

Caroline Hansen

From: Caroline Hansen
Sent: 09 December 2019 15:35
To: [REDACTED]
Subject: RE: Queen's Hall Damp Proofing

Hi Paul,

That would be great. See you then.

Kind regards,

Caroline Hansen
Assistant Clerk
Cuckfield Parish Council



01444 454276
www.cuckfield.gov.uk

Office Hours:
Monday to Friday
10am–3pm

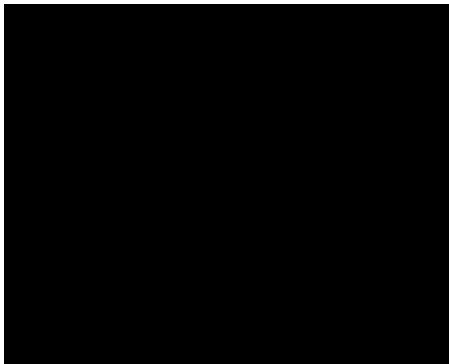
Cuckfield Parish Council, The Queen's Hall, High Street, Cuckfield, RH17 5EL

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From: [REDACTED]
Sent: 09 December 2019 15:16
To: Caroline Hansen <Caroline.Hansen@Cuckfield.gov.uk>
Subject: RE: Queen's Hall Damp Proofing

Hi,
Can I pop over on Wednesday 10-11am ?

Kind Regards



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From: Caroline Hansen [<mailto:Caroline.Hansen@Cuckfield.gov.uk>]
Sent: 09 December 2019 10:31
To: [REDACTED]
Cc: Paul Stevens; Jane Forester
Subject: RE: Queen's Hall Damp Proofing

Hi Paul,

CPC have now obtained all the keys to the cupboards along the north wall of Queen's Hall.

Please let me know when it would be convenient for you to re-visit to check this area for damp.

Kind regards,

Caroline Hansen
Assistant Clerk
Cuckfield Parish Council



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From: Caroline Hansen
Sent: 02 December 2019 14:50
To: [REDACTED]
Cc: Paul Stevens <Paul.Stevens@Cuckfield.gov.uk>
Subject: RE: Queen's Hall Damp Proofing

Hi Paul,

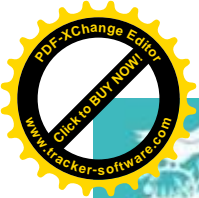
Have you taken into consideration that Good Friday falls on 10 April?

I note we will need to allow two weeks before re-decoration can take place.

I agree another visit would be useful. My colleague has requested keys for all the cupboards from our regular hirers. As soon as we have them in our possession I will be in touch.

Kind regards,

Caroline Hansen
Assistant Clerk
Cuckfield Parish Council



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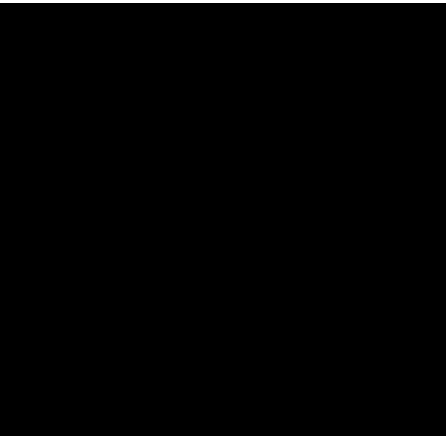
From: [Redacted]
Sent: 02 December 2019 14:28
To: Caroline Hansen <Caroline.Hansen@Cuckfield.gov.uk>
Subject: RE: Queen's Hall Damp Proofing

Hi Caroline,

The work will take about 5 days to complete and you will need to leave about 2 weeks before you can re-decorate

With regards to the areas you mentioned, would it help if I re-visited ?

Kind regards



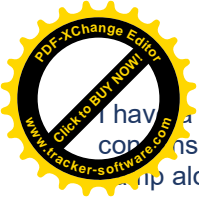
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From: Caroline Hansen [<mailto:Caroline.Hansen@Cuckfield.gov.uk>]
Sent: 02 December 2019 14:14
To: [Redacted]
Subject: RE: Queen's Hall Damp Proofing

Hi [Redacted],

That date appears to be fine as we do not have a wedding booked on 11 April. However, we do have bookings during the week but the area where your work will be taking place should not interfere with these bookings. Please advise the length of time your work will take as we will have to arrange for the walls to be re-decorated.



I have a concern regarding the area behind the storage cupboard you inspected and concluded it was compensation.. There are a number of cupboards not inspected as we did not have the keys available. If there is a damp along this area and it is not treated could the damp spread to the newly treated area?

I look forward to hearing from you.

Kind regards,

Caroline Hansen
Assistant Clerk
Cuckfield Parish Council



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From: [Redacted]
Sent: 28 November 2019 08:58
To: Caroline Hansen <Caroline.Hansen@Cuckfield.gov.uk>
Subject: RE: Queen's Hall Damp Proofing

Hi,
Thank you for your order and instructions, we have booked the work to commence on Monday 6th April 2020

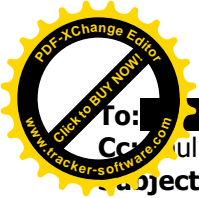
Hope that meets with your approval

Kind regards

[Redacted signature block]



From: Caroline Hansen [<mailto:Caroline.Hansen@Cuckfield.gov.uk>]
Sent: 27 November 2019 14:43



To: [Redacted]
Cc: Carol Stevens
Subject: Queen's Hall Damp Proofing

Dear [Redacted]

Further to receipt of your report and quotation I am pleased to advise you that your quotation totalling £2,425.00 to carry out the damp course work on the internal north walls of Queen's Hall was approved at the Assets, Community and Environment Committee meeting held on 21 November.

We would advise that since your visit we have removed an accumulation of earth which was building up on the external north wall. In this respect we would prefer if your work could be carried out in the spring when the north walls should be drier.

I look forward to hearing from you.

Kind regards,

Caroline Hansen
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