



Agenda for Facilities & Services Committee Thursday 16 April 2026 – 10:30am

This meeting will be held in
The Community Room, Sunningdale Parish Council, Broomhall Lane SL5 0QS

Summoned to Attend: Cllr Coxon (Chair) Cllr Curtis & Cllr Pike

Anyone wishing to address the committee are requested to register by 10am on the working day prior to the meeting. Members of the public are welcome to attend.

FS 50 / 25 Attendance and Apologies.

Declarations of interest for items on the agenda.

FS 51 / 25 To Review Minutes of the Meeting on the 12 February 2026.

DECISION: The minutes are to be signed by the Chair as an accurate record of the meeting.

FS 52 / 25 Public Adjournment.

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Wednesday preceding the meeting.

FS 53 / 25 Priority Setting

DISCUSSION: To review the priority setting spreadsheet created by Cllr Coxon.

FS 54 / 25 Tree Works

DECISION: To approve the tree works at Kiln Lane cemetery.

FS 55 / 25 Contracts and Leases Held

DISCUSSION: Deputy Clerk to update the committee on contracts and leases held.

DECISION: Deputy Clerk to present new contracts for the emptying of dog waste bins.

FS 56 / 25 Library Provision

DISCUSSION: To discuss data required to recommend extending the library lease (due June 2027) to Full Council.

FS 57 / 25 Chalet contract

DECISION: Deputy Clerk to present chalet contract and discuss amends as proposed by Curly Wurly Café.

FS 58 / 25 Allotments

DECISION: To fund a covered area in the communal space at the allotments at a cost of £150.

DECISION: To approve quote from preferred supplier to install stopcocks on all water tanks.

FS 59 / 25 Tennis Coaching Contracts

DECISION: Deputy Clerk to present tennis coaching current terms and discuss new contract as proposed by Match Point Tennis.

FS 60 / 25 Information sharing

TO NOTE: To receive relevant updates from members of the committee.

FS 61 / 25 Items for future agendas

TO NOTE: To discuss any items to be added to the agenda of the next meeting.

10 April 2026



Nikki Tomlinson, Deputy Clerk to the Council



Minutes of the Facilities & Services Committee Meeting Thursday 12 February 2026

FS 36 / 25 Attendance and apologies.

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

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

FS 37 / 25 To review minutes of the meeting on the 19 January 2026

RESOLVED: That the committee approved the [minutes](#) of the Facilities and Services Committee meeting held on 19 January 2026.

FS 38 / 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 39 / 25 Priority Setting

This item on the agenda was deferred to the next Facilities and Services Committee meeting on 16 April 2026.

FS 40 / 25 Woodland Management Plan

DISCUSSION: It was suggested it would be good practice to outsource the Woodland Management Plan.

ACTION: Facilities Office to request 3 quotes for a Woodland Management Plan.

ACTION: Facilities Office to shared the tree works log for the woodland, recreation ground, allotments and Kiln Lane Cemetery and will obtain quotes for the works that are needed.

FS 41 / 25 Contracts and leases held

This item on the agenda was deferred to the next Facilities and Services Committee meeting on 16 April 2026.

FS 42 / 25 CCTV for Broomhall Recreation Ground

DECISION: The Facilities and Services Committee agreed for the Recreation Ground Working Group to explore CCTV for Broomhall Recreation Ground in greater detail as part of the car park project.

FS 43 / 25 Library Provision

DISCUSSION: To enable the Facilities and Services Committee to recommend renewing the 5 year library lease due in June 2027 to Full Council it was discussed that detailed data on who uses the library is needed. A survey might be a good way to compile this data.

FS 44 / 25 Tennis court floodlight proposal agreed by Full Council January 2026

ACTION: Cllr Coxon to endeavour to submit the planning application to extend the tennis court floodlights permissions. Alternatively, the Facilities and Services Committee will instruct a planning consultant to submit the application on behalf of the parish council at a cost of £450.

FS 45 / 25 Park Yoga

DECISION: The Facilities and Services Committee agreed to trial yoga in the park for the Summer of 2026 at a cost of £3,300 however there were concerns that the Committee did not have the delegated authority to spend from the events budget.

FS 46 / 25 Under 11's play area gate

Deputy Clerk updated the committee in regards to the health and safety emergency works needed on the playground gate at a cost of £700.

FS 47 / 25 Information Sharing

DISCUSSION: Following the parish council letter to St John's College Cambridge, advising that the council wishes to explore a licence agreement, in order to keep the footpath to the station open on St Johns College Cambridge land. St John's College Cambridge have advised a 1-year agreement and thereafter a month-to-month review and associated costs. This proposal will be decided upon by Full Council.

FS 48 / 25 Items for Future Agendas

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

Library survey

Tennis court floodlights planning permission

Tree work quotes

Woodland Management Plan quotes

The meeting started at 2.45pm.

The meeting closed at 4.05pm.

Future meeting date is 16 April 2026.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Sunningdale Parish Council
 The Pavilion
 Park Recreation Ground
 Sunningdale
 Berkshire
 SL5 0QS

Bawden Tree Care

Unit 1
 Mills Way Centre
 Amesbury
 Wiltshire
 SP4 7AU
 Phone: 01980 623015
 info@bawdentreecare.co.uk

General Tree Assessment (Detailed)

Tree ID: G01 A Group
 --
Tag:
TPO:
Tree Comment:
Assessor: Luke Maylin
Date: 07-Oct-25
Survey Comment: A group of small trees. Maple species along the site boundary. Any work recommendations for individual trees within the group have been plotted separately.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	07-Jan-27	
Observations	Root		Stem		Branch			Leaf/Bud		
					Minor dead wood					
Work	Category		Action						Priority	Done
	No action		No action							No

Tree ID: T01 Lawson Cypress
Chamaecyparis lawsoniana
Tag:
TPO:
Tree Comment:
Assessor: Luke Maylin
Date: 07-Oct-25
Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	11 m	3 m	1	170 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch			Leaf/Bud		
	No visual defects		No visual defect		No visual defects			Normal		
Work	Category		Action						Priority	Done
	No action		No action							No

General Tree Assessment (Detailed)

Tree ID: T02	Lawson Cypress <i>Chamaecyparis lawsoniana</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	12 m	4 m	3	180 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Trifurcated		Minor dead wood Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T03	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Tight stem union at approximately five metres.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	11 m	4 m	1	160 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Tight union		No visual defects		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T04	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Wound on the stem at 1.5 metres. To be monitored in subsequent inspections for any signs of deterioration.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	8 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Fair
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Jagged wound		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	Re-inspect		See Comment		By Next Insp.		No			

