

## **NORTHFIELD MANAGEMENT COMMITTEE**

### **Minutes of the Meeting held on Friday 25 June 2010 commencing at 10:00am at Ash Green Sports Centre, New Ash Green.**

Present: Cllr J Gaywood (Chairman)  
Cllr A Barnett  
Cllr Mrs Brammer  
Cllr Mrs Oxtoby  
Cllr S Glover

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

#### **1. Apologies for Absence**

Cllr M Brown (work)

#### **2. Declarations of Interest**

Cllr Mrs Brammer; a personal interest in any matter relating to the New Ash Green Village Association and a personal and prejudicial interest in item 5.9 as the contractor is known to Cllr Brammer and had given her name as a referee without her consent. Cllr Mrs Oxtoby a personal interest in any matter relating to the Horse Riding Route. Cllr S Glover a personal and prejudicial interest in item 7.4 Hay Cutting. Cllr A Barnett a personal interest in the name of Barnetts Wood.

#### **3. Minutes of the meeting held on 23 April 2010**

The minutes of the meeting held on 23 April 2010 were signed as a true record with the amendment under 2. Declarations of Interest to include 'without permission' to the end of the sentence referring to the declarations of Cllr Mrs Brammer.

#### **4. Matters Arising**

No matters arising

#### **5. Financial Report**

5.1 Financial Risk Assessment – Cllr Mrs Oxtoby PROPOSED that the amendment reflected on page 6, item 7 be accepted without change, SECONDED Cllr A Barnett and AGREED.

5.2 Banking Arrangements and Financial Investments – Cllr Mrs Brammer PROPOSED that the current arrangements for funds held by the Northfield Management Committee should remain as they are. SECONDED: Cllr A Oxtoby and AGREED.

5.3 Insurance – A review of the insurance confirmed that both Hartley and Ash-cum-Ridley Parish Councils insurance policies are with Anon and each Parish Council have Fidelity Cover of £10,000.00 in respect of Northfield.

5.4 Accounts 2009/10 – The accounts for the financial year 1 April 2009 to 31 March 2010 were NOTED and APPROVED. PROPOSED: Cllr Mrs A Oxtoby SECONDED Cllr A Barnett and AGREED.

5.5 Internal Audit – The internal auditor’s report was discussed and it was NOTED that the weakness that had been identified had been adjusted in the risk assessment and new procedure implemented.

5.6 Standing Orders – The Standing Orders were reviewed and Cllr S Glover PROPOSED no change to the current arrangements. SECONDED: Cllr Mrs Brammer and AGREED.

5.7 Financial Regulations – The Financial Regulations were reviewed and Cllr Mrs Brammer PROPOSED no change to the current arrangements. SECONDED Cllr Mrs Oxtoby and AGREED.

The Standing orders and Financial Regulations will be taken to the Parish Council to be ratified and reported back the Northfield Management Committee at the next meeting.

5.8 Payments - The payments 8.1 to 8.6, with the addition of an invoice from Sevenoaks District Council in the amount of £100.10 plus VAT in respect of emptying dog bins were AUTHORISED. PROPOSED: Cllr A Barnett SECONDED: Cllr Mrs Oxtoby and AGREED.

5.9 Invoice from Greenacre – This item was deferred to the end of the meeting at the request of Cllr Mrs Brammer.

6. Review of Venue for Hartley Meetings – Cllr J Gaywood PROPOSED that the venue for the Hartley meetings be relocated to the Library with immediate effect. Meetings would be tabled for Monday or Wednesday mornings at 10.00am. SECONDED: Cllr A Barnett and AGREED.

## 7. Land and Site Maintenance

7.1 EDF Draft Lease Agreement – it was NOTED that the annual rental reflected in the draft lease was £1.00, however a resolution in response to a letter from Susan Heads & Company proposing a ground rent of £20 per year (subject to a review every 5 years) was accepted in the minutes of the Northfield Management Committee meeting of 19 October 2007. This will be queried with Susan Heads. The disposal and appropriation of land by Parish Councils was discussed. The Committee were advised that best practice would be to seek professional advice as to the value of recompense to be requested by the Parish Councils. It was NOTED that the community would benefit with regards to safety and there would be visual benefits to the cables being laid underground. It was AGREED that the joint Clerks would contact Kent Association of Local Councils for advice in this regard.

7.2 Access gate adjacent to Milestone School - It was NOTED that a letter has been sent to Mr Duncan McKinnon to proceed with the application.

7.3 Surface water run off into Church Road – it was NOTED that the concerns raised by Hartley Parish Council have been addressed in the re-design. Kent County Council Legal Department will draft a letter of intent prior to the commencement of works.

7.4 Hay Cutting – this item was deferred to the end of the meeting at the request of Cllr S Glover.

7.5 A grant application for £400, to plant approximately 3000 Bluebell bulbs in Barnetts Wood was discussed and Cllr A Barnett PROPOSED that the Committee applies for the grant and seeks assistance from the volunteers of the Woodlands Group in planting the bulbs. Cllr Mrs Brammer PROPOSED an amendment; to apply for the grant and should the application not be successful, the Northfield Management Committee will purchase bulbs up to a value of £400.00. SECONDED Cllr A Oxtoby FOR: 4 AGAINST: 1

7.6 Wooden Kissing Gates – the Police advised that the depth of access on these gates allowed motor bikes to access Northfield. Cllr A Barnett PROPOSED that quotes are obtained from Mr Munday to introduce a wooden rail to three kissing gates to decrease the access area, which would still allow sufficient room for access by pushchairs, with a limit of £200.00 to allow the works to be carried out as soon as possible. SECONDED Cllr Mrs Oxtoby and AGREED.

