

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Friday 12th January 2007 in the Pavilion, Manor Field, Hartley

Present: Cllr A Barnett
Cllr. J Gaywood (Chairman)
Cllr. S Glover
Cllr. Mrs M Solman

In Attendance: Mrs J Redman
Mrs J Hoad
4 members of the Public

1. Apologies for Absence
Cllrs. Mrs Clark (District Council duties) and Brown (unwell). Their apologies and reasons for absence were duly accepted.
2. Declarations of Interest
Cllr. Glover a prejudicial interest in item 8.1. With the agreement of members present, this item would be discussed at the end of the meeting. Cllr. Mrs Solman a personal interest in item 7 Recreational Facilities – Horse Riding Route.
3. Minutes of the meeting held on 3rd November 2006
The minutes of the meeting held on 3rd November 2006 were signed as a true record.
4. Matters Arising (Not on the Agenda)
None.
5. Finance
 - 5.1 Balances – The balances as set out in Agenda A/01/07 were NOTED.
 - 5.2 Financial Statement – The financial statement as set out in Agenda A/01/07 was NOTED.
 - 5.3 Payments – The payments, 3.1-3.4, as set out in Agenda A/01/07 were AUTHORISED. PROPOSED Cllr. Barnett, SECONDED Cllr. Mrs Solman and UNANIMOUSLY AGREED.
 - 5.4 Annual Audit – The external auditor's certificate and opinion, as set out in Section 3 of the Annual Return for the year ended 31st March 2006 was NOTED. It was also NOTED that the Notice of Audit and Right to inspect the Annual Return had been displayed in both Parishes in accordance with the Accounts and Audit Regulations 2003.
 - 5.5 Budget 2007/08 – After discussion and subject to an increase in the income figure for Horse Riding from £450 to £750, an amount of £750 for the running costs of the Horse Riding Route and a reduction in the parish council contributions for 2007/08 from £2,500 to £2,000 per council, it was PROPOSED by Cllr. Glover, SECONDED by Cllr. Mrs Solman and UNANIMOUSLY AGREED that the budget be APPROVED, as set out in appendix 1 attached to these minutes and that this recommendation for approval be taken back to both parish councils. It was NOTED that Ash-cum-Ridley parish council would be notified of the decision of Hartley parish council to recommend a reduction in parish council contributions for 2007/08 from £2,500 to £2,000 due to the balance of the ear marked reserves currently held in the Northfield Management Committee's bank account.

6. Land and Site Maintenance

6.1 Dog fouling on Northfield – It was NOTED that signs would be produced and placed at the entry/exit points to Northfield indicating to users where the three dog bins were located. A replacement dog bin would be ordered to replace the one that had been vandalised at the Milestone School entrance to Northfield.

6.2 Area of fencing bordering the Ash Road, opposite Appledore, including the erection of a stile – This work had now been satisfactorily completed.

6.3 Footpath leading from the Ash Road entrance to Northfield – The PROW Officer had been contacted and asked if she would arrange for the clearance of this stretch of SD302. The Secretary would follow this up with her again to see what was happening.

6.4 Cutting of Hay 2007 – After discussion it was AGREED that Cllr. Barnett would draw up a specification which would include provision for either a hay or silage crop to be taken off this year, depending on what would be most advantageous in terms of maintenance and productivity. Quotations would be sought in time for the next meeting.

7. Recreational Facilities

7.1 Horse riding route – The notes of the Horse Riding Route Advisory Committee held on 5th December 2006 were NOTED. The notes of the Horse Riding Route Advisory Committee held on 2nd January 2007 were discussed as follows:-

Provision be made in the 2007/08 budget of the Northfield Management Committee to cover the additional inspection costs and the additional inspection tasks – It had been AGREED by the Northfield Management Committee, under item 5.5, that an amount of £750 would be included in the 2007/08 budget for running costs for the Horse Riding Route.

Allianz Cornhill be contacted and asked where it would be acceptable for members of the Committee to paint the marker posts and erect the necessary warning notices – A letter had been written to them and a response was awaited.

