

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee

Held on 29 September 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/oLkZnenwcPA?feature=share>

Meeting commenced: 19:35

Meeting Concluded: 20:33

Present:

Cllr Nigel Wightman, Chair	Present	Cllr Catherine Daniell, Deputy Leader	Apologies
Cllr Claire Shea, Leader & Vice-Chair	Present	Cllr Dr Peter Dixon	Apologies
Cllr Libby Ancrum	Apologies	Cllr David Skinner OBE	Apologies
Cllr Tony Clayton, Mayor	Present		

Cllr Victoria Granville	Substitute for	Cllr Catherine Daniell
Cllr Lise Michaelides	Substitute for	Cllr David Skinner

In attendance: Cllr Dr Marilyn Canet, Town Clerk, Deputy Town Clerk and Responsible Finance Officer, Senior Committee Clerk, and Planning Committee Clerk.

1 member of the public was present.

PUBLIC QUESTIONS: None

369 - APOLOGIES FOR ABSENCE

RESOLVED: To receive and accept apologies for absence as noted above.

370 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

371 - DECLARATIONS OF INTEREST

There were no declarations of interest.

372 - MINUTES OF FINANCE & DELIVERY COMMITTEE HELD ON 1ST SEPTEMBER 2025

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 1st September 2025 as a true record.

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373 - FINANCE REPORTS - AUGUST 2025

373.1 Responsible Finance Officer's Report to 31st August 2025

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 31st August 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Supplier's Accounts

- 1st to 31st August 2025, total gross invoices £69,038.64

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st August 2025, total £741,906.54
- Mayor's Charity Account - 1st to 31st August 2025: None

Payroll Account

- 1st to 31st August 2025, total £115,062.62

Petty Cash Account

- 1st to 31st August 2025, total payments £345.61

The year-to-date position at the end of August showed a surplus of £7,046.

The Committee noted that:

- there were no outstanding debts more than three months old
- bank reconciliations would be included in the finance reports going forward
- grant funding had been approved by West Kent Rural Grants scheme to support part of costs associated with installation of solar batteries at Bat & Ball Centre, remaining 50% to be met through Community Infrastructure Levy (CIL) monies as previously agreed
- SDC did not have facilities to deliver the full waste recycling service now legally required and was unable to offer a commercial collection service going forward
- as previously agreed by Finance & General Purposes Committee (*Minute 544, 27.11.25 refers*), Bat & Ball Café was to move to a concession, this was being taken forward by Lilia's Kitchen with effect from 1st October 2025.

RESOLVED that:

- 1) the Management Accounts 1st to 31st August 2025 be received and accepted
- 2) That the bank reconciliations from April to July 2025 be received and accepted
- 3) The following be noted:

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- i. the appointment of PV Solar Installers at a cost of £40,000 for the installation of solar batteries at the Bat & Ball Centre
- ii. that Midas would be taking over the waste collection contract with effect from 1st October 2025
- iii. that the Bat & Ball Café would be moving to a concession (Lilia's Kitchen) with effect from 1st October 2025
- iv. that, as previously agreed by this Committee (*Minute 307, 01.09.25 refers*), identified environmental measures had been reinstated in the Greatness Pavilion project, thereby ensuring it delivers on both its community and environmental objectives.

373.2 - Hospitality and Gifts Register

Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st August 2025.

374 - CONCLUSION OF AUDIT 2024/2025

The Committee congratulated officers on achieving a clean audit for 2024/2025.

The following comment included in "Other matters not affecting our opinion which we draw to the attention of the authority" was noted:

"We were required to return the Annual Governance and Accountability Return (AGAR) to enable the Council to correct the following:

- (1) Fixed assets at Box 9 initially omitted a newly-acquired fixed asset valued at £185,000. This asset has since been correctly included in a revised version of the AGAR submitted during the review.*
- (2) The authority also took the opportunity to make minor corrections to Boxes 3, 6, 8 and 9, addressing non-material errors identified during the review.*

We acknowledge the authority's proactive approach in rectifying these issues. In future the Council should ensure that the Annual Governance and Accountability Return is complete and accurate."

RESOLVED: To note the conclusion of Audit for year ended 31st March 2025 and to receive and accept the following:

- Completion Letter from Forvis Mazars LLP
- Certified Annual Governance & Accountability Return 2024/2025
- Notice of Conclusion of Audit

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375 - INTERNAL AUDIT 2025/2026 - INTERIM REPORT (SEPTEMBER 2025)

The Committee considered the first interim report received from the Town Council's new internal auditor, Mulberry Local Authority Services Ltd. Officers were congratulated on their success in achieving such a positive report. Two recommendations were made to improve "upon an already well-ordered system".

RESOLVED: To receive and note the Internal Audit 2025/2026 Interim Report (September 2025) and to adopt the recommendations therein:

- 1) That the following wording be added to the Councillor's Acceptance of Office form
"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."
- 2) In respect of the verification of bank reconciliations, that the Town Council's Financial Regulations be amended to include the NALC recommended wording which states *"The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council (Finance Committee)."*

376 - GAS CONTRACT RENEWAL

Consideration was given to the renewal of the gas contract, following the ending of the current contract at the end of November/December 2025.

RESOLVED: That the contract with United Gas and Power for a term of three years be approved.

377 - CLEANING CONTRACT FOR PUBLIC TOILETS

Consideration was given to tenders received for a new contract for public toilet cleaning following dissatisfaction with the current service.

RESOLVED: That Contractor 1, at a cost of £16,520 per annum, be appointed as the new provider for the public toilet cleaning contract based on both quality and cost effectiveness.

378 - AGE UK - ASSISTANCE WITH PROVISION OF COMMUNITY BUS

Councillors welcomed the proposal to submit a grant application in partnership with Age UK for funding under the Kent County Council Community Transport Scheme, to purchase and operate a wheelchair accessible electric minibus. The Town Council would apply for the grant funding to purchase and insure the minibus to be used by Age UK for community transport. Age UK would manage its day-to-day operation, including bookings, scheduling and driver allocation.

RESOLVED: that

- 1) the submission of a joint grant application with Age UK to the Kent Community Transport Scheme be approved

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- 2) subject to the success of the Kent County Council Community Transport Scheme grant application and contribution from Age UK for capital expenditure and insurance of an electric wheelchair accessible minibus, an agreement be entered into with Age UK for the day-to-day management and operation of the service on a peppercorn licence.

379 - SPORTS PITCHES AT KNOLE PADDOCK

The Committee considered a report advising of matters in relation to Knole Paddock

Floodlighting

It was noted that the floodlights at the sports pitches at Knole Paddock were 30 years old: in replacing the bulbs for the new season it was noted that one of the lowering mechanisms had failed. This had prompted the need for a review of the structural integrity of the floodlights. A structural engineer would be appointed to test the columns and a further report submitted to Committee. It was anticipated that the floodlights may need replacing.

Pitch Maintenance

It was noted that weedkilling had been delayed due to drought conditions; this had now taken place together with reseeding.

There is funding available for maintaining sports pitches. The Town Council has asked the Rugby Club for assistance in applying for these funds as partners are required; to date it is understood that they had not progressed this.

Each year Sevenoaks Rugby Football Club receives a pitch condition report from the Rugby Football Union. This year's report identified works to bring the pitches up to standard and would be the subject of a future report to Committee. The Town Council is disappointed that the Open Spaces Manager is not invited to attend when the inspection takes place.

Freedom of Information Act 2000 Request

The Committee noted the details of an extensive request for information under the Freedom of Information Act 2000 which had been received in relation to the rugby pitches.

RESOLVED: That the report be received and noted.

380 - REVIEW OF CHARGES 2026/2027

The Committee reviewed the proposed draft Town Council charges for 2026/27 which had been prepared based on an assumption of an increase of 4% inflation (rounded to nearest £), including those recommended for approval following consideration by the Community Assets (Open Spaces) Committee on 15th September 2025 (*Minute 340 refers*).

The Community Assets (Open Spaces) Committee also asked that this Committee query why the proposed Cemetery Chapel fee had increased above inflation. The Town Clerk had written to Councillors explaining that there had been recent improvements to the Cemetery Chapel offer which had been benchmarked against other local similar services.

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RESOLVED: That the following proposed draft Town Council charges for 2026/2027 which had been prepared based on an assumption of an increase of 4% inflation (rounded to nearest £) attached as Appendices A – I, be approved with effect from April 2026:

- (1) Sports Facilities charges
- (2) hire of the Council Chamber & House in the Basement
- (3) charges for the Bat & Ball Centre
- (4) charges for the Bat & Ball Station
- (5) charges for the Business Hub
- (6) Greatness Park Cemetery
- (7) General Fees & Charges
- (8) Market Fees
- (9) MUGA charging and non-charging schedule

381 - DRAFT REVENUE ESTIMATES 2026/2027

The Committee received and considered the report of the Responsible Finance Officer which set out the key assumptions in the preparation of the first draft Revenue Budget & Precept 2026/2027.

