



Agenda for Facilities & Services Committee Tuesday 16 June 2026 – 2pm

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

Summoned to Attend: Cllr Morgan (Chair), Cllr Coxon, 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 1 / 26 **Attendance and Apologies.**

FS 2 / 26 **Disclosable pecuniary interests and other registerable interests**

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

FS 3 / 26 **To Review Minutes of the Meeting on the 16 April 2026.**

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

Fs 4 / 26 **Appointment of Vice-Chair of the Facilities and Services Committee**

DECISION: To appoint a Vice-Chair for the Facilities and Services Committee.

FS 5 / 26 **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 6 / 26 **Priority Setting**

DISCUSSION: To review the priorities of the Facilities and Services Committee.

FS 7 / 26 **Tree Works (allotments)**

DECISION: To approve the tree works at the allotments.

FS 8 / 26 **Peter O'Kill Bench**

DECISION: To approve the expenditure for a new bench at the allotments in memory of Peter O'Kill and to also recognise the annual winners of the William Pack Cup.

FS 9 / 26 War Memorial Cleaning Quotes

DECISION: To approve the expenditure for the cleaning of the war memorial on Church Road.

FS 10 / 26 Deputy Clerk update

TO NOTE Update on the table tennis proposal and perimeter path around the field proposal which will be discussed in the Full Council meeting on 14th July 2026.

FS 11 / 26 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Part 2 – Confidential

FS 12 / 26 Chalet Hire Agreement

DISCUSSION: To discuss amends for the chalet hire agreement.

FS 13 / 26 Tennis Coaching Contracts

DISCUSSION: To discuss coaching terms and conditions.

Supporting documents for agenda items will be circulated to committee members prior to the meeting.

11th June 2026



Nikki Tomlinson, Deputy Clerk to the Council



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

June 2026

Allotment Tree Quotes (3 Oak Trees)

TREE WORKS LOG FROM SURVEY OCTOBER 2025							
AREA	TREE NU	DUE	JC COMMENT	JR COMMENT	OVERDI	WORKS DATE	EXTRA NOTES
ALLOTMENTS	AL06	3 MONTHS		REMOVE DEAD WOOD	X		
ALLOTMENTS	AL08	3 MONTHS		SEVER IVY, MAJOR DEAD WOOD	X		
ALLOTMENTS	AL09	3 MONTHS		MAJOR DEAD WOOD	X		

Quote 1

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Services	Allotment project Tree numbers - AL-06,AL-08,AL-09 Remove major dead wood from 3 Oak trees on the survey. Sever Ivy at ground level Chip resulting debris and tip on site for use as a mulch.	1	780.00	780.00
SUBTOTAL				780.00
VAT TOTAL				156.00
TOTAL				£936.00
VAT SUMMARY				
	RATE	VAT	NET	
	VAT @ 20%	156.00	780.00	

Quote 1a (extra quote to be done in conjunction with quote 1)

We have received the attached quote from supplier X for the cutting back of overhanging branches and overgrown hazel on plots 27 and 29. This is separate from the budgeted tree works already allocated for clearing of dangerous trees..
Please note that supplier X have said that they would prefer to carry out the works at the same time they tackle the dangerous trees. This will keep the costs down.

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Services	Allotment - extra request Cut back overhanging Goat Willow branches from the neighbouring property to the boundary line. Coppice a Hazel to a low stool to contain and encourage new growth.	1	400.00	400.00
SUBTOTAL				400.00
VAT TOTAL				80.00
TOTAL				£480.00

Quote 2

Description	Quantity	Unit Price	VAT	Amount £
SUNNINGDALE ALLOTMENTS				
AL06 Oak - Remove dead wood.	1.00	250.00	20%	250.00
AL08 Oak - Remove dead wood and sever Ivy.	1.00	250.00	20%	250.00
AL09 Oak - Remove dead wood.	1.00	250.00	20%	250.00
			Subtotal	750.00

Quote 3 – Unable to obtain

PROPOSAL to Facilities & Services 16 June 2026

WAR MEMORIAL CLEANING

FOR THE FACILITIES AND SERVICES COMMITTEE TO APPROVE THE EXPENDITURE TO CLEAN THE WAR MEMORIAL ON CHURCH ROAD TO COME FROM THE HERITAGE ASSETS BUDGET

Background

Budget has been given to clean the war memorial every 5 years. It is not known when it was last cleaned, however it is 5+ years since it has been done.