General Tree Assessment (Detailed)

Tree ID: T05	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	8 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T06	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	8 m	2 m	1	170 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T07	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	8 m	2 m	1	170 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T08	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action					Priority	Done No	

Tree ID: T09	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action					Priority	Done No	

Tree ID: T10	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 150 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action					Priority	Done No	

General Tree Assessment (Detailed)

Tree ID: T11	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 150 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T12	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T13	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T14	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 170 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T15	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 180 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T16	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T17	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 180 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T18	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 170 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T19	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 150 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T20	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 170 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action						Priority	Done No

Tree ID: T21	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 180 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action						Priority	Done No

Tree ID: T22	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 150 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action						Priority	Done No

General Tree Assessment (Detailed)

Tree ID: T23	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Small bark wounds observed at the base of the stem.								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 150 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem Bark wounds		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T24	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 160 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T25	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 180 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T26	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 170 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T27	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 160 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T28	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 160 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T29	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	8.5 m	2 m	1	210 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		No visual defects		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T30	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	8.5 m	2 m	1	230 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		No visual defects		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T31	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Snapped out section of stem potentially leaving side branches vulnerable. Reassess condition in the next inspection.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	6 m	2 m	1	140 mm	Young			N/A	07-Jan-27	Fair
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Bark wounds		Minor dead wood Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T32	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Slight stem lean towards the footpath.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	130 mm	Young			N/A	07-Jan-27	Fair
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Bark wounds Leaning		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T33	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Minor bark wounds on the base of the tree.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	1 m	1	70 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Bark wounds		No visual defects		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T34	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5.5 m	2 m	1	130 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T35	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment: Significant cavity on the west side of the stem at 1.5 to 1.8 metres. Internal decay but good reaction wood around the edges. The trees small size presents minimal risk. Reassess the cavity in the next inspection.	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	110 mm	Young			N/A	07-Jan-27	Good
Observations	Root			Stem		Branch			Leaf/Bud	
	No visual defects			Cavities		Old pruning wounds			Normal	
Work	Category			Action			Priority		Done	
	Re-inspect			See Comment			By Next Insp.		No	

Tree ID: T36	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	140 mm	Young			N/A	07-Jan-27	Good
Observations	Root			Stem		Branch			Leaf/Bud	
	No visual defects			No visual defect		Minor dead wood Old pruning wounds			Normal	
Work	Category			Action			Priority		Done	
	No action			No action					No	

General Tree Assessment (Detailed)

Tree ID: T37	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 5 m	Spread 2 m	Stems 1	Ø 80 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Old pruning wounds		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T38	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 5 m	Spread 2 m	Stems 1	Ø 130 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Fair
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood Old pruning wounds		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T39	Crab Apple <i>Malus sylvestris</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Red sentinel crab apple.								
Details	Height 6 m	Spread 2 m	Stems 1	Ø 160 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Old pruning wounds		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T40	Crab Apple <i>Malus sylvestris</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Red sentinel crab apple.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	6 m	2 m	1	190 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T41	Crab Apple <i>Malus sylvestris</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	250 mm	Young			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T42	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	300 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T43	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment: Tree located to the south of the bench. Remove the suspended broken branch in the canopy overhanging the bench. Ivy obstructing visual inspection of one of the tree stems.	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	5 m	2	320 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch			Leaf/Bud		
	No visual defects		Ivy covered Bifurcated					Normal		
Work	Category		Action		Priority			Done		
	Ivy		Sever only		1 Month			No		
	Remove		Suspended or broken branches		1 Month			No		

Tree ID: T44	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	350 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch			Leaf/Bud		
	No visual defects		No visual defect		Minor dead wood			Normal		
Work	Category		Action		Priority			Done		
	No action		No action					No		

General Tree Assessment (Detailed)

Tree ID: T45	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	5 m	1	350 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T46	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Located close to the mesh fence on the site boundary. The stem bifurcates at 0.5 metres.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	2	260 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Bifurcated		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T47	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	300 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T48	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Remove minor dead wood overhanging the bench at the end of the footpath.								
Details	Height 17 m	Spread 5 m	Stems 1	Ø 360 mm	Maturity Mature	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category Remove		Action Minor dead wood				Priority 3 Months		Done No	

Tree ID: T49	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 17 m	Spread 4 m	Stems 1	Ø 300 mm	Maturity Mature	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood Major dead wood		Leaf/Bud Normal			
Work	Category Remove		Action Major dead wood				Priority 3 Months		Done No	

Tree ID: T50	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height 17 m	Spread 4 m	Stems 1	Ø 340 mm	Maturity Mature	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T51	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	300 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T52	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Remove the debris and soil which is left around the base of the tree.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	6 m	1	520 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	See Comment		See Comment		3 Months		No			

Tree ID: T53	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Remove the debris and soil which is left around the base of the tree.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	2	280 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Cracked / included bark Bifurcated Tight union		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	See Comment		See Comment		3 Months		No			

General Tree Assessment (Detailed)

Tree ID: T54	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment: Minor vertical surface cracks on the southernmost stem at approximately six metres. Reassess their condition in the next inspection or after periods of extreme weather to determine for any further deterioration.	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	2	230 mm	Mature			N/A	07-Jan-27	Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Cracked / included bark Bifurcated		Minor dead wood		Normal		
Work	Category			Action			Priority		Done	
	Re-inspect			See Comment			By Next Insp.		No	

Tree ID: T55	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	1	450 mm				N/A	07-Jan-27	Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood		Normal		
Work	Category			Action			Priority		Done	
	No action			No action					No	

General Tree Assessment (Detailed)

Tree ID: T56

Common Oak
Quercus robur

Tag:

Assessor: Luke Maylin

TPO:

Date: 07-Oct-25

Tree Comment:

Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	2	330 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Bifurcated		Minor dead wood Major dead wood		Normal			
Work	Category		Action		Priority	Done				
	Remove		Major dead wood		3 Months	No				

Tree ID: T57

Common Oak
Quercus robur

Tag:

Assessor: Luke Maylin

TPO:

Date: 07-Oct-25

Tree Comment:

Survey Comment: Tree located within the horse enclosure so access not possible at the time of the inspection. Measurements are estimated.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	15 m	6 m	1	340 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority	Done				
	No action		No action			No				

General Tree Assessment (Detailed)

Tree ID: T58

Common Oak
Quercus robur

Tag:

Assessor: Luke Maylin

TPO:

Date: 07-Oct-25

Tree Comment:

