



Caroline Hansen

From: Sam Heynes  
Sent: 18 June 2019 14:12  
To: Caroline Hansen  
Subject: FW: Village Hall changes

Please add item 3 Shed (below) to the agenda for next week's meeting.

Kind regards  
Samantha Heynes  
Clerk to Cuckfield Parish Council

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Office Hours:  
Monday to Friday  
10am – 2.30pm

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-----Original Message-----

From: Sarah Moss <[chairperson@cuckfieldpreschool.co.uk](mailto:chairperson@cuckfieldpreschool.co.uk)>  
Sent: 18 June 2019 07:14  
To: Andrea King <[Andrea.King@Cuckfield.gov.uk](mailto:Andrea.King@Cuckfield.gov.uk)>; Sam Heynes <[Sam.Heynes@Cuckfield.gov.uk](mailto:Sam.Heynes@Cuckfield.gov.uk)>  
Cc: [sarah.moss10@btinternet.com](mailto:sarah.moss10@btinternet.com)  
Subject: Village Hall changes

Dear Andrea and Sam,

Trust you are well. I would be grateful if you could confirm receipt of this email as I'm aware this email address is not in the parish council contacts and so is sometimes diverted to spam. I'm getting in touch to raise some developments and other requests with you and ask how best to take forward.

#### 1. Breakfast Club

The great location of the Village Hall hasn't gone un-noticed and you may be aware that Lucy Shimuzu and Karen Ford (who run childcare currently based in the Old School) are keen to hire it for a breakfast club. Preschool has had an initial discussion with them about how it could potentially be arranged in practice and although it will involve a little give and take on both parties we believe it could be made to work.



There are contractual and financial aspects to consider, and I expect there will need to be a three way conversation to progress this. They are keen to move quickly as Ofsted approval for a new setting takes some time and if it's possible they would like to start in September.

They are the same people as were keen to take a two week holiday club booking at Easter, which also hopefully bodes well for the future if it can be made to work for all parties.

How would you like to progress this?

## 2. Stairgate

We have carried out a risk assessment. We would like to retain but change the stairgates. There is a type that's quicker and easier to open / close in any event including at the end of each day. This type is fixed to the wall or door surround. Please can you consider this request for permission to fix two stairgates, one across the gap to the lobby area outside the kitchen, one across the gap to the fire exit from the hall nearer the road.

## 3. Shed

Access to outdoor play is a wonderful asset at the Village Hall. We would like to expand this by potentially investing some reserves in expanding the outdoor storage facilities. We would like to request permission to install a new base and shed that's no wider, but is double the length, of the existing shed situated behind the hall. This currently appears to be unused space and without visual impact to other users. Nothing has yet been priced until an initial view from the Parish Council is available. Please advise.

## 4. Rug Cleaning 4th July

This day is annual clear out and cupboard cleaning for preschool! We would like to hire a commercial carpet cleaner and give all our rugs a thorough spring clean. We would like permission to leave the rugs out in the main hall overnight until the next day at no charge. Please advise.

Thanks for considering these points, and I look forward to hearing from you.

Best regards,  
Sarah Moss

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Trustee Chair  
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