

## NORTHFIELD MANAGEMENT COMMITTEE

### Minutes of the Meeting held on Monday 17 June 2024 at 10.00am at Ash Green Sports Centre, Ash Road, DA3 8JZ.

Present: Cllr S Fishenden - Chairman  
Cllr L Glander  
Cllr I MacLeod  
Cllr M Manley  
Cllr A Oxtoby

In Attendance: A de Jager – Secretary  
H Boden - Treasurer

#### 1. Apologies for Absence

Cllr V Sewell

#### 2. Declarations of Interest

Cllr M Manley declared an interest in item 5.5 as his son is involved in the Flora and Fauna survey.

#### 3. Minutes of the Meeting of 29 April 2024

Cllr A Oxtoby PROPOSED that the minutes of the meeting held on 29 April 2024 are approved and signed. SECONDED: Cllr L Glander and AGREED.

#### 4. Finance

4.1 Bank balances – the balances were RECEIVED and NOTED.

4.2 The following payments were authorised for payment, including payments made by Ash-cum-Ridley Parish Council on behalf of Northfield . PROPOSED: Cllr S Fishenden SECONDED: Cllr A Oxtoby and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100613	Mr T D Mundy	Inv 18 & 23 Visual inspection Dec & Jan	160.00	0.00	160.00
100614	Rialtas Business Solutions Ltd	Data Backup service 01/4/24 – 31/03/25	238.00	47.60	285.60
100615	Kent Grassland Services	Grass cutting x 2 inv 3572	400.00	80.00	480.00
ACR	Mr L Robbins	Internal Audit 2023/24 inv 2024/61	105.00	0.00	105.00
ACR PC	W J Properties	Repair Works to fencing inv 1329	1,042.00	0.00	1,042.00

ACR PC	Kent Grassland Services	Trim hedge at Northfield	78.00	0.00	78.00
ACR PC	W J Property Services	Installation of 2 information signs	234.00	0.00	234.00
	A de Jager	Additional keys cut for Milestone gate			

4.3 Internal Audit Report – the internal audit report for 2023/24 was received and noted.  
PROPOSED: Cllr A Oxtoby SECONDED: Cllr L Glander and AGREED.

4.4 Annual Governance Statement – The annual governance statement was completed and signed by the Chairmen and Treasurer. PROPOSED: Cllr I MacLeod  
SECONDED: Cllr M Manley and AGREED.

4.5 Accounts 2023-24

(i) The Statement of Accounts were

4.6 AA

4.7 AA

## 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