



Minutes of the Facilities & Services Committee Meeting Tuesday 16 June 2026

FS 1 / 26 Attendance and apologies

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

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

There were no members of the public present

Part 1

FS 2 / 26 Disclosable pecuniary interests and other registerable interests

TO NOTE: Cllr Morgan declared an interest in tennis and Cllr Coxon declared an interest in allotments and tennis.

FS 3 / 26 To review minutes of the meeting on the 16 April 2026

RESOLVED: That the committee approved the [minutes](#) of the Facilities and Services Committee meeting held on 16 April 2026.

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

RESOLVED The committee elected Cllr Coxon to be Vice -Chair of the Facilities and Services Committee.

FS 5 / 26 Public Adjournment

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

FS 6 / 26 Priority Setting

Cllr Morgan 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 (to complete this task before end of 2026)
- Health and Safety check list
- Chalet Contract
- Tennis coaching contract
- Contracts and leases (Chair and DC to prioritise what contract/lease to review first)

FS 7 / 26 Tree Works (Allotments)

RESOLVED: The quotes for the tree works at the allotments was agreed at a cost of £1,180 + VAT.

DISCUSSION: The next phase of the woodland tree works will be discussed at the next Facilities and Services meeting scheduled for 16 July 2026.

ACTION: Facilities Officer to collate information so the Facilities and Services Committee can appoint a preferred tree contractor.

FS 8 / 26 Peter O'Kill Bench

DISCUSSION: The committee expressed support for a larger project revolving around the Peter O'Kill memorial bench and allotment community sitting area. Admin Officer to collate further information/costs on the project and seek clarification on which budget code could be used.

FS 9 / 26 War Memorial Cleaning Quotes

DECISION: The committee approved supplier B at a cost of £830 + VAT on the condition that confirmation is given on how the supplier will clean the highest point of the memorial.

FS 10 / 26 Deputy Clerk Update

DISCUSSION: [Table Tennis Table paper – to be presented at the Full Council meeting on 14 July 2026](#)
The committee was in favour of the proposal. Cllr Coxon suggested adding information on accessibility to the paper. Clarification was also suggested in regards to a safe surface needed for people to stand/play on. Deputy Clerk welcomed suggestions on where the table tennis tables should be located at Broomhall Recreation Ground.

[Perimeter Path paper – to be presented at the Full Council meeting on 14 July 2026](#)

The committee was in favour of the proposal. Further clarification was suggested in terms of the surface options of the path. How would the maintenance differ for the different types of surfaces. How wide would the path be for full accessibility and what surface is best for drainage.

[Tennis Floodlights Planning Application \(26/00550/VAR\) – Approved](#)

Deputy Clerk advised the committee the planning application (26/00550/VAR) for the extended hours of floodlight use has been approved. Cllr Morgan asked for confirmation that the correct LED lights are installed to meet the planning approval criteria.

FS 11 / 26 Resolved. To exclude any 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 (contracts).

Cllr Curtis and the Facilities Officer left the meeting at this point.

Part 2 – Confidential

FS 12 / 26 Chalet Hire Agreement

Curly Wurly Café requested:

* 2 – For the hire agreement to run for a 4th year until November 2027.

* 3 & 4 – 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." *

5a - For the hire charges payable to be reduced. Propose a revised hire fee of £1,200 per annum.

* 5b – A dedicated electricity meter and smart meter to be installed.

*9 – Removal of: • Minimum hours breach "6 strike" clause • Menu items and pricing control

DECISION: The committee discussed the requested amends and will continue discussions with Curly Wurly Café to agree on an outcome before November 2026

FS 13 / 26 Tennis coaching contract

DISCUSSION: It was suggested that the Deputy Clerk and Chair of Facilities and Services arrange a meeting with the tennis coaches who currently coach at Broomhall Park Tennis to discuss a tendering process for new contracts in line with the Sunningdale Parish Council [Standing Orders](#)

The meeting started at 2pm.

The meeting closed at 4.05pm.

Future meeting date 23 July 2026

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT