

CABINET

Minutes of the meeting held on 18 January 2024 commencing at 7.00 pm

Present: Cllr. Thornton (Chairman)

Cllr. Perry Cole (Vice Chairman)

Cllrs. Dyball, Maskell, McArthur and Reay

Cllrs. Bulford, Harrison, Leaman, Purves, Robinson, Streatfeild, Varley, Williams and Granville were also present.

66. Minutes

Resolved: That the Minute of the Cabinet meeting held on 14 December 2023, be approved and signed by the Chairman as a correct record, subject to the addition of the wording under Minute 53, paragraph 3 to include: "along with the possibility of holding an additional local plan drop in session." so the paragraph reads as: "In response to questions regarding the local plan, housing needs assessment and exception sites, Members were advised that a full written response would be provided, along with an answer to the possibility of holding an additional local plan drop in session." And to include an additional paragraph 4, "It was confirmed by the Portfolio Holder that Members would receive detailed analysis of financial and other implications for each leisure centre option."

67. Declarations of interest

Cllr Perry Cole declared for reasons of transparency that for Minute item 73 Discretionary rate relief, he was a Member of Hartley Parish Council and all parish councillors were trustees of the village hall. He was also the Chair of the village Hall Management Committee.

68. Questions from Members (maximum 15 minutes)

In response to a question regarding housing figures for the local plan, the Portfolio Holder suggested that the information he had been provided with indicated that the revisions to the National Planning Policy Framework (NPPF) had not significantly changed the requirements. The local plan had started with an evidence base and it would continue to be based on the evidence. The Portfolio Holder requested the Chief Officer produce a detailed written response to be provided to all Members and the local MP.

In response to a question regarding utility companies and planning and any lessons that could be learned from past recent experience regarding the water companies and

Cabinet - 18 January 2024

a local housing development, the Deputy Chief Executive and Chief Officer - Planning and Regulatory Services invited the details to be sent to him so he could provide a full written response to Members.

In response to a question regarding solar panels on Council owned car parks, the Chairman and Portfolio Holder advised that they were not aware of any current plans, but with the Council's commitment to NetZero would take the question away and look into the feasibility with officers.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the Committee's agreement, brought forward consideration of agenda item 10 (Minute 72) to take place after agenda item 6 (Minute 71).

69. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)

There were none.

70. Budget Update 2024/25

The Portfolio Holder for Finance & Investment presented the report which was stage 4 of the 2024/25 budget setting process. He advised that at the last Cabinet meeting on 14 December, after the proposed Service Change Impact Assessment (SCIA's) had been supported, there remained an annual budget gap of £656,000. Cabinet requested that officers looked for further savings/additional income options focused on a number of areas.

He was pleased to report that if the proposed SCIA's in this report were supported this evening, a balanced 10-year budget would once again be able to be presented to Council next month.

He further advised that it was important to recognise that this budget process has been the toughest for many years as can be seen from the list of savings, and some difficult decisions have had to be made but this achievement and our 10-year budget approach continues to put Sevenoaks District Council in a strong financial position that other councils would wish to have.

The Deputy Chief Executive and Chief Officer - Finance & Trading set out the main reasons for the changes since the last report. The changes included, increasing the April pay award assumptions to 4%, the Council Tax Base had increased by less than assumed resulting in less council tax income, and the provisional Local Government Finance Settlement announced in December was better than expected but it only related to one year, and therefore the future landscape remained uncertain. There were also increased assumptions for income, changes to the basis for budgeting the amount of Business Rates retained, and it was highlighted that some changes resulted in greater risks than previously included.

The Cabinet were asked to consider the SCAs in Appendix E.

Cabinet - 18 January 2024

The Cabinet discussed the SCIAS and the Portfolio Holders advised Cabinet that they had been consulted and supported the proposals. Members were advised that although there would be reductions to funding for some external services, the Council were providing their own resources and advice.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That SCIAS 15, 16 and 17 (24/25), as set out in Appendix E, be supported and included in the budget. No further instructions were given to officers as a balanced 10-year budget had now been achieved.

