

Agenda for Facilities & Services Committee

Tuesday 28 July 2026 – 1.30pm

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 14 / 26 Attendance and Apologies.

FS 15 / 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 16 / 26 To Review Minutes of the Meeting on the 16 June 2026.

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

FS 17 / 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 18 / 26 Tree Works

DECISION: To approve the tree works in the Broomhall Recreation Ground woodlands at a cost of £3,160 + VAT.

DISCUSSION: Facilities Officer to lead a discussion on the next steps to approve a preferred tree works supplier.

FS 19 / 26 Woodland Management Plan

DISCUSSION: To discuss initial steps to create a Woodland Management Plan and the possible assistance needed from a specialist/contractor.

FS 20 / 26 Health and Safety Check List

DISCUSSION: To review the health and safety check list.

FS 21 / 26 Contracts and leases

DISCUSSION: To review the contracts and leases list.

FS 22 / 26 Table Tennis Table – Location

DECISION: For the Facilities and Services Committee to discuss best location for a table tennis table and provide recommendation to Full Council for final approval.

FS 23 / 26 Deputy/Clerk Update

TO NOTE: Deputy/Clerk to provide updates on the woodland footpath, chalet contract, tennis coaching contract and perimeter path Full Council paper.

FS 24 / 26 Information Sharing

To bring forward any item at the Chairman's discretion which is relevant to the Facilities and Services Committee.

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

23rd July 2026



Nikki Tomlinson, Deputy Clerk to the Council



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

FS 18 / 26 Woodland Tree Works Quotes

(Appoint preferred contractor once Woodland work has been completed successfully)

Contractor A – Not available until earliest September 26

Used recently for Woodland (May26), Kiln Lane (Jun26), Allotments (due Aug 26)

ADDRESS
Sunningdale Parish Council
The Pavillion
Broomhall Recreation Ground
Sunningdale
SL50QS

ESTIMATE NO. 2241
DATE 22/05/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Services	Broom hall woodland	1	3,000.00	3,000.00
	WL 01,02,03,06,07,09,10,13,14,15,16,18,19,22,24,25,28,29,31			
	Carry out works as per the survey to the tree numbers listed above.			
	Stack resulting debris neatly in the woodland for future habitat.			
	Chip and clear resulting debris from the field side 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

Contractor B – 4-week lead time **Recommend for approval**

can start quicker than contractor A, used pre 2023 however due to reasons unknown have not used since

Proposed tree work to be carried out at Sunningdale Recreation Woodland

Description	Quantity	Unit Price	VAT	Amount £
SUNNINGDALE RECREATION WOODLAND AREA:				
WL01 Oak - Remove dead wood.	1.00	160.00	20%	160.00
WL02 Alder - Fell to ground level.	0.00	0.00		0.00
WL03 Alder - Fell to ground level.	0.00	0.00		0.00
WL06 Alder - Reduce by 3m.	0.00	0.00		0.00
WL09 Oak - Remove dead wood.	0.00	0.00		0.00
WL10 Oak - Fell to ground level.	0.00	0.00		0.00
WL11 Hazel - Fell to leave 2m stump.	0.00	0.00		0.00
WL12 Oak - Remove dead wood.	0.00	0.00		0.00
WL13 Silver Birch - Remove dead wood and sever Ivy.	0.00	0.00		0.00
WL14 Alder - Fell to leave 1.5m stump.	0.00	0.00		0.00
WL15 Alder - Fell to leave 1.5m stump.	0.00	0.00		0.00
WL16 Alder - Fell to leave 1.5m stump.	0.00	0.00		0.00
WL18 Alder - Remove dead wood.	0.00	0.00		0.00
WL19 Alder - Fell to ground level.	0.00	0.00		0.00
WL24 Alder - Fell to ground level.	0.00	0.00		0.00
WL25 Oak - Sever Ivy.	0.00	0.00		0.00
WL28 Holly - Fell to ground level.	0.00	0.00		0.00
WL29 Holly - Fell to ground level.	0.00	0.00		0.00
WL31 Holly - Remove defective stems.	0.00	0.00		0.00

Description	Quantity	Unit Price	VAT	Amount £
All work from WL02 - WL31, price is based on 5 operatives for 2 days including all necessary machinery. Branches to be chipped where possible, otherwise stacked on site. All timber to be stacked on site in woodland.	1.00	3,000.00	20%	3,000.00
Subtotal				3,160.00
Total VAT 20%				632.00
TOTAL £				3,792.00

