

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Wednesday 01 June 2022 at 11am in the Viewing Gallery, Ash Green Sports Centre, Ash Road, New Ash Green preceded by a walk around Northfield at 10am

Present: Cllr Mrs Oxtoby
Cllr Mrs Brammer
Cllr L Glander
Cllr V Sewell

In Attendance: Mrs A de Jager – Secretary
Mrs H Boden – Treasurer
1 member of the public

1. Apologies for Absence

Apologies were received from Cllr M Brown.

2. Declarations of Interest

None

3. Minutes of the Meeting of 21 February 2022

Cllr Mrs Brammer PROPOSED that the minutes of the meeting held on 21 February 2022 are approved and signed. SECONDED: Cllr V Sewell and AGREED.

Item 6 Horse Riding Route was brought forward.

6. Horse Riding Route

6.1 It was NOTED that the horse riding route has re-opened with 14 members.

6.2 A request to allow horse access to Northfield through the gate adjacent to Milestone Academy was considered. Cllr Mrs Oxtoby PROPOSED that amendments are made to the rules to allow access via the gate adjacent to Milestone Academy by under special circumstances and to include the requirements to collect horse waste as per the Academy's request. Keys will be made available for the locks on the two gates to access the field. SECONDED: Cllr Mrs Brammer and AGREED.

4. Finance

4.1 The balances were received and NOTED.

4.2 The detail report setting out the financial position as at 31 March 2022 was received and NOTED.

4.3 The following payments were authorised for payment, PROPOSED: Cllr Mrs Brammer
SECONDED: Cllr V Sewell and AGREED.

Cheque Number	Payee	Particulars	Net	VAT	Gross
100547	T D Munday	Erect 8 signs inv 75 Visual inspection Feb inv 80	80.00 80.00	0.00	160.00
100548	Sevenoaks District Council	Emptying of dog bins Oct – Dec 2021 inv 2072166	171.60	34.32	205.92
100549	NPC Tree Surgery	Make safe storm damaged trees inv 1169	200.00	40.00	240.00
100550	T D Munday	Grass cutting play area inv 78 Visual inspection March inv 87	90.00 80.00	0.00 0.00	170.00
100551	A De Jager	Purchase of 4no padlock keys	19.00	0.00	19.00
100552	Sevenoaks District Council	Emptying of dog bins Jan – Mar 2022 inv 2072166	171.60	34.32	205.92
100553	T D Munday	Grass cutting play area inv 80 Cut strip adjacent to Milestone school inv 80 Visual inspection inv 94	180.00 55.00 80.00	0.00 0.00 0.00	315.00
100554	Mr L Robbins	Internal Audit Report for the year ended 31/03/22 inv 2022/52	60.00	0.00	60.00
100555	Lushland	Tree Risk Assessment IN0977/05-22	595.00	0.00	595.00
100556	H & J Glover	Weld chain onto gate post for horse riding route	330.00	0.00	330.00

- 4.4 Review of the effectiveness of the System of Internal Audit – The review was carried out by Cllrs Glander and Graeme on 12 May 2022 with no changes recommended.
- 4.5 Internal Audit Report – The Internal Auditor’s report for 2021/22 was RECEIVED and NOTED.
- 4.6. Annual Governance Statement – the Annual Governance Statement was completed with members answering yes to all governance statements
- 4.7 The accounts for the financial year 01 April 2021 to 31 March 2022 were NOTED . It was CONFIRMED that the dates selected for the period of exercise of public rights would be the same as the Parish Councils, 13 June 2022 – 22 July 2022.
- 4.8 Standing Orders – the review of the Northfield Management Committee’s Standing Orders was carried out without amendment. PROPOSED: Cllr Mrs Brammer
SECONDED: Cllr V Sewell and AGREED.

5. Land and Site Maintenance

- 5.1 Rural Payments Agency – It was NOTED that applications for the Countryside Mid-tier Stewardship and the Basic Payment Scheme have been submitted.
- 5.2 Countryside Stewardship – It was NOTED that following an inspection in April 2021, rules E39 and E40 have been breached and the claim valued has been reduced by £98.51.
- 5.3 Wildflower Meadow – part of the order of wildflower seeds has been received. The supplier has not been able to provide the bespoke mix. Cllr S Glover will be consulted on the best time to sew the seeds.
- 5.4 Kent County Council – no response has been received from Cllr D Brazier with regards to register an interest in introducing a small woodland to Northfield.
- 5.5 Woodlands Plan – Mr Julian Miller of Miller Land Management has confirmed that the grant for the woodland management plan preparation has been approved. He has been out to survey the site, and the plan is in the queue for writing up and mapping. A meeting will be arranged once the Plan is received.
- 5.6 Quantified Tree Risk Assessment – The report of the inspection carried out on 18 May 2022 was NOTED and quotations will be sought for the required work. Letters will be sent to neighbouring properties regarding concerns raised in the report.
- 5.7 Hay Cutting – it was NOTED that this is year three of a three year agreement.
- 5.8. Apple trees – the woodlands group have not been able to plant the trees and they have been potted, however only two of the five trees have survived.
- 5.9 Matters raised by members.
 - The hedge on the Ash Road side needs to be cut. Quotes will be sought and circulated to members for authorisation if over £500.00
 - The space separating New House Shaw and Barnetts Wood needs to be cut.
 - Low branches on the northern boundary need to be cut to allow horse riders to pass safely.
 - The camp in Barnetts Wood needs to be removed and the My Three Words reference is Rewarding.Plots.Jabs.
 - The bollard at the Milestone entrance is jammed and an engineer has been requested. As this bollard is seldom used, debris gets into the lock. The repair will be carried out and quotations sought to replace the telescopic bollard with a hinged bollard.
 - Information Boards – it was AGREED that the information boards should be titled Northfield Public Open Space, Managed Jointly by Ash-cum-Ridley and Hartley Parish Councils and will reflect the Horse Riding Route, Play Area, Wild Flower Meadow and Hay Meadow and contact information.

6. Horse Riding Route

Discussed after item 3.

7. Health and Safety

No report.

8. Date of Next Meeting

The next meeting of the Northfield Management Committee will be arranged on receipt of the Woodlands Plan.

The meeting closed at 12.15pm

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Chairman

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Date