The Highland Council

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Report No	PDI 10/14

Planning, Development and Infrastructure Committee

14th May 2014

Highland Historic Environment Strategy, Appendix 1: Historic Windows and Doors (Consultation Draft)

Report by the Director of Planning, Development and Infrastructure

Summary

This report introduces Highland Historic Environment Strategy, Appendix 1, Historic Windows and Doors (Consultation Draft). The report recommends that Members approve the content of the Windows and Doors Appendix for full public consultation prior to formal adoption.

1. Background

1.1 The Highland Historic Environment Strategy (HHES) was formerly adopted in 2012 following public consultation and approval by Committee. The HHES sets out the Council's over arching policies for the future management of the historic environment in the Highlands. Members will recall that during their consideration of HHES a commitment was made that it would be reviewed and any issues addressed following its application in the development management process. Throughout the two years since adoption of HHES a recurring issue has been the lack of detailed policy and guidance in relation to changes to historic windows and doors. This was further compounded by the changes in the General Permitted Development Order in February 2012 which confirmed the need for planning permission for replacement windows and doors in conservation areas.

The windows and doors of our historic building stock are a fundamental part of the character and special interest of our historic built environment. Changes to historic and traditional windows and doors in conservation areas requires planning permission, changes to windows and doors in listed building requires listed building consent and may also require planning permission. Whilst there is some national policy and guidance in relation to historic windows and doors there is currently no detailed policy at local level. This Appendix to the HHES is intended to bridge the gap and establish clear guidance for the Highland Council area.

The replacement of windows and doors in historic buildings is probably the most common application type affecting the historic environment and can often be quite complex to assess. There is a clear need for detailed guidance and

policy to assist building owners, agents and contractors in assessing the need for change, making competent applications, and to assist members of the Highland Council planning committees and development management officers in assessing applications for change. The Windows and Doors Appendix is intended to set Highland Council's policy and guidance, to ensure that future planning decisions are consistent across the Highland Council area, and are in line with both national and local policy and guidance.

2. Highland Historic Environment Strategy, Appendix 1, Historic Window and Doors (consultation draft)

2.1 The draft document presented to committee has been prepared by the Historic Environment Team with input from Historic Scotland Buildings Advisers, Historic Scotland Technical Support Team, Highland Council's Development Management Officers, and both the Dingwall CARS and Inverness City Heritage Trust project officers. The content of the document has been informed by best practice, technical guidance from various national and international sources, and recent appeal decisions and case law, including recent local decisions in the Highland Council area.

2.2 The document briefly explains the importance of historic windows and doors in terms of their value to the historic environment, and sets out the policy position in relation to their replacement. The document includes sections on thermal efficiency, recommended repair and maintenance techniques for historic windows and doors, and recommendations for new windows and doors where replacement of the existing is justified. Finally, the document concludes with a set of clear policies which Highland Council will apply to any planning or listed building consent applications for the replacement or alteration of existing traditional windows and doors in the Highland area, and any unauthorised change to windows and doors.

The Historic Environment and Development Management teams receive a large number of enquiries regarding the replacement of windows and doors. This document will be publicly available and should assist window manufacturers, building owners and planning agents in understanding the planning requirements in relation to historic windows and doors. This should ensure that guidance is easily accessible and consistent across the Highland Council area, and should reduce officer time in reproducing standard guidance on a case by case basis.

Furthermore the policies within the document will ensure that there is consistency in decisions across the Highland Council area, which will keep Highland Council decisions in line with best practice in relation to historic windows and doors and will ensure transparency and clarity in the planning process. Implementation of the policies should also support the survival of traditional trades and skills in the Highland area.

3. Proposed Consultation Arrangements

3.1 The consultation of the document will be through circulation to an established

list of “stakeholders” who have a specific historic environment interest, circulation to local libraries, area planning offices, service points and availability on the Council’s website.

The consultation period will be advertised in local press, on the Council website, in the area planning offices and service points and will run for no less than six weeks through June and July. Following consultation a further report and final amended document will be brought back to committee for approval prior to formal adoption.

4. Implications

4.1 Resource Implications

The cost of publication, advertising and consultation will be met within existing budgets. There are no additional resource implications associated with the development and adoption of window and doors policy for the Highland Council area.

