Supplementary Planning Document

Heritage SPD: Appendix B

Windows and doors in historic buildings and places

October 2018
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1.0 Introduction

1.1 Overview

1.1.1 Windows and doors often make an important contribution to the significance of a heritage asset and/or to the ability to appreciate that significance. Windows and doors may be part of the historic fabric of a heritage asset. Further, the fenestration (i.e. the arrangement and design of openings in a building, and the design of components within those openings) is an important part of the design of a building in that it has a major impact on its appearance. Issues relating to windows and doors therefore warrant particular attention in the assessment of proposals which affect heritage assets.

1.1.2 This Appendix provides a considerable amount of guidance related to replacement windows and doors where such replacement is subject to planning controls:

- in conservation areas; and
- in listed buildings.

1.1.3 The Appendix also provides limited guidance on the installation of windows and doors which are not replacement windows where that installation is subject to planning controls:

- in conservation areas – in new openings in existing building fabric, in extensions, and in new buildings;
- in listed buildings – in new openings in existing building fabric and in extensions to listed buildings;
- within the setting of listed buildings – in new buildings.

1.1.4 The philosophy underlying the guidance contained within this Appendix should also be applied to the replacement and installation of windows and doors which is subject to planning controls and which affects buildings which are non-designated heritage assets.

1.1.5 Where works to heritage assets are not subject to planning controls, the Appendix may be useful as a guide to good practice.

1.1.6 The philosophy underlying the guidance should be applied to components similar to windows and doors, such as louvres, screens and rooflights etc.

1.1.7 The Appendix should be read in conjunction with the main document of the Heritage SPD, other Appendices to the SPD, the Design and Sustainability SPD, and with other relevant documents.

1.2 Windows and doors of historic and/or architectural interest within the borough

1.2.1 Windows and doors of historic and/or architectural interest can be found in various locations within Basingstoke and Deane, both urban and rural,
notably in conservation areas and within listed buildings and locally-listed buildings.

1.2.3 Examples of windows and doors of historic and/or architectural interest in the borough are illustrated at Figure B1. The majority of such windows and doors are of painted timber and have proportions which have a vertical emphasis.

Insert Figure B1 examples of doors and windows of historic and/or architectural interest within the borough

1.2.3 Figure B2 explains terminology used in descriptions of traditional windows, which generally feature casements or vertical sliding sashes.

Insert Figure B2 windows: terminology

1.2.4 Features such as fanlights, shutters, lintels, window surrounds and doorcases etc. should generally be considered, for the purposes of this document, to be parts of window and doors.

1.2.5 The windows and/or doors of buildings which are heritage assets in their own right (i.e. listed buildings and buildings which are non-designated heritage assets) may contribute to their significance or to an appreciation of that significance.

1.2.6 Many conservation areas include properties which have windows and/or doors which make a positive contribution to the character and appearance of a conservation area and/or to its special architectural or historic interest. An example is the Fairfields conservation area: the conservation area appraisal for Fairfields states that, ‘Most historic buildings in the area retain their timber sash or casement windows. Given the domestic scale and simple provincial architecture of the buildings in the Conservation Area, historic joinery such as sash windows, doors and doorcases are often the features that define the appearance of properties. Where buildings are in close-knit, continuous street frontages the relationship of these features, and their historic arrangement becomes a significant factor in the overall special character of the area.’ The importance of features such as windows and doors and the impact of their loss on the character and appearance of a conservation is discussed at paragraph 4.2.

1.2.7 In many conservation areas, notably within Basingstoke, the character of the conservation area has been eroded by the loss of traditional doors and windows and by other unsympathetic interventions, making features of interest which remain of particular importance.
2.0 Planning controls over works relating to windows and doors affecting heritage assets

2.1 The need for planning permission and/or listed building consent

2.1.1 Whether an application for planning permission is required where proposed development which relates to windows and/or doors (including works which are part of a wider scheme) which would affect a heritage asset or assets will depend upon the use of the building and its location, whether it is a listed building, and the nature of the development proposed. Works such as repairs on a like for like basis do not constitute development. Some other works may be undertaken under permitted development rights (see sub-paragraph 3.32 and paragraph 4.4 of the main document of this SPD). As noted within the main document, such rights are restricted for listed buildings and in conservation areas. Permitted development rights may also be restricted by an Article 4 direction as noted at paragraph 4.6 of the main document of this SPD: see also Appendix C.