Survey Comment: Tree located within the horse enclosure so access not possible at the time of the inspection. Measurements are estimated.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	1	430 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Ivy covered		Minor dead wood Major dead wood		Normal			
Work	Category		Action		Priority		Done			
	Remove		Major dead wood		6 Months		No			

Tree ID: T59

Common Oak
Quercus robur

Tag:

Assessor: Luke Maylin

TPO:

Date: 07-Oct-25

Tree Comment:

Survey Comment: Group of three oak tree stems. Close to the wooden horse enclosure fence. Large dead wood limbs present, but low target area.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	8 m	3	520 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Ivy covered		Minor dead wood Major dead wood		Normal			
Work	Category		Action		Priority		Done			
	Remove		Major dead wood		6 Months		No			

General Tree Assessment (Detailed)

Tree ID: T60	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	6 m	1	480 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Ivy covered		Minor dead wood Stubs		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

Tree ID: T61	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	6 m	1	480 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Ivy covered		Minor dead wood Major dead wood		Normal			
Work	Category		Action		Priority		Done			
	Remove		Major dead wood		6 Months		No			

Tree ID: T62	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	8 m	2	240 mm	Mature			N/A	07-Jan-27	Fair
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Ivy covered		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T63	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	1	400 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Ivy covered		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	Ivy		Sever only		6 Months		No			

Tree ID: T64	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	5 m	1	310 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action		Priority		Done			
	No action		No action				No			

General Tree Assessment (Detailed)

Tree ID: T65	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: Tree located south of the mesh fence. Ownership unknown.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	20 m	8 m	1	1100 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood Old pruning wounds Stubs		Normal			
Work	Category		Action				Priority		Done	
	No action		No action						No	

Tree ID: T66	Common Oak <i>Quercus robur</i>	Tag:	Assessor: Luke Maylin							
		TPO:	Date: 07-Oct-25							
		Tree Comment:								
		Survey Comment: The tree is showing symptoms of poor health, undergoing retrenchment with large areas of the canopy as dead wood. Large fruiting body of beefsteak fungus at the base of the tree to the northwest, suggesting internal dysfunction. Recommended to conduct a PICUS test to assess the extent of internal decay. Remove the major deadwood.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	19 m	7 m	1	800 mm	Over Mature			N/A	07-Jan-27	Poor
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Fungus or decay		Apical die back Minor dead wood Major dead wood		Small / sparse			
Work	Category		Action				Priority		Done	
	Further inspection		On internal trunk decay.				3 Months		No	
	Remove		Major dead wood				3 Months		No	

General Tree Assessment (Detailed)

Tree ID: T67

Grey Poplar
Populus canescens

Tag:

Assessor: Luke Maylin

TPO:

Date: 10-Oct-25

Tree Comment:

Survey Comment: Third party tree south a full assessment of the tree could not be made. Stem bifurcates at 1.5 metres. One stem leans towards the cemetery grounds. It is recommended that a full assessment of the tree be conducted to determine the stability of the limb unions.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	21 m	8 m	2		Mature			N/A	10-Jan-27	Fair
Observations	Root				Stem			Branch	Leaf/Bud	
	No visual defects				Leaning Bifurcated			Minor dead wood	Normal	
Work	Category				Action				Priority	Done
	See Comment				See Comment				1 year	No

General Tree Assessment (Detailed)

Report selection criteria.

Projects.

Sunningdale Parish Council.

Date Range.

Any Date

--->
---> By Next Insp.
---> 1 year
---> 1 Month
---> 3 Months
---> 6 Months

Work types.

----> Further inspection :: On internal trunk decay.
----> Ivy :: Sever only
----> No action :: No action
----> Re-inspect :: See Comment
----> Remove :: Major dead wood
----> Remove :: Minor dead wood
----> Remove :: Suspended or broken branches
----> See Comment :: See Comment

Latest Survey.

All surveys for the selected trees.
---> Last survey for each selected tree.

Work Completed.

---> Work Completed
---> Work Not Completed

Number of trees in selected Project(s) 155
Number of trees in Report selection 68

Estimate

ADDRESS

Sunningdale Parish Council
The Pavillion
Broomhall Recreation Ground
Sunningdale
SL50QS

ESTIMATE NO. 2189

DATE 19/02/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Services	Sunningdale Cemetery	1	3,000.00	3,000.00
	3 days team of 4 Cut back overhanging branches to reduce overhanging on the proposed new graves.			
	Deadwood Oak trees as per survey			
	Fell 2 Crab Apple by the entrance to the avenue			
	Coppice Hawthorn to a hedgerow			
	Remove all resulting debris and leave all areas clean and presentable			
.....				
			SUBTOTAL	3,000.00
			VAT TOTAL	600.00
			TOTAL	£3,600.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		600.00	3,000.00

Contract and Leases SPC

	Dates			
Contract	Expiry date	Action	Cost	Unit
IT-QED	Feb-26	N/A	£375	Monthly
Red Kite (HT Grass Cutting)	Feb-26	Re-tender	£460	Day rate
BALC/HALC membership	Apr-26	N/A	£1,291	Yearly
Shorts - Dog bins	May-26	Re-tender	£8.60	Per bin
Chalet/Curly Wurly	Nov-26	N/A	£2,400	Annual
Technical Surfaces	Jan-27	Re-tender	£375	Bi-monthly
Lamps and Tubes	Mar-27	Re-tender	£5,750	Annual
Shire Leasing/4 Comm	Jun-29	N/A	£146	Monthly
4 Comm	Jun-29	N/A	£249	Monthly
Library	6 mnth notice	N/A	£11,500	Annual
SLCC membership	D.O.J	N/A	£600	Yearly
Shorts - Rubbish (Chalet pay)	N/A	N/A	£17	Per bin
Croner (Expired)	N/A	N/A	£127	Monthly
Castle Water	N/A	N/A	£1.48770	M3
E-On Next (Gas)	N/A	N/A	£0.06374	kWh
Ecotricity	N/A	N/A	£0.3046	kWh

PROPOSAL to Facilities and Services Committee

16 April 2026

DOG WASTE COLLECTION SUPPLIER

FOR THE FACILITIES AND SERVICES COMMITTEE TO APPROVE THE CHANGE OF SUPPLIER FOR DOG WASTE COLLECTIONS (AS DELEGATED IN THE TERMS OF REFERENCE - POINT 3)

Background

The 11 dog waste bins around the village have been emptied by supplier A on a weekly basis for the last 5 + years. Supplier A costs per bin increases regularly and the charge increased again on 1st March from 7.94p per bin to £8.65p (+9%). The Supplier A contract expires 19 May 2026.