4.2 Legal & Risk implications

The adoption of a dedicated policy on historic window and doors in the Highland Council area should give greater clarity and consistency in the decision making process and should therefore strengthen the Councils position in the event of planning permission and listed building consent appeals. There are no other significant legal implications associated with this report.

4.3 Equality Implications

An Equalities Impact Assessment Screening was undertaken for the Highland Historic Environment Strategy and found that a full Equalities Impact Assessment was not required. As such no equality issues associated with this report are anticipated.

4.4 Climate Change Implications/Carbon Clever

The detail of the windows and doors policy incorporates advice on climate change issues associated with the replacement of historic windows. Adoption of this policy will result in Highland Council offering consistent advice and guidance on the most sustainable solution for the protection of the historic environment. There are no other significant climate change implications associated with this report.

Recommendation

Members are asked to approve the content of the Highland Historic Environment Strategy, Appendix 1, Historic Windows and Doors (Consultation Draft) for full public consultation prior to formal adoption.

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Date:	25th April 2014
Author:	Kerry Hawthorne, Conservation Officer
Background Papers:	Highland Historic Environment Strategy, Appendix 1, Historic Windows and Doors (Consultation Draft)

APPENDIX 1

Highland Council
Historic Environment Strategy
Appendix 1
Historic Windows and Doors (Consultation Draft)
April 2014

1. Purpose of this document

This document clearly sets out Highland Council's policy on development proposals affecting historic windows and doors in Highland. In setting a clear and definitive policy Highland Council aim to simplify the planning and listed building consent process in relation to historic windows and doors by establishing clear guidelines and advice. This ensures that the Council are working towards simplification, consistency and transparency in the planning system as set out by Scottish Ministers.

The policy has been developed and guidance within the document prepared in line with national policy and guidance. The adoption of this policy ensures that decisions in relation to historic windows and doors in the Highland Council area will be consistent for all building owners and developers, in the future and will conform to the requirements of national policy.

The document attempts to explain the importance of historic windows and doors, set the scene in the Highland Council area, address common myths and issues. The document establishes Highland Council detailed policy in relation to historic windows and doors in listed buildings and historic buildings in conservation areas.

2. Introduction

The windows and doors of any building are a crucial element of its architectural design and character. The size, rhythm and proportion of openings often responds to the intended use of the building, its location, orientation or relationship with the landscape and its internal layout. The detailing of windows in terms of their materials, glazing patterns, astragal profile and dimensions is often reflective of the architectural period and overall style of a building. Detailing of windows and doors can often be an indication of social history, hierarchy and expectations too and so has a role in understanding the social structure and cultural history associated with a particular period or building type.

Given the relevance of each window and /or door to the architectural form, significance and character of buildings it is essential that existing and established forms of window opening, detailing and glazing are retained and maintained to ensure that the character, aesthetic qualities and significance of historic buildings remains intact.

A lack of care and attention to detail in the replacement of windows can result, and has resulted, in severe erosion of historic buildings, the loss

of architectural detail, and loss of interest and character to whole streets and historic areas.

3. Historic Windows & Doors

The historic windows and doors in older buildings not only make a valuable contribution to the character of individual buildings and building groups they are also a legacy of the craftsmen who were highly skilled to produce high quality, in some cases intricately detailed, windows and doors through years of training.

In historic buildings original or historic windows and doors are a key element of design, crucial to character and significance, are part of the historic fabric and are a key element in the social, industrial and trading history of the area in which the building is located.

4. Windows & Doors in the Highland region – images to be added to this section

Despite the many examples of inappropriate replacements which have can be seen there are a wide variety of window and door types from different periods and styles which still survive throughout the Highlands. This detail adds to the rich fabric and character of the historic built environment and should be protected in the future. This chapter is not intended to be an exhaustive record of all historic windows and doors in the Highlands but is rather intended to give a very brief over view and provide some examples of the role and importance of windows and doors in the overall architectural significance of Highland buildings.

Sash & Case

Sash and Case are probably the most common and easily recognisable historic window type. The detailing of sash & case windows is important and will differ between building types and historical periods. Sash & case windows can vary greatly in their dimensions, glazing patterns and detailing and all of these elements contribute to the interest of the window, the building in which they are placed and make a valuable contribution to historic areas.

