To: Estates & Facilities

From: Kerina Hunt

Date: 22nd April 2026

Subject: Estates & Facilities Update

1. Purpose of report

1.1 To inform the committee of any new projects, bookings or changes to operations.

2. Recommendations

2.1 To accept the update report and note any new bookings/changes to operations.

3. Background and information

3.1 THE ALEXANDRA SUITE

The venue has successfully retained its 5-star rating from the EHO. Notably, an inspection took place just an hour before hosting the Mayor at Home event, making it an exceptionally challenging day for the team.

Sevenoaks District Council has advised that certain areas of the kitchen will require upgrades to ensure the venue maintains its 5-star rating in future inspections.

The Alexandra Suite and The Pavilion experienced a busy start to the year, particularly with VHO events. While April and May are expected to be quieter, this period will provide a valuable opportunity to progress key projects, including the installation of air conditioning and the upgrade of the reception area to incorporate much-needed office space.





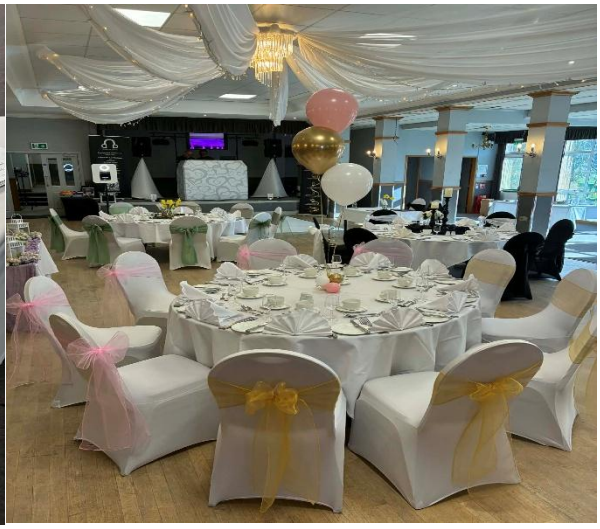




We hosted our Open Day in March, where we showcased our setups and welcomed both existing and new suppliers. The event was a great success, resulting in over five confirmed bookings.

Following this, we've decided to introduce regular open viewings, held on a Saturday morning at least once a month—particularly on days when we are already set up for wedding ceremonies. This will give couples the perfect opportunity to see everything in place and experience the venue at its best.





Our first party night of 2026 was a fantastic success, with a great turnout from everyone who joined us. We've decided to keep the Country theme going, and the feedback on social media has been overwhelmingly positive.

Some of you may have spotted Daisy the Cow in our photos… she has now gone missing! If anyone happens to come across her, the venue is offering a reward for her safe return 🐄

Looking ahead, we'll be putting together our Christmas Brochure over the next few months. Unfortunately, this year it won't include a pantomime, as Shooting Stars are no longer trading. We've made every effort to find a suitable replacement but haven't been successful.





3.2 THE OLYMPIC

The Olympic continues to see strong demand for snooker, with memberships due for renewal in June 2026. One of our tables will require recovering, and we are planning to allocate funds toward this maintenance.

Additionally, we aim to invest in a new snooker booking system, which will allow members to conveniently book tables online, improving overall accessibility and efficiency.

Our room and bar functions continue to be very popular and consistently generate strong bar revenue, which significantly supports our overall profitability.

Unfortunately, our quiz nights have been cancelled for the time being, but we are hopeful they will return in the autumn. On a more positive note, our karaoke nights remain busy and well attended. Due to customer demand, we will also be hosting a themed 80's karaoke night in May, which we expect to be a great success.

Chloe will be leaving us at the end of May to begin her maternity leave. As expected, recruitment has been challenging, but with the support of both new and existing team members, we will be able to cover her shifts until she returns towards the end of the year.

We would also like to congratulate Noypi Chef on retaining his 5-star rating. He is now open on Fridays and Saturdays, which are typically his busiest days.

The Swanley Bowls season has started, the members have been working hard getting the green ready. It's a very special season for them as they are celebrating 40 years.



3.3 PROJECTS

The gents' toilets have now been completed, and the improvements are clearly noticeable. We've received a great deal of positive feedback from our customers.





4. Reasons for recommendations

4.1 This report does not contain any decisions to be made; it just provides information to be noted.

5. Conclusions

5.1 As highlighted in this report, we continue to aim to maximise the use of our facilities, whilst also generating additional income for the Council.

Kerina Keir

Venues Manager