Quotes

3 quotes for 2026-2027 were requested

Supplier A £8.65p per bin = £4,948 per year

Supplier B £3.80 per bin = £2,174 per year

Supplier C = Do not wish to collect in Sunningdale

Feedback on the 3 x suppliers from other parish councils

“whilst (Supplier A) (are) more expensive than others I have found them to be extremely reliable”

“Supplier A are not perfect but they are the best we have had.”

“We currently use Supplier A, but we have obtained a quote from Supplier B. They have come in cheaper; however, we are still in contract with Supplier A and haven’t used Supplier B for any work yet, so I am not sure how good they are.”

“– the contract with Supplier B hasn’t started yet so I can’t comment on how good they are but they are used by quite a few councils in the Wokingham/West Berks area.”

“White Waltham use Supplier C for emptying our dog bins.”

The Resolution before the Council

This proposal is asking the Facilities and Services Committee to change supplier from Supplier A to Supplier B on a 12-month contract. Supplier B serve 48 other parish councils in or around Berkshire.

Supplier B’s proposed charges are £3.80 per bin = £2,174 per year, saving the council £2,774 per year.

Request for Chalet Contract Review

Dear All,

We are writing to formally request an urgent review meeting regarding the Chalet Hire Agreement at Broomhall Recreation Ground ahead of the contract expiry in November.

Having now operated the site through all seasons, it has become clear the current agreement and the condition of the building are not commercially or safely sustainable.

We would therefore like to review and amend the following clauses:

1. Contract Term (Clause 2)

The agreement states a 1 year term with a further year renewable without tender. As renewal is approaching, we request a formal review and renegotiation of terms prior to November so both parties have clarity on the future of the site.

2. Operating Hours (Clauses 3 & 4)

We request removal of minimum opening hour requirements and replacement with:

“Opening hours to be at the operator’s discretion based on weather conditions, safety considerations and business viability.”

We are fully motivated to open whenever possible, however weather, footfall and safety factors must be reasonably considered.

3. Hire Charges

We propose a revised hire fee of £1,200 per annum.

The chalet is currently not fit for purpose. The internal temperatures exceed 45°C in summer creating a serious health & safety risk for staff and preventing safe food storage. We have lost significant stock and a commercial freezer (over £2,000) due to excessive internal heat. Winter trading is also heavily restricted by weather conditions.

Electricity costs are unsustainable (£169 Jan–Feb whilst open only 9 days).

We therefore require installation of a smart meter (non-negotiable) to ensure accurate billing.

We also request Shorts waste collection suspension from November–March as we will remove our own waste during this period.

4. Termination Conditions (Clause 9)

We request removal of:

- Minimum hours breach “6 strike” clause
- Menu items and pricing control

We continue to provide extensive community offerings; however operational control should remain with the business operator.

5. Fit for Purpose / Future of the Chalet

The agreement references unfit use through force majeure. The building is now functionally unfit for purpose due to extreme operating temperatures, inability to safely store food, financial losses. At the recent meeting, we understand that a survey is planned, however we urgently need clarity on deadlines as discussions have been going on since 2024. We need a roadmap to understand how long we must continue investing just to keep the coffee shop running as is.

We remain committed to operating a successful community café at Broomhall Recreation Ground and wish to work collaboratively toward a viable long term solution.

Please could we arrange a meeting within the next 14 days.

Kind regards, Charlie and Lynne (12.02.26)



SUNNINGDALE PARISH COUNCIL

Agreement for Hire of the Chalet Broomhall Recreation Ground

Parties:

Sunningdale Parish Council, The Pavilion, Broomhall Lane, Sunningdale, England, SL5 0QS VAT NO. GB 209227967 ("The Hirer")

Curly Wurly Café Ltd, White Hart House, Silwood Road, Ascot, Berkshire, England, SL5 0PY ("The User")

For the purpose of these conditions, the terms **Hirer** and **User** shall mean either the respective organisations as described above, or the duly authorised representative(s) of such organisation and the organisations shall be bound by the acts of its authorised representative(s).

The following specific conditions of hire apply to this agreement:

1. The Chalet to be covered by this agreement ("the Chalet") constitute the Chalet (shown in appendix 1).
2. The term shall be 1 year from 1st November 2023 with a further 2nd and 3rd year renewable without tender.
3. The hours for which the Chalet will be permitted to operate ("the Hours of Use") based upon summer and winter hours which are aligned with the daylight savings clock shall be as follows:
 - a. Summer: 7 days a week; 7am to 9pm
 - b. Winter: 7 days a week; 7am to 7pm
4. The required Hours of Use ("the Minimum Hours") shall be as follows:
 - a. Summer: 7 days a week; 6 hours per day Monday – Sunday
 - b. Winter: 7 days a week; 2 hours per day Monday – Sunday
 - c. Closure at such other times shall be mutually agreed in writing from time to time between the **Hirer** and the **User**. For example, Christmas Eve through to New Years Day.
 - d. The **User** shall be entitled to modify the required Hours of Use in the event of adverse weather which affects the business viability of the Chalet. Adverse weather conditions are classed as forecasted level 3 cold weather alert, snow, storm (wind speed of over 48), prolonged heavy rain or red heat weather alert.
5. The hire charges payable by the User ("the Hire Charges") shall be as follows:
 - a. £2,400 for 1 Year, paid monthly at £200 by or on the 1st banking day of the Month.
 - b. Electricity usage will be charged monthly on readings from the separate meter for the Chalet and at the prevailing rate charged to the Hirer by the utility company.
 - c. Waste charges for the green Shorts wheelie bin, will be charged monthly as billed via Shorts Group Ltd. Frequency of collection to be amended as necessary.
6. The User shall be responsible for the internal repair and decoration of the Chalet for the duration of the Agreement and the **Hirer** indemnifies the **User** against the reasonable costs of rectification of any internal damage to the Chalet except to the extent that such damage was caused or contributed to by the negligence of the user or the non-compliance of the User with the terms and conditions of this

agreement. The **Hirer** shall be responsible for reasonable maintenance and upkeep of the Chalet building.

7. The **User** shall not make any structural alterations and improvements to the Chalet without the consent in writing of the **Hirer**, which shall not be unreasonably withheld, and, for the avoidance of doubt, any other consents and conditions required contractually or by law of either the **User** or the **Hirer** and shall carry out any alterations and/or improvement approved in such a manner as not to cause damage to or endanger the roof, main walls, or timbers of the Chalet.
8. The **User** shall not keep or suffer to be kept in the Chalet any dangerous, explosive, or inflammable materials or any materials which constitute an unreasonable nuisance to the and/or occupiers of properties adjoining the Chalet.