71. Calculation of Council Tax Base 2024-25

The Senior Principal Accountant presented the report which set out that as part of the budget cycle, the council tax base for the district for tax setting purposes for the coming financial year was required to be calculated. It was then required to be approved by Cabinet and Full Council. The tax base was determined by converting all property and occupancy data to the equivalent number of band D properties and this figure is used to calculate the band D council tax charge.

The report set out that the current tax base for 2023/24 was 51,990.30 and the tax base for 2024/25 would be 52,394.75 which was an increase of 0.78%. Collection rates had improved since Covid and therefore it was proposed to keep the expected collection rate at 99.4%.

The increased tax base had been fed into the financial plan, and so assuming an increase in band D of 2.97% , just over £12.7m would be raised. The timetable leading up to setting the council tax for 2024/25 was also included in the report. The major precepting authorities' council taxes should be known in advance of this Council setting the tax for the whole District on 20 February 2024.

Members considered the report.

Resolved: That it be recommended to Council that

- (a) the report of the Deputy Chief Executive and Chief Officer - Finance & Trading for the calculation of the Council's tax base for the year 2024/25 be approved;
- (b) pursuant to the report of the Deputy Chief Executive and Chief Officer - Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as its council tax base for the whole area for the year 2024/25 shall be 52,394.75;

Cabinet - 18 January 2024

- (c) pursuant to the report of the Deputy Chief Executive and Chief Officer - Finance & Trading and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) the amount calculated by the Sevenoaks District Council as the council tax base for 2024/25 for the calculation of local precepts shall be:

| Parish | Tax Base |
|------------------------------|-----------------|
| Ash-cum-Ridley | 2,496.10 |
| Badgers Mount | 339.10 |
| Brasted | 802.60 |
| Chevening | 1,473.40 |
| Chiddingstone | 624.10 |
| Cowden | 461.90 |
| Crockenhill | 673.40 |
| Dunton Green | 1,364.60 |
| Edenbridge | 3,980.90 |
| Eynsford | 966.70 |
| Farningham | 676.20 |
| Fawkham | 341.30 |
| Halstead | 850.70 |
| Hartley | 2,602.30 |
| Hever | 665.00 |
| Hextable | 1,695.90 |
| Horton Kirby & South Darenth | 1,305.40 |
| Kemsing | 1,895.20 |
| Knockholt | 650.70 |
| Leigh | 957.90 |
| Otford | 1,743.10 |
| Penshurst | 844.00 |
| Riverhead | 1,282.30 |
| Seal | 1,364.70 |
| Sevenoaks Town | 9,952.00 |
| Sevenoaks Weald | 633.70 |
| Shoreham | 731.20 |
| Sundridge | 944.90 |
| Swanley | 5,849.10 |
| Westerham | 2,108.90 |
| West Kingsdown | 2,433.70 |

- (d) any expenses incurred by the Council in performing in part of its area a function performed elsewhere in its area by a parish or community council or the chairman of a parish meeting shall not be treated as special expenses for the purposes of section 35 of the Local Government Finance Act 1992.

72. Financial Monitoring 2023/24 - to the end of November 2023

Cabinet - 18 January 2024

The Portfolio Holder for Finance & Investment presented the report which set out the Council's financial position to November 2023. The forecast at the last Cabinet meeting showed a forecast of a £971,000 unfavourable variance. Since then officers had implemented a number of actions to reduce the forecast down to an unfavourable variance of £334,000 but there was still a gap to address.

The major reasons for the unfavourable forecast were included in the early indications report as presented in July but he stated that it could clearly be seen the Officers had undertaken a significant amount of work to address a very difficult financial position.

The Senior Principal Accountant highlighted some of the variances. The 2023/24 pay award equated to an average of increase of 5.7%. The total cost above budget assumptions was £597,000. There were also additional costs resulting from planning appeals. Measures had been implemented to reduce the variance in Direct Services. Interest receipts had a favourable variance, as interest rates were high. Vacancies in positions that were not being filled were used to offset some other areas. £1.3m of the £1.8m budget for the interim leisure centre contract was forecast to arise this year, with the remainder to be accounted for in 2024/25, but this would have nil effect on the bottom line as the cost was being funded initially from the Budget Stabilisation Reserve.

The capital programme was forecast to be underspent by £22.4 million against a budget of £33m, mainly due to delays following the refusal of planning permission for the development at Bevan Place.

Members discussed the report.

Resolved: That the report be noted.

73. Discretionary Rate Relief

The Portfolio Holder presented the report which set out the proposals for altering the criteria for awarding discretionary rate relief, and for continuing the awards from 2023/24 for a second year. The Non-Domestic Rating Act 2023, and associated regulations meant that rural rate relief assess no longer required "topping-up" from 50% relief, and so the criteria only applied to rate relief for non-profit organisations, and top-up relief for charities and community amateur sport clubs. The total relief requested was around £213,000.

Members considered the report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the public sector equality duty.

Cabinet - 18 January 2024

Resolved: That

- a) the criteria for granting discretionary rate relief from 1 April 2024, as set out in the appendix to the minutes, be approved; and
- b) the proposals for granting relief from business rates for 2024/25, as set out in the appendix to the minutes, be approved.

74. Scrap Metal Dealer Licence Fees 2024 - 25

The Portfolio Holder for Cleaner & Greener presented the report which outlined the proposed fees for applications for scrap metal licenses. She set the history of the scrap metal dealer licences and the different types of licenses. The fees for 2024/25 were proposed to include an inflationary cost of 7% and staffing costs. The fees were set out on a cost recovery basis, and provided the authority with the funds needed to administer the legislation and ensure compliance. The Cleaner & Greener Advisory Committee considered the report and supported the recommendation to Cabinet.

Members considered the report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the fees as set out below be approved:

| Type of Application | 2024/2025 Fee |
|--|---------------|
| Site Licence – Grant (3 years) | £570 |
| Site Licence – Renewal (3 years) | £481 |
| Collectors Licence Grant/Renewal (3 years) | £347 |
| Minor administrative change to licence | £39 |
| Variation – change of site manager | £207 |
| Variation from collector to site licence | £246 |
| Variation from site to collector licence | £160 |

75. Licensing - Review of Pre-application advice and other Admin fees

The Portfolio Holder for Cleaner & Greener presented the report, which set out the proposed fees for the pre-application advice service for 2024-25. The fees would include an inflationary cost of 7%. The Cleaner & Greener Advisory Committee had considered the same report and had recommended that the fees be agreed.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Cabinet - 18 January 2024

Resolved: That the fees as set out below for the pre-application advice service and other admin fees, be agreed.

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|---|--------------------|
| Covers applications for: Licensing Act 2003 <ul style="list-style-type: none"> • new premises licences • full variations of premises licence • new club premises certificate (CPC) • variation of CPC • provisional statement Gambling Act 2005 <ul style="list-style-type: none"> • new and variation applications | Fee 2024/25 |
| Up to one hour of advice regarding licence applications, including assistance in completing form (hourly rate) | £80.00 |
| site visit (to give advice) – up to one hour | £107.00 |
| Licensing Act 2003 - Minor variations – up to 30 mins advice on applications (including assessment as to whether suitable as a minor, suggestion on wording of proposed conditions, help completing application etc) | £38 |
| Hub Team | |
| Licensing Act 2003 | Fee 2024/25 |
| In depth assistance in completing application forms and advice on correct documentation for: <ul style="list-style-type: none"> • Transfer • Variation of Designated premises supervisor • Personal licence | £43.00 |
| In depth assistance in completing Temporary event notices and advice on limits etc | £16.00 |
| London Local Authorities Act 1991 part V – Special Treatments - in depth assistance on licence applications per hour | £50.00 |
| Other admin charges | Fee 2024/25 |
| Upon request of licence holder, amend and re-issue invoice for statutory annual fee | £11.00 |

Cabinet - 18 January 2024

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| Upon request of licence holder, amend contact details for lottery registration | £11.00 |
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76. Property Investment Strategy Update

The Portfolio Holder for Finance & Investment Advisory Committee presented the report which set out the progress of the Property Investment Strategy to date and looked at the future direction of the strategy. He advised that the Finance & Investment Advisory Committee discussed the item and were reminded of the purpose of the strategy and the limitations that were now in place and supported the recommendation to Cabinet.

