

Minutes

MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 16th April 2026 at 1pm.

Attendees: Cllr Sue Hughesden – Chairman (SH), Cllr Chris Jarvis (CJ), Cllr Bruce Forbes (BF), and Mrs Charlotte Jim – Clerk (CJ), Miss Elaine Norman – Assistant Clerk (EN)
Mid Sussex District Councillor Gary Marsh

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

Members noted the information provided in relation to the legionella compliance measures. The quote was approved to proceed with appointing contractor TVS with the cleaning of the two cold water storage tanks at £700 (excluding VAT).

2 Changing Room / Shower Area – Plumbing Review

Members noted the situation with the changing room/ shower area and approved the quotation of £700 (excluding VAT) from GJ HVAC Services and authorised instructing the works.

3 Boiler Room – Pressurisation Unit

Members noted the information in relation to the existing pressurisation unit in the boiler room and in principle agreed to the replacement and the sum of £3,100 (excluding VAT) for GJ HVAC Services to undertake the works. This will be placed on the Parish Council agenda for formal authorisation.

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

Although at the time of the meeting members did not identify any projects it was agreed that ideas could be added to the Parish Council's Action Plan when required.

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 The following updates were provided and noted:

- 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

No confidential items were discussed.