The fencing of the boundary of Northfield and Court Field be considered by the Northfield Management Committee – This matter would be dealt with under item 8.1 at the end of the meeting.

The following are all recommendations from the Horse Riding Route Advisory Committee to the Northfield Management Committee for monetary approval for:-

A quotation from ABC Fencing for the sum of £340 to supply and install 34 no 7ft long x 100mm diameter round chestnut posts be accepted and that the contractor be requested to complete the work by no later than 2nd March 2007 – After some discussion it was AGREED that the quotation from ABC fencing be approved, providing the contractor could confirm that he could carry out the work by the 2nd March 2007. If this was not the case, delegation was given to the Secretary, in consultation with the Co-Chairmen of the Committee to accept the quotation from TD Munday. PROPOSED Cllr. Glover, SECONDED Cllr. Gaywood and CARRIED.

A verbal quotation from Locks ‘n’ Tools for the sum of £340.15 for the supply of 1 no security padlock and 50 keys to be accepted and that a sum of up to £40.00 be approved for the purchase of 5 additional keys - It was AGREED that a written quotation was now sought from Locks ‘n’ Tools plus one other. Delegation was given to the Secretary and the Treasurer to authorise expenditure of up to £400 for the items to be purchased. PROPOSED Cllr. Mrs Solman SECONDED Cllr. Barnett and UNANIMOUSLY AGREED.

A quotation from Richey-ID for the sum of £30,00 for the supply and printing of ‘Northfield Horse Ride’ on 50 no yellow large flag tags be accepted – PROPOSED Cllr. Mrs Solman SECONDED Cllr. Barnett and UNANIMOUSLY AGREED.

A quotation from ASAP Autos for the sum of £80.00 to weld a chain to the gate post and a padlock to the chain be accepted a sum of up to £30.00 be approved for the purchase of a heavy duty chain - PROPOSED Cllr. Mrs. Solman, SECONDED Cllr. Barnett and CARRIED.

That a sum of up to £115.00 be approved for the stationery and administration costs involved in the setting up of the Horse Riding Route – PROPOSED Cllr. Mrs. Solman, SECONDED Cllr. Barnett and UNANIMOUSLY AGREED.

That a sum of up to £76.38 be approved for the printing of the permit cards – Since the quotation had been received, the Horse Riding Route Advisory Committee had investigated the possibility of printing the permit cards ‘in house’ which would mean only the price the card would be charged. It was PROPOSED BY Cllr. Mrs Solman, SECONDED by Cllr. BARNETT and UNANIMOUSLY AGREED that the sum of £76.38 be approved, but the decision was left the Horse Riding Route Advisory Committee if they felt it was viable to print them ‘in house’ and at a nominal charge for materials.

That a quotation from TD Munday for the sum of £22.00 to re-locate the dog bin located at the Church Road entrance – PROPOSED Cllr. Mrs Solman, SECONDED Cllr. Glover and UNANIMOUSLY AGREED.

That a quotation from TD Munday for the sum of £75.00 to cut back the brambles at the entrance to Church Road and to spray at an appropriate time during the spring be accepted - The Committee felt that this operation should be discussed again with TD Munday and clarification be given as to exactly what was required. It was PROPOSED by Cllr. Mrs Solman, SECONDED by Cllr. Glover and UNANIMOUSLY AGREED that this was done and up to £50 was authorised for the work. It was AGREED that in future, this operation be included in the general maintenance budget.

7.2 Approval of the Terms of Reference for the Horse Riding Route Advisory Committee – The Secretary reported that in view of conflicting advice from KAPC and the Monitoring Officer concerning declaration of members interests, that the Standards Board would now be contacted and asked for their opinion.

7.3 Letter to the New Ash Green Village Association concerning the Horse Riding Route – A response was still awaited and a reminder would be given.

8. Boundaries

8.1 Boundary between Courtfield and Northfield – This item was deferred to the end of the meeting.

9. Barnetts Wood and New House Shaw

9.1 Log Barrier New House Shaw – A meeting had been arranged between the Tree Officer from SDC, the Contractor and representatives from the Northfield Management Committee to ensure that any of the trees or wood used in the barrier would not be in violation of any TPO rules.