Termination

9. This agreement can be terminated under the following circumstances:
 - a. by mutual agreement in writing between the parties
 - b. by the giving of six months' notice in writing from the **User** to the **Hirer**
 - c. by the **Hirer** with immediate effect should the **User**
 - a. become insolvent or make any assignment or composition for the benefit of its creditors or have a receiver appointed or suffer any distress or process of execution upon the assets of the **User**
 - b. be in material breach of its obligations under this agreement of more than 30 days in arrears in respect of the hire charges or
 - c. cease to exist or become moribund with no reasonable likelihood of the activities of the **User** being continued
 - d. be in material breach of its obligations under this agreement in respect of the required Hours of Use ("the minimum hours") on 2 consecutive days, on more than 10 occasions in the 1 year term. Notification from the hirer will be sent via email to the user on each and every 48 hour period the chalet is closed, which will advise the Hours of Use condition is breached.
 - e. be in material breach of its obligations under this agreement in respect of the menu items and pricing (condition 10).
 - f. by the **Hirer** with immediate effect if the structure of the **Users** management team changes (i.e., if one partner leaves the business)
 - d. by the **Hirer** should the **User** fail to comply with the quarterly audit Red Status actions (appendix 2) with immediate effect unless extenuating circumstances are agreed in advance
 - e. By the **Hirer** with immediate effect if the Chalet become unavailable or unfit for hire through force majeure or Act of God

Menu Items and Pricing

10. The **User** will offer at a minimum, the attached basic menu items and pricing stated in appendix 3. If the **User** would like to make changes to the basic menu items and pricing contained within appendix 3, permission in writing is needed from the **Hirer**.

Following general conditions apply to this agreement:

- a. The **Hirer** does not accept responsibility for loss or damage to the **User's** effects during the time of period of the Agreement or for injury to any person unless negligence on the part of the **Hirer** can be proven.
- b. The **Hirer** will be responsible for ensuring lighting, electricity and water is available.
- c. The Agreement is personal to the **Hirer** who shall not allow the use of the Chalet for any unlawful purpose or in any unlawful way or bring into the Chalet anything which may endanger the Chalet, their users, or insurance policies relating thereto.
- d. The right is reserved for any representative of the **Hirer** to enter the Chalet at any time for the purpose of the normal conduct and management of the Chalet and the **Hirer** undertakes to use its reasonable endeavours to minimise such visits and the impact thereof on the activities of the Chalet during the Hours of Use
- e. The **User** shall, during the period of hire, be responsible for the security of the building and shall at no time leave the Chalet unsecured and/or unattended
- f. The **User** shall, during the Hours of Use, be responsible for supervision of the Chalet, protection of the fabric and contents from damage.
- g. The **User** shall be entitled to non-exclusive use of the car park at the Recreation Ground.
- h. The **User** shall be responsible for obtaining approval in writing from Sunningdale Parish Council and any local authority or other licences necessary in connection with the operation of the Chalet, including the sale of alcohol and complying with all the terms if the licences granted.
- i. The **User** shall, when preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.
- j. The **User** shall ensure that any electrical appliances brought by the **User** to the Chalet and used there shall be safe and in good working order, used in a safe manner, fitted with effective suppressers, and properly earthed and insulated.
- k. The **User** shall be responsible for making adequate arrangements to insure against any third-party claims which may fall against the **User** whilst using the Chalet.
- l. The **User** shall be responsible for observing all regulations affecting the Chalet imposed by the Fire Authority, the Local Authority or the Licensing Justices and must not contravene the laws of betting, gaming, and lotteries.
- m. The **User** shall indemnify the **Hirer** in respect of repair of any damage done to any part of the Chalet or contents of the building during normal operation of the Chalet save for any damage done by the **Hirer** or any agent thereof.
- n. The **User** shall, when selling goods in the Chalet, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.
- o. The **User** is responsible for cleaning away their own equipment if left in a public space and disposing of their rubbish at the end of each day. Failure to comply with this may incur a cleaning charge which will be recharged to the **User**.
- p. The **User** acknowledges that no tenancy is intended to be created between the user and the **Hirer** and no relationship of landlord and tenant exists between them.
- q. The **User** will be responsible for:
 - a. keeping the Chalet free of litter with internal bins emptied at the end of each operating day as a minimum. This may need to be increased in the summer to reduce nuisance with wasps.
 - b. Empty the 2 green public litter bins closest to the chalet at the end of each day or once the bins are $\frac{3}{4}$ full. This rubbish is to be disposed of in the Chalet Shorts wheelie bin.
 - c. keeping the table area under the adjoining gazebo clean and clear, with tables wiped down at the beginning and end of each operating period and at regular intervals during the open hours.
 - d. ensuring that glass, cans, cardboard, and any other recyclable product are disposed of using the Council recycling bins at the recreation ground. However, depending on volumes, this might necessitate the removal of recyclable materials from the recreation ground for disposal at an approved recycling centre.
- r. In respect of safeguarding, the **User** will be required:
 - a. Prior to the commencement of the contract, to sign to confirm compliance with the council safeguarding policies for the recreation ground and tennis courts.

- b. A DBS check is required by the council for all members of staff.
- c. To ensure that all their employees are made aware of the safeguarding requirements as documented in appendix 4.
- s. Smoking is not permitted anywhere in the Chalet nor in the playground surrounding the Chalet.
- t. Any complaints should be made to the Deputy Clerk to Sunningdale Parish Council and if not resolved through the council complaints procedure.

Signed for and on behalf of Sunningdale Parish Council by:

Signature: *Ruth Davies*

Name: *RUTH DAVIES (CLERK TO THE COUNCIL)*

Date: *31/10/2023*

Signed for and on behalf of Curly Wurly Café Ltd by:

Signature 1: *Charlie Brogan*

Name: *CHARLIE BROGAN*

Date: *31/10/2023*

Signature 2: *Lynn Turner*

Name: *LYNN TURNER*

Date: *31ST October 2023.*

Sunningdale Parish Council & Match Point Coaching Agreement

Submitted by: Match Point Tennis (MPT)

Purpose: To seek agreement on a fair and sustainable long term coaching agreement

Decision requested: Consideration of a fixed monthly fee coaching agreement

History & Background

Match Point Tennis (MPT) has operated at Broomhall Park since 2018, delivering structured coaching, community sessions, junior programmes, and social tennis. From the outset, MPT has demonstrated long term commitment to the facility and the wider community, investing significant time and expertise beyond standard coaching delivery.

