

## Mechanism

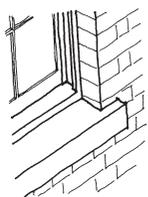
There are two basic types of window mechanism:

- Casement windows pivot from the side or top of the frame. The open window is secured in place by a stay
- Sash windows consist of two panes which slide vertically past each other in the same plane. A system of weights within the frame are used to balance the two halves.



## Architectural Details

Traditional windows often incorporate decorative architectural features into their design. For example mouldings and decorative pilasters on the window surrounds, or stone lintels and brick detailing above the window. The positioning of a windows within the brickwork is a particularly important detail. Traditional sash windows are set deep into the brickwork giving depth to the facade. All these factors contribute to



## Double Glazing

The special character of many traditional properties in Southend Borough has been spoilt by the unsympathetic installation of double glazing, in an attempt to make saving on heating bills. However double glazing in old houses is rarely economical unless the existing frames are so badly damaged or rotten that replacement is essential.

In older properties secondary glazing is often a cheaper, more feasible and a far more acceptable alternative to sealed double glazing units. It solves the problems of heat escaping and draughts, whilst the outside of the property remains unspoiled. Draughtproofing is another effective and inexpensive way of reducing draughts from period windows, while still retaining their special character.

## Planning Considerations

Planning permission is not normally required for the alteration of windows except in the following cases:

- If you live in a Listed building
- If you live in a Conservation Area covered by an Article 4 Direction. (Cliff town, Milton, Shorefields, Leigh Old Town, Leigh and Leigh Cliff Conservation Areas)
- If the property is a flat, maisonette or a business premises (unless you are replacing like for like)

Repairs or maintenance to existing windows in any type of property will not need planning permission where the repair is exactly like for like.

If you live in a Listed Building, you will need to apply for consent from Southend Borough Council if you wish to make any internal or external alterations to the windows which affect the character of the Listed Building.

If you live in a Conservation Area covered by an Article 4 Direction, certain permitted development rights have been withdrawn to protect the character of these areas, and Planning Permission will be required for any alterations to windows. ( No fee is needed for Planning Applications required by Article 4 Directions).

## Window Grants

Window grants are currently available for the repair and replacement of traditional windows in the Borough's Conservation Areas. For further details on the window grant scheme please contact the Design & Regeneration Group on 01702 215330 or pick up a Grants Leaflet.

## Any Questions?

If you have any questions regarding the replacement of windows in your property, please call 01702 215004 or visit : [www.southend.gov.uk](http://www.southend.gov.uk).

Please note that this leaflet is only intended as a guide and you are strongly advised to contact the Department of Technical & Environmental Services before carrying out any works to your property.



## Introduction

Windows and doors are an essential part of the character and appearance of any building. They are also particularly vulnerable to poor maintenance and inappropriate replacement. This problem is not confined to old buildings. The doors and windows in most terraced housing are an integral part of their design and unsympathetic replacement in one property can harm the character of the whole terrace.

## Repair or Replacement?

Simple maintenance of timber or metal windows every few years will ensure their long life at a fraction of the cost of replacement windows. It is also often more cost effective to apply modern repair and maintenance techniques to existing sash windows, unless they are completely rotten. If you choose to replace rather than repair the existing ones it is important to use the original design and materials which compliment the character of the property.

## Building Regulations

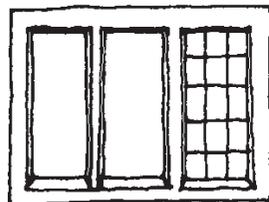
The replacement of windows and glazed doors in all buildings is subject to strict thermal standards under the current Building Regulations. The work must either be carried out by a registered FENSA (Fenestration Self-Assessment) installer or a Building Notice Application must be made to the Borough Council. Where the work is to a Listed Building, the building is in a Conservation Area or on the Council's Local List of Historic Buildings, traditional window designs with a lesser standard of thermal insulation may be applied. Building Notice forms are available from the Technical & Environmental Services Reception on Floor 10 of the Civic Centre, on the Building Control section of the Council's Website [www.southend.gov.uk](http://www.southend.gov.uk), or by contacting the Building Control Group on 01702 215345. Information on the FENSA scheme can be obtained from [www.ggf.org.uk](http://www.ggf.org.uk).

## Window Designs

If you are looking to reinstate traditional windows in

your property the following sketches give an indication of the original design for particular periods in history. Please note this leaflet is only intended as a guide and there was inevitably a continuity of styles outside each period. It would therefore be advisable to look at similar properties in the street to find the original design.

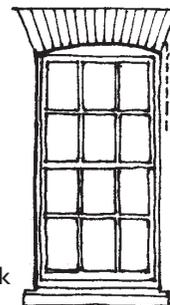
### Medieval c. C16 - late C17



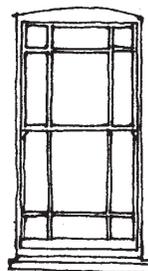
- casement mechanism
- small openings
- low ceilings heights gave windows a horizontal emphasis
- limited technology means small panes held together with lead timber/stone surrounds

### Georgian c. 1750 - 1810

- sash mechanism
- high ceilings gave windows a vertical emphasis
- painted timber frames with brick or stone surrounds
- larger glazing panels held together by timber glazing bars
- windows deeply recessed into brickwork



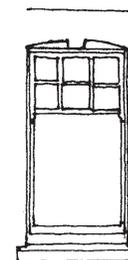
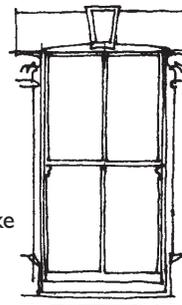
### Regency & Early Victorian c. 1810 - 1840



- sash mechanism
- painted timber frames, brick and stone surrounds
- larger glazing panes with thinner glazing bars
- vertical emphasis continues
- windows deeply recessed into brickwork

### Victorian c. 1850-1910

- sash mechanism
- painted timber frames
- panes size still increasing with technological developments
- 1830's window horns introduced to take the strain of increased pane weight
- stone lintel decoration
- Bay windows with decorative columns are a common feature

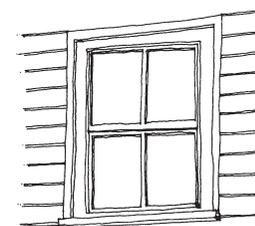


### Edwardian c. 1905 - 1915

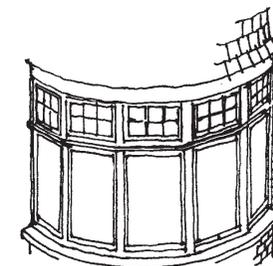
- timber sash mechanism
- painted timber window frames
- coloured leaded lights commonly used to add decoration

### Weather Boarded Sashes

- traditional Essex vernacular
- timber sash mechanism
- reduced setback due to limited wall thickness



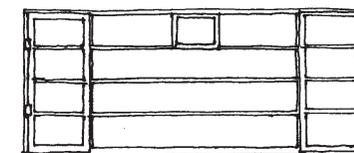
### NeoTudor c. 1910 - 1940



- painted timber frames
- casement mechanism with top hung opening lights
- tile detailing above
- bay windows common

### Crittall c. 1925 - 1940

- large windows with horizontal emphasis
- metal frames usually painted white
- casement mechanism, side hung main windows with top hung opening lights
- often wrapped around corners



### Modern c. 1960 - present

- timber, Upvc or aluminum frames
- casement mechanism
- horizontal non symmetrical emphasis