2.1.2 Where works other than repairs on a like for like basis are proposed which relate to windows and/or doors forming part of a listed building, listed building consent will normally be required (see Section 3.0 of the main document of this SPD). An application for full planning permission may also be required.

2.1.3 It is important to obtain up to date advice regarding the need for planning permission and/or listed building consent specific to the site and proposed development: advice may be obtained from the council as to whether planning permission and/or listed building consent is required and whether proposals are likely to be acceptable. Contact details for enquiries are at the front of the main document of this SPD.

3.0 Works relating to windows and doors affecting heritage assets

3.1 Key documents, principles and practice

3.1.1 Proposals relating to work to windows and doors which affect a heritage asset or assets requiring planning permission and/or listed building consent will be assessed, as appropriate, in relation to, inter alia:

a) The council’s Design and Sustainability SPD. Particular attention is drawn to paragraphs 9.31 – 9.33 and Principle MD10 of that SPD;

b) Relevant legislation, policies, principles and supporting text as referenced or set out in the main document of this SPD and in this Appendix. Particular attention is drawn to principles and related supporting text set out in the main document of this SPD: LB01, LB02,
LB03 and LB04 (which relate to listed buildings); CA01, CA02 and CA03 (which relate to conservation areas); and LLB01 and LLB03 (which relate to locally-listed buildings);

c) Conservation Area Appraisals and Management Plans published for specific conservation areas within the borough;

d) Appendices to this SPD: Appendix A contains information relating to windows and doors in traditional farm buildings, and Appendix E contains principles and supporting text relating to doors and windows which are part of shopfronts;

e) Historic England Guidance – see information box below and additional references to guidance in the main document of this SPD.

Where to find guidance relating to windows and doors and the historic environment

As noted at Section 12.0 of the main document of this SPD, Historic England has published a series of documents providing highly detailed good practice advice on the adaptation of old buildings to improve energy efficiency: see https://www.historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/. This relates in part to specific components such as roofs, walls, windows etc.

Historic England’s ‘Traditional Windows: their Care, Repair and Upgrading’ is also of particular relevance: see https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/

3.1.2 Principles set out in the main document of this SPD and supporting text make it clear that features such as windows and doors which contribute to the significance of a heritage asset and/or to an understanding of that significance and/or to the character and appearance of a conservation area should be retained and repaired where possible, and that if repair is not possible, replacement should normally be on a like for like basis using details and materials to match the original components. Such replacement will require clear and convincing justification. (Of particular note are Principle LB01 and sub-paragraph 3.6.8, and Principle CA01 and sub-paragraph 4.9.2).

3.1.3 Reference is made at paragraph 4.9 of the main document of this SPD to the council’s duties with regard to the preservation or enhancement of the character or appearance of a conservation area. It is stated in Principle
CA01 of the main document of this SPD that where change is proposed, the council will encourage opportunities to be taken for enhancement where the appearance of a site presently has a negative impact on a conservation area. Thus, where a window or door or windows or door which has a negative impact on the character or appearance of a conservation area is to be replaced or altered, the council will seek to ensure that such replacement or alteration constitutes an improvement in terms of its impact on the character and appearance of the conservation area. It is preferable in such circumstances for replacements to better match the original design of windows and doors and for materials and finishes to be as the originals. It is desirable that such replacement windows are of the proportions of the originals, are similarly subdivided, and have opening mechanisms and details (such as section profiles of framing members and glazing bars) which are similar to those of the originals. It is also desirable to avoid an-over heavy appearance. Double glazing units which are thinner than standard units are preferable to standard units, as they require smaller section profiles, have a less bulky appearance when viewed in three dimensions, and are less likely to produce an unsatisfactory ‘double register’ effect.