9.2 Free Trees – It was NOTEED that the free allocation of hedging plants had now been planted.

9.3 Donated Trees – It was NOTED that TD Munday had now planted a replacement horse chestnut and two oak trees. Cllr. Gaywood requested an agenda item for the next meeting agenda concerning more forestation of trees on Northfield.

9.4 Quantitative Risk Assessment on New House Shaw – As only one quotation had been received, this item would be held over until the next meeting.

10. Health and Safety

10.1 Visual Inspection Sheets – The visual inspection sheets for October and November were available for members to view and NOTED.

10.2 EDF Energy – A meeting between the Co-Chairmen of the Northfield Management Committee and the Chairman of the New Ash Green Village Association to discuss the advice that had been received from NALC would be progressed. The Secretary was asked to contact the Chairman of the New Ash Green Village Association and request some dates when he was available for a meeting. If it was not possible for both Co-Chairmen of the Northfield Management Committee to be present at the meeting, it was AGREED that at least one could be in attendance.

11. Single Payment and Environmental Stewardship Scheme

11.1 ELS/HLS Scheme – The Secretary reported that to date no further response had been received from DEFRA.

12. Milestone School, Capital Works Programme

12.1 The minutes of the Special Meetings held on 19th September and 6th October 2006 were APPROVED. PROPOSED Cllr. Gaywood, SECONDED Cllr. Mrs Solman and UNANIMOUSLY AGREED.

12.2 It Was NOTED that letters have been written to the residents of Farm Holt who had objected to the proposal to site an access road on Northfield land, confirming the Northfield Management Committee's decision that the matter would not be taken any further. As the landowners a letter was also written to the New Ash Green Village Association informing them of the same.

13. Correspondence

Item 13.1 was NOTED.

14. Date of Next Meeting

The date of the next meeting was set for **Friday 2nd March 2007 commencing at 10.00am in the Viewing Gallery of Ash Green Sports Centre, Ash Road, New Ash Green.**

15. Any other business

Horse Riding Route Open Day – Members of the Horse Riding Route Advisory Committee would be available in the Viewing Gallery of Ash Green Sports Centre on 17th and 18th March 2007.

A quotation for the rolling of the meadow would be obtained before the next meeting.

At this point, Cllr. Glover left the meeting.

8. Boundaries

8.1 Boundary fence between Courtfield, Cavan and Northfield – The legal determination from NALC, as attached to Agenda A/01/07 was discussed. It was AGREED that the Northfield Management Committee would be responsible for maintaining the fence, once it had been erected and that the New Ash Green Village Association, as the Landlord, would be informed. A single strand of barbed wire would be placed on top of the fence and the Contractor would be contacted to revise his quotation for the fencing to include a top strand of barbed wire.

PROPOSED Cllr. Mrs Solman, SECONDED Cllr. Barnett and UNANIMOUSLY AGREED.

Meeting closed at 12.40pm

APPENDIX 1

Northfield Expenditure	Budget 2006/07	Spent so far (upto Dec 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Notes
<u>General costs</u>						
Survey	-	300.00	-	300.00	-	06/07 Arboriculturists survey & advice on Barnetts Wood
Subscriptions	95.00	95.00	-	95.00	95.00	RAMSAK
Rent	1.00	1.00	-	1.00	1.00	
Notice boards	150.00	-	150.00	150.00	150.00	
Audit fees	270.00	150.00	120.00*	270.00	300.00	*06/07 external audit fee. 07/08 internal audit reduced from two to one inspection per year
Training	-	-	-	-	-	
Donations	-	-	-	-	-	
Legal costs	-	-	250.00*	250.00	-	*Deed of variation to lease - EDF
Advertising costs	-	-	250.00*	250.00	-	*Disposal of land – EDF
Sub total	516.00	546.00	770.00	1,316.00	546.00	

