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Village Centre
Trinity Road
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Briefing Note

Village Centre Velux Windows

For Council Meeting 23 July 2026

Background

At the 25 June 2026 meeting, the Parish Council discussed the use of the £12,028 VAT refund, paid to the Parish Council, via its 126 VAT Claim mechanism permitted under Section 23 of the 1994 VAT Act (Ref: Minute C26/27.050: Village Centre VAT Reclaim). The Parish Council is able to claim the VAT paid by the Village Centre charity as it is both the sole and custodian trustee of the charity. The Parish Council:

RESOLVED: That the Council AGREES in principle to spend the reclaimed VAT to date on property maintenance projects for the Village Centre for example: new boilers, new radiators or new velux windows, subject to quotes being presented to Council in the future.

Introduction

The Velux windows in the village centre are more than nineteen years old, and have started showing signs of failure, with the remote control only working periodically and some of the windows not working at all. The remote control has been removed from the main hall, to prevent the windows from being opened and preventing them from being stuck open, which would lead to damage to the main hall flooring and creating a health and safety issue.

This briefing note sets out the proposal to replace the seven velux windows in the Village Centre Main Hall and Main Hall Foyer as they are no longer able to be opened and closed securely ensuring the roof is kept water-tight. The windows have now been kept closed for over a year, due to the risk of not being able to close them properly. The windows provide much needed air flow, especially when the temperatures rise and people are physically active in the hall.

Proposed Works

It is proposed to replace the five velux windows in the main hall and two in the main hall foyer and to install wall mounted control for both areas, which will control the opening and closing of the windows and the blinds. The controls will be fixed to the wall (i.e. with no remote control device) so they cannot be removed and lost.

There are two options for the powering of the windows

- **Solar panels which are inbuilt into the windows** – do not require additional costs for electrical hook up and components can be replaced easily. The downside to the solar option is the lithium battery has a 7–10 year lifespan and within that timeframe all the motors and blinds will need replacing for a cost of approx. £5,250 plus VAT.
- **Wired into the mains power** – will require new power points to be installed by the windows (£580 plus VAT), so they can simply be plugged in when installed. Fuse spurs will be accessible and easily repairable should there ever need to be any repairs, but typically the installs have seen electrical windows still working for 25 to 35 years.

There are two options for the blinds as well:

- **Standard motored blackout blinds** – as currently in situ to be controlled by a wall mounted controller.
- **External Blackout anti heat blinds** – which will be controlled by a wall mounted controller and offers better security and heat protection. This comes at a greater cost of approx. £2,500 more than the standard blinds.

Quotations

Two contractors have been approached for quotations, which has included site visits:

Contractor A

1. Wired Velux Windows with external blackout anti heat blinds (with electrician installation) - £13,107.00 plus VAT.
2. Wired Velux Windows with internal standard blackout blinds (with electrician installation) - £10,469.00 plus VAT.
3. Solar Velux windows with external blackout anti heat blinds (no electrician installation required) - £13,577.00 plus VAT.
4. Solar Velux Windows with internal standard blackout blinds (no electrician installation required) - £9,889.00 plus VAT.

Contractor B

1. Wired Velux Windows with external blackout anti heat blinds (with electrician installation) - £21,763.90 plus VAT. (reduced to £17,034.00 plus VAT with an alternative electrician).
2. Wired Velux Windows with internal standard blackout blinds (with electrician installation) - £19,613.90 plus VAT. (reduced to £14,884.00 plus VAT with an alternative electrician).
3. Solar Velux windows with external blackout anti heat blinds (no electrician installation required) - £16,454.00 plus VAT.
4. Solar Velux Windows with internal standard blackout blinds (no electrician installation required) - £14,304.00 plus VAT.

The preferred option is the replacement of the seven Velux windows wired into the mains power, with external blackout anti heat blinds, at a total cost of £13,107.00 plus VAT.

Funding

It is proposed that this work is ordered and paid for by the Parish Council as the VAT funds were claimed by and paid to the Parish Council, via its 126 VAT Claim mechanism permitted under Section 23 of the 1994 VAT Act. The additional £179 difference between the two figures can be deducted from the VAT claim due to be made shortly for the 2025/6 year.

RECOMMENDATION: The Council is asked to appoint Sussex Roof Windows Ltd to install seven Velux windows wired into the mains power, with external blackout anti heat blinds at the Village Centre, at a total cost of £13,107.00 plus VAT.
