

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Friday 26 June 2009 commencing at 11:00am at the Pavilion, Hartley.

Present: Cllr J Gaywood (Chairman)
Cllr M Brown
Cllr A Barnett
Cllr Mrs Brammer
Cllr Mrs Oxtoby

In Attendance: Mrs A de Jager
Mrs J Hoad
3 Members of the public

1. Apologies for Absence

Cllr S Glover (work)

2. Declarations of Interest

Cllrs M Brown and Mrs Brammer; a personal interest in any matter relating to the New Ash Green Village Association. Cllr Mrs Oxtoby a personal interest in any matter relating to the Horse Riding Route.

3. Minutes of the meeting held on 24 April 2009.

The minutes of the meeting held on 24 April 2009 were signed as a true record.

4. Matters Arising

The bollard that had been damaged at the Church Road entrance is in working order; however the base plate is buckled and will require attention. At present it is being stored by the Village Association.

5. Financial Report

5.1 Balances – The balances, as set out in the Agenda A/03/09 were NOTED.

5.2 Financial Statement – The financial statement, dated 17 June 2009 was NOTED.

5.3 The payments 3.1 to 3.7 as set out in A/03/09 were AUTHORISED with the addition of a payment to Sevenoaks District Council in respect of emptying of dog bins in the amount of £110.63. PROPOSED Cllr A Barnett SECONDED Cllr M Brown and UNANIMOUSLY AGREED.

5.4 Receipts - The amount of £459.27 received from the Rural Payments Agency in respect of the Single Payment Scheme was NOTED. These figures have been amended over the last three years and are now in line for the future. Receipt of £2,350.38 from the Environmental Stewardship was NOTED.

5.5 The Internal Audit was discussed and it was NOTED that there were no recommendations from the Audit Commission.

5.6 Invoice from Ash-cum-Ridley Parish Council – Cllr Mrs Brammer PROPOSED that this item be deferred to the next meeting to allow for a meeting of the Sports Centre Management Committee, and an explanation and proposal be placed on the Agenda. SECONDED Cllr Mrs Oxtoby.

5.7 Insurance – The insurance policies of the Parish Councils do not provide fidelity cover for Northfield Management Committee. Confirmation would be sought from

the Internal Auditor that this cover is necessary and Cllr M Brown PROPOSED that quotations be requested regarding the type of cover and cost that other insurance companies may be able to provide. SECONDED Cllr Mrs Oxtoby. In view of this the review of the Financial Risk Assessment will be left pending, subject to the outcome of the next meeting.

5.8 Standing Orders – Cllr Mrs Brammer PROPOSED that the draft showing the proposed amendments to the Northfield Management Committee’s Standing Orders, be put to both Parish Councils for approval without further discussion.

SECONDED: Cllr Mrs Oxtoby .

5.9 Financial Regulations - Financial Regulation 15.5 refers to suitable fidelity guarantee insurance, amendments may be required depending on the outcome of the next meeting.

5.10 Constitution – The Northfield Management Committee Constitution as approved by Hartley Parish Council on 11 May 2009 and Ash-cum-Ridley Parish Council on 21 May 2009 was adopted with the following amendment to paragraph 5 of the Constitution; "to operate bank accounts with three authorised signatories."

PROPOSED: Cllr Mrs Oxtoby and SECONDED: Cllr Mrs Brammer and AGREED.

6. Land and Site Maintenance

6.1 Access Gate adjacent to Milestone School – Tenders received for the proposed works were considered and it was PROPOSED by Cllr A Barnett that

- The Management Committee’s preferred choice would be J Hooper & Sons and that their quotation is accepted in principal, subject to clarification of the dropped kerb. All quotations are open for acceptance for a period of six months from 19 June 2009.
- To take up the references for J Hooper & Sons.
- To request detailed specification from J Hooper & Sons regarding the concrete apron.
- To meet with Sevenoaks District Council to confirm approval of the plans and confirm that they would be satisfied with the extension to the dropped kerb.
- To approach Kent County Council Education for approval upon agreement from Sevenoaks District Council.

