

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Tuesday 30 September 2025 at 12.30pm at Ash Green Sports Centre, Ash Road, New Ash Green, DA3 8JZ

Present: Cllr L Glander
Cllr I MacLeod
Cllr A Oxtoby

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

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 6 May 2025

Cllr A Oxtoby PROPOSED that the minutes of the meeting held on 06 May 2025 2025 are approved and signed. SECONDED: Cllr L Glander and AGREED.

4. Finance

4.1 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 24 September 2025 was NOTED.
- c. Payments - Cllr L Glander PROPOSED that the following payments were authorised. SECONDED: Cllr A Oxtoby and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100657	Lionel Robbins	Internal Audit 2024-25 inv 2025/39	105.00	0.00	105.00
100658	Graham's Gardens	Visual inspection w/c 07/04-28/04 inv 186	120.00	0.00	120.00
100659	Kent Grassland Services	Grass cutting May inv 3808	400.00	80.00	480.00
100660	Kent Grassland Services	Grass cutting June inv 3823	400.00	80.00	480.00
100661	Graham's Gardens	Visual inspection w/c 05/05-26/05 inv 188	120.00	0.00	120.00

100662	Rialtas Business Solutions Ltd	Annual subscription data back up service inv SM31765	254.00	5080	304.80
100663	Graham's Gardens	Visual inspection w/c 02/06-30/06 inv 663	150.00	0.00	150.00
100664	Sevenoaks District Council	Dog bin emptying Apr – June 2025	192.40	38.48	230.88
100665	Kent Grassland Services	Grass cutting July inv 3849	400.00	80.00	400.00
100666	Kent Grassland Services	Grass cutting August inv 3881	400.00	80.00	400.00
100667	Zurich Insurance	Annual premium	701.67	0.00	701.67
100668	Graham's Gardens	Visual inspection w/c 07/07-28/07 inv 193	120.00	0.00	120.00
100669	William Johnstone	Installation of 1 new gate post & re hang gate. Replace chestnut paling & secure 2 no kissing gates. Inv 1445	534.00	106.80	640.80
100670	Rialtas Business Solutions Ltd	CHQ VOIDED AS ORIGINAL CHQ 100662 REPORTED AS LOST IN THE POST BUT SUBSEQUENTLY FOUND.	0.00	0.00	0.00
100671	Graham's Gardens	Visual inspection inv 189	120.00	0.00	120.00
100672	Sevenoaks District Council	Empty dog bins Jan – March 2025 + underpayment	301.24	60.24	361.48
100673	Kent Grassland Services	Grass cutting Sept inv 3916	400.00	80.00	480.00
100674	Ecological Planning & Research Limited	Final invoice for ecology inv 51440	1098.53	219.71	1318.24

d. Budget 2026/27 – The budget for 2026/27 was discussed and amendments made as follows:

- Grants received reduced to £1,145
- Grass cutting increased to £6,000
- Fence repairs increased to £750
- Ragwort – budget removed
- Ancient Woodland and Tree Work combined with budget remaining at £3,500

Cllr L Glander PROPOSED that the contributions from each Council is increased to £2,500 for the 2026/27 financial year. SECONDED: Cllr A Oxtoby and AGREED.

- e. Joint Management Committee – Following discussion, it was agreed that the Treasurer will contact Barclays and Unity Banks and then the auditor to confirm arrangements.

4.2 Internal Auditor – Cllr A Oxtoby PROPOSED that as Mulberry Local Authority Services carries out the internal audit for both Councils, that a quote is requested from them to carry out the internal audit for the Northfield Management Committee. SECONDED: Cllr L Glander and AGREED.

5. Land and Site Maintenance

5.1 Hay Cutting Specification – a review of the specification was carried out with some minor amendments. PROPOSED Cllr L Glander SECONDED: Cllr I MacLeod and AGREED.

5.2 Grass Cutting Specification – Cllr A Oxtoby PROPOSED that the specification for the 2026/27 cutting year is approved and that it is delegated to the Secretary to negotiate a renewal with the current contractor with a maximum 5 % increase. SECONDED: Cllr L Glander and AGREED.

5.3 Kissing Gate Repairs – it was noted that the gate of the kissing gate at the entrance from Farm Holt has been put back in place.

5.4 It was NOTED that the Quantified Tree Risk Assessment will be carried out on 15 October 2025.

5.5 The Ecology report from Ecological Planning & Research Ltd (emailed to members) was RECEIVED and NOTED.

5.6 New Trees – the aftercare update for new trees was RECEIVED and NOTED.

5.7 It was NOTED that the hay was cropped mid- September.

5.8 Matters raised by members.

- Mounting blocks – are covered in brambles and it was questioned if they are being used. A feedback form will be prepared to accompany the notice to members regarding the closure of the horse riding route.
- Stile at the entrance on Ash Road near the Black Lion Pub – this stile is in need of substantial repairs Cllr A Oxtoby PROPOSED that quotes are sought for a metal kissing gate and installation in consultation with the Chairmen. SECONDED: Cllr I MacLeod and AGREED.
- Northfield Open Space sign – the sign on the Church Road entrance needs to have another cable tie attached.

6. Horse Riding Route

6.1 It was NOTED that the horse riding route had 12 members this year.

6.2 A date to close the horse riding route for the year will be agreed with Cllr A Oxtoby with a suggestion of 20 October 2025.

7. Health & Safety

7.1 Visual Inspections – no items to report.

8. Date of Next Meeting

The date of the next meeting was set for Wednesday 14 January 2026 at Hartley Library at 12.30pm.

The meeting closed at 1.55pm

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Chairman

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Date