Casements

Casements were the “norm” before the introduction of the sash & case window though they were much less common in Scotland and the Highlands. They are generally hung with hinges to the side. Historically they were most commonly constructed of timber but there a very limited number of surviving examples of metal frames of this type in Highland.

Metal frames

There are a limited number of metal framed windows surviving in situ within the Highland area. Retention of this window type has become more important as on-going replacement has left them a fairly rare survival. Examples can be found in industrial buildings which may have iron frames, early 20th century buildings which may incorporate steel “Crittall” frames are also in situ. This window type is reflective of historic

developments in technology and materials and is representative of certain building types and social history across the Highlands.

Oriel windows

Windows which are canted out from a building, often supported by, in some cases very decorative, brackets or corbels. These windows are a fairly common feature in Highland architecture and like all of the other examples can be found in a variety of forms from very simple and functional through to decorative and grand windows which form key elements of a buildings architectural design and detailing.

Circular Windows

Wheel or Rose windows – sometimes referred to as Catherine windows - are most commonly, though not exclusively, found in ecclesiastical buildings and are usually divided into segments by mullions or tracery. Circular windows without tracery are referred to as Ocular windows and are occasionally in situ on some industrial buildings as well as being used for decorative detailing in domestic architecture.

Fixed Frame windows

Windows fixed to masonry without an opening mechanism. Possibly the most obvious example being the fixed, leaded light windows most commonly found in ecclesiastical or civic buildings.

Roof windows

There are many examples of surviving cast iron roof windows across the Highland area. These are more often than not a simple functional way in increasing natural light to many building types. They are often replaced with modern “conservation” rooflights which rarely reflect the original size and character of traditional iron roof windows.

Dormers

A common feature of traditional buildings dormer windows add crucial additional space to upper floor rooms as well as providing necessary light and ventilation. Dormers are often very simple vernacular details but can also commonly be an important, and in some cases decorative, feature of larger buildings. Traditional dormers are usually an integral part of the building design and are carefully balanced with roof and elevation detailing of historic buildings.

Doors

Historic buildings in the Highlands display a wide variety of traditional and ins some cases original entrance doors. Most commonly these are traditional joiners made timber doors.

The traditional heavy panelled door is the most common survival, door openings are wide and often have a double leaf entrance door. Often entrance doors have a fanlight above to draw the light into the entrance hall. Some fanlights are decorative and add architectural interest to the given building.

Often smaller cottages, agricultural and industrial buildings have simple ledged & braced timber doors lined with vertical timber boards. This door type is reflective of the simple vernacular houses across Highland, reflects the functional use of the dwellings and the social and cultural history of the Highlands.

There are surviving examples of earlier door types, in many cases heavy oak doors with substantial door furniture and clear detailing reflective of the architecture of the given building. The most common of these would be those in situ on ecclesiastical buildings or early castle and houses.

5. Legislation, Policy & Guidance

- Town & Country Planning Act
- Planning (Listed Buildings & Conservation Areas) (Scotland) Act 1997
- Scottish Historic Environment Policy (SHEP)
- Highland Wide Local Development Plan
- Highland Historic Environment Strategy
- Our Place in Time – The Historic Environment Strategy for Scotland

6. Planning Permission & Listed Building Consent

The replacement of existing windows and doors in listed buildings requires listed building consent unless the replacement windows are an exact like for like replica of the existing windows and doors. Exact like for like will mean in terms of materials frame dimension and detail, colour, ironmongery, glazing etc. Even where replacements will match exactly there is a presumption in favour of retention and repair to prevent the removal of historic fabric. National policy is clear that the replacement of historic, appropriate windows is only acceptable where the existing windows are completely beyond repair. Therefore, Highland Council are unlikely to support the replacement of historic windows in listed buildings unless a detailed window survey is provided which proves that the existing traditional windows in a building are not capable of repair. Please note that guidance on the repair and retention methods for historic windows is contained in section 8 of this document.

Where the condition of existing windows in a listed building is such that replacement is in the best interest of the building the Council will seek to ensure that any replacements approved match the design, style and detail appropriate to the age and architectural style of the listed building.

