

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Wednesday 16 February 2011 commencing at 10:00am at Hartley Library, Ash Road, Hartley

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

In Attendance: Mrs A de Jager
Mrs J Hoad

1. Apologies for Absence

Cllr Mrs Oxtoby and Cllr S Glover

2. Declarations of Interest

Cllr M Brown and Cllr Mrs Brammer a personal interest in any matter relating to the New Ash Green Village Association. Cllr M Brown a personal interest in any matter relating to Milestone School as a Governor of the School.

3. Minutes of the meeting held on 15 December 2010

The minutes of the meeting held on 15 December 2010 were signed as a true record.

4. Financial Report

4.1 The balances were received and NOTED.

4.2 The statement indicating the Committee's financial position as at 10 February 2011 was NOTED.

4.3 The payments set out in the Agenda were authorised with the addition of a payment. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr M Brown and AGREED.

4.4 The receipts set out in the Agenda were NOTED.

4.5 Review the effectiveness of the system of internal audit – the co Chairmen of the Northfield Management Committee carried out the review, finding the system to be satisfactory, with the suggestion that the Bank Statements be available at all future meetings. Cllr M Brown PROPOSED that the Committee continue with the current audit arrangements for the next year. SECONDED: Cllr J Gaywood and AGREED.

4.6 Review of the Financial Risk Assessment - Following a review, Cllr Mrs Brammer PROPOSED no change to the current arrangements. SECONDED: Cllr M Brown and AGREED.

4.7 Banking arrangements and financial investments – after discussion, Cllr Mrs Brammer PROPOSED that the Committee were satisfied that there was no practical alternative and to continue with current arrangements. SECONDED: Cllr M Brown.

4.8 Insurance – Northfield currently appears on both Parish Councils insurance schedules, and both Parish Councils are covered by the same insurance company. Hartley Parish Council will be reviewing their insurance cover in March 2011 and may not remain with the current insurers. This item will be tabled for discussion on the next Agenda.

4.9 Standing Orders – these were reviewed without amendment. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr A Barnett.

4.10 Financial Regulations – these were reviewed without amendment. PROPOSED: Cllr M Brown SECONDED: Cllr A Barnett.

5. Land and Site Maintenance

5.1 EDF Lease – Hartley Parish Council at their meeting of 14 February 2011 recommended an amendment to the Deed of Variation and Licence to Sublet, clause 2.5(e) on page 2 as follows:

that the words, “ will only be constructed to a specification approved in advance and in writing by the Association’s surveyor, and,,” be deleted.

The recommendation was not agreed. Cllr M Brown PROPOSED that the Northfield Management Committee recommends that clause 2.5(e) on page 2 remains as is with the insertion of “... and the Parish Councils,” in the sentence “.... in writing by the Association’s surveyor *and the Parish Councils*, and will be” This recommendation will be taken back to Hartley Parish Council. SECONDED: Cllr Mrs Brammer.

It was NOTED that a letter has been sent to Susan Heads confirming acceptance of an annual rent of £1 without review.

5.2 Access gate adjacent to Milestone School – It was NOTED that requested documentation has been forwarded to KCC and that the licence will be issued in the names of the two Parish Councils.

5.3 Surface Water Run off into Church Road – It was NOTED that the installation of gullies, manhole and connections to the soakaway on Northfield have been completed.

5.4 Hay Cutting – It was NOTED that satisfactory written references have been received for the selected contractor and they have been advised accordingly.

5.5 Kent Free Trees Scheme – it was NOTED that 75 hedging plants have been collected and will be used to reinforce the existing hedge at the Milestone School entrance, leaving the pathways the public use to access the field.

5.6 Cllr A Barnett PROPOSED that approximately 1500 bulbs costing approximately £300.00 be purchased and planted in late autumn. SECONDED: Cllr M Brown The Woodlands Group will be approached to assist with the planting of the bulbs.

5.7 Pedestrian entrances to Northfield – the ground conditions of the pedestrian entrances to Northfield are poor. Wood chips are usually delivered in late summer, however, this was not the case this year. The ground conditions do not permit vehicle access to the pedestrian areas. Cllr Mrs Brammer PROPOSED that wood chips are delivered as close as possible gates that are accessible and Mr Munday requested to spread accordingly. SECONDED: Cllr A Barnett and AGREED.

6. Barnetts Wood and New House Shaw

6.1 The quotations regarding the Quantified Tree Risk assessment at New House Shaw and the boundary of Northfield were considered. Cllr M Brown PROPOSED that the quotation from Lushland be accepted for the three year period, subject to receipt of satisfactory references. The acceptance of the references will be delegated to the Parish Clerks. SECONDED: Cllr J Gaywood and AGREED.

7. Horse Riding Route.

7.1 Cllr Mrs Brammer PROPOSED, that weather permitting the Horse Riding Route will re-open towards the end of March in consultation with Cllr Mrs Oxtoby. SECONDED: Cllr A Barnett and AGREED.

7.2 The Rules and Condition of Membership of the Horse Riding Route were reviewed without amendment. PROPOSED: Cllr M Brown SECONDED: Cllr Mrs Brammer and AGREED.

8. Health and Safety

8.1 Visual Inspection Sheets – the visual inspection sheets for the period December 2010 – January 2011 were available for inspection.

9. Correspondence and Date of Next Meeting

The next meeting of the Northfield Management Committee will be held on
Wednesday 20 April 2011 at 10.00am at Ash Green Sports Centre

The meeting was closed at 11.33am

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Chairman

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Date