Underwriting	CS is now submitted, waiting for offer.
11/23-6.2	<u>Insurance Renewal</u> Update on roof/electrical	Roof survey done. Renewal has been completed
11/23- 6.3	<u>New Conservator Recruitment</u> Review names	All discussed the timings for elections, notices and process. Elections have to be in February, with nominations two weeks before. The website needs updating and a public notice in The Crow. An article in The Listing has already been submitted. An Open meeting will follow the election. ACTION: Book lower hall for 22 nd Feb for election - SM to action timings 7pm-9pm. Change website.
11/23-6.4	Budgets 2024	Maintenance budget booked in 29 th Nov CCr asks the procedure CSw it is in excel. But can we use Xero to our advantage. CSw wouldn't mind leading on it, needs support from CHa Nke & CCr ACTION: CSw to lead on
11/23-6.5	<u>Licence templates</u> Update see email from Clare	CSw sent clarifications back to lawyers and waiting.
11/23-6.6	<u>Relationship with Boundary Neighbours</u> Update	CCr we will invite to a meeting in early new year CWr trees ready to be removed from Lankester and replanted at Sunhill Common. CHa need full consultation and agreement from the group. CWr it's in the habitat management plan, and so agreed by the group
11/23-6.7	<u>Bollards installation on Therfield Rd</u> Update on quote	Happening in new year
11/23-6.8	<u>Hounds teeth</u> - Update on install	Discussion around s38 and permissions. Need to find out the process and revisit the roles and responsibilities. CWr: Declares interest, son is a member
11/23-6.9	<u>Benches & Dog Bins</u>	

	- Update	
11/23-6.10	<u>Governance</u> - Update, see email from Clare	Agreed: Remeet post recent email.
10/23-6.11	<u>S278 agreement Redrow & Highways</u> See meeting notes and update email	
11/23-7	Health & Safety, Accidents and Incidents	
11/23-7.1	<u>Accident and Incident reports</u> See log	
11/23-8	Leases, Licences and Tenants etc	
11/23-8.1	<u>Tennis</u> See major items	
11/23-8.2	<u>Heath Café</u>	
11/23-8.3	<u>Containers</u> <u>Discuss way forward. See email from Archery</u>	
11/23-8.4	<u>Cricket</u>	
11/23-8.5	<u>Golf</u>	
11/23-8.6	<u>Rugby</u> Update	
11/23-8.7	<u>Xmas Tree pop up</u> Dates 25 th /26 th 2 nd /3 rd 9/10 th back up weekend 16 th /17 th	
11/23-8.8	<u>Gigaclear</u> To access land for Installation see email response	AGREE: Want annual payment, RPI plus 3% as telecoms are currently allowed to increase their costs.
11/23-9	Finance Matters	
11/23-9.1	<u>Accounts</u> See Accounts for Oct and Budget Variance. Liabilities now cleared with Greenwoods.	
11/23-9.2	<u>Gift Aid</u>	
11/23-9.3	<u>Funding</u>	
11/23-10	Events & Requests	
11/23-10.1	<u>Kite Festival</u> Discuss section 38 application with press notice and letter to consultees	NKe: Very good application Conservators should have a view. A reminder to everyone there is difference between personal and professional capacity, however there is a close line.
11/23-10.2	<u>Circus 2024</u> John Lawson request for September 2024	AGREED Yes.

11/23-10.3	<u>Trail Paws Adventures</u> Permit for running group canicross sessions on the Heath, see email <u>Do we have permit procedure?</u>	NKe: It would be a licence not a permit CHa: Review costs of their business, it's commercial, there are lots of free clubs. AGREED: need to understand, know level activity, where, when, how often, customers. It would be a licence. ACTION: find out if we need permissions, 28G
11/23-11	<u>Legal Actions, Disputes, Wayleaves and related issues</u>	
11/23-11.1		
11/23-11.2		
11/23-12	Any Other Business	
11/23-13	<u>Dates of next meetings</u>	
	<u>No meeting in Dec</u>	Next meeting 25 th January.