



Minutes of the Facilities & Services Committee Meeting Thursday 17 September 2026

FS 25 / 26 Attendance and apologies

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

Apologies: Cllr Coxon

Present: Nikki Tomlinson (Deputy Clerk), Natalie Hayes (Clerk), Jaqueline Hilton (Chair of SPC)

There was 1 member of the public present

FS 26 / 26 Disclosable pecuniary interests and other registerable interests

No disclosable pecuniary interests or other registerable interests were declared.

FS 27 / 26 To review minutes of the meeting on the 28 July 2026

RESOLVED: That the committee approved the minutes of the Facilities and Services Committee meeting held on 28 July 2026.

FS 28 / 26 Public Adjournment

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

FS 29 / 26 Tree Works (Woodland)

ACTIONS: The committee reviewed the up to date tree log and requested for the following information be added

The Facilities Officer to

1. Include tree type for each tree
2. Include GPS location of each tree
3. Highlight which tree fell during June/July 2026
4. Upload the updated tree log and map to the one drive

FS 30 / 26 Woodland Management Plan

DECISION: The committee approved the expenditure of £2,700. Comprprising £2,275 for quote 2 and an approx. 15% contingency allowance.

FS 31 / 26 Health and Safety Check List

The Committee received an overview of the health and safety checks currently undertaken by the officers and contractors.

ACTION: The Committee requested that the brook clearance arrangements be reviewed, as undertaking this work alone presents a potential safety risk.

DECISION: The Committee agreed that the woodland should be rated **Amber** on the health and safety checklist, in view of works already undertaken in relation to trees identified as unsafe.

FS 32 / 26 Contracts and Leases

DISCUSSION: The Committee reviewed the Christmas, IT and library contracts.

Christmas contract – The contract renewal is in 2027. This will be considered at the February 2027 meeting.

ACTIONS: Library contract – A recommendation is to be prepared for consideration by Full Council following a review of:

- Costs with RBWM once the initial five-year contract ends in June 2027.
- Library usage figures and historical reports.
- Any survey reports held by RBWM relating to feedback on Sunningdale Library.
- RBWM Library Services' views on the future of the Sunningdale Library service, including a meeting with the service if appropriate.

I.T contract –

- RM volunteered to review telephone and broadband costs with the Clerk.
- The Clerk to ask IT QED to provide details of support hours used to date, to assess whether the number of support hours required can be reduced going forward.

FS 33 / 26 Woodland Footpath

DISCUSSION: The Committee reviewed the licence agreement and requested confirmation that

- Plans 1 & 2 to be included.
- Tracked changes to be removed.

FS 34 / 26 Graeme Kennedy Memorial

DISCUSSION: The Committee was informed by a member of the public that £1,100 had been raised towards the memorial at the park. The estimated cost of the bench, together with a potential tree, was £1,500. The proposed bench would include a plaque and be named "Graeme's Chat Bench". The preferred date for the ceremony was 22 November 2026.

DECISION: The Committee to recommend a contribution of £400 towards the memorial to Full Council.

ACTION: Facilities Officer to advise on a suitable location for the bench in or around the under 11's playground.

FS 35 / 26 Sand Pit (under 11's playground)

- The committee approved the expenditure of up to £4,630 for the replacement of the sleepers around the sand pit.

ACTION Facilities Officer to recommend which quotation should be accepted, taking into consideration previous experience and the proposed start date.

FS 36 / 26 Information Sharing

There was no other business to discuss.

The meeting started at 2pm.

The meeting closed at 4.05pm.

Future meeting date: 3 December 2026.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT