

## NORTHFIELD MANAGEMENT COMMITTEE

### Minutes of the Meeting held on Wednesday 20 April 2011 commencing at 10:00am at Ash Green Sports Centre, Ash Road, New Ash Green

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

In Attendance: Mrs A de Jager  
Mrs J Hoad  
1 Member of the Public

#### 1. Apologies for Absence

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 Mrs Oxtoby a personal interest in any matter relating to the Horse-riding Route and in item 4 Financial Report, Payments 3.1.

#### 3. Minutes of the meeting held on 16 February 2011

The minutes of the meeting held on 16 February 2011 were signed as a true record.

#### 4. Financial Report

4.1 The balances were received and NOTED. Bank Statements were available for members to confirm the balances and signed by Cllr M Brown.

4.2 The Financial Statement will be available at the next meeting of the Committee.

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

4.4 The letter of 28 February 2011 from the Audit Commission advising the appointment of Jackie Bellard as auditor to Northfield Management Committee was received and NOTED.

4.5 Accounts 2010/11 - The Balance Sheet, Income and Expenditure Account and year end working documents were discussed. Cllr M Brown PROPOSED that these statements of account be received. SECONDED: Cllr J Gaywood and AGREED.

Section 2 – Annual governance statement – the committee answered 'Yes' to questions 1 to 8 (copy attached to these minutes). This section of the Annual Return was signed by both chairmen. Cllr Mrs Brammer PROPOSED that the Annual governance statement be APPROVED. SECONDED: Cllr Mrs Oxtoby and AGREED.

#### 5. Land and Site Maintenance

5.1 EDF Lease – Hartley Parish Council has agreed to the following amendment to the Deed of Variation and Licence to Sublet, clause 2.5(e) on page 2 as follows:

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 ...." A letter will be sent to Susan Heads accordingly.

5.2 Access gate adjacent to Milestone School – The licence has been signed by both Parish Councils and will be returned to Kent County Council.

5.3 It was NOTED that 75 hedging plants received under the Kent Free Trees Scheme have been planted in the hedge adjacent to Milestone School.

5.4 The specification of bulbs to be purchased as authorised at the meeting of 16 February 2011 was NOTED.

5.5 Cllr M Brown PROPOSED that the purchase of a supply of Ragwort Spray to be used as necessary was authorised. SECONDED: Cllr A Barnett and AGREED. Cllr A Barnett advised that Mr Munday needs to check for any spread of ragwort and remove it.

**6. Barnetts Wood and New House Shaw**

6.1 The erection of the interpretative panel in Barnetts Wood was NOTED.

6.2 New House Shaw – It was NOTED that satisfactory references had been received in respect of Lushland Ltd and that the Quantified Tree Risk Assessment at New House Shaw and the boundary of Northfield was carried out on 18 April 2011 with no immediate works required.

6.3 Cllr A Barnett PROPOSED that a quotation to cut the grass between the trees in Barnetts Wood in August/September be obtained from Independent Woodland Management. SECONDED: Cllr M Brown and AGREED.

6.4 While it was NOTED that this should have been the final year in the Formative Pruning of Barnetts Wood, Cllr A Barnett advised that the work had not been completed with the final cuts being made in autumn and mulching will be required soon after this.

**7. Horse Riding Route.**

7.1 It was NOTED that the Horse Riding Route re-opened on 01 April 2011.

**8. Single Payment Scheme**

8.1 It was NOTED that the SPS Application Form has been submitted to the Rural Payment Agency.

**9. Health and Safety**

9.1 Visual Inspection Sheets – the visual inspection sheets for the period February 2011 – March 2011 were available for inspection.

**10. Correspondence and Date of Next Meeting**

10.1 The letter from New Ash Green Village Association was RECEIVED.

10.2 A letter will be sent to The Woodlands Group thanking the volunteers for their continued support with the plantings on Northfield.

10.3 The next meeting of the Northfield Management Committee will be held on **Wednesday 15 June 2011 at 10.00am at Hartley Library.**

Cllr M Brown thanked Cllr A Barnett for his commitment to Northfield over the years and in particular, Barnetts Wood. Cllr J Gaywood was also thanked for his service on the Committee.

**The meeting was closed at 10.20am**

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**Chairman**

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**Date**