Contractor C – did not want the work as too busy

Facilities & Services - Health & Safety Checks

Facility	Type	Date	Frequency
Allotments	Inspections	May	Annually
Boiler	Service	Jan	Annually
Pavilion	Survey	2022	5 yearly
Village Hall	Survey	2022	5 yearly
Cemetery	Headstones	2025	Yearly
COSHH	Chemical List	2025	Ad-Hoc
Chalet	Audit	Aug	Quarterly
Machinery	Service	Jan	Annually
Fire extinguishers	Service	Jan	Annually
Flag service	Service	Jan	Annually
Legionella	Temp checks*	Aug	Monthly
Electrical items	PAT tests	Jan	Annually
Pavilion	Fire alarm*	Aug	Monthly
Playground	Service	Aug	Quarterly
Tennis	Maintenance	Aug	Bi-Monthly
Woodland	Tree survey	2022	2 yearly
Recreation Ground	Tree survey	2025	2 yearly
Allotments	Tree survey	2022	2 yearly
Cemetery	Tree survey	2025	2 yearly
Community Room	Risk assessments	2026	Monthly
Allotments	Risk assessments	2025	Yearly
Events	Risk assessments	2026	Ad-Hoc
War memorial	Service	Aug	5 yearly
Jubilee Clock	Service	Jan	Annually
Van	MOT	Mar	Annually
Defib	Service *	Aug	Monthly
Brook	Cleaning*	Aug	Monthly
DSE (screens)	Risk assessments	2025	Annually
Recreation Ground	Accident log book*	2026	Ad Hoc

*Carried out by SPC officers

Contract and Leases SPC

	Dates			
Contract	Expiry date	Action	Cost	Unit
IT-QED	Feb-27	N/A	£375	Monthly
Microsoft	Jun27 / Aug26	N/A	£18.30 Per User	Annual
Red Kite (HT Grass Cutting)	Feb-27	Re-tender	£460	Day rate
BALC/HALC membership	Apr-26	N/A	£1,291	Yearly
Tactical (dog bins)	Aug-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 Council 29 September 2026

TABLE TENNIS TABLES AT BROOMHALL RECREATION GROUND

FOR COUNCIL TO APPROVE TO PURCHASE 1 X TABLE TENNIS TABLE AT BROOMHALL RECREATION GROUND, AT A COST OF £5,809 (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 1 x table tennis table (possible location suggestions appendix A). Tennis table bats and balls could be rented and/or sold from the parish office or/and coffee chalet.

Table options (9ft X 5ft)

Option A *

Cornilleau Park Table

Persons with Reduced Mobility (PRM) Approved

£2,020 excl VAT

Bolt to ground - £225 excl VAT

Table assembly - £80 excl VAT

Total £2,325 + VAT



Option B

Butterfly B2000 Outdoor Standard Concrete Table Tennis Table

No mention of Persons with Reduced Mobility on website

£5,830 excl VAT

No need to secure to ground due to weight



Option C

Rotterdam Concrete Table Tennis Table

£4,384 excl VAT

No need to secure to ground due to weight



Surface for tables (appendix B)

Overall space needed (play included) recommended at 17ft x 11ft (minimum)

If the tables were to stand on grass alone the area would get damaged and muddy.

Bark/woodchip – Low cost option but would not be accessible. A table tennis table supplier recommended concrete for durability. A mulch would be too sticky for play, which would lead to health and safety implications.

Concrete surface for table to stand and play on =

Contractor A - £2,197

Contractor B - £2,726

Contractor C – No response to quote request

Feedback from Charters School

- 1) "I believe the tables are a great resource, and students often use them in lessons.
Last week we had a Year 5 Open Evening, and the tables were used throughout the event by families visiting our school. There was a lot of laughter coming from this area of the school grounds!" (Marketing and Communications Manager)
- 2) "They (the table tennis tables) have been an excellent addition to the school and are used extensively by our students. They are in constant use before school, at break and lunchtime, and after school as well. To be honest, we could actually do with having more tables, as they are so popular.
I think they would be a fantastic addition to any local park. Table tennis is a very inclusive activity that can be enjoyed by people of all ages and abilities. It's easy for beginners to pick up, while also offering plenty of opportunity for players to develop their skills over time. Another real advantage is that bats and balls are relatively inexpensive, making it an accessible sport for everyone.
Overall, I would highly recommend installing them, as they are a great way to encourage people to be active, socialise, and enjoy outdoor spaces. (Head of PE)"