Planning Permission is required for the replacement of windows in conservation areas where there is to be any change from what is existing. Only where new windows are an exact like for like replacement is planning permission not required. Please note exact like for like means exact in every sense, materials, dimensions, glazing etc. Highland Council are unlikely to support the replacement of historically appropriate windows with modern alternatives to buildings in conservation areas. Where planning permission is required for the replacement of historic windows in traditional buildings within

conservation areas the same policy applies as applies to listed buildings. A fully detailed window by window survey will be necessary to support applications for planning permission in these cases to demonstrate that there is a justified case for replacement.

Planning permission will also be required where a proposal is for the replacement of windows in a listed building with windows that are different to the ones in situ, where there is to be a materials alteration in the external appearance. This includes a change in materials, glazing pattern, dimension and detail of frames and astragals etc. Highland Council are unlikely to support such changes to listed buildings where the existing windows are original or traditional.

7. Thermal Performance

Extensive research has been carried out into the thermal performance of windows. This is commonly measured as a U-value, in very simple terms the lower the U-value the more thermally efficient the window. The average modern double glazed window has a standard U-value of 1.6W/m^2K.

Historic Scotland in partnership with Glasgow Caledonian University, Herriott Watt University and Change Works have carried out extensive research into the thermal efficiency of historic single glazed windows and the thermal efficiency of historic windows fitted with slim double glazed units.

These studies have been extensive and the technical reports produced contain a substantial amount of data which is too in depth to be considered in detail within this policy document. However, in the first study (Technical Paper 1) the key findings clearly demonstrated that secondary glazing to existing single glazed windows was more thermally efficient than a standard modern double glazed alternative.

The first study also considered standard options available to all home owners like thick curtains, thermally insulated shutters, blinds, roller blinds and foil, all of which showed some reduction in heat loss from single glazed, traditional windows. The option of secondary glazing coupled with thermally insulated shutters reduced the U-value of the single glazed historic window to 0.7W/m^2K, a heat loss reduction of more than 80%.

The second of the technical reports referred to here (Technical Paper10) considered the thermal performance of slim-profile double glazed units. Single glazed windows recorded a U-value of 5.4W/m^2K, windows fitted with slim-profile double glazed units recorded a range of 1.0 to 2.8W/m^2K.

The findings of the research suggest that the repair and retention of traditional historic windows can result in a significant improvement in the

thermal efficiency of historic buildings and can be comparable to replacement with modern double glazed units.

Many historic window frames are capable of adaptation to take a slim double glazed unit and this option was recorded as the most sustainable in Technical Paper 10. This can only be considered acceptable where all other options for increasing thermal performance and reducing heat loss have been considered as it does require some alteration to historic fabric. Where historic glass is in situ this option is unlikely to be acceptable, however where the glass is not of historical significance and this may be an appropriate solution.

A summary of the research and technical papers and guidance on methods to increase the energy efficiency of traditional windows and doors can be found in Historic Scotlands Short Guide 1, Fabric Improvements for Energy Efficiency.

8. Sustainability

By definition a truly sustainable development takes into account a number of factors including economics, environmental impact and the social or cultural implications of development proposals.

Economics

The replacement of historic, traditional windows has a wider economic impact than that of the individual householder. The replacement of traditional materials and craft skills with machine manufactured inappropriate alternatives has an impact on training and employment opportunities for traditionally trained craftsmen in the Highlands. A lack of tradesmen and craft skills means that the Highland work force often loses out on construction work where grant aid is applied. In terms of economic factors it must also be acknowledged that traditionally made timber windows have and do survive for, in some cases, in excess of two hundred years. The majority of mass produced inappropriate replacement windows have a life span much less than this and are therefore potentially less economically sustainable over the long term than traditionally produced windows. Overall the retention and repair of original or traditional windows or if replacement is unavoidable the replacement with appropriate traditionally made alternatives in natural materials is the most economically sustainable solution.

The increasing replacement of historic windows with inappropriate alternative, in wood or plastic, is seriously eroding the character and significance of the historic built environment in the Highlands. This is a key consideration as national statistics indicate that the historic environment is a key driver for tourism, supports more than 20,000 employees in the construction industry nationally and contributes more than 2.3 billion to the national economy. Given that the Highland Council administrative region covers almost one third of the land mass of Scotland and relies heavily on tourism to support the local economies these statistics are a key consideration for the local authority in

developing policies to protect the historic environment for future generations.