SECONDED by Cllr Mrs Brammer and AGREED

6.2 Plant species adjacent to Milestone School – The Village Association had advised that they were not satisfied with the species of hedge plants suggested. Cllr A Barnett will decide on suitable species and approach the Amenities Committee of the Village Association through the secretary.

6.3 Grass Cutting Contract – After consideration Cllr R Brammer PROPOSED that the contract for the remainder of this year and 2010 is awarded to Westcutt Mowing Services, SECONDED: Cllr A Barnett FOR: 3 AGAINST: 0 ABSTENTIONS: 1

6.4 Surface water run off from Church Road – The Village Association has given permission for Kent Highway Services to drill an exploratory borehole to establish the feasibility of a soak away on Northfield. It was felt that this work should not be undertaken until the Parish Council’s had agreed to the proposal. PROPOSED: Cllr Mrs Oxtoby, SECONDED: Cllr Mrs Brammer and AGREED. A letter would be sent to the Village Association to request a delay on the drilling of the borehole.

6.5 Repairs to fence along Ash Road – a quotation had been received from T D Munday in the amount of £115.00 in respect of the necessary repairs. Cllr M Brown PROPOSED that the quote was accepted. SECONDED: Cllr Mrs Oxtoby.

6.6 It was NOTED that the repaired notice board at the entrance adjacent to Milestone School has been attached to the original posts.

6.7 A request from the Village Association regarding access and parking facilities for the allotment site at the rear of the Black Lion Public House was considered. Cllr M Brown PROPOSED that the Northfield Management Committee would not be able to assist in this regard as access would fragment Northfield and the previous stance to refuse parking be reiterated. SECEONDED: Cllr R Brammer and AGREED. It was suggested that perhaps the Allotment Association could request parking on a rental basis for the allotment holders.

7. Recreational Facilities

7.1 Horse Riding Route – No items for discussion

7.2 Proposed Fun Run – Cllr M Brown PROPOSED that the request for a fun run by the Hartley Girl Guides be granted. SECONDED: Cllr Mrs Oxtoby and AGREED.

7.3 Kite Flying on Northfield – Due to the presence of overhead cables, kite flying on Northfield is not permitted. Notices will be placed on the notice boards, Hartley News Letter and the Bulletin.

8. Wildlife Survey

8.1 A quotation in the amount of £750.00 has been received from Kent Wildlife Trust to undertake a site survey. Cllr Mrs Brammer PROPOSED that this quote was accepted in principle and that a grant be sought for the work. Cllr J Gaywood PROPOSED and AMENDMENT, that the quote be accepted subject to receipt of a formal grant. SECONDED: Cllr Mrs Brammer FOR: 3 AGAINST: 2 CARRIED.

12:34pm Cllr Mrs Oxtoby left the meeting.

9. Barnetts Wood and New Shaw House

9.1 The Quantative Tree Risk Assessment – Quotes were awaited on the required works and the Clerk would follow up on these.

9.2 Barnetts Wood Formative Pruning – The contractor has to complete the final clearing and the mulching remains to be done to complete the first part of the four year plan.

10. Health and Safety

10.1 Visual Inspection Sheets for the period April - June 2009 were available.

10.2 Draft Lease for electricity sub-station on Northfield – the lease was accepted and duly noted. It will be taken to Hartley Parish Council for their approval, Ash-cum-Ridley Parish Council has given dispensation to its members of the committee.

10.3 Legal mechanisms for the draft lease – The intention to enter into a lease has to be advertised due to the disposal of land and to invite and consider objections. The cost of advertising in the local papers would be £175.00. Cllr Mrs Brammer PROPOSED that the Clerks are delegated the authority to proceed. SECONDED: Cllr J Gaywood and AGREED.

11 Single Payment Scheme

11.1 Single Payment Scheme – Acknowledgement of the amendments to the 2009 claim were NOTED.

11.2 Soil Association – It was NOTED that the Annual Certificate of registration had been received and expires on 30 April 2010.

12. Date of Next Meeting

12.1 The date for the next meeting was set for 18 September 2009 in the viewing area of Ash Green Sports Centre commencing at 10:00am.

13. Any Other Business

13.1 Grass in the woodland would require cutting during the month of August to reduce the risk of fire.

The meeting was closed at 12:46pm