7.7 Access from Caling Croft – the strengthening of the post and rail fence with wire reinforcement was AGREED and the cost included in the £200.00 approved under item 7.6 above.

7.8 Notice board Milestone School entrance – due to the continued vandalism to this notice board it was AGREED that the notice board be removed and stored until the gate and fence have been erected along the access road to Milestone School. The notice boards at Church Road and the allotments have also been vandalised and it was AGREED that they are removed and stored.

7.9 Remedial Works – quotations as follows were submitted by T D Munday:

To clear the brambles from behind the bench and two Hawthorn trees and clear litter, start autumn.	£90.00
To install the interpretive board for Barnetts Wood	£25.00
To erect a fence to seal the gap in the hedgerow between Northfield and Court Field	£120.00

Cllr Mrs Oxtoby PROPOSED that the above quotes is accepted. SECONDED: Cllr Mrs Brammer and AGREED.

## 8. Recreational Facilities

8.1 Horse Riding Route – It was NOTED that the ride has thirteen members and a email will be sent to all registered members to remind them and invite comments. The ride will be advertised in the Parish Council's Newsletters.

8.2 Football pitch – Football posts had been erected on Northfield without permission which was reported on 04 June 2010, a request was made to remove them and to cap the sockets. Susan Heads, acting in her capacity as a member of the Council of Management of the Village Association and also the Association's legal adviser sent a letter regarding the provision of football pitches in terms of the lease. It was NOTED that the junior football pitches at Milestone School will be reinstated with permission for the New Ash Green Junior Football Club to continue using them. Cllr J Gaywood PROPOSED that a review of the terms of the lease regarding the provision of sports pitches be carried out and that this review be

delegated to the Clerks and both Chairmen to form a proposal to be reported back to the next meeting of Northfield Management Committee and a letter sent to Susan Heads advising the action to be taken and advising that no one parish speaks on behalf of this committee.

#### 9. Barnetts Wood and New Shaw House

9.1 Barnetts Wood Notice Board – the artwork is being prepared and Cllr A Barnett advised that he had suggested a silver finish to the board with black legs.

9.2 Acceptance of a quote in the amount of £390.00 plus VAT had been received from Independent Woodland Management to cut the grass between the trees in Barnetts Wood as part of the ongoing maintenance agreement to begin in September was AGREED.

9.3 New House Shaw – it was NOTED that letters inviting quotes for the works identified by the Quantative Tree Assessment had been sent out and a letter sent to Sevenoaks District Council to establish if any of the identified trees are subject to Tree Preservation Orders.

#### 10. Wildlife Survey

A telephone call will be made to Ann Waite to confirm the date of the survey. If it is not possible to carry out the initial survey prior to the cropping of the hay, a request will be made to delay the survey until next year

#### 11 Burial Ground

Request from Ash-cum-Ridley Parish Council to consider a proposal for a burial ground – Cllr Mrs Brammer PROPOSED that this would be an inappropriate development and could contradict the terms of the lease of Northfield. SECONDED: Cllr Mrs Oxtoby and AGREED.

#### 12. Health and Safety

12.1 The visual inspection sheets for the period January 2010 - May 2010 were available at the meeting.

12.2 The response from the New Ash Green Horticultural Association regarding access to Northfield was discussed. Cllr Mrs Brammer PROPOSED that a letter is sent to the Association advising that permission to access to Northfield must be requested and that this permission should be for one delivery of manure per annum. SECONDED: Cllr Mrs Oxtoby and AGREED.

12.3 It was NOTED that the Dartford Fire and Rescue had attended a fire on Northfield and the chain on the gate at Church Road was cut to gain access. The gate has been re-secured.

#### 13. Soil Association

It was NOTED that the 2010 inspection by the Soil Association will take place on 27 July 2010.

#### 14. Correspondence and Date of Next Meeting

14.1 The correspondence as set out in the Agenda dated 17 June 2010 was NOTED.

14.2 The date for the next meeting was set for **Wednesday 01 September 2010 at Hartley Library commencing at 10.00am.**

**Deferred items**

***Having declared a prejudicial interest in the following item, Cllr S Glover answered questions and then left the room and took no further part in the discussion.***

7. Land and Site Maintenance

7.4 Hay Cutting – Cllr A Barnett requested that when considering the renewal of the Hay Cutting Contract, the five acres of wild flower meadow is only cropped in September to allow the flowers to seed. Cllr A Barnett proposed that a request is made to the current contractor to leave the cropping of the 5 acres until September. SECONDED: Cllr Mrs Oxtoby and AGREED.

The hay must be harvested by the third week in July to comply with the farming regulations that enable Northfield Management Committee to qualify for financial grants.

***Cllr S Glover rejoined the meeting and Cllr Mrs Brammer left the meeting and took no further part in the discussion.***

5. Financial Report.

5.9 Invoice from Greenacre – the work carried out by Greenacre in relation to the specification was discussed, the planting of the avenue and copses was carried out satisfactorily, however the planting of the hedge had not been done in accordance with the instructions on the specification.

**Cllr Mrs Oxtoby left the meeting at 12.14pm**

Cllr A Barnett PROPOSED that a letter is sent to the contractor requesting a review of the invoice as the Committee is unsatisfied with the quality of work in planting the hedge, specifically the number of plants and that the plants were not planted in drifts as per the specification. SECONDED: Cllr S Glover and AGREED.

**The meeting was closed at 12.18pm**

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**Chairman**

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**Date**