

Summary minutes for the meeting held on 27th March 2025 at 7pm at the Black Barn

Abbreviations may be used to identify individuals:

ACTION

1	Apologies for Absence 1 absent 1 online	
2	Declarations of Interest: (see * * for any relevant minute details)	
2.1	Declaration of Interest NEW paperwork Clerk suggests that it is more efficient to record (annually) each Conservator's declaration of interest – suggested new form. Resolution: Conservators agreed, the form was approved with one change. The Clerk will send/print for completion. Set a review of the form for April 2026	CLERK
3	Resolution: Minutes of the meeting held on 27/2/2025 were approved.	DEPUTY CLERK
4	Major Items / Discussion / Decisions	
4.1	Archery Container See papers sent in February Resolutions: A need for on-site storage has been demonstrated. The proposed container size was accepted. (Discussion regarding the bigger picture/masterplan of the heath)	CLERK BH
4.2	Golf Club Conservators and Clerk need to work with the GC and create a Terms of Reference for the work to be undertaken Resolution: CH, BH and Clerk to take this forward.	CLERK CH BH
4.3	Rugby There remain issues /impacts. Noted only some small progress made re inclusion of current assets into a lease. Resolution: CHa, BHa and Clerk are to meet with Rugby to: <ul style="list-style-type: none"> • Help them to create a plan to submit to the July Conservator meeting. • Set deadline of [August 31st, 2025] to begin enforcing 	

	<p>the lease that is in place - ie the current lease</p> <ul style="list-style-type: none"> • Need Rugby begin move forward the on the items we have requested. • Rugby to provide demonstrable ways of mitigating the current impacts or reduce the number of people playing rugby so that over use problems decline. <p>Rugby are big club for the space on the heath. Part of a bigger issue, lack of sporting provision in the whole town.</p>	
4.4	<p><u>Tennis</u></p> <p>Tennis have made some proposals- Details in paper along with source material.</p> <p>Resolutions :</p> <ol style="list-style-type: none"> a) The timetable for the pro shed accepted b) The timetable for access accepted c) The signs not accepted d) The Clerk supported by CH and NK are to work on coaching trade licence. 	<p>CLERK CH NK</p>
5	<p>Steering and Guidance re Projects and Tasks</p> <p>2025 Project Ideas need to be socialised to help us formulate the 2025 programme and the budget.</p>	
5.1	<p>Website</p> <p>Status update by Deputy Clerk. Deputy Clerk outlined the plan to set up a sub group to drive the website project forward in conjunction with the selected agency: Deputy Clerk to coordinate an initial sub group meeting and agency meetings and update on progress next month.</p>	<p>DEPUTY CLERK CLERK CS BH DM</p>
5.2	<p>Bollards</p> <p>S38 is for the installation of 10 wooden circular bollards located at 4m intervals along the road as shown Date for completion is 3 years from s38 decision date i.e. 23 August 2025.</p> <p>Resolutions :</p> <ol style="list-style-type: none"> a) obtain quotes for the work and progress if achievable within budget and time constraints. b) Budget is currently the £413 unspent - increased by the Conservator funds to £1, 500 inclusive of the grant. 	<p>RANGER CS</p>

5.3	<p>Brown Tourist Signs for Nature Reserve and Cafe The Clerk has completed the HCC Highways form with locations clerk thinks is suitable to suggest. Resolution : Conservators agreed that the form is complete and can be submitted. Clerk to progress.</p>	CLERK
5.4	<p>Insurance New Trustee Insurance policy obtained Resolution: The policy insurance was agreed.</p>	
5.5	<p>Progress Note Therfield Road Car Park Awaiting "Scope of Works" document from Ranger</p>	RANGER
5.6	<p>NEW INITIATIVE Enclosed area be upgraded with "Inclusive" seating and features. To explore views and create a costed proposal to upgrade the 'Xmas Tree' area with signs, features and seating. Resolution: To agree this initiative is worthwhile must not distract or overload the Clerk. It was agreed by the Conservators to progress the WW2 sign. CH to work with the Clerk.</p>	CLERK CH
5.7	<p>NEW INITIATIVE Cafe request for their own entrance way sign Resolution : Debate about a sign that mirrors the current entrance sign with the words "HEATH CAFÉ" – consideration of the current sign and the Café requests. BH will look into this. No decision was made.</p>	BH
5.8	<p>NEW INITIATIVE Car park drop off zone. To explore views as to if car parking along tennis side entrance way could be marked as drop off/pick up and if this would assist on busy times allowing quicker turnover of cars etc. Create and present findings for Implementation. Resolution : a) It was agreed this initiative is worthwhile and will not distract or overload. b) Clerk and BH to consult (with stake holders) and present findings for Implementation. c)</p>	CLERK BH

6	Policies	
6.1	<p>New Staff Policy : Bereavement HR team have built on this initiative by the Clerk and recommend adoption. Resolution : The bereavement policy was adopted. Next Steps :</p> <ul style="list-style-type: none"> • Clerk will amend the staff handbook and re-share ; • Set a review of the same for April 2028 • 	CLERK
7	Events and Requests requiring Conservator Guidance	
7.1	<p>Events Information to ALL stakeholders Clerk proposes that each month after the meeting an events newsletter is sent to stakeholders as per the draft have created ;</p> <p>Resolution : Conservators agreed that this would be a useful communication to send.</p>	DEPUTY CLERK
7.2	<p>Pasque Flower walk – Royston Health Walks Will be walking the site in April Ranger to mark out the flowers in readiness for the walks.</p>	RANGER
7.3	<p>Royston in Blue Resolved That Matters listed are permitted Conservators agreed to permit /allow. Clerk to liaise with their organisers to confirm.</p>	CLERK
8	Informative (Conservators can ask questions if they wish)	
8.1	<p>Accounts and Budgets</p> <p>The Accounts and Accounting processes are GREEN.</p> <p>It was noted the names of the authorisation contacts for the banking and all banking transactions require two of the trustees.</p>	
8.2	<p>Tree survey Ranger has made comment.</p>	

8.3	NE SSSI Assessment Results Information has been shared by email.	
8.4	Clerk's Written Information No comments made	
8.5	Ranger's Written Information - not available	
	Holiday planner supplied	
	Events Planner Supplied	
	Incident log Supplied	
9	Date of Next Meeting - 7pm, 24th April 2025, Black Barn	
10	AOB Planning matters Conservators agreed to put in a formal request as a neighbour for Stake Piece gate to open inwards including conditions, no right of access etc. Clerk to draft a letter	CLERK BH DM