

Minutes

MEETING OF THE ARK COMMUNITY EXECUTIVE

Thursday 6th August 2026 at 10am

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. Continued Hot weather

a. Members noted that, following the introduction of the revised cancellation policy for regular hirers, some sports groups had cancelled bookings at short notice during the recent period of hot weather. Members agreed that, where bookings are cancelled due to extreme hot weather, credits may be offered to regular sports group hirers at the Committee's discretion.

b. Members also considered the purchase of fans or other cooling measures to improve comfort during periods of extreme heat. It was agreed that fans would not be purchased, and it was noted that the installation of air conditioning would be prohibitively expensive and was therefore not considered a viable option.

2. Changing Rooms/ Shower Area – Plumbing Review

Members noted that one of the changing rooms and shower area is not currently in active use and is being used for storage. A recent review had identified sections of redundant or infrequently used pipework requiring attention in accordance with good water hygiene practice.

Members agreed to accept the quotation of £700 (excluding VAT) from GJ HVAC Services for works to the shower area and the removal of the redundant pipework.

The Clerk was asked to coordinate the works to be carried out alongside the removal of the changing room partitions.

3. Gas Hob and oven - Dove Suite

Members noted that the annual service, including the inspection required for the issue of a CP42 certificate, had been carried out by True Heating Solutions Ltd on 29 July 2026. The CP42 certificate could not be issued as improvements to the kitchen ventilation were required, as the existing ceiling extractor did not meet current standards.

Members agreed to approve the quotation of £340 plus VAT for the recommended remedial works, comprising the installation of ventilation openings, a mains-powered CO₂ monitor, and the provision of appropriate user instructions if the alarm sounds.

4. Future planning for 2026/27

Members discussed ideas and objectives for The Ark during the 2026/27 financial year, with any agreed projects to be incorporated into the Parish Council's Action Plan.

Members noted the following:

- There is currently no regular Thursday evening hire in the Dunlop Hall.
- Some clubs continue to have low attendance.

- The Karate Club will not be returning in September.
- Following the previous yoga instructor's emigration, classes are now being delivered by a colleague, who has booked an initial seven-week period during September and October.
- Turners Hill Badminton Club now has one regular Sunday session, with Wednesday and Friday bookings currently made on an ad hoc basis.

5. Current Financial Situation

The financial position as 30 June 2026 was noted:

	Year to date
Income	£13,068
Expenditure	£19,313

Repairs and Renewals fund: -

B/F	£2,294
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6. Updates

a. Cold Water Storage Tanks

Members noted that TVWS had completed the cleaning and disinfection of both cold-water storage tanks. TVC samples had been taken and analysed, with no issues identified. The Certificate of Analysis had been received.

b. Boiler Room

Members noted that the installation of the new pressurisation unit had taken place on 1 August 2026. The Clerk reported that GJ HVAC had attended again on 5 August 2026 to tidy up some pipework and would need to return to reset the control board to reconnect Boiler 1, which had been switched off.

7. Future Bookings

Current regular bookings are: -

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

Other events booked: -

- 12.08 Committee Meeting
- 15.08 Children's party
- 05.09 Children's party
- 09.09 to 13.09 Private booking (5 days)
- 22.09 Arts Society – Lecture
- 30.09 Private Booking
- 04.10 Craft & Food Market
- 10.10 to 11.10 Wellbeing event
- 16.10 Art Society Special Interest Day
- 24.10 Private Booking
- 27.10 Arts Society – Lecture
- 05.06 Arts Society – Study Day

8. Confidential items

No confidential items