EXTERNAL WINDOW AND DOOR CONDITION REPORT

of

SHIRE HALL, WOODBRIDGE, SUFFOLK

for

Woodbridge Town Council
c/o Belinda Lloyd, Deputy Town Clerk
Shire Hall
Market Hill
Woodbridge
Suffolk IP12 4LP

Inspecting Architect: **Philip Orchard**

Date of inspection: **13 November 2024**

Whitworth
Unit 12 Park Farm
Fornham St Genevieve
Bury St Edmunds
Suffolk
IP28 6TS

Tel. No. 01284 760421
info@whitworth.co.uk

PEO/Pra/cm/S7303
17th December 2024

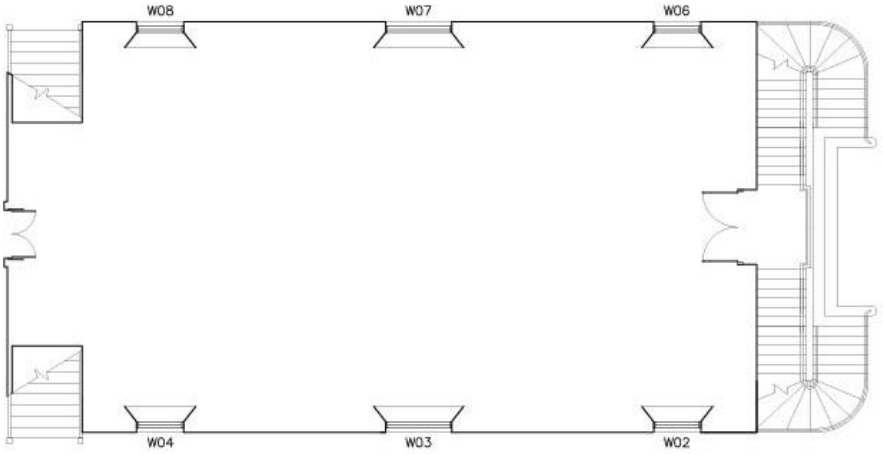
EXTERNAL WINDOW AND DOOR CONDITION REPORT 2024
SHIRE HALL, WOODBRIDGE, SUFFOLK

CONTENTS

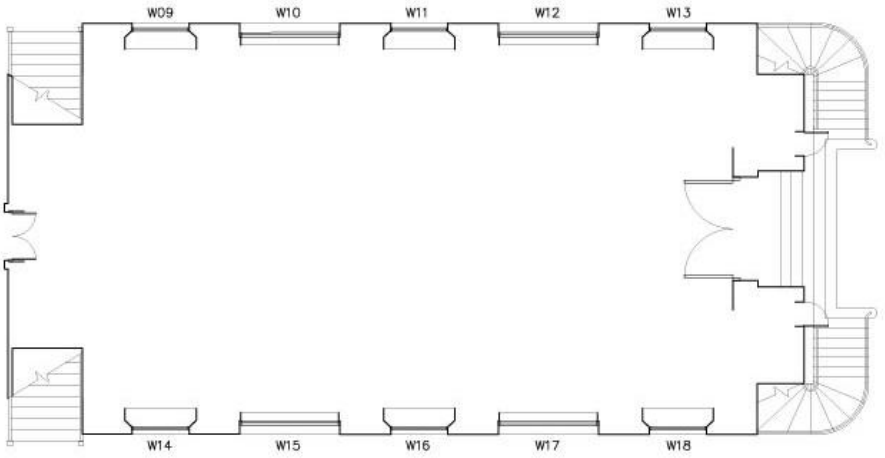
Page

KEY PLANS

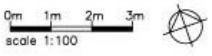
SECOND FLOOR PLAN @ 1:100



FIRST FLOOR PLAN @ 1:100



GROUND FLOOR PLAN @ 1:100



EXTERNAL WINDOW AND DOOR CONDITION REPORT 2024
SHIRE HALL, WOODBRIDGE, SUFFOLK

SECTION A: GENERAL

1.0 INTRODUCTION

1.1 **Executive summary:** the south, east and west facing window joinery is in very poor condition with extensive decay of cills and other elements all urgently requiring repair and redecoration within one year.

The north facing window joinery is in better condition but small-scale timber repairs are needed with redecoration within two years.

The joinery generally will require redecoration within 5 – 10 years as part of a regular pattern of maintenance which should be set up.

Patterns of use of the building and access and traffic will pose challenges for procurement of the work.

1.2 This report has been commissioned by Woodbridge Town Council at the request of Tricolor.

1.3 Tricolor are project managers for a bid for grant funding for repair of the windows and a larger longer-term scheme for repairs and improvements to the building.

1.4 **General description:**

The Shire Hall comprises two main storeys with an attic. The ground floor has the council chamber/function room with offices for the Town Council, a wc and a servery. The first floor is currently used for storage only but contains the former Court Room. The attic storey is at the west end of the building and is used for storage.

Roofing is plain clay tile over a timber structure with widely projecting eaves. Walling is of red brick in English bond with stone dressings at the outer corners and at the larger ground floor openings. There are two stone-faced staircases at the east and west ends of the building. Windows are single glazed in timber frames, generally with arched heads at ground level and flat heads at first floor level. The west attic window has a flat brick arch, the east window has a cambered brick arch with timber infill to the spandrel panel.

There is a major pair of double doors at the east end of the building at ground and first floor levels and a smaller pair of double doors at the west end at ground level with a single door at first floor level. Iron gates for the former lockups flank the east end doors.

1.5 **General history (taken from listed description and Pevsner entry):**

Built in 1575 by Thomas Seckford as a Quarter Sessions courthouse on the upper storey and as an open market across at ground level. The height was increased in the 17th century and gables/dormers provided at the east and west ends. Staircases were provided externally from ground to first floor level at the east and west ends. Windows were inserted into the arches to enclose the ground floor in the 19th century.

1.6 **Date of survey:**

13 November 2024

1.7 **Present:**

Ms B Lloyd (Deputy Town Clerk)

Mr P Orchard (Whitworth).

