

WINDOW REPAIRS

The need for repairs to windows falls into two main groups:

- a. as part of a planned programme of maintenance and repair arising from quinquennial inspections
- b. as a response to sudden subsidence, storms, vandalism or burglary

The presumption underlying all repairs to windows is that the work is done on a like for like basis, unless what is being repaired/replaced is clearly an inferior intrusion into the building (e.g. something unsuitable such as the use of modern sheet glass).

Planned repairs are normally undertaken on the basis of a specification prepared by the church architect or surveyor and the works are done under his/her supervision. Any work to coloured glass, leadwork, or the stonework surrounding glazing, is subject to faculty jurisdiction. The Archdeacons are able to authorise very minor repairs or replacement of clear glazing, under certain conditions.

Emergency repairs to damaged glass are subject to the same legal requirements as planned repairs, except that it is clearly important for the building to be secured quickly and this should be done immediately, usually by boarding-up. The DAC tries to help parishes in this position to achieve a good repair without undue delay, but there is inevitably a period when the window remains damaged whilst a specification for repair is drawn up, the insurers consulted and permission for repairs obtained. PCCs should be aware that Churchwardens and Incumbents are not able to order immediate repairs in the same way a private householder would.

Response to vandalism: picking up the pieces

Damage to windows, whether of coloured or clear glass, is a cause of great distress and considerable expense. Often it is caused by vandalism which itself raises additional concerns and fears.

Churchwardens, cleaners and all those involved with the building should understand that if any damage is discovered all pieces of glass and leadwork should be carefully collected and retained. These can then be used to rebuild the window and will ensure both accuracy and economy in putting the damage right.

The importance of a photographic record

It is very important that PCCs have an accurate photographic record of every window in the church, including both internal and external shots. A professional photographer may need to be employed to ensure that there is an accurate record of design and shading but careful informal shots can also be a great help. If any damage does take place the PCC then has a clear picture of what has been broken which will help conservators and insurers to deal with the problem efficiently. A copy of the photographic record should be kept in the church safe where it is readily accessible. It would also be useful for the church architect or surveyor to have a copy to hand.

Information that will be required for a Faculty application

- A plan of the church, marked to show each window concerned
- Photographs of the window, both in its “complete” condition and illustrating the damage that needs to be put right

- A condition report explaining the problems. In the case of deliberate damage this should include the state of the window as a whole, what amount of broken glass/leadwork there is and information about the window itself (e.g. age, artist, whether coloured or clear glazing, painted designs, plain, or etched)
- Information about what action has already been taken e.g. boarding-up
- A specification from an architect/surveyor or conservator outlining exactly what work is to be done. This should include details of all methods and materials to be used, including how much of the original glass/lead can be reused. If stonework repairs, repointing or new leadwork is required this must be clearly explained.
- If window protection is to be repaired, replaced or installed for the first time a full specification for this should be included.
- If the work is being done by a glazier or glass conservator, a copy of the individual's CV and a note explaining how the PCC came to approach him/her about the work should be included (e.g. on the advice of the church architect/surveyor)

Emergency measures

Whilst most window repairs require a faculty there are legal mechanisms in place to ensure that emergency measures can be authorised very speedily. This is especially useful where storm damage or subsidence threatens vulnerable or precious coloured glazing. In such situations the PCC should contact the Registrar or Archdeacon immediately and ask for advice on how to get permission to make the situation safe. Normally permission for emergency work, or to allow the glass to be removed to a place of safekeeping, can be issued within hours, especially if the PCC has photographs and a clear statement of the situation to hand.

Wider consultation

It is possible that other bodies may also need to be consulted, especially in situations where the window being prepared is artistically important or of national significance.

- English Heritage
- Local Planning Authority
- Society for the Preservation of Ancient Buildings
- Amenity societies (e.g. Victorian, Georgian)
- Church Buildings Council (formerly Council for the Care of Churches)
- Ecclesiastical Insurance Group

The DAC will be able to offer advice about the involvement of these at the outset of discussions. The Chancellor may require their input when the faculty application is made. In particular, PCCs with listed church buildings are advised that the Local Planning Authority should be consulted to see whether planning permission is required on the basis that window guards have an impact on the appearance of a listed building and may, therefore, require planning consent as well as a faculty.

Prevention is better than cure

PCCs are strongly advised:

- To consider sensitive external lighting as a way of putting vandals/burglars off lurking around the church and churchyard
- To develop awareness in the local community so that vandals/burglars can be disturbed by the presence of other people around the church and any damage be reported quickly
- To consult with the local Crime Prevention Officer to see if the police can do frequent checks on the church over an agreed period so that vandals/burglars are discouraged from "having a go". This is clearly not viable long-term (or in rural areas) but can be useful to "break the habit" of a known group of trouble-makers at a particular time. It

may also be possible for urban churches to be incorporated into town centre policing policies.

When protection may be unavoidable

Sometimes protection will be required, especially for highly sensitive windows. There are various means of protection available and not all methods are appropriate in every situation.

General Advice

For information about conservators etc see the websites <http://www.bsmgp.org.uk/> and <http://www.conservationregister.com/>

The Church Buildings Council have issued a booklet A Fragile Inheritance about the care of stained glass and historic glazing - to order contact Church House Bookshop, 31 Great Smith Street, London SW1P 3BN tel: 020 7898 1306 fax: 020 7898 1305 email: bookshop@c-of-e.org.uk www.chbookshop.co.uk

Also see the Church Buildings Council's Churchcare website for information about maintenance and repair of glass :

window protection	http://www.churchcare.co.uk/building.php?CBGB
guidelines for conservation reports	http://www.churchcare.co.uk/contents.php?DS
maintenance and repair	
of historic and stained glass	http://www.churchcare.co.uk/contents.php?DNA

SOME FIRMS WHICH HAVE CARRIED OUT GLASS REPAIRS IN THE DIOCESE OF OXFORD IN THE PAST

Barley Studios Limited
Church Balk
Dunnington
York YO19 5LH
keith@glass148.freeserve.co.uk
Tel/Fax: 01904 489093 e-mail:

Canterbury Cathedral Studios
8a The Precincts
Canterbury, Kent CT1 2EG T 01227 865265

Holy Well Glass Ltd
Glaziers Yard, Lovers' Walk,
Wells, Somerset BA5 2QL
stained.glass@virgin.net
Tel/Fax 01749 671061 email:

Chapel Studios (repairs and window guards)
Bridge Road
Hunton Bridge
Kings Langley, Herts WD4 8RE T 01923 266386

Owlsworth IJP
Hampstead Farm, Binfield Heath, Henley-on-Thames, Oxon RG9 4LG; 0118 969 6949
www.owlsworthijp.co.uk info@ijp.co.uk

Leadcraft Stained Glass Studio (repairs and window guards)
3 Malthouse Lane
READING RG1 7JA T 0118 957 5865

Norgrove Glass Studios (repairs and window guards)
Bentley
Redditch B97 5UH T 01527 541545

Shades of Glass
12 Fane Drive
Berinsfield
Wallingford OX10 7NB T 01865 340831

Goddard & Gibbs Studios Ltd
Marlborough House
Cooks Road
Stratford, LONDON E15 2PW T 020 8536 0300

Salisbury Cathedral Stained Glass
The Cathedral
Salisbury SP1 2EN T 01722 555 144 Email: glass@salcath.co.uk