Pre Covid Contract

- Annual contract: £1,650
- Court access: 12 hours per week across all three courts (36 hours total)
- Floodlights charged at £2.00 per hour
- Court access: 1,872 hours per year

This model supported sustainable coaching delivery and enabled steady growth in participation and community engagement.

COVID and Interim Period

- Pay as you go model introduced at £5.00 per hour
- Floodlights charged at £2.00 per hour

This approach was appropriate and flexible given the uncertainty and disruption caused by the pandemic.

Post Covid Proposal

- The previous Clerk proposed an annual fee of £7,200
- Court access: 1,440 hours per year
- Floodlights charged at £2.00 per hour

After careful review, MPT was unable to proceed with this proposal, as the cost was not compatible with continuing to deliver affordable and accessible community coaching.

Current Position

- From April 2024, court hire fees increased to £6.00 per hour (plus floodlights)
- Total paid by MPT (November 2024 – October 2025): £12,443,00
- Total Floodlight cost £873 at £2.00 per hour
- Total Including court fees and floodlights £13,371.00
- Court access hours: 2,074

The overall level of court hire costs remains high and is financially unsustainable for MPT in the long term. The current pricing structure risks reducing affordable access, limiting community provision, and constraining future participation growth at the facility.

Market Practice (Council Facilities and Private Clubs)

Across the tennis sector, it is common for accredited coaches operating at council run and private facilities to pay little or no court fees. Coaching provision is widely recognised as essential to driving participation, retaining players, and generating sustainable income streams.

Comparable examples include:

- White Waltham Parish Council – no coaching fees
- Winkfield Parish Council – no coaching fees
- Royal Ascot Tennis Club – no court fees under coaching contracts
- Binfield Tennis Association – full lease and operation of courts for £3,300 per year

Understanding SPC'S Expectations For The Facility

MPT understands that SPC's expectations for Broomhall Park include:

- Long term sustainability of the courts
- A properly managed annual SINK fund
- Safe and well maintained facilities
- High levels of community usage
- Positive representation of council owned assets

As a parish council, SPC's objective is to maximise community benefit rather than generate profit. MPT fully supports these principles and has actively contributed toward achieving them through increased participation, responsible court use, and support for long-term maintenance planning.

What MPT Has Delivered And Will Continue To Deliver

Delivered to Date

- Increased season ticket holders from approximately 40 to over 300
- Increased pay as you go participation and overall court utilisation
- Delivered free community coaching sessions, junior camps, and school links
- Supported the introduction and understanding of the annual SINK fund
- Established a professional, safe environment with strong tennis etiquette
- Provided ongoing support to season ticket holders and community players
- Assisted with maintenance planning and contractor liaison
- Created a positive "club culture" despite the absence of clubhouse facilities

Future Delivery and Support to SPC

In addition to continuing existing coaching and community programmes, MPT proposes to provide ongoing operational and advisory support to SPC, including:

- Supporting the organisation and smooth running of community sessions
- Assisting with communication around bookings, cancellations, and session viability
- Providing practical advice where operational issues arise
- Acting as an on site point of contact where appropriate, particularly outside office hours
- Helping ensure efficient use of court time and a positive participant experience

This support reduces administrative pressure on the Council and helps protect the reputation and smooth operation of the facility.

Proposal Approach to Setting a Sustainable Fee

When MPT was originally appointed, we were asked to deliver a community coaching programme under the terms of the original contract, which was priced to support participation growth rather than reflect hourly usage. That arrangement enabled MPT to establish and grow tennis at Broomhall Park in a sustainable way.

The subsequent move to a pay as you go model was introduced as a temporary measure, appropriate at the time due to COVID related uncertainty. However, that model was never intended to represent the long term cost of operating the facility. The annual figures paid under this structure reflect levels of usage, not the actual cost required to sustain the courts.

While MPT has continued to operate under this model to ensure continuity of service, the current pricing structure is not financially sustainable and risks reducing affordable access, community provision, and long term participation.

In considering a long term solution, we believe it is appropriate to base any agreed fee on what the facility needs to remain secure and sustainable, rather than on a temporary usage based charging mechanism.

The Lawn Tennis Association recommends an annual sinking fund contribution of £7,200 for three artificial courts and floodlights, to ensure future resurfacing and asset protection. This provides a clear, objective benchmark for discussion.

Taking into account:

- The healthy financial position of the facility
- Income already generated through season tickets and pay as you go usage
- MPT's role in growing participation and protecting the Council's asset
- The non profit nature of the Parish Council

MPT proposes that a fair and sustainable annual contribution sits within the region of **£3,600 to £7,200**, based on a fixed annual model that includes:

- Up to 2,400 allocated court hours per year
- Floodlight usage included

Our preference is to agree a fixed annual fee within this range that:

- Provides financial security and predictability for SPC
- Ensures the long term sustainability of the courts and contributes to the annual sink fund
- Allows MPT to continue delivering affordable community tennis

MPT is keen to work collaboratively with the Council to agree a sensible, long term fee that reflects sustainability rather than short term usage.

Broomhall Tennis Club

Tennis Members Coach Agreement

THIS AGREEMENT is dated _____ and is made BETWEEN:

- (1) Sunningdale Parish Council (hereinafter referred to as the Council) and
- (2) [_____] (hereinafter referred to as Tennis Members Coach; TMC)

IT IS AGREED as follows:

1 Definitions and interpretation

1.1 In this Agreement, the following terms shall have the following meanings:

Coaching means the services provided by you to members of Broomhall Tennis Club more particularly described in clause 2.1 below and Schedule 1 attached as amended from time to time by agreement of the parties;

Confidential Information means sensitive personal data (as defined in the Data Protection Act 1998) of members and any other information that the Council makes known to you as being of a confidential nature at any time;

Intellectual Property Rights means all present and future copyright and related rights, patents, trade marks, trade names, rights in goodwill, rights in designs, database rights, rights in Confidential Information and any other intellectual property rights.

Liability means liability, loss, damage, cost, claim or expense, including but not limited to all demands for tax, national insurance contributions, and the costs of dealing and penalties and interest associated with such demands;

LTA means the Lawn Tennis Association, whose registered office is at the National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ;

Materials means any work or material developed, written or prepared by you (or your representatives) in relation to the Members Coaching (whether individually, collectively or jointly with the Council and on whatever media) including (without limitation) any documents, reports, studies, data, diagrams, charts, specifications, databases or computer programs and related copies and working papers whether developed, written or prepared before or after the signing of this Agreement;

TCUK means Tennis Coach UK, whose registered office is at Neville Lodge, 53 Newbridge Crescent, Wolverhampton, WV6 0LH.