1.8 **Weather:**

Overcast, dry.

1.9 **Scope of report:**

The report covers external windows and external doors.

1.10 **Methodology:**

Visual inspection from ground level and from internal floor levels, with access from survey ladders for higher level where consistent with safety. First floor and attic-level windows were not inspected externally except from ground level, including through binoculars. Where windows could be opened to inform the inspection, this was done.

1.11 **Window numbering:**

The windows are numbered according to the scheme set out by The Morton Partnership when they reported on the building generally in 2021. This report can therefore be read in conjunction with The Morton Partnership report.

1.12 **Limitations of the report:**

This report is based on an inspection made from the ground and other points of safe access. It is emphasised that the inspection is entirely visual and no enclosed spaces or inaccessible points have been opened for inspection.

This report is not a specification for the execution of works and should not be used as such.

I have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and cannot therefore report that any such part of the property is free from defect. No investigations have been carried out requiring exposure work and concealed structural elements have not been exposed.

I have not tested plumbing, drainage, electrics, lightning protection (if any) or heating. I recommend that electrical and lightning protection tests be undertaken at least every five years and encourage churches to co-ordinate this with the quinquennial inspection report.

The budget costs are “guessed” and are for guidance only for budgeting and grant purposes. Detailed inspections, specification and builder’s estimates based on architect’s specifications need to be obtained before firm estimates can be provided, and these will differ from the guessed costs.

1.12 **Priorities for work**:

A - 1 year (in 2025).

B - 2 years (by end of 2026).

C - 5 years (by end of 2029).

D - 5 – 10 years (2030 – 2035).

2.0 ATTIC LEVEL WINDOWS

2.1 **Window W01:** east elevation. Three light window with stone cill, brick jambs and arched brick head; timber cornice at head of window surmounted by timber-boarded spandrel panel. The window comprises a central section with six-paned upper and nine-paned lower sashes flanked by two narrower sections with two-paned upper sashes and three-paned lower sashes. All glazing is putty-fixed and the whole painted outside and inside. The window is partly obscured by a coat of arms with bird mesh around the edges. The outer board on the pillar between the central and north sash appears to have been partly renewed in the lower part in the past. Only the centre light has a working sash, the north and south lights are fixed.

The glass appears to have had a film applied on the inside, possibly ultraviolet protection from when the courtroom was used as a museum (?).

Condition: seen from ground level there is no obvious sign of timber decay, but the putty is in poor order and the finishes generally are in poor condition. General stripping down to bare wood will be needed in view of the degree of paint failure and the exposure of this window. Ideally, the coat of arms should be removed and refixed for access but the condition of the coat of arms, as seen from ground level, suggests that this might bring forward a need for repairs and conservation to that. Internal viewing shows that the central sash lower rail is decayed and needs to be renewed; the bottom rails of the two fixed lights are suspect. The timber cill cannot be clearly seen: provisionally allow for renewal. Allow for additional repairs where joints between glazing bars and the sashes may have decayed higher up. The sash cords should be checked and overhauled. Clean out pigeon guano from the cill behind the coat of arms.

Repairs recommended: repair sashes, strip and repaint, overhaul sash cords, clean out guano.

PRIORITY A

2.2 **Window W05:** west elevation attic level. Stone cill, brick jambs and brick flat arched head. A timber sash window with six panes to each sash, clear-glazed. Mouldings to the lower sash different to those in the upper sash, suggesting the lower is a renewal. Lower sash centre lower pane old glass, centre upper pane Cordele glass, remaining glass clear float. Upper sash glass clear float.

Condition: the lower corners of the upper sash have been reinforced with steel brackets which are now rusting. The bottom rail of the lower sash is badly decayed, particularly at the north end. The timber cill has lost its paint and, as seen from ground level, there appears to be decay at the north end: allow for renewal subject to external access. The paint finishes and approximately 50% of the putty are in poor order: the window needs redecorating and remaking of the putty outside. Junction of lower sash horizontal glazing bar with vertical bars misaligned: stiffen/realign.

Repairs recommended: repair, repaint.

PRIORITY A

2.3 **Window W05A:** circular stone surround with timber frame and timber louvres set within it. This opening does not appear on the Morton Partnership plan but is included here for completeness of the external openings.

Condition: from ground level it is difficult to tell whether the louvres are all in sound order: paint finishes are in poor condition, particularly on the frame in the lower parts. General redecoration will be needed, together with allowances for renewal of defective louvre blades. There were no signs of birds entering or leaving through this opening at the time of the inspection, suggesting that the blades are sufficiently closely spaced or mesh backing is adequate to exclude birds. Include allowance.

Repairs recommended: repaint in association with window W05.

PRIORITY A

3.0 FIRST FLOOR WINDOWS AND DOORS

3.1 **Window W02:** first floor south elevation east window: three lights with central vertical sliding sash, six-pane lower and six-pane upper sash flanked by fixed lights, each with four panes. Stone cill, brick jambs and flat arched brick head. Timberwork painted and glass set in putty. The glass has had some film applied on the inside. No sash cords and no pulleys for sash cords.

Condition: condition of putty is poor with parts missing and loose. The paint finishes generally are very poor with loss back to the timber in places. General re-puttying and repainting needed outside. Minor decay to mullion bead of central sash, west side at foot inside requires repair. External viewing was restricted but the poor state of the paintwork suggests that the bottom rails of all three sashes may need to be renewed. Allow provisionally to renew the timber cill also.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY A

3.2 **Window W03:** first floor centre: three lights with central vertical sliding sash, six-pane lower and six-pane upper sash flanked by fixed lights each with four panes. Stone cill, brick jambs and flat arched brick head. Timberwork painted and glass set in putty. The glass has had some film applied on the inside. No sash cords and no pulleys, catch on sash rail.

Condition: condition of putty is poor with parts missing and loose. The paint finishes generally are very poor with loss back to the timber in places. General re-puttying and repainting needed outside. Central sash inner cill may need shaving down and planting on of timber where decayed. External viewing was restricted but the poor state of the paintwork suggests that the bottom rails of all three sashes may need to be renewed. Allow provisionally to renew the timber cill also. There is potential decay to both mullions at the foot outside.

