

Lancaster Conservation Area Historic Window and Door Grant Scheme

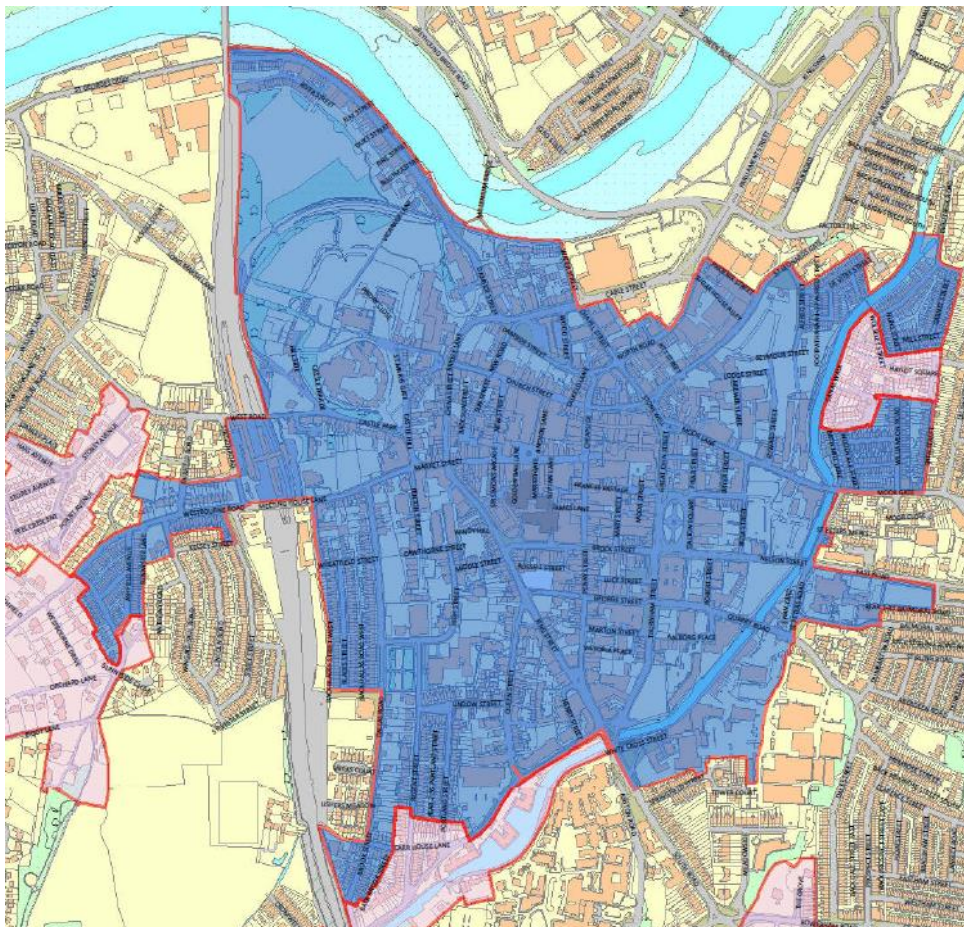
Grants from Lancaster City Council are now available for the **repair and reinstatement of historic timber windows and doors** of listed buildings within the Lancaster Conservation Area (see map below).

The windows and doors must be along street frontages, but shopfronts are excluded.

The Council is offering **grants of 50%, up to a maximum of £1,500**, for eligible works.

The grant money was secured by the City Council as a planning contribution for a development within the city centre. The money is limited, but will be allocated until the funds run out. The money has been restricted to listed buildings under the terms of the agreement. However, the Council is looking to widen the scope of any future monies to unlisted buildings within these Conservation Areas.

Lancaster Conservation Area Boundary



Contents:

1. **Historic Windows and Doors**
 2. **Eligible Works, Materials and Colours**
 3. **Making your Grant Application**
-

1. **Historic Windows and Doors**

The Historic City

Lancaster would greatly benefit from investment in its historic buildings. Windows and doors form some of the key characteristics of an historic area. Appropriate and well maintained windows and doors can have a positive impact upon the whole city centre. Not only are the windows and doors of the residential properties important, but also those related to above-shop accommodation. Lack of maintenance, leading to a poor state of repair, and inappropriate replacement windows can have a detrimental impact upon the appearance of an area. A well maintained historic centre can have major benefits for the retail and leisure industries, as well as making the City a more pleasant place in which to live and work.

Windows

Windows are often described as the ‘eyes of a building’ and they are the features that give a building its personality. For example, the removal of glazing bars from windows can convert window openings into “a series of dark, cavernous holes in the wall. Such windows wear a vacant look, devoid of expression, like a drawing of a head on which the face has been left out.” (Alec Clifton-Taylor, *The Pattern of English Building*, 1987, p.398).

