



The Queen's Hall  
High Street  
Cuckfield  
West Sussex  
RH17 5EL  
  
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## Community Buildings Committee Meeting

**Date: 7<sup>th</sup> September 2023**

**Agenda Item: CB006**

**1. Introduction:**

We would like to draw your attention on the gate and fence at the entrance of the building as we feel it is quite low and has become a safeguarding concern for us. Last academic year during summer term we had a child who, during a visit with mum, climbed over the fence and run out to the parking area. He is known to be a climber and had been referred for assessment, however, having a diagnosis would only help manage expectation and put the right procedures in place, but we also endeavour to minimise/eliminate any safeguarding risk in order to keep him and others safe.

**2. Proposal:**

We propose to raise the slats each side of the gate and either replace or match all the wood on top of the gate.

**3. Costs:**

We had a quote from our handyman, please see on next page.

**4. Recommendation:**

We would appreciate any support with this matter.

Name: Ana Micu  
Title: manager at Cuckfield preschool  
Date: 21/08/2023

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## Review and accept your quote

New gate

Quote total  
**£525.68**

Message from Harris Carpentry

*"Hello, Please find arraxhes rhe quote for the new gate. Thank you "*

### New gate

Quote valid for 30 days  
Created on 29th June 2023

Cuckfield preschool

Quote sent by:  
**Harris Carpentry**  
Station House, London Road  
Balcombe  
Haywards Heath  
RH17 6JQ  
geharris@icloud.com  
07519462689

#### SCOPE OF WORK

- Install new double gate in palisade design
- Fit all furniture on gate

Accept this quote

#### PAYMENT SCHEDULE

<ul style="list-style-type: none"> <li>• <b>Initial payment</b> Payment due before works commence</li> </ul>	<b>£325.68</b>
<ul style="list-style-type: none"> <li>• <b>Final payment</b> Payment due on completion of works</li> </ul>	<b>£200.00</b>

#### FACILITIES ON-SITE

We may require access to the following services in order to complete the works:

- Mains water tap
- Toilet facilities
- Mains electricity

#### COST OF WORKS

Total price	<b>£525.68</b>
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