



Minutes of the Facilities & Services Committee Meeting Thursday 16 April 2026

FS 50 / 25 Attendance and apologies

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

Apologies: Cllr Curtis

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

There were 2 members of the public present

FS 51 / 25 To review minutes of the meeting on the 12 February 2026

RESOLVED: That the committee approved the [minutes](#) of the Facilities and Services Committee meeting held on 12 February 2026.

FS 52 / 25 Public Adjournment

There were no questions received from any members of the public before the meeting.

FS 53 / 25 Priority Setting

Cllr Coxon summarised the priorities for the committee

- Woodland Management Plan
- Tree works (appointing a preferred contractor)
- Update asset register complete with photos of high value items
- Health and Safety check list

FS 54 / 25 Tree Works

DISCUSSION: A discussion took place regarding the quote received for the tree works needed at Kiln Lane cemetery and it was suggested it would be good practice to appoint one preferred contractor for any future tree works.

DECISION: The quote for the tree works at Kiln Lane cemetery was agreed at a cost of £3,000 + VAT.

FS 55 / 25 Contracts and leases held

DISCUSSION: Updating the committee on contracts and leases held, was deferred to the next meeting of the Facilities and Services committee.

DISCUSSION: The contract for Holy Trinity Church grass cutting was deferred as the church is currently undergoing renovation works.

DECISION: A discussion took place regarding the dog waste bin contract. Supplier B was appointed the dog waste bin contract, ideally on a trial basis. Deputy Clerk to follow up on this with Supplier B.

FS 56 / 25 Library Provision

DISCUSSION: Discussing the data required to recommend extending the library lease (due June 2027) was deferred to the next meeting of the Facilities and Services committee.

FS 57 / 25 Chalet hire agreement

DISCUSSION: Following an email received from Curly Wurly Café to amend and extend the current hire agreement due to difficult trading conditions, the Facilities and Services Committee agreed to review the following clauses within the agreement.

Curly Wurly Café requested:

- * 2 – For the hire agreement to run for a 4th year until November 2027.
- * 3 & 4 – For the minimum opening times to be amended for Winter to Friday, Saturday and Sunday.
- * 5a - For the hire charges payable to be reduced.
- * 5b – A dedicated electricity meter and smart meter to be installed.
- * 10 – For the community pricing clause to be removed.

Cllr Morgan requested if Curly Wurly Café were able to share some financial information with the parish council to assist them in deciding what to amend within the current hirer agreement.

FS 58 / 25 Allotments

DISCUSSION: The Facilities and Services Committee discussed that the covered communal space area funding (approx. £150 [Link here](#)) was to be decided by the Clerk under delegated authority.

DISCUSSION: The decision to install stopcocks on all water tanks was deferred to the next meeting of the Facilities and Services committee.

FS 59 / 25 Tennis coaching contracts

DISCUSSION: A discussion took place regarding the proposal received from Match Point Tennis. Match Point Tennis has requested a contract rather than coaching on a 'pay and play' basis. The Facilities and Services committee agreed to explore what the council would feel to be a reasonable and cost effective charge when we have reviewed both income against expenditure.

FS 60 / 25 Information Sharing

DISCUSSION: Cllr Morgan updated the committee regarding the footpath through the woodland and the proposed licence agreement from St John's College Cambridge so the footpath can still be used by members of the public.

FS 61 / 25 Items for Future Agendas

- Review the Library provision
- CCTV / car park gate proposal
- Appoint a preferred tree contractor
- Review the Health and Safety check list
- Review contracts and leases held
- Review the tennis coaching terms and conditions and raise a contract
- Review the chalet hire agreement
- Woodland Management Plan
- Water tanks at the allotments – stopcocks to be installed

The meeting started at 10.30pm.

The meeting closed at 12.55pm.

Future meeting date is TBC.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT