



## Minutes of the Facilities & Services Committee Meeting Tuesday 28 July 2026

FS 14 / 26 Attendance and apologies

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

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

There were no members of the public present

FS 15 / 26 Disclosable pecuniary interests and other registerable interests

No disclosable pecuniary interests or other registerable interests were declared.

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

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

FS 17 / 26 Public Adjournment

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

FS 18 / 26 Tree Works (Woodland)

**TO NOTE:** The committee noted that the Clerk and Chair had approved the emergency tree works in the woodland prior to the meeting taking place under the Clerk's [delegated authority](#) (8.1.2) .

**ACTION:** The committee requested for the Facilities Officer to

- To provide a summary of immediate works and programme of other works needed.
- To update the Tree Log Report (compiled from Oct 2025 tree survey) with completed and outstanding work of all trees.
- To advise if it is possible to identify tree numbers Vs GPS locations.

**ACTION:** Ahead of a preferred contractor for tree works being appointed the committee agreed a tender would need to take place. Facilities Officer, Deputy Clerk and Cllr Coxon to work in collaboration on the tender.

FS 19 / 26 Woodland Management Plan

**DISCUSSION:** Cllr Morgan suggested the Woodland Management Plan starts with clear objectives such as, increase bio diversity, safe place, sustainable woodland, invasive species and tree management.

**ACTION:** Facilities Officer to explore external quotes to create a Woodland Management Plan. If the quotes are less than £5,000 the Facilities and Services Committee could approve the work under [delegated authority](#) (7.2.17).

FS 20 / 26 Health and Safety Check List

An overview was presented to the committee of the health and safety checks the officers/contractors currently carry out.

**ACTION:** Deputy Clerk to expand the overview to include more detail on what the checks involve and RAG rate (red, amber green) each area that is checked. To bring the red rated areas to the committee's attention at future meetings. To reshare the building survey from 2022 and the chalet audit results.

FS 21 / 26      Contracts and Leases

**DISCUSSION**      The council reviewed the contracts and leases the parish council currently hold. The first 3 contracts the committee wish to review are IT, Library and Christmas lights contractor.

**ACTION:**          Deputy Clerk to prepare the annual costs for each contract and lease for the next committee meeting.

FS 22 / 26      Table Tennis Tables - Location

**DECISION:**      The committee approved location of 1 table tennis table under the roofless gazebo in field assuming there is enough room for play. If space not big enough, install by basket ball hoop / junior (adventure) play area.

FS 23 / 26      Deputy Clerk updated the committee on

War memorial cleaning – to be carried out on 29<sup>th</sup> July 2026.

Tennis coaching contract – A meeting took place with Match Point Tennis, Deputy Clerk and Cllr Morgan. In this meeting it was discussed that a tender process would be needed if a contract wanted to be pursued by Match Point Tennis.

Perimeter Path – 2 more quotes being obtained ahead of the Full Council meeting in September.

Curly Wurly Chalet contract – awaiting response from Curly Wurly Café.

**ACTION:**          Woodland Footpath – Deputy Clerk to seek a timeline from Wellers in regards to the proposed licence agreement with St John's College Cambridge.

The meeting started at 1.30pm.

The meeting closed at 3.18pm.

Future meeting date: 17 September 2026

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_