Quotes received

Supplier A - £3,000 + vat

Clean War memorial

Using Doff Integra High pressure steam cleaner and lance
(No mention of visual health and safety inspection)

Supplier B - ~~£780 + VAT~~ originally quoted June 2025

Updated to £830 + VAT quoted in June 2026

Steam cleaning and visual inspection

More info - Appendix 1

Supplier C - ~~£2,108 + VAT~~ originally quoted June 2025

Updated to £2,400 + VAT quoted in June 2026

War Memorial Clean & H&S Inspection

This quote is for the comprehensive cleaning of the specified monument, including the use of a high-pressure jet wash system to ensure a thorough and effective clean. All work will be carried out by fully trained technicians, with access provided via a small truck-mounted cherry picker to safely reach all areas of the memorial. In addition to cleaning, we will conduct a health and safety inspection of the monument to assess its structural stability and ensure it is secure. Any issues identified during the inspection will be reported, along with recommendations for remedial action if required.

Next Steps

Deputy Clerk recommends for the Facilities and Services Committee to approve supplier B as they have provided the best price, a comprehensive quote and specialise in restoration.

Supplier C is not specialised in the restoration or stone cleaning field. Supplier A did not provide a comprehensive quote and is triple the cost of supplier B.

PROPOSAL to Council 14 July 2026

PERIMETER PATH AROUND THE FIELD, BROOMHALL RECREATION GROUND

INTRODUCTION PAPER

FOR COUNCIL TO CONSIDER EXPLORING A WALKING / RUNNING TRACK AROUND THE RECREATION GROUND FIELD TO BE FUNDED FROM CIL

Background

The field in the recreation ground has poor drainage and becomes extremely muddy in the winter. This limits access as the grass becomes muddy, slippery and damaged.

Drainage options and contracts have been explored in the past. Draining the field is extremely costly and results are not guaranteed (1 contractor quoted approx. £15,000 per year for drainage management in February 2026).

Path proposal

Creating a path around the field (appendix 1) will give residents the option for walking/running around the perimeter edge, to enjoy the field all year round. It could also create another route to footpath 13 (southwest corner).

Only 1 quote has been obtained to date to give council an approx amount of what the project would likely cost.

Quote 1 - between £21k-£40k depending on the surface chosen (appendix 2)

Next Steps

If this is a project the council wishes to pursue, 2 further quotes will be obtained by officers.

Appendix 1



Appendix 2

Items	Description- Perimeter Path	Qty	Unit	Rate	Total
1	Prelims	1			£2000.00
2	Mark out and excavate perimeter path 150mm depth (322lin m x 1.2 wide)	387	m ²	£12.00	£4644.00
3	Remove approx. spoil (if soil can be kept on site, apart from grading costs if required, this cost can be omitted)	116	ton	£26.00	£3016.00
4	Supply and lay geotextile membrane	387	m ²	£1.20	£464.40
5	Supply and lay recycled type 1, compact in layers	387	m ²	£16.00	£6192.00
6	Supply-lay-compact 0-5mm granite dust -5mm 30mm thick	387	m ²	£12.00	£4644.00
Total				£20,960.40	



Granite

Add ons

Items	Description-Options	Qty	Unit	Rate	Total
1	Optional 150x38mm treated timber edging	644	Lin m	11.80	£7599.20
2	Prep as above, with 40mm Agri-flex wearing course in lieu of Granite dust	387	m ²	£28.00	Additional £10,836.00



Agri Flex

PROPOSAL to Council 14 July 2026

TABLE TENNIS TABLES AT BROOMHALL RECREATION GROUND

FOR COUNCIL TO APPROVE TO PURCHASE 2 X TABLE TENNIS TABLES AT BROOMHALL RECREATION GROUND, AT A COST OF £10,300 (INCLUDING 15% CONTINGENCY) TO BE FUNDED FROM CIL.