Kent County Council had subsequently advised that the Kent Local Government Pension Scheme would be moving to a pooling system from 1st April 2026 which meant the Town Council did not have to budget for a pension deficiency.

The Responsible Finance Officer removed the pension deficiency and following further review prepared a second draft Revenue Budget & Precept 2026/2027.

It was noted that the second draft Revenue Budget estimate indicated a draft precept of £1,633,547, a 5.7% increase on the previous precept.

The budget would be subject to further review by this Committee in November.

The Town Council would receive the tax base number from Sevenoaks District Council in December, and it was anticipated that this would reduce the percentage increase.

RESOLVED: To receive and note the second draft Revenue Budget 2026/2027 which would be subject to further review, prior to submission to Council for approval in January 2026.

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382 - DARENT VALLEY COMMUNITY RAIL PARTNERSHIP

The Town Council budgeted £3,000 in the 2025/2026 budget to continue supporting the Darent Valley Community Rail Partnership. Councillors received an update report on its projects.

RESOLVED: To receive and note the update report from the Darent Valley Community Rail Partnership.

383 - COMMUNITY ASSET TRANSFER PROCESS

The Town Clerk advised that Sevenoaks District Council had considered the business case for the transfer of the freehold or leasehold of the Stag Community Arts Centre to the Town Council at its Cabinet meeting on 18th September 2025. The decision had been deferred pending further discussion between the District Council and its auditors.

In the meantime, the Town Council had been in discussion with government departments and Locality.org who were both supportive of the Town Council's intentions.

Meetings would be arranged in the next few weeks to see if common ground could be reached between the Town Council and District Council.

384 - MINUTES OF TOWN TEAM MEETING

RESOLVED: To receive and note the minutes of the Town Team meeting held on 17th September 2025

385 - CURRENT MATTERS

RESOLVED: To receive and note the updates on current matters.

386 - PRESS RELEASE

RESOLVED: To issue press releases in respect of the formal launch of Lilia's Kitchen at Bat & Ball Café in November, and of the beginning of work on the new Greatness Pavilion once dates had been confirmed.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

SPORTS FEESFEES & CHARGES FROM 01 April 2026

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	131.00	118.00	99.00
Weekday games - Juniors	77.00	72.00	57.00
Weekend games - Adults	166.00	136.00	118.00
Weekend games - Juniors	103.00	80.00	70.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	87.00	75.00	57.00
Weekday games - Juniors	58.00	51.00	36.00
Weekend games - Adults	124.00	94.00	75.00
Weekend games - Juniors	82.00	63.00	49.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	111.00
Weekday games - Juniors	60.00
Weekend games - Adults	136.00
Weekend games - Juniors	67.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	69.00
Weekday games - Juniors	40.00
Weekend games - Adults	94.00
Weekend games - Juniors	46.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	136.00
Weekday games - Juniors	77.00
Weekend games - Adults	161.00
Weekend games - Juniors	103.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	94.00
Weekday games - Juniors	58.00
Weekend games - Adults	118.00
Weekend games - Juniors	82.00
Mini Tournaments	180.00
Junior Training Areas	50.00
Adult Training per hour	41.00
Outside Rugby clubs-normal fee plus	41.00
Sports Camps	
Small Sports Camps	103.00
Larger Sports Camps	136.00

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Sports Facilities Charges 01.04.2026 to 31.03.2027

SPORTS FEES

FEES & CHARGES FROM 01 April 2026

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	43.00
Per hour - Juniors	21.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	28.00
Per hour - Juniors	15.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	148.00
For non-Sevenoaks organisations	179.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	502.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	266.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	137.00
One field and Pavilion	228.00
One field	210.00
Athletics Track by arrangement	

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Chamber Fees and Charges
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

Appendix B

FEES & CHARGES FROM 1 APRIL 2026
(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	44.00
Hourly Charge (6+ hours)	Local Organisations only	37.00
Hourly Charge	Non-local Organisations	50.00
Set up costs (	Services of Caretaker	49.00
Unlimited Tea/Coffee	Per person/per session	3.00

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.34
	Subsequent copies	0.24
Photocopying - Copying from caller's original	Per copy (black and white)	0.24
	Per copy (colour)	0.43
Signing Document		19.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	22.00

