



Minutes of the Facilities & Services Committee Meeting Monday 19 January 2026

FS 25 / 25 Attendance and apologies.

Attendance: Cllr Coxon (Chair); Cllr Curtis and Cllr Pike

Present: Nikki Tomlinson (Deputy Clerk), John Rose (Facilities Officer)

FS 26 / 25 To review minutes of the meeting on the 7 November 2025

RESOLVED: That the council approved the minutes of the Facilities and Services Committee meeting held on 7 November 2025.

FS 27 / 25 Public Adjournment

There were no questions received from any members of the public before the meeting or at this point of the agenda.

FS 28 / 25 Priority Setting

ACTION: The Committee agreed to action the following items:

- 1) Woodland Management Plan – create template of previous surveys and maps collated
- 2) Asset register – working document being created by Deputy Clerk
- 3) A review of leases, service level agreements and contracts held
- 4) Health and safety checks for all areas - to be saved in the One Drive by Deputy Clerk

FS 29 / 25 Woodland Update

TO NOTE: The footpath report/paper will be presented to Full Council on 20 January 2026.

TO NOTE: All of the members of the Facilities and Services committee were in favour of extending the footpath around the whole of the playing field.

ACTION: Cllr Pike requested a copy of the parish council land boundaries and different surfaces for the proposed footpath.

FS 30 / 25 Tree Survey and Works

The Facilities Officer updated the committee on the tree survey conducted at Broomhall Recreation Ground and tree work quotes received.

ACTION: To contact neighbour regarding the tree overhanging the garden belonging to the lease of the flat.

ACTION: To save a copy of the survey to the One Drive.

ACTION: To contact St John's College Cambridge regarding their tree that needs work.

APPROVED: The tree works on Parish Council land were approved costing £2,880 (to remove the works on the St John's College Cambridge tree from this quote). (The Facilities and Services committee are authorised

to approve individual purchases up to £5,000 within its agreed operating budgets (as above) in accordance with Financial Regulation 5.15 – See 7.2 (17) [scheme of delegation](#))

FS 31 / 25 Health and Safety Checks

Deputy Clerk presented a list of all health and safety checks currently carried out throughout the Parish Council.

ACTION: Deputy Clerk to add Broomhall Recreation Ground Risk Assessment to the health and safety list.

FS 32 / 25 CCTV For Broomhall Recreation Ground

UNRESOLVED: The Facilities Officer updated the committee regarding their queries from 7 November 2025 regarding lighting and exclusions from the RBWM proposal. The committee requested for 2 further quotes.

ACTION: Facilities Officer to obtain 2 further quotes.

FS 32a / 25 Community Room Leak update and works

The community room report/paper will be presented to Full Council on 20 January 2026.

ACTION: To seek recommendations from Drake and Kannemeyer LLP on their preferred contractor.

FS 33 / 25 Parish Council Noticeboards

The Admin Officer updated the committee on the noticeboards that need replacing throughout the village.

APPROVED: To replace the noticeboard at the train station was approved costing £2,594. (The Facilities and Services committee are authorised to approve individual purchases up to £5,000 within its agreed operating budgets (as above) in accordance with Financial Regulation 5.15 – See 7.2 (17) [scheme of delegation](#))

ACTION: To source quotes for installation and interest from sponsors (e.g. Waitrose, Rolls Royce).

FS 34 / 25 Information Sharing

There was no other business to discuss.

FS 35 / 25 Items for Future Agendas

To review the provision of the library.

To review the contracts held with IT QED, Red Kite.

The meeting started at 1pm.

The meeting closed at 2.30pm.

Future meeting dates are 12 February 2026, 16 April 2026.

Signed as a true record of the meeting:

Signed: _____

Dated: _____