Background

Following the resident and stakeholders survey which took place in May 2024 it was requested from 15 residents for outdoor table tennis tables. The council has also received feedback previously that the recreation ground mainly caters for younger children. Table tennis tables would cater for all age groups, not just children.

The Resolution before the Council

This proposal is asking council to approve the budget for 2 x table tennis tables, one to be located outside of the playground nearer to the adult fitness equipment and the other, in the junior play area by the basketball hoop (appendix A). Tennis table bats and balls could be rented and/or sold from the coffee chalet.

Table options

Option A *

Cornilleau Park Table

£2,395 x 2 = £4,790 excl VAT

Bolt to ground - £270 x 2 = £540 excl VAT



Option B

Butterfly B2000 Outdoor Standard Concrete Table Tennis Table

£5,833 excl VAT x 2 = £11,666

No need to secure to ground due to weight



Option C

Rotterdam Concrete Table Tennis Table

£4,384 + £3,834 = £8,218 excl VAT

No need to secure to ground due to weight



Concrete surface for tables (appendix B)

Contractor A - £2,930

Contractor B - £3,625 *

Contractor C – No response to quote request

Recommendation

A supplier recommended option A, the Cornilleau Park Table, for recreation ground use, as it has a 10 year warranty (Vs 5 year for Butterfly table, option B), longer durability, more convenient for movement if needed and better play conditions than concrete tables. The steel net is as durable as a concrete net and would be easier to replace (option C) if vandalism occurs. This supplier sell hundreds of outdoor tables per year and seem extremely knowledgeable.

Facilities officer recommends contractor B for the concrete surface as the parish council have used them before and found them to be extremely professional. The quote was also more detailed.

* Total cost £4,790 + £540 + £3,625 + 15% = £10,298

Appendix A



Appendix B

Contractor A

Thank you for your enquiry.
We have the quotation for the works for you.

Project:
X 2 table tennis concrete bases.

Work specs.
Exact location of the slabs and sizes is still to be determined.

Estimated sizes -17ft x 13ft.

- An excavating machine will be brought onto the site,
- All earth excavated from new concrete base areas will be removed from site.
- Timber shuttering is to be laid out below the levels of the grass.
- Reinforced concrete is to be mixed and laid on site.

-The site is to be kept clean,
safe & tidy at all times.

Total project cost
Including the supply of all materials and labour.
£2930.00

Should you require any further information or clarification,
please do not hesitate to contact me.

Kind regards

Contractor B

Broomhall Recreation Ground,
Broomhall Ln, Sunningdale, Ascot SL5
OQS


Broomhall recreation ground - 2 concrete slabs for heavy table tennis tables.

Scope of work

- Install temporary Heras fencing around the skip and work area.
 - Dig the soil out a 17ft x 9ft area 200mm deep for each concrete slab using an excavator.
 - Place soil waste into an on-site skip.
 - Install 100mm of compacted type 1 mot as a subbase.
- Install temporary wooden shuttering to contain wet concrete.
- Pour C30 concrete into each shuttering at 100mm thickness and float off to create a smooth top surface.
 - Remove the temporary shuttering after 48 hours.
 - Repair surrounding grass with soil and grass seed.
- Each concrete base will be level with the surrounding grass to ensure no trip hazard.
 - Remove temporary Heras fencing.
 - Leave site clean and tidy.

*This project will require the use of heavy machinery.

*Work areas will be sectioned off to prevent public access.

*Insurances, signage and RAMS provided 

Quotation

Project amount (Net)	£3625.00
VAT	£725.00
Project total (Gross)	£4350.00