Repairs recommended: repair timberwork, redecorate.

PRIORITY A

3.3 **Window W04:** south elevation west window: three lights with central vertical sliding sash, six-pane lower and six-pane upper sash flanked by fixed lights, each with four panes. Stone cill, brick jambs and flat arched brick head. Timberwork painted and glass set in putty. The glass has had some film applied on the inside. There may not be film on the inside of the window.

Condition: the cill is badly decayed: renew. Bottom rail of central sash: renew, including feet of stiles and glazing bars. Outer sashes: renew bottom rails and stiles, renew inner glazing beads and feet of mullion beads. Feet of mullions and jambs suspect: scarf on new ends. Condition of putty is poor with parts missing and loose. The paint finishes generally are very poor with loss back to the timber in places. General re-puttying and repainting needed outside. There are no sash cords or sash pulleys.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY A

3.4 **Window W06:** north elevation west window. Three lights with central vertical sliding sash, six-pane lower and six-pane upper sash flanked by fixed lights, each with four panes. Stone cill, brick jambs and flat arched brick head. Timberwork painted and glass set in putty. The glass has had some film applied on the inside.

Condition: condition of putty is poor with parts missing and loose. The paint finishes generally are very poor with loss back to the timber in places. General re-puttying and repainting needed. The stone cill is cracked under the west fixed light. The engineer's reports will comment on past movement in this area but if all is stable the joints should be grouted up.

Repairs recommended: reputty, redecorate.

PRIORITY B

3.5 **Window W07:** north elevation central window: three lights with central vertical sliding sash, six-pane lower and six-pane upper sash flanked by fixed lights, each with four panes. Stone cill, brick jambs and flat arched brick head. Timberwork painted and glass set in putty. The glass has had some film applied on the inside. Sash cords and pulleys survive. Glass appears generally to be clear float except the lower sash upper central pane, old glass; the east light second pane up from the cill Cordele replacement.

Condition: condition of putty is poor with parts missing and loose. The paint finishes generally are very poor with loss back to the timber in places. General re-puttying and repainting needed. The stone cill is cracked under the west fixed light. The engineer's reports will comment on past movement in this area but if all is stable the joints should be grouted up. Potential decay of the lower sash west jamb foot. Possible decay of cill under the central sash and under the west light. Provisionally renew the cill and the foot of the west mullion.

Repairs recommended: repair timberwork, reputty, redecorate.

PRIORITY B

3.6 **Window W08:** north elevation west window: three lights with central vertical sliding sash, six-pane lower and six-pane upper sash flanked by fixed lights, each with four panes. Stone cill, brick jambs and flat arched brick head. Timberwork painted and glass set in putty. The glass has had some film applied on the inside. Sash cords and pulleys survive. Mouldings to the lower sash different to those in the upper sash, suggesting the lower is a renewal. Lower sash centre lower pane old glass, centre upper pane Cordele glass, remaining glass clear float. Upper sash glass clear float.

Condition: condition of putty is poor with parts missing and loose. The paint finishes generally are very poor with loss back to the timber in places. General re-puttying and repainting needed. Junction of lower sash horizontal glazing bar with vertical bars misaligned: stiffen/realign. Potential decay of the lower sash west jamb foot. As window W07, there is possible decay of cill under the central sash and under the west light. Provisionally renew the cill and the foot of the west mullion.

Repairs recommended: repair timberwork, reputty, redecorate.

PRIORITY B

3.7 **East doors:** concrete threshold, timber door head with lead capping, timber jambs. Inward-opening double doors, panelled timber.

Condition: the doors are in reasonable order, although the escutcheon has previously been bent and could be renewed at the next redecoration for improved appearance. The threshold and head are satisfactory. The north jamb is sound except at the base where timber has decayed and a new section of board will need to be scarfed in. The south jamb boards are decayed at mid-level and at the foot: these will need to be renewed. The frame will need to be redecorated in association with the renewals and the doors should be decorated. The centre rail/upper panel junction has decayed: a later added bead is also decayed. The meeting style has decayed in this area also. Careful timber renewal is needed.

Repairs recommended: repair timberwork, redecorate.

PRIORITY B

3.8 **First floor west door:** single inward-opening timber door hung on the north jamb with flush panelling, brass letterbox and knob, two modern escutcheons, a late 19th/early 20th century oval escutcheon and a much older 18th or 19th century escutcheon. The door is flanked by painted timber panels in a similar style to the door itself. The assembly is recessed back into the building as a form of porch over stone steps. There is a timber weatherboard at the base of the door.

Condition: the timberwork is all well painted up and the door is satisfactory inside and outside.

4.0 GROUND FLOOR WINDOWS AND DOORS

NORTH ELEVATION

4.1 **Window W09:** ground floor westernmost. Stone cill, brick jambs and arched brick head. The timber window set within the opening comprises three lower lights, each divided into three panes, and three upper lights, each divided into two panes. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The lower section is old 20th century obscure glazing. The upper section is clear-glazed in float glass. The upper central light was formerly a centre pivoted opening light but this is now painted up. There are two PVC "silo vents" set in the central and west lower panes of the upper section. The partition between the servery and the WC meets the west mullion. In the westernmost light the lower pane has beads at the cill and jambs, suggesting this may have been an opening light at one stage (for the WC).

Condition: satisfactory inside; outside the stone cill is cracked and requires grouting. The cowls over the vents in the upper part of the windows are broken, although this is not affecting the general operation at present. If the function of the rooms behind is to change within five years, the vents could be left and removed (with renewal of the glass) at a later date. The timberwork is generally satisfactory except for the east light at cill level, which should be renewed, with the cill beads of the other lights given the loss of paint protection. The applied beading of the west upper light could be removed and this light returned to match the east light if desired, subject to Listed Building Consent. The window generally requires redecoration: putty on the upward-facing surfaces is suspect and should be renewed.

