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Trinity Road  
Hurstpierpoint  
West Sussex BN6 9UY

## Briefing Note

# Court Bushes Decorating Quotes

For Finance, Governance & Estates Committee 18<sup>th</sup> June 2026

### Background

As part of our lease agreement with Mid Sussex District Council, we are required to decorate Court Bushes Community Hub (Clause 1.19: the interior decorating years). The Estates and Facilities manager was asked to explore the costs to carry this out, with the possibility of using funds from the Court Bushes Sinking Fund Earmarked Reserve (380) currently with £46,670.

### Planned works

Due to Kiddie Capers working on site, some of the painting will need to be done outside of working hours, to allow them to continue trading.

### Main Foyer

- Cover all areas with plastic sheeting and dust sheeting prior to painting.
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Dulux Trade Ultra Matt to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

### Men's Toilets

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Zinsser Permawhite Eggshell White to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

### Women's Toilets

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray

- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Zinsser Permapwhite Eggshell White to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

### **Disabled Toilets**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Zinsser Permapwhite Eggshell White to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

### **Main Function area**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Dulux Ultra Matt White to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

### **Inside cupboard**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Rub down all filler with extractor sander
- Apply two coats of Johnstones Trade Covaplust Matt White to walls fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

### **Kitchen**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
  - Tape up switches and any areas to avoid paint spray
  - Fill walls with Gyproc easifill filler where required
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- Apply Zinsser BIN stain block to any areas of water marks
- Rub down all filler with extractor sander
- Apply two coats of Zinsser Permawhite Satin to walls and ceiling fill skirting and frames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

#### **To be completed in Work Hours**

Contractor A - **£4,180.00 plus VAT.**

Contractor B - **£5,630.00 plus VAT.**

#### **Nursery Areas**

##### **Nursery Main Area**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Dulux Trade Ultra Matt to ceiling Rub down all filler with extractor sander
- Apply two coats of Johnstones Trade Durable Eggshell Green to match existing green on left hand wall
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls fill skirting and frames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

##### **Children's Toilets**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Zinsser Permawhite Eggshell White to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and frames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

##### **Staff Toilets**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
  - Tape up switches and any areas to avoid paint spray
  - Fill walls with Gyproc easifill filler where required
  - Apply Zinsser BIN stain block to any areas of water marks
  - Apply two coats of Zinsser Permawhite Eggshell White to ceiling Rub down all filler with extractor sander
  - Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
  - Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
  - Fill skirting and frames with Geocel decorators Caulk and Toupret Woodfiller
  - Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
  - Leave area clean and tidy, ready for use
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## **Nursery Office**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Dulux Ultra Matt White to ceiling Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

## **Nursery Kitchen**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Zinsser Permawhite Eggshell White to ceiling Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

## **Club lounge Main Area**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Dulux Trade Ultra Matt to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

## **Club Lounge Hallway**

- Cover all areas with plastic sheeting and dust sheets prior to decorating
  - Tape up switches and any areas to avoid paint spray
  - Fill walls with Gyproc easifill filler where required
  - Apply Zinsser BIN stain block to any areas of water marks
  - Apply two coats of Dulux Trade Ultra Matt to ceiling Rub down all filler with extractor sander
  - Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
  - Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
  - Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
  - Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
  - Leave area clean and tidy, ready for use
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## Club Lounge Kitchen

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Zinsser Permapwhite Eggshell White to ceiling Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

## Bar Area (Sleeping area)

- Cover all areas with plastic sheeting and dust sheets prior to decorating
- Tape up switches and any areas to avoid paint spray
- Fill walls with Gyproc easifill filler where required
- Apply Zinsser BIN stain block to any areas of water marks
- Apply two coats of Dulux Ultra Matt White to ceiling
- Rub down all filler with extractor sander
- Apply base coat to walls with Johnstones Trade Vinyl Matt in order for eggshell to cover original colour
- Apply two coats of Johnstones Trade Durable Eggshell Magnolia to walls
- Fill skirting and fames with Geocel decorators Caulk and Toupret Woodfiller
- Apply two coats of Johnstones Trade Aqua Guard White Gloss to skirting, doors and frames
- Leave area clean and tidy, ready for use

## To be completed outside of Work Hours (evenings and Weekend Hours)

Contractor A - **£6,240.00 plus VAT**

Contractor B - **£7,980.00 plus VAT**

## Summary

**Contractor A** has quoted **£4,180.00 plus VAT** (in work hours for the Function room areas) and **£6,240.00 plus VAT** (outside of work hours for Nursery areas).

A total cost of **£10,420.00 plus VAT**.

**Contractor B** has quoted **£5,630.00 plus VAT** (in work hours for Function room areas) and **£7,980.00 plus VAT** (outside of work hours for Nursery areas).

A total cost of **£13,610.00 plus VAT**.

## Recommendation

It is recommended to appoint **J.D Ritchie painting and decorating** to carry out the decorating of Court Bushes Community Hub for a total cost of **£10,420.00 plus VAT**.

**RECOMMENDATION: The Committee is asked to appoint J.D Ritchie painting and decorating to decorate Court Bushes Community Hub for a total cost of £10,420.00 plus VAT with funds from the Court Bushes Sinking Fund Earmarked Reserve.**

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