BAT & BALL CENTRE CHARGES FROM 1 April 2026

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	61.00
	Hourly Charge 6hrs+	54.00
John London (B)	Hourly Charge	54.00
	Hourly Charge 6hrs+	49.00
Meeting Room	Hourly Charge	37.00
	Hourly Charge 6hrs+	31.00
A+B	Hourly Charge	115.00
	Hourly Charge 6hrs+	103.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	49.00
	6:00pm – 11:00pm	54.00
	6hrs + of hire	43.00
John London (B)	9:00am – 6:00pm	43.00
	6:00pm – 11:00pm	49.00
	6hrs + of hire	37.00
Meeting Room	9:00am – 6:00pm	26.00
	6:00pm – 11:00pm	31.00
	6hrs + of hire	19.00
A+B	9:00am – 6:00pm	92.00
	6:00pm – 11:00pm	103.00
	6hrs + of hire	80.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	49.00
Kitchen	Per Session	31.00
A1 Poster Bays	Per Month, Per Bay	74.00
6ft Round Tables	Each	3.00
Round Tablecloths	Each	12.00
Tea Dance	Per Person	4.70
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	26.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking – 25% (Minimum £150)

Refreshments/Technical AV Support are available - POA

BAT and BALL STATION CHARGES FROM 1 APRIL 2026
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	50.00
	Hourly charge 6hrs +	44.00
Luggage Room Hall	Hourly charge	38.00
	Hourly charge 6hrs +	32.00
Hall Set up Costs	For the caretaker to set up the hall, as required	49.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	38.00
	Mon-Fri 6:00pm – 10:30pm	44.00
	Mon-Fri 6hrs+ hire	32.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	27.00
	Mon-Fri 6:00pm – 10:30pm	32.00
	Mon-Fri 6hrs+ hire	19.00
Hall Set up Costs	For the caretaker to set up the hall, as required	49.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking - £150

Refreshments/Technical AV Support are available - POA

Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk

Phone: 01732 459953

Business Hub CHARGES FROM 1 APRIL 2026
(Prices inclusive of VAT)

MONTHLY RATES (£)		
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	352.00
Hot Desk monthly		246.00

Hotdesking – ½ day	Am or Pm	12.50
Hotdesking – full day	Full day	25.00
Meeting Room	Room seating 8 people Refreshments facilities Hourly Charge	26.00

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2026

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1,325.00	3,975.00
Earth (Lawn section) Grave Site B	802.00	2,406.00
Earth (Lawn section) Grave Site C	515.00	1,544.00
Infants (non-viable fetuses, still born children, and under 5 years)	27.00	81.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	92.00	92.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	182.00	546.00
Single depth in an adult grave (all ages)	636.00	1,909.00
Double depth in an adult grave (all ages)	855.00	2,565.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	109.00	328.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	89.00	89.00
To search Register of Burials per name (same family)	45.00	45.00
Annual Grave Maintenance-Grass Grave	129.00	129.00
Annual Grave Maintenance-Full Memorial	179.00	179.00
Turfing of old graves (at client's request)	94.00	94.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	201.00	201.00
Weekend surcharge-cremated remains burial	201.00	201.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	72.00	72.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT

Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Cemetery Charges 01.04.2026 to 31.03.2027

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2026

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required) *visual tributes over 25 pictures incur an additional cost of £50	264.00	264.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	222.00	222.00
Double headstones	442.00	442.00
Additional inscriptions after first interment	152.00	152.00
Tablets, scrolls, bird baths and books up to 15 inches in height	167.00	167.00
To replace a memorial with similar or smaller memorial	60.00	60.00
Memorial removal and disposal fee	134.00	134.00
Notes to Memorial permits		
- Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). - Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. - Memorial prices will rise above inflation to cover additional costs for inspection. - All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	165.00	165.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	320.00	961.00
Additional inscription to existing plaque	64.00	64.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	230.00	690.00
Interment of ashes (digging charge)	109.00	328.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	200.00	200.00

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Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.24 per m2 wef 29.09.2026 (£58.19 per 253m2 plot)
Quakers Hall Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.25 per m2 wef 29.09.2026 (£60.72 per 253m2 plot)
Logs:	
- Full Load - Half Load	£152.00 £96.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£68.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 26 March 2021 for 5 years. Lease expires 2044)	£3,750.00 Review Sept 2026
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£4,000 per annum
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
Pitch 1(Lease expires 17 May 2043)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 2 Tenancy at Will commenced July 2013	£520 per annum
Pavilion Tenancy at Will commenced July 2013	£1 per annum
Sevenoaks Day Care	One peppercorn per annum

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.70 per annum

FEES & CHARGES FROM 1 APRIL 2026
(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	50.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		50.00

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.70	Per hour Including VAT
Non- Commercial Adult	£11.50	Per hour Including VAT
Commercial	£28.80	Per hour Including VAT
Team Sports Adults	£28.80	Per hour Including VAT
Team Sports Juniors	£23.00	Per hour Including VAT

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.