Repairs recommended: reputty, redecorate.

PRIORITY B

4.2 **Window W10:** north elevation second window from west. Stone cill, stone jambs and arched brick head. The window unit set into the opening comprises five lights divided by a transom at arch springing level. The lower tier lights each contain three panes; the upper tier central three contain three panes and the outer east and west contain two panes. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The lowest two sets of panes is obscure 20th century type. The remaining glass is generally of clear float type except in the northernmost upper three panes and the second from west upper four panes, which carry distortions and appear to be older glass. The upper west light glass appears to be modern Cordele type. All glass is putty-fixed. The upper central light is a centre pivoted casement, cord-operated and secured from inside.

Condition: satisfactory inside, the opening light works, pointing between the cill and the timber cill is suspect in places and will need to be remade. General external redecoration is needed. Putty on upper facing elements is suspect and will need to be remade. The lower east edge of the opening light appears from ground level to be slightly decayed: allow for some piece repairs here.

Repairs recommended: repair timberwork, reputty, redecorate.

PRIORITY **B**

4.3 **Window W11:** centre window. Stone cill, brick jambs and brick arched head, containing a timber-framed window with three lights divided by a transom; the lower three parts contain three panes each, the upper two panes. There is a centre pivoted opening light in the centre upper part, cord-operated and secured from inside. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The lower six panes are 20th century obscure glass, the upper glass is a mixture of clear float glass and a more distorted, possibly 19th century glass.

Condition: satisfactory inside: the opening light works, the stone cill is cracked: grout up. The east mullion foot is distorted, suggesting past decay or damage, although the paint finish is not cracked. Allow provisionally for renewal the east cill bead and jamb foot. The timberwork and glazing are otherwise generally satisfactory but need redecoration: remake upward-facing putty.

Repairs recommended: repair timberwork, reputty, redecorate.

PRIORITY **B**

4.4 **Window W12:** north elevation second window from east. Stone cill, stone jambs and arched brick head. The window unit set into the opening comprises five lights divided by a transom at arch springing level. The lower tier lights each contain three panes; the upper tier central three contain three panes and the outer east and west contain two panes. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The lower two tiers of panes are all in obscure glass, 20th century pattern. The third tier of panes are generally of an older distorted glass, except for the second from the east, which is a clear float. The glazing of the east and westernmost parts is older, together with the lowest pane of the second light from the east. The remaining glass all appears to be clear float. All glass is putty-fixed. The upper central light is a centre pivoted casement, cord-operated and secured from inside.

Condition: inside: the opening light works. The westernmost light cill is decayed inside, piece repair with exterior (see below). Outside: generally sound except for the easternmost and westernmost lights where the glazing beads at cill level and the ends of the cill are decayed or suspect: renewals are needed. The second mullion foot from the east is also suspect: allow provisionally for renewal. The window generally requires repainting outside.

Repairs recommended: repair timberwork, reputty, redecorate.

PRIORITY **B**

4.5 **Window W13:** north elevation easternmost. Stone cill, brick jambs and brick arched head, containing a timber-framed window with three lights divided by a transom; the lower three parts contain three panes each, the upper two panes. There is a centre pivoted opening light in the centre upper part, cord-operated and secured from inside. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The glazing of the lower tiers is all obscure 20th century style glass. The glazing of the east and west lights' topmost panes is older and distorted. The remaining glass in the upper section appears to be clear float glass. The upper central light has a centre pivoted opening light which is painted up. Lower east light inside WC, upper tier visible inside, lower tiers otherwise concealed by fitted shelves.

Condition: the west end of the stone cill is cracked and chipped: stone piece repairs or careful mortar 'plastic' repairs are needed. The timber framing is generally satisfactory, but the beads and cill show signs of decay: subject to stripping back paintwork, assume this must be renewed, with the mullion and jamb feet. The window generally requires redecoration. Glass is in sound order.

Repairs recommended: repair timberwork, reputty, redecorate.

PRIORITY B

SOUTH ELEVATION

4.6 **Window W14 (westernmost):** stone cill, brick jambs and arched brick head, containing timber window unit comprising six lights divided by two mullions and a transom. There is a centre pivoted opening light in the upper centre section, cord-operated and secured from inside. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. All appears to be modern clear float glass. The feet of the mullions all show signs of past scarfed joints and it is therefore likely that both mullion feet and the cill are later renewals.

Condition: opening light works. The past scarfed joints show inside. The stone cill is cracked and requires grouting up. The timber cill is in poor condition, particularly in the centre, and requires renewal. The mullion and jamb feet are also decayed and new ends need to be scarfed on. There are some rust stains from fixings in the upper part where the mullions join the transom in particular. The foot of the east mullion above the transom is slightly distorted as if there may be some filler here: assume some timber piece repairs may be needed. General redecoration is required, with renewal of putty on the upward-facing surfaces. Glass in the lower tier all seems to be modern float glass. The upper tier lower west pane is older glass, the remaining clear float.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY A

4.7 **Window W15:** second from west. Stone cill, stone jambs and arched brick head, containing a unit of five lower tiers and five upper tiers with four mullions and a transom. There is a centre pivoted opening light in the upper central section, cord-operated and secured from inside. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. Lower tier east light top pane, second from west top pane and west top panes all older glass, upper tier east light both panes older glass, second from east upper two panes older, second from west upper two panes older, westernmost upper pane older, lower appears to be a replacement heavily Reamy glass similar to Cordele (rather too reamy for the context).

Condition: inside: the opening light works. There is a mortar makeup of the stone cill under the timber in the centre part of the window which is cracked and needs to be remade. The cill timberwork has lost its paint finish in places; given the defects present in W14, allow provisionally to renew the cill here with the mullion and jamb feet The timberwork appears satisfactory generally. The lower tier second from east topmost pane is cracked and needs to be renewed (clear float glass). The exterior generally needs repainting with renewal of putty.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY A

4.8 **Window W16:** centre window. Stone cill, brick jambs and arched brick head, containing timber window unit comprising six lights divided by two mullions and a transom. There is a centre pivoted opening light in the upper centre section, cord-operated and secured from inside. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. Lower east light contains older glass; lower centre pane older glass, upper and lower clear float; lower west upper pane older glass, lower two clear float; upper east and west old glass; centre opening light lower pane clear float, upper pane replacement Cordele type glass.