Finally the conservation led, minimal intervention approach to repair and retention as advocated in section 9 should almost always be a more effective solution in cost and environmental terms to common problems than complete replacement of historic windows and doors.

Environmental Impacts

When the environmental impact of window and door replacement is considered there are again a number of factors to take into consideration. The thermal efficiency of the individual building is probably the most common factor put forward to support proposed replacements. This has been addressed in detail in section 7 of this document.

Additional factors include the production of materials, the distance for materials to be transported for use, the longevity of the windows once installed. These issues are fairly simply addressed when natural materials are considered against man-made mass produced alternatives. Timber is one of the most thermally efficient materials available for the production of windows, can be patch repaired if necessary in the future and therefore it's use is likely to have a significantly lesser impact on the environment than the man-made alternative materials on offer.

A key consideration in the sustainability of replacement windows is the carbon and embodied energy which goes into the manufacture of replacement windows. This is particularly high for windows manufactured in manmade materials and is a sufficiently significant issue in terms of the conservation of energy and resources globally. The production of man-made materials inevitably requires the use of large amounts of energy and produces toxins and waste which are released into the environment. Man-made materials cannot be easily repaired and once they reach the end of their life span their recycling or disposal again has significant implications for the natural environment. A myth exists that man-made materials will be maintenance free and will have a longer life span than natural materials. Both of these myths have been disproved, windows produced from man-made materials have a significantly shorter life span than well constructed and maintained windows produced from natural materials. Therefore the repair and retention of existing windows is likely to have the least impact on the environment and where replacement is proven necessary then natural materials are likely to have the least impact throughout their life cycle than man-made, mass produced alternatives.

When considering sustainability the embodied energy of the existing windows is a crucial factor for consideration. The embodied energy being the energy that was used to create the existing window and the energy contained in the materials. The removal of existing windows

uses energy, their disposal uses further energy, the embodied energy is destroyed and the production, transporting to site and installation of a new window uses energy.

Social and Cultural

Social and cultural implications of development proposals when considering sustainability must take into account the role of windows and doors in the overall architectural significance of buildings and the character of places. It must also take account of the role of these elements in demonstrating the social and cultural history at the time of building and the skills and craftsmanship in their production. Most windows and doors are specifically designed for the individual building and are significant in determining the age and use of buildings. Therefore, there is a very distinctive and important element of social and cultural identity associated with the retention and repair or, where proven necessary, the controlled appropriate replacement of historic windows and doors.

When all three stands of sustainable development are considered in detail the most sustainable approach for historic windows and doors in historic buildings must be repair and retention.

9. Trade & Craft Skills

"Traditional building skills are at the heart of Scotlands construction industry and help to boost economic growth" (Fiona Hyslop MSP, Cabinet Secretary for Culture and External Affairs). The result of allowing the erosion of the historic environment through modern manufactured replacement of historic fabric and detail is the loss of traditional skills. Such a skills shortage in turn leads to a lack of training and as such puts the Highland Council area behind in providing opportunities for young people to become skilled tradesmen and women in traditional construction skills.

Allowing traditional skills to be replaced with machine manufacturing results in a lack of employment opportunities and skills and disproportionately increases the cost of traditional joiner made windows and doors.

In insisting on the repair and retention of historic fabric in our historic building stock Highland Council are aiming to support and improve the local economy, improve the potential training and skills availability for young people and ensure that historic environment investment supports local tradesmen and the wider local economy of the Highlands.

10. Repair & Retention

There will be a presumption in favour of retaining and repairing historic windows in the Highland Council area.

Timber Framed Windows

Timber windows are probably the most familiar to us all and by far the most common window type in our historic buildings, although they can vary greatly in their style and detailing. Regardless of these variations the majority of historic timber framed windows will be capable of repair. Historic timber was generally of a higher quality than that used in the manufacture of modern replacements. The timber was well seasoned and so problems of distortion in the timber frames were far less likely. As such the retention of high quality traditional timber should be a priority for our historic building stock.

For timber windows it is possible that individual rails, sills and section of a window frame can be replaced if there are localised areas of rot. Therefore it is rarely necessary to replace the whole window. Sash boxes or cases may have decayed but again sectional repair is often possible. Where damage or deterioration is more extensive some replacement may be necessary but it should be noted that it is possible to put new sashes into existing repaired cases or replace cases and refit existing repaired sashes.