The Deputy Chief Executive and Chief Officer - Finance & Trading advised that the Property Investment Strategy was approved by Council on 22 July 2014 to support the aims of the council becoming more financially self-sufficient as Government Support continued to reduce.

The acquisitions to date have helped the council achieve this aim. He advised that due to Government changes in the way councils could access Public Works Loan Board (PWLB) borrowing and the changes to CIPFA's Prudential Code, the Property Investment Strategy was no longer included in the capital programme therefore the Council could not currently borrow to make any more property investments purely for yield.

The Property Investment Strategy income was made up of income from the investment properties owned by SDC, interest from loans to Quercus 7, a dividend from Quercus 7, less an annual contribution to the Investment Property Maintenance Reserve. Members attention was brought to Appendix A, which contained the current Property Investment Strategy criteria, and it was noted that further investments were not currently viable.

The Cabinet discussed the report, noting the comments made by Finance & Investment Advisory Committee.

Resolved: That the report be noted, with no changes to the criteria.

IMPLEMENTATION OF DECISIONS

This notice was published on 22 January 2024 . The decisions contained in Minute 70, 72,73, 74 and 75 take effect immediately. The decisions contained in Minutes 71 and 76 are references to Council.

THE MEETING WAS CONCLUDED AT 8.02 PM

CHAIRMAN

Policy for considering applications for Discretionary Rate Relief

Charitable and not for profit organisations

Under National Non-Domestic Rate (NNDR) legislation the Council has the power to award discretionary rate relief to certain charitable or not for profit organisations where the following conditions are satisfied.

All or part of the property is occupied by one or more institutions or organisations which are:

- Not established for profit, **and**
- Whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or
- Used wholly or mainly for recreation by a not-for-profit club or society.

Discretionary rate relief cannot be awarded if the ratepayer is a billing or precepting authority.

The process for considering applications is as follows:

- Not-for-profit organisations are asked to apply for discretionary rate relief (in isolation or as ‘top-up’ every two years, all applications to be considered at the same time.
- Cabinet to decide annually which organisations are to receive relief based on criteria including how the organisation assists the Council to achieve its priorities (see below). This includes deciding the level of relief to be granted in each case.

| Criteria | Explanation |
|--|--|
| Links to Council priorities | The extent to which the activities of the organisation support the Council’s priorities as set out in the Council Plan, and specifically supporting and developing the local economy and providing good value for money through a balanced budget. |
| Evidence of financial need including reserve levels and assets | Organisations with high levels of reserves (covering more than 12 months’ expenditure) or who cannot demonstrate a financial need would not be a priority for rate relief. |

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| Membership within District | As 40% of the relief is funded by SDC taxpayers priority will be given to those organisations with a high proportion of members from within the District. |
| Membership open to all | To give all residents an opportunity to benefit from the rate relief, priority should be given to organisations where membership is open to all. |
| Membership fee levels | Where membership fees are charged they should not be so high as to exclude any of the community. |
| Extent to which activity is based around Bar and use of profits from it | Priority would not be given to those organisations where the bar is the main activity. It would be expected that any profits from the bar would be put back to fund club expenses. |

Discretionary rural rate relief

Certain types of business in rural villages, with a population below 3,000, may qualify for 100% mandatory rural rate relief. Businesses that qualify for this relief are the sole general store and the sole post office in the village, provided it has a rateable value of up to £8,500, any food shop with a rateable value of up to £8,500 and the sole pub and the sole petrol station in the village provided it has a rateable value of up to £12,500.

The Council may decide to give up to 100% relief to any other business in such a rural village, with a rateable value of up to £16,500, if it is satisfied that the business is of benefit to the community and having regard to the interests of its council tax payers.