Condition: inside: opening light works but stiff: ease. Outer cill suspect, central bead decayed at cill level. General note: the glazing bars appear to be metal. Outside: the cill is cracked and the crack should be grouted. The cill is badly decayed throughout its length, the feet of the two mullions are decayed and the glazing beads at cill level are decayed. Safe access to check the foot of the opening light was not possible but paint has flaked off here and there is potential for decay: assume some timber renewal needed there. Full redecoration is required with renewal of defective putty.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY A

4.9 **Window W17:** second from west. Stone cill, stone jambs and arched brick head, containing a unit of five lower tiers and five upper tiers with four mullions and a transom. There is a centre pivoted opening light in the upper central section, cord-operated and secured from inside. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The lowest two tiers of panes are of 20th century obscure glass. The lower tier east light topmost pane is older glass, the lowest tier second light from the west topmost pane is older glass and the remaining lower tier glass is clear float. The upper tier east light upper pane is older glass, the lower a replacement Cordele type glass. The upper tier second from east lowest pane is clear float and the upper two older glass. The centre pivot opening light glazing is all clear float. The upper tier second from west light top two panes are older glass, the lowest a replacement Cordele type. The upper tier westernmost light upper pane is older glass, the lower a replacement Cordele type.

Condition: the inner cill board is cracked and it is here that water appears in heavy driving rain. Apart from splits to the cill board, satisfactory on the inside but the cill board soffit may be decayed (?); release, check and provisionally renew. The stone cill has a mortar flaunching in the centre part which needs to be remade: water is found to appear from under the internal cill in certain rain conditions and it is most likely that this drives in the gap between the timber cill and the mortar flaunching. The water ingress suggest that the cill is likely to be in poor condition and should be renewed provisionally. The paint is lost from the bottom rail of the opening light: safe access for inspection was not possible but assume some timber renewal needed. General repainting required, together with remaking defective putty.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY A

4.10 **Window W18:** easternmost window. Stone cill, brick jambs and a brick arched head containing a timber window unit divided into nine lights by two mullions and a transom. Centre pivoted opening light in the upper central section: this has different detailing to the other opening lights and may be a later renewal (?). The feet of the mullions and the east jamb at cill level have been renewed with scarfed joints in the past. Glazing bars within the main lights are of iron, painted. Glass: all putty-fixed and the whole assembly painted. The lower east light glazing is all clear float, the lower central clear float in the bottom two panes and a replacement Cordele type in the upper pane. The lower west light has older glass in the centre pane and clear float in the upper and lower panes. In the upper tier east light glazing is older, the central opening light is clear float, the upper west older glass in the upper pane and replacement Cordele type in the lower pane.

Condition: the opening light shows light through the vertical joints and more efficient sealing is needed. The cill, mullion feet and the foot of the east jamb are badly decayed and need to be renewed. The foot of the west jamb is not soft or showing any other defect but assume some renewal will be necessary. Safe access to assess the condition of the transom was not possible and the loss of paint finishes here suggests there may be some defects. Some cutting back and renewal of timber may be needed. The glass is generally satisfactory except for the upper tier west light upper pane which is cracked: renew. Generally decoration is needed with renewal of defective putty.

Repairs recommended: repair timberwork, renew putty, redecorate.

PRIORITY **A**

4.11 **Ground floor east door:** stone threshold/landing at the steps with rendered brick opening and fair-faced brick arch over; timber frame set within the opening and double inward-opening panelled doors with pull handle and letterbox. The whole is recessed back into the building as a former porch.

Condition: inside: minor splitting in the panels. Outside: satisfactory, routine redecoration will be needed.

Repairs recommended: repair internal panels, redecorate.

PRIORITY **B**

4.12 **Ground floor west door:** inside, satisfactory. Outside: concrete threshold, stone jambs and head, containing a timber door frame and double inward-opening panelled timber doors with escutcheon, knob and letterbox in brass.

Condition: sound, subject to routine redecoration.

Repairs recommended: redecorate.

PRIORITY **B**

4.13 **General:** all the exterior joinery will need to be redecorated approximately 7 years after the full repair/redecoration.

Repairs recommended: general redecoration.

PRIORITY **D**

4.14 Set up a routine of longer-term maintenance for the external and internal joinery with periodic inspection provision, to ensure the condition is kept sound.

PRIORITY **A**

5.0 MATERIALS AND IMPROVEMENTS

MATERIALS

5.1 **Timber:** timber for renewals will need to be joinery grade, preferably BC pine. The survey did not include stripping of existing paint: there may be some oak cills though where visible they seem to be pine.

5.2 **Glazing bars:** the first-floor bars are all timber and quite fine in section. In the 19th century ground floor windows infilling the older archways they are of iron. No ground floor renewals are anticipated but any alteration of improvement will need to use similar materials.

5.3 **Glass:** the condition of individual panes is outlined above. Where timberwork is to be renewed some loss of glass will be inevitable and should be factored into the allowances when specifying the repairs. There are no obvious signs of crown glass present but where the glass has distortion it appears to be a cylinder glass (this would be consistent with the 19th century ground floor windows). The quite heavily reamy glass is consistent with a 20th century handmade "Cordele" glass. Other panes are in clear float or a 20th century obscure glass.

Glass for renewals ought at least to be like for like, which will require new cylinder glass where the old is cracked/ broken. Float glass should match the existing in thickness, but the appearance of the exterior would be made more attractive and consistent if renewed in cylinder glass. The Cordele type glass is more reamy than necessary, to the point of being distracting. Where this does not survive removal, renewal in cylinder glass would be preferable. Where obscure glass is no longer required, this again should be renewed in cylinder glass.

These choices of glass should be acceptable to Historic England and the local authority when applying for Listed Building Consent.

5.4 **Paint finishes:** full breakdown of the existing paint finishes has occurred in restricted areas only. If it is intended to retain the existing finishes, the new paint will need to be capable of application over existing finishes as well as new timber. In such a case a system such as Dulux Weathershield would be appropriate.

As part of a re-think of maintenance generally, it would be ideal to strip back the current finishes and repaint in a linseed oil paint giving greater vapour permeability and reduced chance of weather being trapped inside paint layers, leading to decay. This would have implications for timing (weather / temperature restrictions are tighter for success with these paints). If the window units were removed to a dry heated workshop the decorating can take place in all seasons. However, stripping the existing paint finish and removal of the windows from the building will bring forward a need for extra repair as the junctions between elements lose the stiffness currently provided by many coats of paint.

It is likely that lead paint layers are concealed under the existing paintwork and appropriate health precautions will be needed.

5.5 **Access:** the site is constricted, with narrow one-way streets along the north and south elevations. Scaffolding will require temporary suspension of parking bays where present. The highways authorities will need to be consulted on what minimum carriageway widths would be acceptable. Ideally, scaffolding would be available for working on the windows insitu (although individual sashes could be removed to a workshop). If agreement cannot be reached the roads would need to be closed for short periods to allow complete window units to be removed and temporary boarding inserted. This would not be ideal since removal of the windows will cause avoidable damage to the timber. All glass would need to be removed with a higher risk of loss of older glass.

IMPROVEMENTS

5.6 **Energy conservation:** the opening lights should be fitted with draught seals. More efficient ways of holding them closed should be investigated, to reduce heat loss through draughts.

5.7 **Energy efficient glazing:** this will need further discussion with Historic England and the local authority before applying for Listed Building Consent. The current glass thickness varies from 2 to 4mm thickness. The thickness of "conservation" double glazed units is 7.7mm with most in the range of 11 – 14mm. The thinner the unit the fewer manufacturers and the viability of warranties becomes less certain. Rebates can be increased in depth in most cases, but the ground floor iron glazing bars would not take thicker glass / double glazing units reliably and new bars would be needed with a deeper section. The width of the glazing rebates is not clear on site: some widening might also be required to receive double glazed units. Typically, the glazing rebate might be 4mm for an historic window but 8 to 20mm is needed for double glazed units. Wider rebates could be made discreetly for the timber frames, but the iron glazing bars would need to be made wider, approx. 20mm. New bars would be needed and there would be a visual impact.

5.8 **Secondary glazing:** this could be fitted without physical alteration to the historic windows, but systems would need to be chosen carefully for minimum impact. The framing of the system should not be obvious when seen outside, especially when viewed frontally. This suggests the framing should not intrude within the glazed panel sightlines.

First floor windows could have secondary glazing fitted with relative ease, with grade 1 listed domestic sash window precedents. The secondary framing can back onto the sides of the sashes and so be discreet. One such system might be the Storm Windows system.

Ground floor window framing has splayed flanks and no rebate within which to set secondary glazing, so nothing could be fitted here which would not affect sightlines through the windows. Secondary glazing could be fitted on the inner

face of the frame: the bead detail would be hidden by the glazing system however.

Another option at ground floor level would be to install secondary glazing in new frames within the window reveals. This would have a significant impact on the interior and costs would be high since the glazing would need a separate structural frame.

Any system used would need to maintain natural ventilation of the interiors.

5.9 The approach of Historic England to glazing and energy conservation has been to emphasize the need to retain historic glass, fabric and appearance hitherto. Some flexibility for change has been mooted recently but given the grade 1 listing of the Shire Hall, any solution will have to be bespoke to this building and subject to discussion with Historic England and the local authority.

Whitworth
Unit 12 Park Farm
Fornham St Genevieve
Bury St Edmunds
Suffolk
IP28 6TS