2 Provision of Coaching

- 2.1 From 1st September 2018 TMC shall provide Coaching (the scope of which is set out in Schedule 1) to members of Broomhall Park Tennis at such times and at such places as are agreed between the parties.
- 2.2 TMC shall:
- a. at all times, maintain, at TMC own cost, TMC licence with the LTA
 - b. notify the Council immediately if TMC LTA coach licence or TCUK membership is suspended
 - c. provide Coaching with all reasonable skill and care and in a lawful, proper and timely manner
 - d. comply with all applicable codes of conduct, policies, procedures, regulations and rules of the Council, the LTA and TCUK
 - e. use TMC best endeavours to promote the interests of, and generally act in good faith in relation to, the Council
 - f. keep such records of Coaching undertaken and provide information regarding such Coaching as the Council may reasonably require
 - g. comply with all reasonable standards of safety and take due regard of and comply with any safety regulations prescribed by the Council and/or the location at which TMC will be Coaching and any relevant statutory provision which may be in force from time to time, and report to the Council any incident which could give rise to any unsafe working practices;
 - h. ensure that TMC has, prior to entry into this Agreement, disclosed to the Council in writing all previous criminal convictions and TMC will, if required and at TMC own expense, provide evidence of a satisfactory (to the Council, at its sole discretion) enhanced CRB disclosure immediately after the date of this Agreement.
- 2.3 If TMC is unable or unwilling to provide the Coaching on a particular day, TMC must inform the Council as soon as is reasonably practicable, giving details of the reason for the absence and its likely duration. TMC may provide a suitably qualified substitute TMC to provide the Coaching, subject to obtaining the Council's prior approval, which shall not be unreasonably refused. A substitute Members Coach must:
- a. be licensed by the LTA
 - b. be suitably qualified and competent to provide the Coaching
 - c. be available to provide the Coaching
 - d. comply with the requirements set out at clause 2.2 above
- 2.4 TMC will be responsible for the payment and performance of the replacement Tennis Members Coach.

3 Fees

- 3.1 TMC agree to pay the Council £1,650 per annum to be invoiced quarterly in advance to be reviewed in September 2019.
- 3.2 Additional 1:1 coaching time will be charged at standard court hire charge £5p/h payable via monthly invoice retrospectively.

- 3.3 Summer Camp coaching will be charged at £100 per day to cover the usage for 3 courts, designated recreation ground area including gazebo for duration of session. Invoiced at the time of confirmation.
- 3.4 TMC will purchase any required floodlight tokens at a discounted rate of 4 tokens for £10.
- 3.5 TMC will pay for advertising costs other than Parish Notice boards and Parish Newsletters.

4 Confidentiality

- 4.1 TMC is aware that in the course of your engagement hereunder TMC may be given or come across Confidential Information.
- 4.2 TMC must not, during this engagement or after its termination, disclose or use any Confidential Information except in carrying out your obligations under this Agreement.
- 4.3 All files, papers and notes containing Confidential Information must be kept in a secure location. TMC must use utmost endeavours to prevent the disclosure of Confidential Information.
- 4.4 All files, papers and notes of any Confidential Information that TMC acquire or make during this engagement are the property of the Council. When the engagement ends, or at any time during the engagement, should the Council request it, TMC must hand over these files, papers or notes to a person duly authorised by the Council to receive them at a location to be specified by the Council.
- 4.5 TMC must not publish any statement, deliver any lecture or make any communication to the press, radio or television relating to the Council, its employees or its members without the express permission of the Council.

5 Data protection and monitoring

TMC accept that the Council may need to process your personal data and you consent to the Council processing such data for legal, personal, administrative and management purposes.

6 Insurance

TMC shall take out and maintain full and comprehensive insurance policies for professional indemnity, public liability and any other insurance required for the performance of the Coaching with reputable insurers acceptable to the Council. TMC shall supply annually to the Council on request copies of such policies and evidence that the premiums on them have been paid.

7 Intellectual property and proprietary rights

- 7.1 TMC undertake to do anything reasonably required (both during and after the Term) to ensure that all Intellectual Property Rights in the Materials are assigned to the Council and to assist the Council in protecting or maintaining such rights.

- 7.2 TMC shall (and must ensure that your representatives will) waive any moral rights arising in respect of any Materials as against the Council and its employees and exercise such rights against any third party only as the Council requests and in accordance with the Council's directions.
- 7.3 TMC agree to notify the Council immediately if any actual or suspected infringement by a third party of any of the Intellectual Property Rights in the Materials comes to your attention.

8 Termination

- 8.1 This Agreement shall, subject to the remainder of this clause 8, continue in force until September 2019 or unless terminated by either party on provision of three months' notice to the other in writing.
- 8.2 The Council may also terminate this Agreement with immediate effect by giving TMC written notice if TMC:
- a. commit any material or continued or repeated breach of this Agreement;
 - b. allow TMC LTA Coach Licence to expire or TMC LTA Coach Licence is suspended;
 - c. are convicted of a criminal offence which the Council believes would adversely affect its business, the provision of the Coaching, the sport, or cause the Council to believe that TMC may be a risk or potential risk to children or young persons in accordance with the LTA's Guidelines on Child Protection (attached at Schedule 3 to this Agreement) and the LTA's Code of Conduct for People Working with Children (attached at Schedule 4 to this Agreement) as amended from time to time;
 - d. commit any serious or persistent default or breach of any of your obligations under the Code of Conduct (attached at Schedule 2 to this Agreement) and any applicable codes of conduct, policies, procedures, regulations and rules of the Council, the LTA or TCUK from time to time in force;
 - e. adversely prejudice or do or fail to do anything which in the reasonable opinion of the Council is likely to adversely prejudice the interests or reputation of the Council;
 - f. become incapacitated (which shall mean TMC is prevented by illness or injury from providing the Coaching for two consecutive weeks or for an aggregate period of four weeks during the Term).
- 8.3 Upon the expiration or earlier termination of this Agreement (or otherwise on demand) TMC must return immediately all items of the Council's property which TMC has in possession or under control in connection with this Agreement.
- 8.4 Termination of this Agreement, however it arises, shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any clause expressly or implicitly surviving termination.