APPENDIX 1

Northfield Expenditure	Budget 2006/07	Spent so far (upto Dec 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Notes
<u>Maintenance</u>						
General maintenance	500.00	438.50*	250.00	688.50	650.00	*06/07 rolling in advance of meadow cutting & litter picking
Grass cutting	2,500.00	900.00	319.00*	1,219.00	2,500.00	* 06/07 £319 flail mow Barnetts wood. 07/08 general grass cutting (£1,440), meadow (£500), Barnetts Wood (£319)
Fence repairs	300.00	40.00	350.00*	390.00	300.00	*06/07 repair fence @ Black Lion entrance (new stile)
Hedge cutting	300.00	-	250.00*	250.00	300.00	*06/07 phased programme of hedge cutting (Milestone Sch)
Inspections	1,100.00	760.00	260.00	1,020.00	1,100.00	
Herbicide	600.00	80.00	550.00*	630.00	175.00	*06/07 Barnetts Wood (£475) & play area (£75). 07/08 play area & sundries
Ragwort	600.00	70.00	715.00*	785.00	750.00	*06/07 Spraying (£715)
Dog bin clearance	400.00	273.00	91.00	364.00	546.00	3 no bins @ £3.50 per bin per week
Ancient woodland	2,000.00	-	1,680.00*	1,680.00	2,000.00	*06/07 quantified risk assessment (£700) and treework/log barrier (£980). 07/08 treework
Sub total	8,300.00	2,561.50	4,465.00	7,026.50	8,321.00	

APPENDIX 1

Northfield Expenditure	Budget 2006/07	Spent so far (upto Dec 06)	Projected expenditure to 31st March 2007	Estimate for year	Budget 2007/08	Notes
<u>General works</u>						
Boundaries	-	359.04	350.00*	709.04	-	* 06/07 new fencing between Court Field & Northfield
Meadow	-	-	-	-	-	
Play area	-	-	-	-	-	
Car Park	-	-	-	-	-	
Barnetts Wood	-	-	-	-	-	
Free Tree Scheme	-	-	-	-	-	
Donated trees	-	70.00*	-	70.00	-	*06/07 planting costs
New hedging	-	445.00	-	445.00	-	
Dog bins	-	-	-	-	-	
Seating	700.00	-	-	-	-	
Horse riding route	1,200.00	-	1,200.00	1,200.00	750.00	
Sub total	1,900.00	874.04	1,550.00	2,424.04	750.00	
TOTAL	10,716.00	3,981.54	6,785.00	10,766.54	9,617.00	

Ear marked reserves

Major projects	10,000.00	-	-	-	10,000.00	Ear marked
TOTAL	10,000.00	-	-	-	10,000.00	

Northfield Income	Budget 2006/07	Received so far (upto Dec 06)	Projected receipts to 31st March 2007	Estimated for year	Budget 2007/08	
Hartley PC	2,000.00	2,000.00	-	2,000.00	2,000.00	
ACR PC	2,000.00	2,000.00	-	2,000.00	2,000.00	
Interest	200.00	183.57	50.00	233.57	175.00	
Wayleave	25.00	24.75	-	24.75	25.00	
Horse riding	900.00	-	-	-	750.00	No income for 06/07. 07/08 permit fee based on 50 riders @ £15 per rider
Donations	-	198.96	-	198.96	-	Donations for new standard trees
Grants	-	-	-	-	1,800.00	07/08 Forestry Commission
TOTAL	5,125.00	4,407.28	50.00	4,457.28	6,750.00	

General fund balance @ 31/3/06	9,732.43	Ear marked reserve	10,000.00
ADD projected income 06/07	4,457.28	ADD income	-
Sub total	14,189.71	Sub total	10,000.00
DDT projected expenditure 06/07	10,766.54	DDT expenditure	-
Estimated general fund balance @ 31/03/07	3,423.17	Ear marked reserve balance @31/03/07	10,000.00

Parish Council contributions 07/08 based on £2,000 from each Council

Estimated general fund balance @ 31/03/07	3,423.17
Add projected income for 2007/08	6,750.00
Ddt estimated expenditure 07/08	9,617.00
Estimated surplus at 31/03/08	556.17