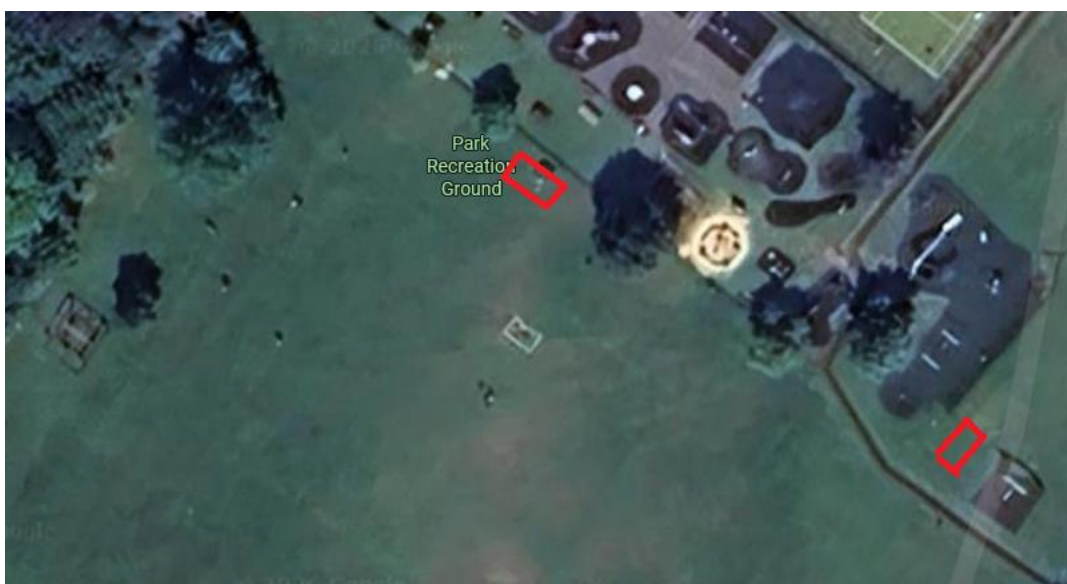
Recommendation

A supplier **STRONGLY** recommended option A (Cornilleau Park Table) out of option A & B, the, 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 (old fashioned) concrete tables (option C). The steel fixed net is as durable as a concrete net and would be easier to replace if vandalism occurs. It is also graffiti/fire resistant and completely weatherproof. 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. (Please note quotes were originally for 2 concrete slabs not 1)

* Total cost £2,325 + £2,726 (approx. as 75% of quote for 2 slabs) + 15% contingency = £5,809 + VAT

Appendix A (open to suggestions)



Appendix B

Contractor A (concrete surface)

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 layed 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 (concrete surface)

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

PROPOSAL to Council 29 September 2026

PERIMETER PATH AROUND THE FIELD, BROOMHALL RECREATION GROUND

INTRODUCTION PAPER

FOR COUNCIL TO APPROVE THE EXPENDITURE OF X FOR 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 and increase accessibility (wheelchairs, push chairs, bike riding for small children). It could also create another route to footpath 13 (southwest corner).

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

Quote 2 – Requested. Awaiting response.

Quote 3 – Requested. Awaiting response

Next Steps

Deputy Clerk / Facilities officer recommend to go ahead with quote X because X

Appendix 1



Appendix 2

Quote 1

Option1 - Granite

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) – 1.2 m wide meets accessibility regulations	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 - Granite				£20,960.40	



Granite (grey)

- * Dust, fine stone.
- * Supplier have had issues in the past with binding
- * Least recommended but low cost option
- * Maintenance – treatment needed 6 monthly if not well utilised (same as other surfaces) weeds etc

Option 2 – Agri Flex (recommended by supplier)

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 (sample available)

- * More durable than Flexi Pave (see option 3)
- * Good for drainage
- * Easy on the eye in 'green area'
- * Maintenance – treatment needed 6 monthly if not well utilised (same as other surfaces)
- * Most recommended surface by supplier

Option 3 – KBI Flexi Pave

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 Flexi-Pave (black with golden stone as per existing on site) wearing course in lieu of Granite dust	387	m ²	£30.00	Additional £11,610.00



KBI Flexi Pave (surface we have now for the path to the train station through field)

- * After 5 years can become loose
- * not as good as Agri Flex for drainage
- * Not as durable as Agri Flex
- * Not as easy on the eye as Agri Flex
- * Maintenance – treatment needed 6 monthly if not well utilised (same as other surfaces) weeds etc

Quote 2

TBA

Quote 3

TBA