

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Wednesday 04 March 2026 at 11.30am at Hartley Library, Ash Road, Hartley, DA3 8EL

Present: Cllr L Glander
Cllr I MacLeod
Cllr A Oxtoby
Cllr V Sewell

In Attendance: A de Jager – Secretary
H Boden – Treasurer
S Manley – Ecological Planning & Research
G Andrews – Hartley Neighbourhood Plan Steering Group

1. Apologies for Absence

Apologies for absence had been received from Cllrs S Fishenden and M Manley.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting of 30 September 2025

Cllr A Oxtoby PROPOSED that the minutes of the meeting held on 30 September 2025 are approved and signed. SECONDED: Cllr L Glander and AGREED.

4. Land and Site Maintenance

4.1 Mr S Manley advised on the benefit of Northfield as an open space for people and wildlife, referring to the four key principles, including it being a well used and managed space, supporting widespread birds and butterflies but lacked the provision of water. Suggested improvements included forming a seasonal pond, which would be a gentle gradient shallow pond of 1 – 2m. The Wildflower meadow could be increased and a suggestion of green hay cutting in other wildflower meadows and dispersing seeds on Northfield was made with the addition of Yellow Rattle seeds. The committee will investigate the introduction of a pond, gentle shallow seasonal pond which will collect water through winter and dry up by early summer, the following will be investigated:

- Grants for the provision of a pond
- Young Wilders Conservation Group – conservation group.
- Is a Green Planning application required.
- Insurance
- Installation of initial barrier – to be removed when pond established.
- Identify location
- Quotes to install pond.

4.2 Hartley Neighbourhood Plan Steering Group letter – A copy of a letter from the steering group was sent to the New Ash Green Village Association requesting comments on a proposed designation of Northfield as a Local Green Space. The Secretary advised that this letter should have been sent to the Northfield

Management Committee as lease holders, prior to the involvement of the New Ash Green Village Association. Mr Andrews advised that a consultation will be held from 20 April 2026 regarding this designation for 22 sites in Hartley and this letter was to obtain comments from the landowners prior to the consultation and were looking for a response by 31 March 2026. A meeting will be arranged with both Parish Councils, the Village Association in this regard. (S Manley and G Andrews left the meeting 12.21pm).

- 4.3 Pedestrian access from Ash Road and Farm Holt – it was AGREED that the entrances will remain as they are and no further repairs are required.
- 4.4 Quantified Tree Risk Assessment – the report was received and noted, with no works required.
- 4.5 Hay Cutting Contract – Cllr L Glander PROPOSED that the hay cutting contract quote for the three year period 2026-28 from M Howie to pay £25.00 per year was accepted. SECONDED: Cllr A Oxtoby and AGREED.
- 4.6 Grass Cutting Contract – Cllr A Oxtoby PROPOSED that the contract is renewed with the current contractor with no increase in charges. SECONDED: Cllr V Sewell and AGREED.
- 4.7 New Ash Green Allotment Car Parking – the Chairman of the Allotments has advised that they will be re-submitting their planning application for car parking spaces on Northfield.
- 4.8 Matters raised by members – the brambles around the mounting blocks need to be cleared. The dog waste signs need to be replaced on entrance gates. Could some wood chip be placed at the entrance from Farm Holt.

5. Finance

5.1 Financial Report

- a. Bank balances – the balances in the Community Account and the Business Rate Tracker Account were NOTED.
- b. Financial Statement – the report setting out the financial position of the Northfield Management Committee as at 02 March 2026 was NOTED.
- c. Payments - Cllr A Oxtoby PROPOSED that the following payments were authorised. SECONDED: Cllr V Sewell and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100675	Graham's Gardens	Visual inspection w/c 01/09 - 29/09 inv 191	150.00	0.00	150.00
100676	Kent Grassland Services	Grass cutting September inv 3940	400.00	80.00	480.00
100677	Kent Grassland Services	Grass cutting October inv 3968	400.00	80.00	480.00
100678	Graham's Gardens	Visual inspection w/c 06/10 - 27/10 inv 193	103.00	0.00	103.00
100679	Graham's Gardens	Visual inspection w/c 3/11 – 24/11 inv 195	120.00	0.00	120.00

100680	Lushland	QTRA inv IN1234/12-25	635.00	0.00	635.00
100681	New Ash Green Village Association	Annual Rent	1.00	0.00	1.00
100682	Graham's Gardens	Visual inspection w/c 1/12 – 29/12 inv 198	150.00	0.00	150.00
100683	W Johnstone	Removal of Ash tree inv 1479	100.00	20.00	120.00
100684	Graham's Gardens	Visual inspections w/c 05/01 – 26/01 inv 198	90.00	0.00	90.00
100685	Sevenoaks District Council	Emptying dog bins Oct – Dec 25 inv 2101102	192.40	38.48	230.88
100686	Sevenoaks District Council	Emptying dog bins Jul – Sep 25 inv 2100687	192.40	38.48	230.88
100687	Graham's Gardens	Visual inspections	270.00		270.00

- d. Review of the Effectiveness of the System of Internal Audit – the review was carried out without amendment. PROPOSED Cllr L Glander SECONDED: Cllr A Oxtoby and AGREED.
- e. Budget 2026/27 – it was NOTED that Hartley Parish Council and Ash-cum-Ridley Parish Council have approved their budgets and the annual contributions for 2026/27 from each Parish Council will be £2,500.00. The approved budget for 2026/27 was received and noted.
- f. Statement of Internal Control – the statement for the 2025/26 financial year was reviewed and signed by the Chairman of Hartley Parish Council, the Chairman of Ash-cum-Ridley Parish Council will sign this document outside the meeting.
- g. Risk Management Review – the review was carried out and the visual inspection sheets will be brought to future meetings. PROPOSED: Cllr A Oxtoby SECONDED: Cllr V Sewell and AGREED.
- h. Banking Arrangements – the report was received and noted.
- i. Financial Regulations – the financial regulations will be reviewed at the next meeting of the Northfield Management Committee.

5.2 Internal Auditor – Cllr L Glander PROPOSED that Mulberry Local Authority Services are appointed as the internal auditor for the year 2025/26, following which a three year option could be investigated. SECONDED: Cllr A Oxtoby and AGREED.

6. Horse Riding Route

6.1 The annual review of the application pack for the Horse Riding Route was carried out without amendment. PROPOSED: Cllr A Oxtoby SECONDED: Cllr V Sewell and AGREED.

6.2 A date to re-open the horse riding route for the year was set at 28 March 2026 depending on ground conditions.

7. Health & Safety

7.1 Visual Inspections – no items to report.

8. Date of Next Meeting

The date of the next meeting was provisionally set for Wednesday 06 May 2026 at Ash Green Sports Centre at 11.00pm. This date may be amended to accommodate absent members.

The meeting closed at 1.05pm

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Chairman

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Date