Hardship Relief

Hardship relief is granted in exceptional circumstances, any business can apply for hardship relief if they can show the following:

- The business would suffer hardship if relief was not granted; and
- It is in the interests of council tax payers for relief to be granted.

An application needs to be supported by current trading figures as well as previous audited accounts or accounts accepted by HMRC. In assessing an application regard will be had to employment issues for the company or any

related business and the impact that the loss of business would have on the local area. The current approval process is that the Finance Team carries out a review of the business's accounts and the Chief Finance Officer decides whether hardship relief is appropriate based on each case's merits. In practice hardship relief has been granted in only exceptional cases to date.

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| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Estimated Relief for 2024/25 | Recommendation/comments |
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| | DISCRETIONARY RELIEF | | | | | |
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| 30556849 | Hospices of Hope Trading Ltd 11-13 High Street, Otford TN14 5PG | Shop | Otford | 80 | £13,073.80 | Recommended |
| 30570319 | New Ash Green Village Assoc Ltd Ash Road, New Ash Green DA3 8HH | Hall | Ash | 80 | £3,473.04 | Recommended |
| 30557491 | New Ash Green Village Assoc Ltd Punch Croft, New Ash Green DA3 8HR | Sports Ground | Ash | 80 | £6,986.00 | Recommended |
| 30578788 | New Ash Green Village Assoc Ltd Centre Road, New Ash Green DA3 8HH | Office | Ash | 80 | £5,417.64 | Recommended |
| 30553475 | New Ash Green Village Assoc Ltd Ash Road, New Ash Green DA3 8JY | Workshop | Ash | 80 | £6,187.60 | Recommended |
| 30709346 | RACDV Sales Ltd 36 Swanley Centre, Swanley BR8 7TL | Shop | Swanley | 80 | £8,320.83 | Recommended |
| 30761191 | Business Innovation Zone Ltd Unit 3 Vincent House Fircroft Way Edenbridge TN8 6EL | Office | Edenbridge | 80 | £11,576.80 | Recommended |

| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
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| | TOP-UP RELIEF | | | | | |
| 30550568 | 10th Sevenoaks (Weald's Own) Scout Group R/O 13-16 Glebe Road, Weald TN14 6PB | Hall | Weald | 20 | £314.37 | Recommended |
| 30562165 | 15th Sevenoaks (Otford) Scout Group Station Road, Otford TN14 5QU | Hall | Otford | 20 | £351.57 | Recommended |
| 30569944 | 16th Sevenoaks (Ide Hill) Scout Group Camberwell Lane, Ide Hill TN14 6JL | Hall | Sundridge | 20 | £141.20 | Recommended |
| 30565195 | 17th Sevenoaks (Westerham) Scout Group Hortons Way, Westerham TN16 1BT | Hall | Westerham | 20 | £265.12 | Recommended |
| 30557095 | 1st Crockenhill Scout Group Stones Cross Road, Swanley BR8 8LT | Hall | Swanley | 20 | £207.48 | Recommended |

| Ref | Organisation name and property description/address | Property type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
|----------|---|---------------|--------------|---------------|--------------------|-------------------------|
| 30561414 | 1st Edenbridge Scout Group Station Road, Edenbridge TN8 5HP | Hall | Edenbridge | 20 | £254.49 | Recommended |
| 30558593 | 1st Eynsford & Farningham Scout Group Priory Lane, Eynsford DA4 0AY | Hall | Eynsford | 20 | £279.44 | Recommended |
| 30565812 | 1st Horton Kirby Scout Group Horton Road, Horton Kirby DA4 9BN | Hall | Horton Kirby | 20 | £242.02 | Recommended |
| 30558555 | 1st Sevenoaks Scout Group 57 Oakhill Road, Sevenoaks TN13 1NT | Hall | Sevenoaks | 20 | £394.21 | Recommended |
| 30562080 | 3rd Sevenoaks (Riverhead) Scout Group Bradbourne Vale Road, Sevenoaks TN13 3QQ | Hall | Sevenoaks | 20 | £234.53 | Recommended |
| 30567641 | 4th Sevenoaks (St Johns) Scout Group Mill Lane, Sevenoaks TN14 5BU | Hall | Sevenoaks | 20 | £538.92 | Recommended |

| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
|----------|--|---------------|---------------|---------------|--------------------|-------------------------|
| 30573417 | 6th Sevenoaks (Kemsing) Scout Group Heaverhad Road, Kemsing TN15 6NE | Hall | Kemsing | 20 | £194.61 | Recommended |
| 30566792 | 7th Sevenoaks (Halstead) Scout Group Shoreham Lane, Halstead TN14 7BY | Hall | Halstead | 20 | £126.80 | Recommended |
| 30556245 | 7th Tonbridge (Eden Valley) Scout Group Kiln Lane, Leigh TN11 8RT | Hall | Leigh | 20 | £244.51 | Recommended |
| 30748907 | Archbishop's Palace Conservation Trust The Gatehouse, Otford Palace TN14 5PD | Hall | Otford | 20 | £152.73 | Recommended |
| 30612176 | Badgers Mount Memorial Hall Highland Road, Badgers Mount TN14 7BA | Hall | Badgers Mount | 20 | £461.08 | Recommended |
| 30741845 | Chiddingstone Nursery School Hill Hoath Road, Chiddingstone TN8 7AD | Day Nursery | Chiddingstone | 20 | £858.28 | Recommended |

| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
|----------|---|---------------|------------|---------------|--------------------|-------------------------|
| 30735406 | Citizens Advice in North & West Kent 38 Swanley Centre, Swanley BR8 7TQ | Shop | Swanley | 20 | £1,567.96 | Recommended |
| 30769775 | Citizens Advice in North & West Kent 1st Floor 5 Blighs Court Sevenoaks TN13 1DD | Offices | Sevenoaks | 20 | £2,220.55 | Recommended |
| 30604373 | Eden Valley Museum Trust Church House, R/O 72 High Street Edenbridge TN8 5AR | Museum | Edenbridge | 20 | £149.70 | Recommended |
| 30693953 | Edenbridge & Westerham Citizens Advice Bureau The Eden Centre, Edenbridge TN8 6BY | Office | Edenbridge | 20 | £2,019.95 | Recommended |
| 30569890 | Farningham Village Hall High Street, Farningham DA4 0DH | Hall | Farningham | 20 | £461.08 | Recommended |
| 30558982 | Fawkham Village Hall Valley Road, Fawkham | Hall | Fawkham | 20 | £658.68 | Recommended |

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| DA3 8NA | | | | | |
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| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
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| 30554416 | Halstead Village Hall Knockholt Road, Halstead TN14 7EX | Hall | Halstead | 20 | £324.35 | Recommended |
| 30675078 | Hartley Village Hall Ash Road, Hartley DA3 8EL | Hall | Hartley | 20 | £299.40 | Recommended |
| 30774777 | Heart Cells Foundation Office 4 at Mill Court, Edenbridge TN8 5DB | Office | Edenbridge | 20 | £852.99 | Recommended |
| 30721865 | Hextable Community Collective 39 Egerton Avenue, Hextable BR8 7LG | School | Hextable | 20 | £2,794.40 | Recommended |
| 30555785 | Ide Hill Village Hall Management Ide Hill, Sevenoaks TN14 6JG | Store | Sundridge | 20 | £256.47 | Recommended |
| 30570296 | Ide Hill Village Hall Management Ide Hill, Sevenoaks TN14 6JG | Hall | Sundridge | 20 | £304.39 | Recommended |
| 30775480 | Imago Community Unit 1 South Block Ash House | Office | Ash | 20 | £783.83 | Recommended |