9 Authority and relationship of the parties

- 9.1 TMC shall not assume, create or incur any Liability or obligation on behalf of the Council (and TMC acknowledge has no right to do so) save as specifically authorised by the Council in writing.
- 9.2 TMC shall not at any time after the termination of this Agreement, either personally or by an agent, directly or indirectly, represent yourself as being in any way connected with or interested in the business of the Council.
- 9.3 Nothing in this Agreement shall render TMC an employee of the Council. TMC agrees that relationship with the Council will be that of an independent contractor and that TMC will not hold yourself out as an employee of the Council and will only hold yourself out as an agent or representative of the Council when specifically authorised by the Council. TMC shall indemnify and keep indemnified against any Liability the Council suffers as a result of any claim that TMC are an employee of the Council.
- 9.4 Nothing in this Agreement shall prevent TMC from being engaged, concerned or having any financial interest in any other business, trade, profession or occupation.
- 9.5 Nothing in this Agreement shall entitle TMC or the Replacement Coach to any pension, bonus or other fringe benefits from the Council or any other body as a result of entering into this Agreement.
- 9.6 TMC shall bear exclusive responsibility for the payment of any National Insurance contributions, income tax and other statutory charges in respect of any payments made to TMC under this Agreement. TMC shall indemnify and keep indemnified the Council against any Liability it suffers as a result of any claims against it for such sums.

10 Limitation of Liability and Indemnities

- 10.1 TMC shall indemnify and hold the Council harmless from all claims and all direct, indirect or consequential liabilities (including loss of profits, loss of business, depletion of goodwill and similar losses), costs, proceedings, damages and expenses (including legal and other professional fees and expenses) howsoever caused awarded against, or incurred or paid by, the Council as a result of or in connection with:
- a. any alleged or actual infringement, whether or not under English law, of any third party's Intellectual Property Rights or other rights arising out of the provision of the Coaching; or
 - b. any claim made against the Council in respect of any liability, loss, damage, injury, cost or expense sustained by the Council's employees or agents or by any customer or third party to the extent that such liability, loss, damage, injury, cost or expense was caused by, relates to or arises from the provision of the Coaching as a consequence of a direct

or indirect breach or negligent performance or failure or delay in performance of this Agreement by TMC.

10.2 Nothing in this Agreement shall exclude or limit TMC liability for death or injury caused by TMC negligence.

11 General

11.1 The Council assumes responsibility for maintenance of the three courts, specifically the cleaning of courts, nets, fencing, entrance locks and signage.

11.2 The Council permits TMC to utilise a small plot of land at Broomhall Park for storage of tennis equipment. The plot of land shall be decided by The Council. TMC must supply, maintain and secure the storage shed.

11.3 The Council permits the TMC to have access to The Chalet during rained off play.

11.4 The parties do not intend that any term of this Agreement, unless stated otherwise, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this Agreement.

11.5 Each of the parties shall give notice to the other party of any change of address or telephone number at the earliest opportunity but in any event within 10 working days of such change.

11.6 Any notice required to be given by either party under this Agreement shall be left at or sent by registered or recorded delivery post to:

- a. in the case of notices from TMC, the address for the time being of the Council given in this Agreement (unless you have received notification of a change of address) marked for the attention of [insert name]; and
- b. in the case of notices from the Council, TMC address for the time being given in this Agreement (unless the Council has received notification of a change of address), marked for your attention.

11.7 This Agreement constitutes the whole agreement between the parties and may only be modified or otherwise amended by written agreement of the parties.

11.8 This Agreement replaces all other previous agreements, whether oral or in writing, between the parties.

- 11.9 This Agreement shall be governed by and construed under English law and each of the parties hereby irrevocably agrees that the Courts of England are to have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement.
- 11.10 Other than as stated at clause 2.3 above, you may not assign, sub-contract or otherwise transfer any of its rights and obligations under this Agreement to any third party. The Council may assign the benefit of this Agreement.

SCHEDULE 1

COACHING

1. The TMC agrees with the Council as follows:

- a. For the agreed fee of £1,650, the coach will receive 11.5 hours of court time (over 3 courts) per month to be used against Mini & Junior Tennis Coaching on Monday/Wednesday afternoons 15.30-19.00 and Adult Tennis Coaching Saturday mornings 09.30-13.30 for 39 weeks per annum commencing 1st September 2018.
- b. The TMC must agree all regular coaching programme bookings with Sunningdale Parish Council in advance. Sunningdale Parish Council will then transfer these bookings onto ClubSpark. The coach can book further individual coaching sessions directly on ClubSpark.
- c. The TMC must notify Sunningdale Parish Council of any amendments.
- d. Each individual joining a coaching session (adult or junior) must be a paid member of Broomhall Park Tennis Club or pay a visitor fee of £2.50 (for a maximum of 6 weeks when a membership must then be purchased) to the TMC that will then be paid to Sunningdale Parish Council. The TMC must also complete a register for each session with contact names for Health & Safety and to enable cross-referencing again membership information.
- e. The TMC may determine his own hourly rate for private lessons, which should be in accordance with LTA recommendations and is paid directly to the TMC.
- f. All income from the coaching programme will be paid directly to the TMC.
- g. The TMC is responsible for purchasing all tennis equipment, including but not limited to balls, mini-tennis nets and rackets.
- h. The TMC will be responsible for health and safety on the court when coaching.
- i. The TMC shall ensure they present themselves in a professional manner at all times and that any coaches they recruit maintain the same high standards
- j. The TMC will have the right to advertise his services at Broomhall Tennis Club.
- k. TMC will provide a weekly membership evening of 60 minutes offering free coaching to current members on a turn up and play basis commencing September 2018.

- l. TMC will create 'social' nights once a week for members to turn up and play against other members commencing September 2018.
- m. TMC will offer a discount of 10-15% to members for private coaching lessons.
- n. As agreed with the Council, TMC will run LTA play tennis days (free coaching) and Great British Tennis Weekends throughout the year.
- o. TMC will trial **Tennis for Kids** (6 week introduction to tennis with reduced fees and possible link to Holy Trinity School)
- p. TMC will investigate sponsorship from sports organisations (Head) and local companies (Cliff Roe Sports/Chancellors) for windbreakers/court maintenance

SCHEDULE 2

CODE OF CONDUCT

TMC agrees to:

- Comply with all the relevant Codes, Rules and Laws of the LTA, the Club and TCUK;
- Treat all personal information about individual members as confidential, except in exceptional circumstances regarding health and safety, medical requirements, disciplinary action or in accordance with the LTA Guidelines for Child Protection and Code of Conduct for People Working with Children;
- Not drink alcohol or smoke either before or during teaching or coaching sessions or competitions;
- Observe the authority and decisions of all officials;
- Work without discriminating on the grounds of race, colour, language, religion or belief, birth, social status, sex, age or disability.

IN WITNESS whereof this Agreement has been executed the day and year first above written.

SIGNED by _____
[Name]

For and on behalf of [insert name of Sunningdale Parish Council]

DATED _____

SIGNED by _____
[Insert name of TMC]

DATED _____