3.1.4 It is made clear within the main document of this SPD that for new works or works of alteration which affect a heritage asset, the design of proposals should be developed in response to an understanding of the significance of the heritage asset(s) affected by proposals.

3.1.5 It is also stated within the main document that materials, finishes and construction details employed in works which affect a heritage asset should be of a high quality and should complement those of the host building and/or those used in buildings and features which make a positive contribution to the character and appearance of a conservation area. Further it is noted that natural materials should generally be used for works to a listed building: and that traditional materials are often more appropriate than modern materials in works in a conservation area. Thus painted timber is usually most appropriate in such contexts.

Principle WD01 – Repair and replacement of windows and doors which make a positive contribution to the character and appearance of a conservation area and/or which are part of a listed building

a) In accordance with Policies LB01 and CA01 of the main document of this SPD, where the replacement of windows and doors in a conservation area is subject to planning controls:

- windows and doors which make a positive contribution to the character and appearance of a conservation area, and
- windows and doors which contribute to the significance of a listed building or to the ability to appreciate that significance
should be retained and repaired rather than replaced, unless it has been clearly demonstrated that they are beyond repair.

b) Where it has been demonstrated that windows and doors described at a) above are beyond repair, such components should normally be replaced on a like for like basis in terms of size, proportions, subdivision, opening mechanisms, details (such as section profiles of framing members and glazing bars), glazing, materials and finishes. Single glazing should generally be replaced with single glazing.

3.1.6 Attempts are often made to justify the replacement of single-glazed windows with double-glazed units on the grounds of sustainability and/or improved thermal efficiency. Such arguments will not normally be considered sufficient to justify the loss of components which make a positive contribution to the character and appearance of a conservation area, or to the significance of a listed building or the ability to appreciate that significance.

3.1.7 Attention is drawn to Section 12.0 of the main document of this SPD, in particular to the Historic England Guidance referenced in the information boxes at the end of that Section and after sub-paragraph 3.1.1 of this Appendix. A specialist joiner can normally repair historic windows, and thermal efficiency may often be improved by the use of thermal curtains, draught-proofing and/or secondary glazing. It may be appropriate for shutters to be used in some circumstances.

3.1.8 Annex 1 provides guidance on the provision of information to support an application for replacement windows where such replacement is subject to planning controls. This Annex should be read in conjunction with Section 13.0 of the main document of this SPD and the information box at section 4.9 of that document.

**Principle WD02- Replacement windows and doors in conservation areas: materials, finishes and details**

a) In respect of the replacement of windows and doors in conservation areas which is subject to planning controls, windows and doors which replace components which do not make a positive contribution to the character and appearance of the conservation area should preserve or enhance that character and appearance.

b) Materials, finishes and details used should be of a high quality and should respond to context, complementing each other, the building to which the installation relates, and the wider locality.
3.1.8 The circumstances of applications for replacement of windows and doors in conservation areas vary widely. Each application will be assessed on its own merits. It is noted that the technology which governs the detail of component design is evolving and that there are increasing pressures to achieve improved energy efficiency. The desirability of ‘the use of environmentally-friendly materials from sustainable and/or local sources’\textsuperscript{1}, for example timber rather than plastics, such as uPVC, is also noted.

3.1.9 Table B1 sets out the current approach (at October 2018) taken by officers in a variety of circumstances when assessing planning applications for replacement windows in buildings which are not listed and which are in conservation areas.