Traditional windows have often been “painted shut”, it is possible to remove paint layers and restore the windows to allow them to be opened. Equally traditional sash and case windows can be re-corded, weighted and balanced to allow them to be fully functional as intended.

All timber windows can be draught stripped and upgraded to improve their seals and prevent excessive draughts to historic buildings. Some, though not all, historic timber windows can be repaired, retained and upgraded to take slim-profile secondary glazed units.

Metal Framed Windows

Earlier windows were wrought iron produced by the local black smith. Sadly there are very few survivals of either wrought iron windows or traditional black smiths. As such it can be difficult to find skilled tradesmen to repair metal framed windows.

Later in the 18th century mass production began with the advent of cast iron. This led to the first factory system, mass production of cast iron windows. Cast iron windows were considered to assist in fire proofing buildings and were used widely both domestically and commercially but possibly most notably in larger institutional buildings. Multi paned cast iron windows are often associated with Asylums, factories, mills and government buildings.

Further on, into the 19th century metal windows evolved as a result of the use of hot rolled steel. As this technology evolved so the manufacture of metal framed windows evolved to the mass production of steel windows. The biggest mass producer of such windows was a company called Crittall and their name has become the standard term for steel windows.

These windows are most notable in many of the larger early 20th century buildings such as schools, colleges and factories.

As with timber windows it is usually the case that historic metal frames can be repaired. Even windows which appear unsightly due to rust and distortion can often be restored and retained. The greater difficulty for metal windows is finding an appropriate specialist due to the diminishing number of skilled tradesmen.

Leaded Lights and Stained Glass

With the development of sash windows leaded lights became much less common from the 18th century onwards. Although the technique was still used as a design detail for many grander buildings and for decorative glazing such as fan lights and church window for example where it would often be combined with the use of timber.

Leaded lights are often associated with stained glass in historic buildings in the UK and it is important that repairs involving historic stained glass are carried out by a specialist conservator. Where a light does need to be replaced all of the existing historic glass must be retained to be re-used in the new window.

Repairing leaded lights is a process which takes a significant amount of skill. It is not possible to replace individual glass panes which may be damaged without undertaking some repair to the lead. Even where the leaded lights do not need re-leading the perimeter lead will often need to be replaced. In the majority of repairs involving leaded lights the lead cement which secures the glass in place will need repair or replacement.

Secondary Glazing Options

Secondary glazing is a fully independent window system installed to the room side of existing windows. The original windows remain in position in their original unaltered form.

The suggestion of secondary glazing for most people conjures up images of very unsightly, aesthetically poor units of the late 1970s and 80s. However, technology, design and detailing has moved on and there are many options available for secondary glazing systems in today's market.

Principally in the same way as a skilled joiner can repair or if necessary reproduce the fine detail of a historic windows so the same skilled tradesman can also create bespoke secondary glazed units to sit comfortably with the design of the existing single glazed historic window.

It is possible that such a unit can be designed to the same glazing pattern as the external windows. Therefore from the outside of the building the secondary glazing has very limited visual impact depending on the angle at which the building is viewed and from the inside the effect is no different than the existing window.

It should be noted that there are cases where there are internal details, shutters etc which can be damaged or rendered in operable by the installation of secondary glazing. Therefore, it is essential that each case is considered individually to ensure that the proposed solution results in the protection of the historic fabric and detail of the historic building. Several modern systems can be fitted between the staff beads and this method often allows traditional shutters to remain in situ unaffected by the secondary glazing.

Timber Doors

As with timber windows it is very rare that a historic timber door will require complete replacement. Where there is localised rot it is possible for an experienced joiner to remove damaged timber and replace with new timber spliced in to replace small sections. Loose hinges and handles etc can simply be tightened. Loose joints can be repaired by the insertion of new wedges if necessary and re-gluing with wood glue. Build up of paint layers can be carefully stripped back so as not to damage timber and the door repainted appropriately.

Draught stripping can usually be carried out sensitively to reduce the draughts in a historic building from the original or historic door. The repair and upgrading of a traditional timber door is a fairly straight forward job for a skilled and experienced joiner and much of the repair process is in fact very simple.

