

GUIDANCE NOTE REPLACEMENT SASH and CASE WINDOWS

● Introduction

Grants can be offered by The Green Townscape Heritage Initiative (THI) towards the cost of reinstating traditional timber sash and case windows where original sash and case windows have previously been removed and replaced with what the THI considers to be inappropriate types of window.

These may be windows whose frames are manufactured from uPVC or aluminium or poorly designed or detailed timber windows that bear little resemblance to the proportions and detailing of a traditional sash and case window.

All THI grants are discretionary. Applicants have no automatic entitlement to a grant, even where they have to carry out works in a particular way in order to obtain statutory permissions or consents from Aberdeen City Council

● Double glazed replacement sash and case windows

Where original sash and case windows have been removed in the past and replaced with what the THI considers to be inappropriate replacement windows, the THI may be able to support the replacement of the existing inappropriate window with a double glazed timber sash and case window with a grant. This will depend on the particular design of window that it is appropriate to restore. It is not always possible to manufacture a double glazed sash and case window with detailing that will be acceptable to the THI.

Double glazed sash and case windows can only be installed in either Unlisted or Category C(s) Listed Buildings. Historic Scotland does not allow the installation of double glazed sash and case windows in either Category A or B Listed Buildings.

Where it is agreed with the THI that double glazed replacement windows may be eligible for assistance, they must adhere to the following guidance:

- 1) The purpose of grant is to allow the restoration of a bespoke, purpose made timber sash and case window back into the existing window opening(s). Standard sized and off-the-shelf sash and case windows which are modified to fit the existing window opening are not eligible for assistance. No more than 25mm of the window frame should be visible externally.
- 2) Windows shall be manufactured from preplaned sections of joinery, jointed in the traditional way.
- 3) Joinery shall be suitable for purpose, compliant with BS EN 942 and shall be dense, very durable timber such as Douglas Fir or a very durable hardwood of equal or greater density than Douglas Fir that is free from knots or other imperfections. If the window is manufactured in softwood, the sill should still be of hardwood.
- 4) Astragals shall have a moulded profile which should be based on evidence of the original type or such other profile as is agreed by the THI.
- 5) Sashes shall not incorporate horns unless there is good evidence to suggest that these have existed on the original windows and then only with the prior approval of the THI.
- 6) The glazing pattern of the proposed windows shall be agreed by the THI prior to manufacture.
- 7) Where there is no physical evidence left of original sash windows from the property or properties nearby, the thickness of astragals (glazing bars) that divide the glass into individual panes shall not exceed 27mm

in the case of a 2 pane over 2 pane sash and case window and shall not exceed 19mm in 6 pane over 6 pane sash and case windows unless otherwise agreed by the THI.

8) Window sashes shall be double hung on prestretched and waxed jute sash cords and cast-iron or lead weights in the traditional way. Where necessary allowance shall be made for preparation work to open up reveals to allow sash boxes to be recessed and for making good of any disturbed plaster finishes to match the original on completion of windows installation. The installation of windows which open with the use of spring balances, spiral balances or other similar modern devices is not eligible for assistance.

9) Windows shall be properly balanced and run smoothly on completion of decoration. Balancing must take account of the weight of paint and hardware applied after joinery manufacture.

10) All hardware, including pulleys, shall be manufactured from brass or bronze. A brass cam fastener catch and lift loops shall be used unless otherwise agreed with the THI.

11) Easy open systems such as a "Simplex" system may be installed and it is advisable to do so on windows that can not be reached from the outside of the property to allow future cleaning and maintenance.

12) A purpose designed draft exclusion system may be installed but this must be self coloured the same colour as the proposed window finish and should be discreetly designed. The THI will require details of any draft proofing system for its consideration and approval prior to manufacture of the windows.

13) External mortar around the window frames should be checked and where damaged or missing replaced in new matching mortar or residual mortar carefully hand chipped out and burnt sand and linseed oil mastic used to seal the joint between new joinery and adjacent stonework. Modern mastics may be used to pack out joints between the window and adjacent masonry, however the final finish should always be mortar or linseed oil mastic.