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| | New Ash Green, Longfield DA3 8JF | | | | | |
| 30702369 | Kingsdown Village Hall Gamecock Meadow, London Road West Kingsdown TN15 6BZ | Hall | West Kingsdown | 20 | £2,020.95 | Recommended |
| 30658332 | Longfield & Hartley Scout Group Larkwell Lane, Hartley DA3 7EQ | Club House | Hartley | 20 | £508.98 | Recommended |

| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
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| 30557156 | Otford Village Memorial Hall High Street, Otford TN14 5PQ | Hall | Otford | 20 | £818.41 | Recommended |
| 30643088 | Riverside Players Unit 11 Furlongs Farm, Riverside Eynsford DA4 0AE | Store | Eynsford | 20 | £262.24 | Recommended |
| 30758171 | Samaritans of East Surrey 105 St Johns Hill, Sevenoaks TN13 3PE | Office | Sevenoaks | 20 | £1,072.85 | Recommended |
| 30744370 | Second Chance Animal Rescue Bournewoods, Stones Cross Road Swanley BR8 8LT | Animal Sanctuary | Swanley | 20 | £1,247.50 | Recommended |

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| 30575161 | Sevenoaks District Scout Council School Lane, Seal TN15 0BE | Hall | Seal | 20 | £204.59 | Recommended |
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| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
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| 30785067 | The SLM Community Leisure Charitable Trust Buckhurst Lane, Sevenoaks TN13 1LW | Leisure Centre | Sevenoaks | 20 | £31,395.00 | Recommended |
| 30785104 | The SLM Community Leisure Charitable Trust Lullingstone Golf Club, Orpington BR6 7PX | Restaurant | Shoreham | 20 | £988.02 | Recommended |
| 30785081 | The SLM Community Leisure Charitable Trust Edenbridge Leisure Centre TN8 5LU | Leisure Centre | Edenbridge | 20 | £27,300.00 | Recommended |
| 30785210 | The SLM Community Leisure Charitable Trust Edenbridge Local Office TN8 5LU | Office | Edenbridge | 20 | £726.20 | Recommended |
| 30772344 | The SLM Community Leisure Charitable Trust Whiteoak Leisure Centre, Swanley BR8 7BT | Leisure Centre | Swanley | 20 | £64,974.00 | Recommended |

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| 30550339 | Shoreham Village Hall 25 High Street, Shoreham TN14 7TB | Hall | Shoreham | 20 | £384.23 | Recommended |
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| Ref | Organisation name and property description/address | Property Type | Parish | % for 2024/25 | Relief for 2024/25 | Recommendation/comments |
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| 30671342 | Stag Community Arts Centre Stag Theatre, Sevenoaks TN13 1ZZ | Theatre & Cinema | Sevenoaks | 20 | £5,623.80 | Recommended |
| 30556276 | Sundridge Village Hall Main Road, Sundridge TN14 6EJ | Hall | Sundridge | 20 | £345.81 | Recommended |
| 30720022 | Swanley & District Foodbank 11 Lynden Way, Swanley BR8 7DN | Shop | Swanley | 20 | £599.40 | Recommended |
| 30756144 | The Cottage Community Cottage Day Centre, Fawkham DA3 8PU | Community Centre | West Kingsdown | 20 | £316.99 | Recommended |
| 30719305 | The Kent Firefighting Museum Woodlands Nurseries, Ash TN15 7EG | Museum | Ash | 20 | £0.10 | Recommended |
| 30569487 | Ash Village Hall The Street, Ash TN15 7HA | Hall | Ash | 20 | £299.40 | Recommended |

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|----------|---|------------|-----------|----|---------|-------------|
| 30554812 | West Kent Mind Day Centre, Glen Dunlop House St Johns Road, Sevenoaks TN13 3LW | Day Centre | Sevenoaks | 20 | £434.13 | Recommended |
|----------|---|------------|-----------|----|---------|-------------|

| Discretionary Rate Relief | | Number | Relief 2024/25 |
|----------------------------------|--|---------------|---------------------------|
| Total Officer Recommended | | 7 | £55,035.71 |
| Total Officer Rejected | | 0 | £0.00 |
| Top-Up Relief | | Number | Amount |
| Total Officer Recommended | | 50 | £157,477.71 |
| Total Officer Rejected | | 0 | £0.00 |