Insert Table B1

\begin{table}[!h]
\centering
\begin{tabular}{|l|l|}
\hline
\textbf{Principle WD04 - installation of windows and doors which are \textit{not} replacement windows where that installation is subject to planning controls:} \\
\hline
\textbf{a)} & In respect of the installation of new windows and doors in conservation areas which is subject to planning controls, in new openings in existing building fabric, in extensions, and in new buildings: \\
\hline
& (i) the arrangement and design of openings in a building, and the design of components within those openings, should preserve or enhance the character and appearance of the conservation area; \\
& (ii) the materials, finishes and details used should be of a high quality and should complement each other, the building to which the installation relates, and the wider locality. \\
\hline
\textbf{b)} & In respect of the installation of new windows and doors which is subject to planning controls: in listed buildings, in new openings in existing building fabric and in extensions to listed buildings; and within the setting of listed buildings in new buildings; \\
\hline
& (i) the arrangement and design of openings in a building and the design of components within those openings should complement those of the listed building(s); \\
& (ii) the materials, finishes and details used should be of a high quality and should complement each other and those of the listed building(s). \\
\hline
\end{tabular}
\caption{Table B1: Current Approach to Replacement Windows in Conservation Areas}
\end{table}

\textsuperscript{1} Design and Sustainability SPD 2018, Sustainable Urban Design Principles
Annex 1 - Guidance on the provision of information to support an application for replacement windows where such replacement is subject to planning controls.

1.0 This Annex should be read in conjunction with Section 13.0 of the main document of this SPD and the information box at section 4.9 of that document.

2.0 Window Details

2.1 In order to accurately assess the impact of a proposal to replace windows in historic contexts, details of the existing windows and the proposed replacement windows are required. Supporting information submitted with a proposal should specify key details, including:

- Material (e.g. timber);
- Method of opening (e.g. vertical sliding sash);
- Configuration of panes (e.g. 2-over-2)
- Finish (e.g. white painted, puttied);
- Type of glazing (e.g. clear float glass)
- Thickness of glazing (e.g. single glazed, or slim-line double glazed with a thickness of 12mm i.e. 4mm-4mm-4mm);
- Details of glazing bars and other framing members;
- Decorative details (e.g. horns);
- Fixtures and fittings (e.g. fasteners).

2.2 Details of existing and proposed windows should ideally be submitted in the form of annotated drawings at appropriate scales (typically 1:20; 1:5, and 1:1). The provision of scaled drawings at the application stage can avoid the need for a pre-commencement condition.

3.0 Existing Windows

3.1 It is preferable for scaled drawings of the existing windows to be provided. However in some instances clear, coloured photographs may be acceptable to document the existing windows.

3.2 Photographs of relevant elevations of the building should be submitted which clearly show all windows that are affected by the proposal and where they are located on the building. The windows should be labelled or numbered so that they can be cross-referenced to the proposed drawings.

Insert close-up photographs of may also be required to illustrate details and/or condition.
4.0 Proposed Windows

4.1 Accurate drawings at an appropriate scale should be submitted which clearly show the details of the proposed windows. The drawings should be created using standard drawing conventions, and annotated with relevant details. Each window should be labelled or numbered so that the drawings can be cross-referenced against other submitted documents.

4.2 Drawings of the proposed windows should include:

- Elevations: typically at a scale of 1:20, or 1:50 where there are a large number of windows;
- Cross-sections: typically at a scale of 1:5;
- Details of glazing bars: at a scale of 1:1.

5.0 Condition

5.1 Where windows are considered to be of architectural or historic merit repair is encouraged. Replacement of such architectural features is considered a last resort and will usually only be supported where it has been demonstrated to the council's satisfaction that the window has deteriorated beyond repair. This approach not only preserves significance but is sustainable.

5.2 Typically it will be necessary for an application to be supported by a brief condition survey or statement completed by an appropriate professional who is experienced in the field of historic building conservation, such as a joiner.

5.3 A condition survey typically includes:

- Elevation drawings, with windows labelled;
- Information on each window and its components, including type, age and condition.
- Clear, coloured photographs to highlight areas of deterioration;
- Recommended action.

This information provided should be proportionate to the case. Additional information may be required for cases of more complexity and/or significance.

NOTE:

Illustrations/photos to be added later, to include:
- Existing windows – annotated photographs of existing elevation(s)
- Proposed window details – elevation drawing(s)
- Proposed window details – section drawing(s)
- Proposed windows details – glazing bars etc.