PEO/Pra/cm/S7303
17th December 2024

Exterior from north east

Exterior from south east

Exterior from south

Exterior from south west

Exterior from north

2.1 Window W01 from east

2.1 Window W01 from north east

2.1 Window W01 from south east

2.1 Window W01 interior decoration

2.1 Window W01 from inside

2.2 Window W05 from east

2.2, 2.3 Windows W05 and W05A from west

2.3, 2.3 Windows W05 and W05A from south west

2.2, 2.3 Windows W05 and W05A from north west

3.1 Window W02

3.1 Window WO2

3.1 Window WO2

3.1 Window W02

3.1 Window W02

3.2 Window W03

3.2 Window W03

3.2 Window W03

3.2 Window W03

3.2 Window W03

3.3 Window W04

3.3 Window W04

3.3 Window W04

3.3 Window W04

3.4 Window W06

3.4 Window W06

3.4 Window W06

3.5 Window W07

3.5 Window W07

3.6 Window W08

3.6 Window W08

3.7 First floor east door from east

3.7 First floor east door from west

3.7 First floor east door south frame

3.7 First floor east door north frame

3.8 First floor west door from west

4.1 Window W09

4.1 Window W09

4.1 Window W09

4.1 Window W09

4.1 Window W09

4.1 Window W09

4.2 Window W10

4.2 Window W10

4.2 Window W10

4.3 Window W11

4.3 Window W11

4.4 Window W12

4.4 Window W12

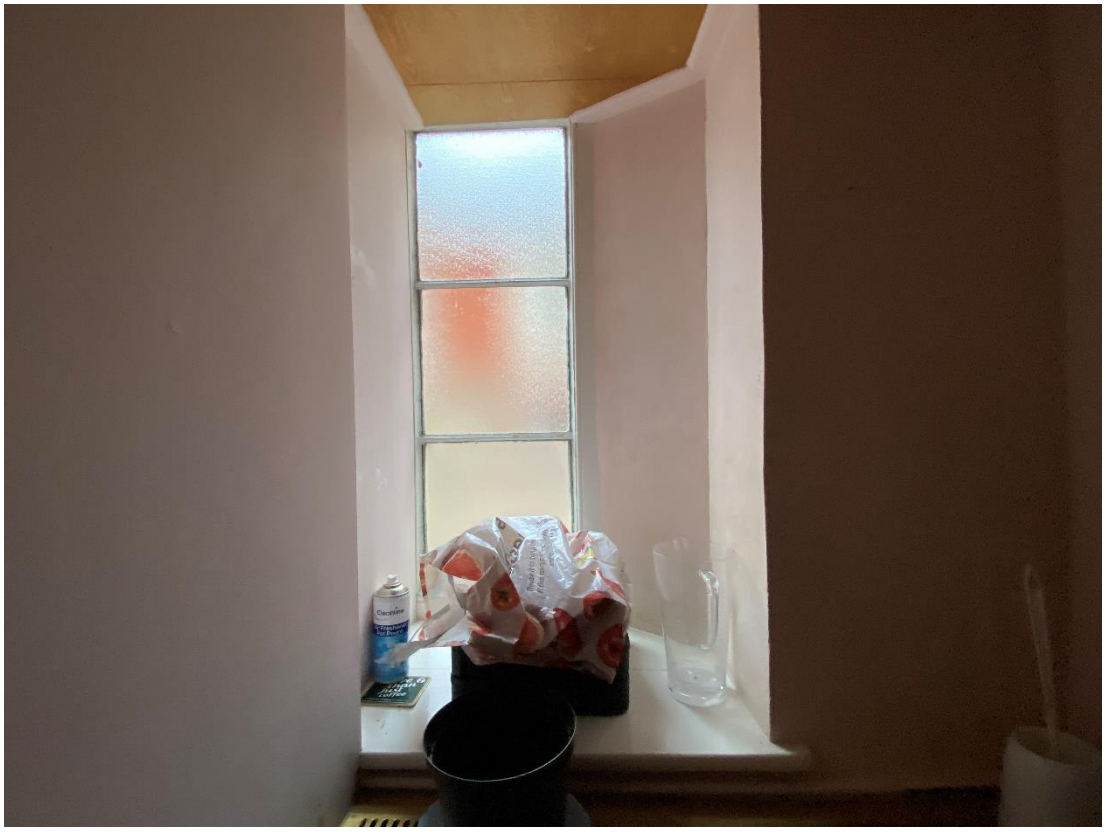
4.4 Window W12

4.4 Window W12

4.5 Window W13

4.5 Window W13

4.5 Window W13



4.5 Window W13

4.5 Window W13

4.6 Window W14

4.6 Window W14

4.6 Window W14

4.6 Window W14

4.7 Window W15

4.7 Window W15

4.7 Window W15

4.7 Window W15

4.8 Window W16

4.8 Window W16

4.8 Window W16

4.8 Window W16

4.9 Window W17

4.9 Window W17

4.9 Window W17

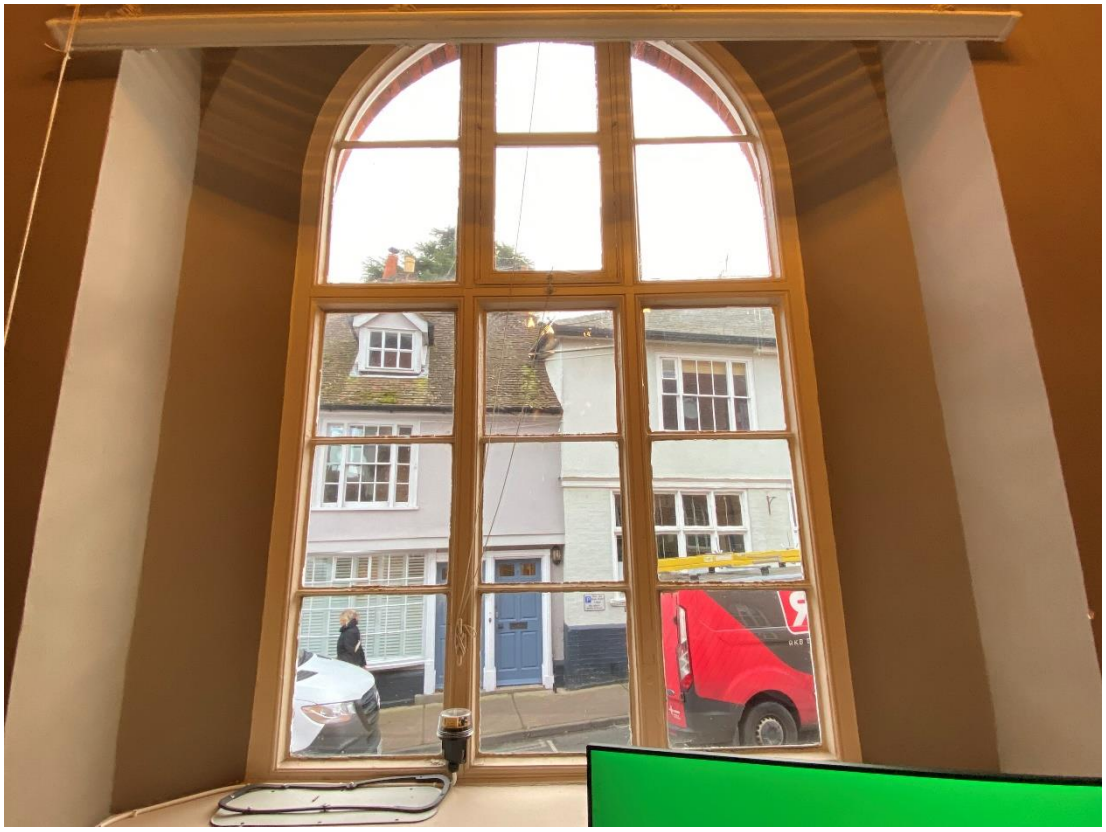
4.9 Window W17

4.9 Window W17

4.10 Window W18

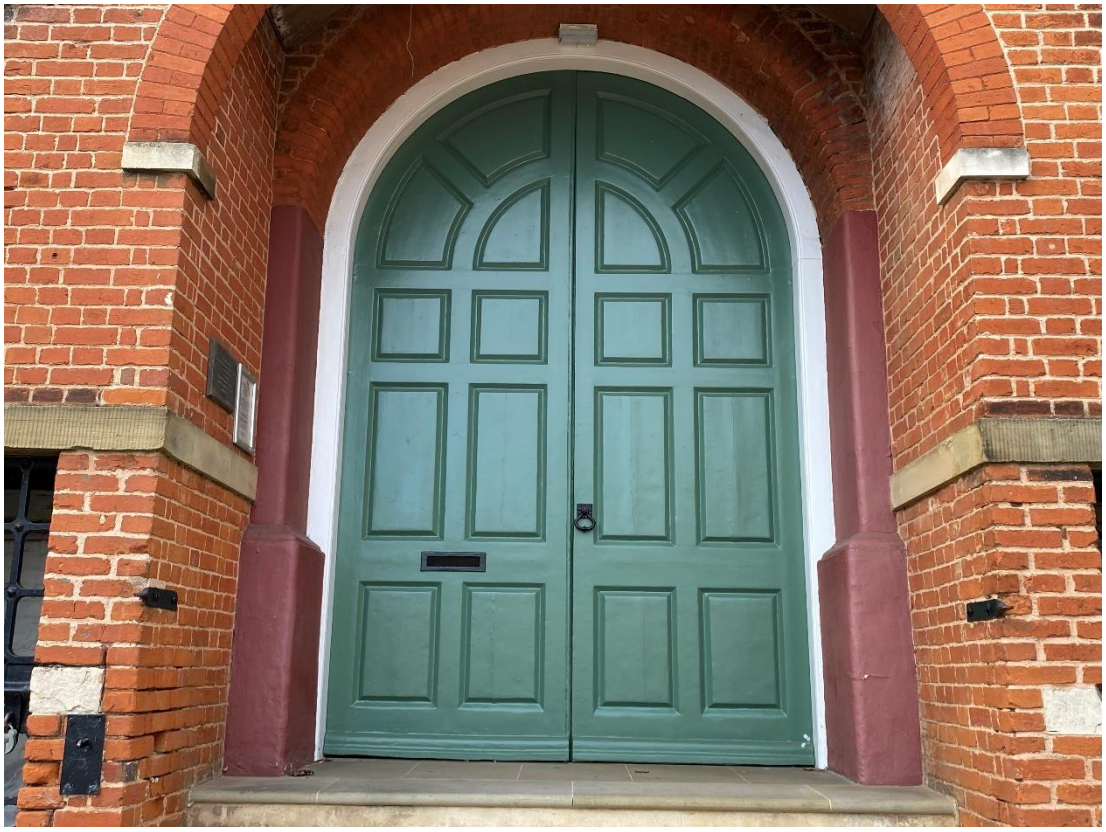
4.10 Window W18

4.10 Window W18

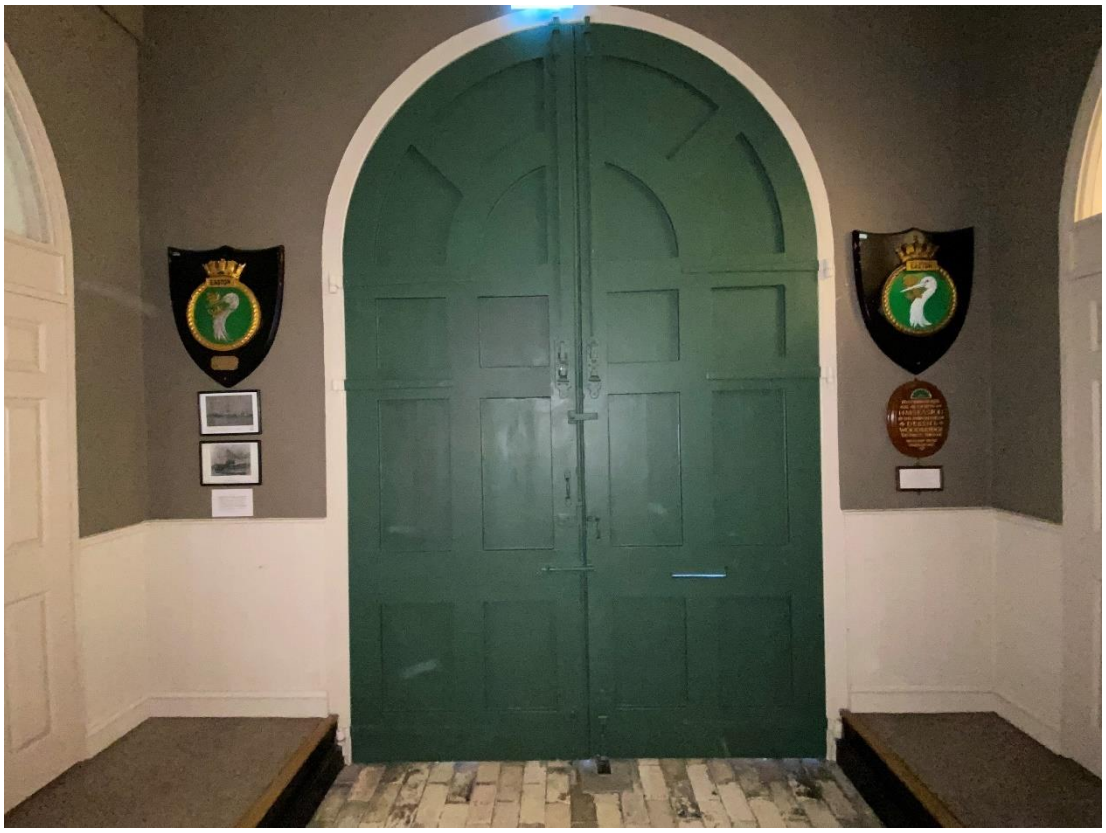


4.10 Window W18

4.10 Window W18



4.11 Ground floor east door from east



4.11 Ground floor west door from west

5.10 **Ground floor west door from west**

4.12 Ground floor west door from west