



By Appointment to  
Her Majesty The Queen  
Manufacturer and Supplier  
of Secondary Glazing  
Selectaglaze Ltd.  
St Albans

**selectaglaze**  
Secondary Glazing

Selectaglaze Ltd, Alban Park, Hatfield Road, St.Albans AL4 0JJ

T 01727 837271

E enquiries@selectaglaze.co.uk

www.selectaglaze.co.uk

**By email: noemi.ripert@Cuckfield.gov.uk**

**CT/E/74342/R0/A**

**Please quote the above reference in all correspondence**

15 May 2024

Cuckfield Parish Council  
The Queens Hall  
High Street  
Cuckfield  
Haywoods Heath  
RH17 5EL

**For the attention of Ms Noemi Ripert**

**Re: Secondary Glazing to The Queens Hall**

We thank you for your enquiry and we now take pleasure in providing our secondary glazing proposals and estimate for consideration.

We understand the Secondary glazing is required to improve Thermal Insulation and our proposals are designed to support this requirement.

Our estimate is based upon information obtained from our visit and an opening schedule is included at the end of this letter detailing the secondary glazing products and specification included.

**Observations & Considerations**

Please note that if this is a listed building, local authority approval will be required before secondary glazing can be installed. Should you wish to proceed, we will require written confirmation with your instructions that this has been received.

All blinds, furniture, obstacles etc. are moved away in advance by others, to allow access to survey the openings and also for installation of the secondary glazing. (we will require at least 1.5m clearance in front of the windows)

Suitable access to be made available to all areas.

We have currently assumed straightforward access into the building and manual carrying to a maximum one floor up or down.

We do not provide drawings as we are the designers and manufactures of all our products and take full design responsibility for all products. Design ensuring the openings are suitable to receive secondary glazing is the responsibility of others

**Warmer Quieter Safer**

Directors: M.M. Childerstone BA (Oxon) (CHAIRMAN), K.A. Mercer BSc (MANAGING),  
A.T. Willis ACMA, MBA (FINANCIAL), C.M. Bignell (SALES)

Registered in England and Wales at the above address. No. 87987

We have used a full height Series 80 - 3 Pane Horizontal sliding unit on the ground floor window to minimize site being created. If we use the Series 10 stacking and coupling would cause heavy site taking away the look of the primary windows.

**Enabling Works**

Camera on the 1st floor within the window reveal to be moved by other prior to installation.

**Asbestos**

In accordance with the construction Design and Management Regulations 2015, buildings undergoing construction work are required to have an asbestos survey to verify that asbestos will not be disturbed as part of the works. We will require evidence that there is no asbestos in the area which the secondary glazing is to be installed.

**Specification**

All units will be manufactured from exclusive Selectaglaze aluminium extrusions finished in Standard Range Polyester Powder paint to Qualicoat standards to BS EN 12206-1:2004.

**Fixing Detail**

Units to be fixed into standard square reveals and splayed reveals.

**Estimate**

To survey manufacture and install Secondary glazing to 2no. openings; sizes and quantities as detailed on the attached schedule.

All for the sum of.....£7,297.44

This is exclusive of VAT which will be levied at the standard rate prevailing at the time of supply, currently 20%.

**Terms**

This estimate is based on Selectaglaze's 'Terms and Conditions of Sale' together with a 'Site Responsibilities & Attendance Schedule' both of which are attached. These terms cover the use of an un-amended standard form of subcontract. No allowance has been made for retention.

**Payment Terms**

To be agreed at the time of instruction subject to approval by our insurance underwriters.

**Delivery Lead Times**

Openings can be surveyed within 10 - 14 working days from receipt of your instruction to proceed and notification that all openings are fully prepared and ready for survey where applicable.

Manufacture, should take a further 11 - 13 weeks prior to installation but this is subject to material and component availability which can be verified fully following our survey.

Installation would take a further 1 day during normal working hours.

Material lead times have begun to normalise, however to limit risk to our customers we have increased stock levels of most components. Please contact us at the earliest opportunity so that we can review your requirements.

**Validity**

This estimate is based on current prices and will remain valid and open for acceptance for a period of 30 days and, if accepted during this period, will remain fixed until the end of September 2024.

We trust we have interpreted your requirements correctly and hope our estimate meets with your approval. We look forward to discussing and developing your requirements further, however in the meantime if you have any queries please do not hesitate in contacting me.

Yours sincerely,



**Cliff Taylor**

**Sales Technical Advisor**

for and on behalf of Selectaglaze Ltd.



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# Opening Schedule



Selectaglaze Ltd, Alban Park, Hatfield Road, St.Albans AL4 0JJ

T 01727 837271

E enquiries@selectaglaze.co.uk

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15/05/2024

c.taylor@selectaglaze.co.uk

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All units will be manufactured from exclusive Selectaglaze aluminium extrusions.  
The finish is indicated below.

**Finish:** Standard Range - Polyester Powder paint to Qualicoat standards to BS EN 12206-1:2004.

Original Pricing

D/R

## 1ST FLOOR

		<u>W</u>	<u>H</u>
<b>1W.01</b>	Treatment 1	2700	1603
<b>Unit 1x</b>	Series 10: 2-pane Horizontal Slider / 6.8mm Low "E"		
<b>1x</b>	Splay Timbers - Gloss Front Edge 6.8mm Low "E"		
		<b>Total for treatment 1</b>	
		<b>2,260.89</b>	
		<b>Total for 1ST FLOOR</b>	
		<b>2,260.89</b>	

## GROUND FLOOR

		<u>W</u>	<u>H</u>
<b>GW.01</b>	Treatment 2	3967	2430
<b>Unit 1x</b>	Series 80: 3-pane Horizontal Slider / 6.8mm Low "E"		
<b>2x</b>	Splay Timbers - Gloss Front Edge		
<b>1x</b>	SW Painted 44mm x 44mm max 6.8mm Low "E"		
		<b>Total for treatment 2</b>	
		<b>5,036.55</b>	
		<b>Total for GROUND FLOOR</b>	
		<b>5,036.55</b>	

These prices are dependent upon all items listed being ordered.  
Should items be added or omitted then Selectaglaze reserves the right to re-cost all items shown.

**Total** **7,297.44**

Prices are exclusive of VAT