Recording

Where historic windows and doors have to be removed to be repaired and conserved the first step should always be accurately record the window or door. Each item should be photographed and labelled. This will ensure that where a window or door is to be removed it is clearly labelled with its type and position in the building noted to ensure that it can be returned to its original location. Where repairs are being undertaken to leaded lights a “rubbing” of any lights which are to be dismantled can provide a useful accurate record of the glazing pattern and the lead cames. The level of recording required will be directly linked and proportionate to the significance of the window or door to be removed and the status of the building to which it belongs. More common doors and windows where repairs are straight forward common practice are likely to require less detailed recording than very rare and decorative windows, very fragile elements or windows and doors from more historically significant buildings.

Ironmongery and Door Furniture

Original or traditional ironmongery adds to the detail, character and overall significance of historic windows and doors and are often more durable and longer lasting than modern replacements. Original and traditional ironmongery to the windows and doors of historic buildings was specifically designed for higher status buildings. As such ironmongery and door furniture is an essential element of historic

buildings and significant to local detail, character and development history.

It is often the case that even where a historic window or door is repaired and retained the ironmongery or door furniture will be replaced in favour of new shiny brass or chrome alternatives. This inevitably erodes the fine detail and character of the window or door and results in loss of historic fabric. All original or traditional ironmongery should be retained where possible. Where there is justification for the replacement of windows and doors it may be possible to retain original or traditional iron monger and re-use it on any new windows and doors. Steel slot headed screws should be favoured for fixing.

Skilled trades and craftsmen

Highland Council do not recommend any individual or company for a particular job. However, the Council do recommend that tradesmen are selected who have experience of dealing with historic buildings and the specific repair methods and techniques required for the works required. A skilled and competent tradesman with the relevant experience to complete work successfully should be able to provide a minimum of three references for previous satisfactorily completed. The Building Conservation Directory is one source of tradesmen with traditional craft skills advertising http://www.buildingconservation.com/books/bcd2014/#I

11. Replacement

Where replacement is deemed acceptable either because the existing historic windows are completely beyond repair or where the existing windows are themselves a later inappropriate replacement it is essential that any new windows and doors are appropriate in their materials and detailing for the age and style of the building to which they will be fitted. Mouldings and bead styles should be accurately replicated and traditionally formed, pressure bonded ("stick on") astragals are generally not a feature of traditional windows and are not an acceptable solution for replacement windows. Equally methods of opening, glazing patterns and proportions will all need to be accurately replicated and/or reinstated.. It is also essential to retain overall architectural balance for the historic building that the proportions of the original door and/or windows are retained, materials are matched and paint systems and colours are appropriate.

Visible trickle vents are not a traditional feature of historic windows and detract from the character of historic buildings. There is a myth that trickle vents are required by building standards. This is not the case, it is possible to meet ventilation requirements to satisfy the requirements of the building standards without adding inappropriate detail to new windows in historic buildings. Alternative means of ventilation must be considered. Where there is no option but to provide ventilation to the window frames there are discreet ventilation systems which may be appropriate in some cases.

12. Highland Council Policy on Historic windows and doors

a) The removal of in tact historically appropriate, traditional windows and doors, capable of repair will not usually be supported.
b) No application for replacement windows and/or doors in a listed building or within a conservation area will be supported unless it is accompanied by a detailed window survey to clearly demonstrate the condition of ALL of the existing windows in the building.
c) The use of man-made materials in place of natural, sustainable materials will not usually be supported.
d) Where a detailed window survey proves that existing historic windows are beyond repair Highland Council will require replacement proposals to be appropriate for the age and architectural style of the building.
e) Where buildings have in the past been fitted with inappropriate windows Highland Council will seek to ensure that any new windows fitted in the future are more appropriately designed for the age and architectural style of the building in terms of both materials and detailing.
f) Unauthorised changes to existing traditional windows and doors will be subject to investigation by the planning service with a view to taking the appropriate enforcement action to reinstate appropriate windows and doors

13. Further Information, Links & Contacts

1. Managing Change
2. Inform Guides, Historic Scotland
3. External Timber Doors
4. Framing Opinions, English Heritage
5. A stitch in time
6. Short Guide 1, Fabric Improvements for Energy Efficiency, Historic Scotland
7. Sash & Case Windows – A Short Guide for Homeowners, Historic Scotland
8. The Building Conservation Directory: http://www.buildingconservation.com/books/bcd2014/#I