



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Briefing Note

Chapel Decorating and Repairs

For Finance, Governance & Estates Committee 18 September 2025

Introduction

Following on from the FGE committee meeting (F25/26.007), the Estates and Facilities manager was asked to investigate the costings to decorate the new steelwork, external woodwork and the internal walls and woodwork in the Chapel in South Avenue Cemetery.

To carry this out properly, it was noted that the stained-glass windows in the chapel had a small leak in bad weather and that one of the external doors was showing signs of rot at the base of the door and would need to be repaired before the decorating could be completed.

Works Required

Door repairs

The storage cupboard on the northern side of the Chapel is showing rot in the bottom of the door. The planned drainage works will reduce the chance of this happening in the future.

Option 1 – To supply a new primed hardwood door and install. **£1,740.00 plus VAT.**

Option 2 – To supply a new primed softwood door and install. **£1,620.00 plus VAT.**

Option 3 – To remove the old door, board over the frame while the works are carried out. Remake the door salvaging as much as possible, replace TGV boarding and leave new timber in primer and reinstall. **£830.00 plus VAT.**

Stain Glass window Repairs

Presently we have a leak in the Southern windows, especially in heavy rain. Which is affecting the paint work and wood inside the chapel. Silver-stained glass has provided two options to stop the leaking.

Option 1 – Full strip and rebuild

- to remove 3 panels and board up the space
- carefully transport to the workshop
- take apart and clean the glass.
- Re-lead using lead to match the existing profile and original glass – replacing broken or cracked pieces with best match possible.
- Cement to make waterproof and stabilise.
- Refit all 3 panels.

Total cost £8,300.00 plus VAT.

This is a more expensive option, which will keep the windows as they are, but there is no guarantee that the leaks will not return over time.

Option 2 – Poly Carb covers

- To supply and install cut to size and shape poly carb sheets and installed using stainless steel fixings.

Total Cost £2,070.00 plus VAT.

This is quite a popular option at the present, a cheaper option that creates a greater protection against water damage, with air circulation at the bottom, without effecting the aesthetics within the chapel.



Decorating

Internal decorating

- **Cover** all areas prior to decorating
- Rub down and prepare existing doors and windows
- Fill areas with Ronseal two-part wood filler and Geocel decorator's caulk
- Apply Ronseal wet rot hardener to any areas of damp wood
- Apply and spot prime with Dulux Trade Preservative Primer to any areas of bare wood including back of doors
- Apply one coat of Dulux Trade Stormshield undercoat Heritage White to doors and windows
- Apply two coats of Dulux Trade Stormshield Gloss Heritage White to doors and windows Prime any areas of filler with Trade Vinyl Matt
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls fill skirting and fames with Geocel decorators Caulk and Toupret Wood filler
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to frames, picture rail and skirting
- Apply Zinsser BIN to any areas of stains on walls Fill any areas on walls with Toupret Filler Spot prime all filler prior to decorating walls
- Apply two full coat s of Johnstones Trade Magnolia Durable Eggshell to walls throughout
- Apply two coats of Hammerite metal paint Silver to metal rods and plate in store area
- Leave area clean and tidy, ready for use

Total £2,960.00 plus VAT.

External decorating

- Rub down and prepare existing doors and windows
-

- Fill areas with Ronseal two-part wood filler and Geocel decorator's caulk
- Apply Ronseal wet rot hardener to any areas of damp wood
- Apply and spot prime with Dulux Trade Preservative Primer to any areas of bare wood including back of doors
- Apply one coat of Dulux Trade Stormshield undercoat Heritage White to doors and windows
- Apply two coats of Dulux Trade Stormshield Gloss Heritage White to doors and windows

Total £1,810.00 plus VAT

Grand Total £4,770.00 plus VAT.

Recommendation

The recommendation is:

Door Repair – To appoint Nick Bruce to carryout option 3. The door is mostly in good condition with only the lower section of the door showing rot. A cost of **£830.00 plus VAT.**

Stained Glass Windows – To appoint Silver-stained glass to carryout option 2 to supply and install poly carb over the Chapel windows on the southern side. A cost of **£2,070.00 plus VAT.**

Decorating – To appoint JDP decorating to carry out the internal and external decorating of the Chapel after the other works are completed. A cost of **£4,770.00 plus VAT.**

A Grand Total of £7,670.00 plus VAT.

RECOMMENDATION: The Committee is asked to AGREE to appoint Nick Bruce to carry out the door repairs at a cost of £830.00 plus VAT. To appoint Silver-stained glass to carry out the stained glass window repairs at a cost of £2,070.00 plus VAT and JDP Decorating to carry out the internal and external decorating of the Chapel at a cost of £4,770.00 plus VAT, using funds from the Cemetery Earmarked Reserve (320) currently holding £21,708.