

NORTHFIELD MANAGEMENT COMMITTEE

**Minutes of the Meeting held on Monday 29 April 2024 at 11.00am at Hartley Library,
Ash Road, DA3 8EL.**

Present: Cllr A Oxtoby - Chairman
Cllr R Brammer
Cllr S Fishenden
Cllr L Glander
Cllr I MacLeod
Cllr V Sewell

In Attendance: A de Jager – Secretary

1. Apologies for Absence

None

2. Declarations of Interest

None.

3. Minutes of the Meeting of 16 January 2024

Cllr S Fishenden PROPOSED that the minutes of the meeting held on 16 January 2024 are approved and signed. SECONDED: Cllr V Sewell and AGREED.

4. Finance

4.1 Bank balances – the balances were RECEIVED and NOTED.

4.2 Financial Statement - The detail report setting out the financial position of the Northfield Management Committee as at 29 April 2024 were NOTED

4.3 The following payments were authorised for payment, noting that Ash-cum-Ridley Parish Council is currently making payments on behalf of Northfield and will be reimbursed once the bank mandate has been processed. PROPOSED: Cllr L Glander SECONDED: Cllr A Oxtoby and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100611	NPC Tree Surgery	Coppice New House Shaw inv 2181	8,400.00	1,680.00	10,080.00
100612	Landmark	Interpretation panels inv INV/LM/23782	1,177.00	235.40	1,412.40
ACR PC	Landmark	Interpretation panels inv INV/LM/13843	1,177.00	235.40	1,412.40
ACR PC	J B Westwood	2 x Grass cuts inv 2023	390.00	0.00	390.00

ACR PC	W J Properties	Repair Works to fencing inv 1329	1,042.00	0.00	1,042.00
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4.4 Standing Orders – the review of the Standing Orders was carried out without amendment. PROPOSED: Cllr A Oxtoby SECONDED: Cllr L Glander and AGREED.

4.5 Bank Accounts – a) It was NOTED that all papers relating to the change of the bank mandate have been sent to Barclays Bank by recorded delivery.

b) The letter from Barclays Bank was received and noted.

4.6. Joint Management Committee – It was AGREED that each Parish Council will write a letter to NALC confirming that including the commitment that each Parish Council has agreed to share the guidance with the other joint Parish Council, and request further guidance from NALC.

4.7 It was NOTED that the internal audit has been moved from 30 April 2024 to 14 May 2024.

5. Land and Site Maintenance

5.1 Grass Cutting – The contract is in two parts:

1. Cllr A Oxtoby PROPOSED that the cutting of the Play Area and strip of land adjacent to Milestone school is awarded to Kent Grasslands in the amount of £280.00 per cut. SECONDED: Cllr S Fishenden and AGREED.
2. Cllr A Oxtoby PROPOSED that the 5 metre band, footpaths, glade and horse riding route continue to be cut by J B Westwood in the amount of £220.00 per cut. SECONDED: Cllr L Glander and AGREED. It was NOTED that should the contractor's equipment fail, Kent Grasslands will take on the additional work at the same rate.

5.2 Woodlands Plan – it was NOTED that the first quarter of the coppicing of New House shaw has been completed.

5.3 Interpretative Panels – it was NOTED that the interpretative panels have been installed.

5.4 Fence repairs – it was NOTED that the post and rail fence at the entrance adjacent to Milestone Academy has been repaired along with the kissing gate between Northfield and Farm Holt following an encroachment on to Northfield. The chains and padlocks will be replaced.

5.5 Memorial Bench – Cllr A Oxtoby PROPOSED that the request to install a memorial bench on Northfield is granted. The family will be responsible for cost of the bench, and installation. SECONDED: Cllr S Fishenden and AGREED.

5.6 Matters raised by members following a walk on Northfield

- To move the byelaws sign along the gate at Church Road and to have the extra length on the bolts cut off to prevent injury to horses when the rider is opening the gate. To cut the extra length on the bolts on the byelaws sign on the gate at the Milestone entrance.
- To cut back overhanging and encroaching branches along the horse riding route. Cllr R Brammer PROPOSED that quotes are obtained and authorised by the Chairmen for the work to be carried out as soon as practicable.
- Mounting Blocks – the tree surgeon will be asked if he is able to supply a wider diameter trees stump on both sides of the gate.

- Allotment Parking – Hartley Parish Council are waiting for the Allotment Committee to submit the completed planning application forms and relevant drawings for submission to Sevenoaks District Council.

6. Horse Riding Route

6.1 The horse riding route has re-opened with 11 members.

7. Health and Safety

7.1 Risk assessment for Northfield – It was reported that currently no visual inspections are being undertaken. Cllr L Glander suggested that the inspections for Northfield could be carried out by the person who does the Hartley Parish Council inspections.

7.2 No response has been received from Sevenoaks District Council regarding the clearance of the camp in Barnetts Wood.

8. Date of Next Meeting

The date of the next meeting was set for Monday 17 June 2024.

The meeting closed at 11.44pm

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Chairman

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Date