14) Sealed double-glazed units are permissible however the following should be adhered to:

- a. Glazing shall be puttied in the traditional way using sprigs and putty. Putty may be a modern equivalent to traditional putty where there is concern about deterioration of perimeter seals of the sealed units. Advice may be required from sealed unit manufacturers on the best type of putty to use. Timber beading is not acceptable on windows where a grant has been offered for their replacement.
- b. Standard sealed glazing units may be used provided seals are fully recessed in the check in the timber framing or astragal and can not be seen when viewed in elevation.
- c. Narrow double glazed units such as manufactured by "Slimlite" or equal or equivalent will be more easily accommodated in replacement double-glazed sash and case windows and it will be easier to comply with joinery requirements set out above if such units are used.
- d. Sealed unit double glazing with encapsulated astragals or stick on astragals are not eligible for assistance.

15) Systems that seek to replicate the appearance of traditional sash windows but that are not traditionally fabricated joinery sash and case windows with integral timber astragals are not eligible for assistance.

16) Face or surface mounted plastic or metal trickle ventilators shall not be incorporated as standard on new windows. Where it is considered that trickle ventilation is essential then the applicant shall contact the THI for further advice. The design of new windows may need to be modified to allow trickle ventilation to be provided discreetly.

17) Prior to manufacture of any replacement sash and case window for which grant is being offered and any other associated joinery, drawn details of the proposed windows at a scale of 1:5 or larger, or workshop sample sections shall be made available for the inspection and approval of the THI.

18) Decoration should be carried out in a paint finish that may either be a traditional gloss system comprising primer, 2 undercoats and a finishing gloss coat or alternatively an opaque microporous paint system. Paint shall be applied strictly in accordance with the manufacturer's instructions. Care should be taken to ensure that paint does not compromise the smooth operation of the sliding sashes or corrupt any draft exclusion system.

● Upgrading of windows from single to double glazed

The THI **does not** assist in the removal and replacement of original sash windows with double glazed replacements, i.e. upgrading of the windows.

Where windows are deemed to be beyond repair The THI may be able to support the replacement of original sash windows on an **exactly** like for like basis where the windows cannot be repaired. Upgrading original sash windows that are beyond repair by installing double glazed units is not eligible for assistance.

● Repair of original timber sash and case windows

The THI may be able to assist with the repair of original sash and case windows including the installation of a proprietary draft exclusion system. Where components of such a window are beyond repair the Trust may contribute towards replacement of defective components to exactly match the original.

● Permissions and Consents

It is the grant applicant's responsibility to ensure that all necessary statutory consents and permissions are in place prior to any alterations being carried out to a property. An offer of grant does not remove this requirement.

You should further note that windows and window detailing that have received planning permission or listed building consent will not necessarily meet the standards required for work to attract grant assistance.

It is the applicant's responsibility to ensure that joinery work meets both the requirements of the THI and Aberdeen City Council. In the event that statutory requirements mean that proposed replacement windows will not comply with the THI standards, the THI would not then be able to give a grant towards the proposed works. Should it appear that this is the case, the applicant should advise the THI immediately for further advice.

● Technical Advice

A series of Technical Guidance Notes for undertaking repair and conversion to buildings within Conservation Areas has been produced by Aberdeen City Council. Those of particular relevance to The Green THI include:

- Replacement Windows and Doors Guide
- Dormer Windows and Roof Extensions Design Guide
- Sash and Case Windows Guide
- Masonry Guide
- Shopfront and Advertisements Guide
- Stone Cleaning

Copies of these guides can be downloaded from www.aberdeencity.gov.uk/greenthi

● Further Information and Contact Details

If you wish to apply for a grant or have any other enquiry about the work of The Green THI please contact us:

E-mail: gryoung@aberdeencity.gov.uk

Telephone: 01224 523318

or in writing to:

The Green THI

9th Floor St. Nicholas House
Broad Street
Aberdeen
AB10 1BW

Detailed guidance notes, advice and application forms are available to download from:

www.aberdeencity.gov.uk/greenthi

We look forward to hearing from you.

The Green THI is a partnership between Aberdeen City Council, Aberdeen City Heritage Trust, The Heritage Lottery Fund, Historic Scotland and Scottish Enterprise.



HISTORIC SCOTLAND