The sash window

The sash window was the most important window style in this country for over two hundred years. The skill of the craftsmen involved and the quality of the materials used means that many still work adequately up to three hundred years later. “The sash window is not simply an artefact of the past, however. It is an elegant and practical design which is as suitable to today’s lifestyle as to that of the eighteenth century”. They provide the most controllable means of ventilation within a room. The balanced nature of the sash mechanism is such that the window can be opened as much or as little as necessary at the top or at the bottom. (Christopher Woodward, *Windows: No. 2*, 1994).

Lancaster has some particularly fine examples of sash windows being essentially a Georgian City. However, the city underwent a transformation in the nineteenth

century and saw much new building, including terraces. These too would have had sash windows.

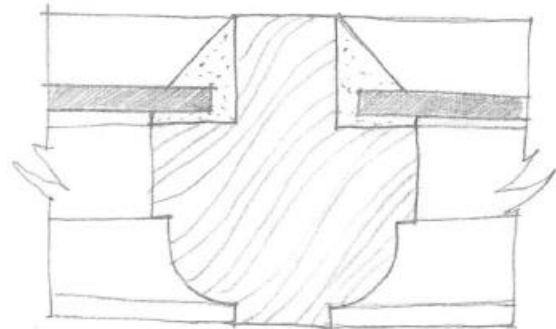


A typical sash window

Sash windows were first recorded in the late seventeenth century, but they are commonly associated with the Georgian period. During the early Georgian period, the glazing bars and meeting rails tended to be much thicker and heavier, and most glazing bars took the form of the *ovolo* moulding. An example of this can be seen at the Maritime Museum on St George's Quay, a building dating from 1760s.



Maritime Museum, St George's Quay



Glazing bar profile – ovolo (1:1)

It was during the 1770s and 1780s that glazing bars became increasingly slender and developed into the elegant windows, with the greater vertical visual emphasis, which are commonly associated with the Georgian period today. Glass technology was improving at this time and glass became stronger, enabling glazing bars to become much narrower. This change also coincided with a general tendency to provide larger and deeper windows which would allow the occupants of houses to gain more of a view out; a desire which grew steadily during the eighteenth century.



A late C18 sash window

By the 1830s, strong plate glass was becoming more affordable which meant that glazing bars were no longer necessary and were gradually designed out of many windows all together. By 1850, many sash windows had no internal glazing bars at all. However, in the absence of any internal supports, sash horns were introduced to the upper frame to help strengthen the vulnerable joints at either end of the meeting rail.



An early to mid-C19 window



A Victorian sash with sash horns

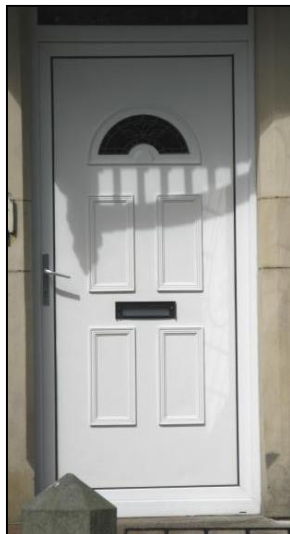
Clearly, buildings do not remain static and many are altered over time. It may be the case, therefore, that an eighteenth century house now has Victorian windows. We are not advocating that these be removed since they are historic windows themselves and reflect the building's historic development. However, where inappropriate modern windows have been installed, such as those shown below, these should be replaced and the window pattern returned to how it would have appeared at the time it was built.



Inappropriate window styles

Doors

Doors form an important element of a building's character. The main entrance was generally the most impressive feature of the façade. An inappropriate front door can have a massive impact upon the appearance of a building.



Inappropriate modern doors

Front doors were varied to denote status. Therefore, the more expensive the property, the deeper and more elaborate the mouldings used to frame the panels.

The panelled door which we now associate with the Georgian period consisted of panels which were either recessed or raised. If the panels were raised, they were also 'fielded' (with a chamfered edge).



Raised and fielded panel

The number of panels in the door varied. However, the classic early Georgian arrangement comprised six panels which followed the strict Palladian principles of proportion, which was also applied to the fenestration of many buildings. The top two panels would be far smaller than the middle two which were slightly taller than the bottom two.



Palladian principles of proportion applied to the fenestration



Classic early Georgian door patterns

It was common for the bottom panel(s) to be made of thicker timber and raised flush with the surrounding members making the base of the doors more able to withstand kicks and scuffs.



