

TO ALL MEMBERS

9th April 2026

You are summoned to attend a meeting of the ARK Community MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 16th April at 1pm.

This meeting will be held in the Dove Suite – access is via the patio door.

AGENDA

1. Cold Water Storage Tanks – Inspection and Quote (TVWS)

To note that an inspection of the cold-water storage tanks was undertaken by TVWS on 24 March. Water samples were collected at the time of the visit, and the results are clear of any harmful bacteria. The contractor reported observing light biofilm and sediment within the tanks and has recommended cleaning and disinfection as a precautionary measure.

Members are asked to consider and approve the quotation from TVWS in the sum of £700 (excluding VAT) should they wish to proceed.

2. Changing Room / Shower Area – Plumbing Review

To note that the changing room and shower area is currently not in active use and is being utilised for storage purposes. A review has identified that there may be sections of redundant or infrequently used pipework within this area. It has been suggested that, where appropriate, options to address such pipework could be considered in line with good water hygiene practice. A quotation in the sum of £700 (excluding VAT) has been received from GJ HVAC Services in relation to potential works associated with the shower area and associated pipework.

3. Boiler Room – Pressurisation Unit

To note that the existing pressurisation unit in the boiler room has been reported as showing signs of deterioration and may not be operating at optimal performance. A quotation in the sum of £3,100 (excluding VAT) has been received from GJ HVAC Services for the supply and installation of a replacement unit. Members are asked to consider the quotation and agree whether to proceed with the proposed works or take any alternative action as appropriate. Members are invited to consider the quotation and determine whether any further information or action is required.

4. To discuss any ideas or aims for The Ark to achieve in the coming financial year.

If any projects are identified these will form part of the Parish Council's Action Plan.

5. Current Financial Situation

To note the financial position as 31st March 2026:

	Year to date
Income	£72,190
Expenditure	£64,353

Repairs and Renewals fund: -

B/F	£1,767
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6. Updates

- a. To note that installation of the new Dunlop Hall flooring was completed in January and the area is now fully operational.
- b. To note that the gas oven and hobs will require servicing in August, including provision of a CP42 certificate. Members are advised that a new contractor will need to be appointed and quotations sourced.
- c. To note that Boiler 2 has been installed and is currently managing the primary heating demand. A gas safety certificate has been issued for this installation. Boiler 1 will be booked for its routine servicing in due course.
- d. To note that the annual Legionella control compliance programme has been completed, comprising:
 - Water sampling
 - Annual calorifier blowdown (gas-fired hot water cylinder)
 - Annual servicing of TMVs, with seven units serviced or a failsafe carried out.
- e. To note that correspondence regarding the new cancellation policies has been issued to regular hirers. Some concerns have been expressed; however, the policies have been acknowledged, and hire agreements are being returned in accordance with the request. The intention of these changes is to reduce short-notice cancellations and to open up availability for residents where previous block bookings may have limited access, while managing the impact on existing hirers.

7. Future Bookings

Current regular bookings are: -

- Karate
- Tiny Tekkers
- Post Office
- Badminton
- Hilltop WI
- Art Societies
- Gymnastics
- Pilates
- Yoga
- Choir
- Gales & Crawley Down Badminton
- Badders badminton
- Short mat bowls
- Creative Writing

Other events booked: -

- 19.04 Children's Party
- 13.04 Art Society Special Interest Day
- 21.04 WSCC meeting
- 22.04 Private booking
- 29.04 Private booking
- 02.05 Party
- 07.05 WSCC County Councillor Elections
- 23.05 Party
- 24.05 Menopause meeting
- 06.06 Party
- 27.06 Children's party
- 05.06 Fundraiser
- 13.06 Party

8. Confidential items

To consider the temporary exclusion of the public and press due to the confidential nature of the business to be discussed.