An example of a solid lower panel

Pairs of panels were often joined together creating any number of panels.



Panelled door combinations

Later doors had mouldings covering the joint between a recessed panel and the stile. The moulding would project beyond the surface of the stile. These are known as 'bolection' mouldings. Examples of bolection mouldings can be seen above.

Throughout the 1840s, door mouldings became heavier and in the second half of the nineteenth century glass began to be introduced into the upper panels. After 1860, the upper panels were frequently filled with decorative glass.



Heavier bolection moulded doors

2. Eligible works, Materials and Colours

Eligible works

Repairs

Repairs should be carried out using appropriate techniques or methods and high quality materials. For example, where part of a window is rotten, we would expect new timber pieces to be spliced in, rather than the wholesale replacement of members. The specification will need to be agreed with the Council's Conservation Team.

Routine maintenance, including redecoration, is ineligible for grant unless the decoration is needed as a direct result of an eligible repair.

Reinstatement

If it is agreed that an historic window or door is beyond repair, or the existing windows or doors are of an inappropriate modern style, then it may be necessary to replace them.

The Council's Conservation Team will advise on the appropriate window or door pattern for the building. As discussed above, the age of the building can offer some

broad guidelines as to the design and appearance of the windows or doors. However, a good starting point is to have a look around at neighbouring buildings of a similar age which may still have their original windows or doors, or at photographic records, to determine what the original window or door pattern might have been.

Where a sash window is to be replaced or reinstated, a traditional sash box and weights must be used. The windows must be single glazed where they replace an original or historic window. There may be scope for double glazed timber sash windows where they replace an inappropriate window. However, this will depend upon the nature of the building. Please note that the depth of a double glazed window and the larger weights required would be too great for the size of the original sash box.

VAT

VAT which is payable on eligible works, where it cannot be recovered, is eligible for grant. Please note that works for replacement windows and doors to listed buildings are exempt from VAT and the VAT can therefore be recovered following the completion of the works. See *HM Revenue & Customs Notice 708 (June 2007): Buildings and Construction*, for further details (<http://customs.hmrc.gov.uk>). As a result, VAT costs may not be claimed through the grant scheme for replacement windows and doors to listed buildings. However, any VAT incurred for repairs to listed buildings and may be claimed through the grant scheme.

Materials

The majority of the windows, and all doors, within Lancaster Conservation Area boundary would have been timber. Therefore, all new windows must be constructed from timber.

Substitute or artificial materials, such as uPVC, are ineligible and their use is unacceptable on listed buildings.

We will also only consider grant applications for painted (not stained) timber windows or doors.

Part of the reason for the longevity of many historic windows and doors is that, as well as undergoing routine maintenance, the quality of the timber was historically much greater as it would have come from slow grown timber. Heartwood, from the centre of the tree, was generally used, rather than the softer, and less durable, sapwood. Sapwood is unsuitable for external joinery. Since 1945, it has been common practice to use inferior quality timber for much of the joinery in this country. It is therefore important to retain old timber wherever it is sound. Where repair or replacement are necessary, it should be ensured that the timber chosen is good quality European Redwood which has been preservative treated.

Appropriate brass door furniture, such as letter plates and doorknobs will also be eligible for grant.

Colours

Windows should not be painted in a pure, brilliant white, but rather in a 'broken' or off-white, such as Farrow & Ball's 'Pointing'. Any whites used should always be broken with a touch of black or yellow. Pure brilliant white was not available until after the Second World War.

Softwood doors would always have been painted. Any signs of inferior quality wood, such as knots and irregular grains, would have been hidden by paint.

In the Georgian period, front doors would have been painted in dark colours such as dark green or brown. The Victorians favoured dark blue, chocolate brown, deep red and olive green.

Below is a palette of suggested colours. However, we are happy to discuss other colours.

Farrow & Ball – Green Smoke (47)
Crown – Woodpecker Green (12 B 25)
Farrow & Ball – Hague Blue (30)
Dulux Heritage - Crimson

A satin finish will replicate the dull sheen of the traditional lead-based exterior paints and should be used in preference to gloss paints.

3. Making your grant application

Required details

Pre-application Enquiry Form

The Pre-application Enquiry Form should be completed and returned to the Council's Conservation Team (contact details below). A photograph of the entire elevation of the property, showing the relevant windows and doors in context, should accompany the application form. The Conservation Team will then contact you to discuss your property and guide you through the application process.

Planning consents

Listed building consent will likely be required for the replacement of windows and doors to listed buildings, but not for repairs. There is no fee associated with a listed building consent application.

Planning permission is not required for the reinstatement of windows or doors to listed buildings unless the building is non-residential, e.g. a commercial property, Repairs or 'like-for-like' replacements, where historic windows are beyond repair, do not require planning permission.

For reinstated windows and doors, a listed building consent and/or planning application, where required, should include the following details:

- Listed building consent/planning application form
- Site location plan (1:1250)
- Site layout plan (1:200)
- Existing and proposed elevations (1:50 or 1:100)
- Windows: full sections of the glazing bars, stiles and rails (1:2 or 1:5)
- Doors: drawing or sketch elevation (1:20) and full sections of the stiles and panels (1:2 or 1:5)
- Design and Access Statement
- Heritage Statement
- Photographs (optional)

Four copies of the application form and all supporting documents should be submitted. Full details of what is required to be submitted as part of a planning/listed building application can be found in the Council's *Planning Application Validation Guide* on the Council's website (<http://www.lancaster.gov.uk>).

Please note that planning applications and listed building consent applications can take up to eight weeks to determine.

Grant applications

Following submission of the Pre-application Enquiry Form, and discussion with the Council's Conservation Team, you may be given a Grant Application form to complete.

Building Regulations

If the whole window frame and opening parts are to be replaced then Building Regulations will apply and you will need to apply for Building Regulation approval prior to any works commencing on site. Please contact Building Control (01524 582370) for further advice. If the work is to a residential dwelling and you use a FENSA, CERTASS or BSI registered installer, then the Council's Building Control Service need not be involved. However, on completion, the installer must give the local planning authority a certificate to show that the work complies with Part L (Conservation of Fuel and Power), Part B (Fire Safety), Part K (Protection from falling, collision and impact) and Part F (Ventilation).

For replacement doors to non-residential properties, compliance with Part M (Access to and use of buildings), Part B (Fire Safety) and Part L (Conservation of Fuel and Power) may also be applicable.

However, please note that where buildings are:

- a. listed in accordance with section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- b. in a conservation area designated in accordance with section 69 of that Act; or
- c. included in the schedule of monuments maintained under section 1 of the Ancient Monuments and Archaeological Areas Act 1979,

there is a certain amount of flexibility within the Regulations. Provided a reasonable approach is taken, and where compliance with the energy efficiency requirements of Part L would unacceptably alter their character or appearance, for example, the work need not necessarily always be to the standards recommended in the approved documents.

For more information on Building Control, please contact dm@lancaster.gov.uk or 01524582950

Quotes

Following the agreement of the Conservation Team to a design and specification, a minimum of two itemised quotes will need to be submitted with the grant application. If you decide not to accept the lowest quote, you should include your reasoning.

Joiners

Whilst the Council cannot recommend a specific joiner, we can provide a list of joiners known to us as having carried out such works. Please contact the Conservation Team for further details.

Grant assessment

An offer of grant cannot be made until you have completed and returned the application form to the Conservation Team, along with all relevant documentation.

If your grant application is approved, you will be formally offered a grant in the form of a grant letter (offering the grant in principle), together with a contract, which you will be required to sign and return to the Conservation Team. This then forms an agreement between yourself and the Council for twelve months. No grant aided work can start until the Conservation Team has received a signed copy of the contract.

Time limit

If an offer of grant is made, then it must be accepted within one month of the date of the offer. Works must commence within six months of the offer and be completed within two months of commencing. You must enter into the contract with the Council before the works can start.

Payment

Once completed, the grant-aided work will be checked by a member of the Conservation Team. If all work has been carried out to the approved standard, and all conditions set out in the offer letter met, then you will be paid according to the terms stated in the offer letter.

No grant will be paid out until receipted invoices have been received and validated. No other of evidence of payment is acceptable.

Please note that payment cannot be made for any works carried out prior to the commencement of the grant agreement.

Property ownership and possession

The applicant must have a freehold interest in the property or a leasehold interest with an unexpired term of at least ten years. If the interest is less than this, the superior lessee or freeholder must be joined in the application and bound by the contractual conditions attached to the grant. You should be able to provide evidence of title as the freeholder or leaseholder, if required by the Council.

Clawback

Please note that if within the period of the grant agreement (twelve months) you decide to transfer ownership of your entire interest in the property or any part of it, or if you dispose of or grant an interest in the Property in any other way, you must notify the Council immediately. The Council reserves the right to recover part or all of the grant money received.

For further information please contact:

Conservation Team
PO Box 4
Directorate of Economic Growth and Regeneration
Planning and Place Service
Town Hall
Dalton Square
Lancaster
LA1 1PJ

Tel: 01524582360

Email: conservationteam@lancaster.gov.uk

Website: www.lancaster.gov.uk/conservation