

Window Condition Survey at

191 Oxford Road
Reading
RG1 7UZ

On behalf of

Metropolitan Thames Valley

Prepared by

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1 Brief and Background

Faithorn Farrell Timms (FFT) were commissioned by Metropolitan Thames Valley (MTVH) in 2023 to develop and submit a planning application for window and door replacement at 191 Oxford Road, Reading RG1 7UZ. This application was submitted in 2023 to which the Planning Department requested that all individual flats within the building were inspected internally to determine the condition of the windows and doors due to its Grade II Listed status.

The site is located within the Russell Street/Castle Hill Conservation Area within Reading Borough Council.

The building is classified as a Grade II Listed. The property was first Listed on the 14th of December 1978.

2 Site Name and Property Description

191 Oxford Road
Reading
RG1 7UZ

191 Oxford Road contains four residential flats across three storeys and a lower basement level. It has one communal entrance door at the front of the property and a rear garden. The property was constructed in the early 19th century.

The existing windows are a combination of white painted single-glazed timber sash windows to the front elevation and slimline double-glazed timber sash and casement windows to the rear with inner metal box sash frames with evidence of extensive repair and retrofit. The rear windows have PVCu applied glazing bars and are not original.

The following flats were inspected internally and form part of the survey:

Flat A – 191 Oxford Road
Flat B – 191 Oxford Road
Flat C – 191 Oxford Road
Flat D – 191 Oxford Road

Any areas not listed above were not inspected during the survey.

A photo schedule is contained within Appendix A, showing condition at the time of the inspection.

The objective of the survey is to assess the physical condition of these historic elements and to identify which units could reasonably be repaired and which, due to their advanced deterioration, may require sympathetic replacement.



3 Methodology and Limitations

A site inspection was undertaken on 19th July 2023 and the 31st of January 2025 by Jamie Ramchandani of Faithorn Farrell Timms. In addition, a further site inspection was undertaken on 2nd of June 2025 to gain access to flat C by Ellie Keattch of Faithorn Farrell Timms.

The weather at the time of the survey on 19th of July 2023 was warm and sunny.
The weather at the time of the survey on 31st of January 2025 was cloudy and overcast.
The weather at the time of the survey on 2nd of June 2025 was warm and sunny.

We have undertaken no intrusive or destructive testing, nor undertaken any specialist investigations.

The survey is limited to a visual inspection unless otherwise stated and all observations are made from a finished floor level within the premises and externally via the ground floor.

The survey is not a full building or structural survey and no opening up works have been undertaken unless stated within the body of the report.

The survey and report are not an assessment with the Housing Health & Safety Rating System (HHSRS).

The report has been prepared for the use in relation to the intended purpose of supporting a planning application.

Photos were taken with an iPhone 12 plus mobile phone and all photos taken have not been modified in any way on 19th July 2023 and 31st of January 2025.

The photos captured on 2nd of June 2025 was taken using an iPhone SE.

4 Survey Observations

The survey findings have been set out on a per flat basis.

4.1 Flat A – 191 Oxford Road

Flat A is located on the basement level of the property. The windows to this flat are single-glazed timber sash windows to the front elevation and slimline timber double-glazed sash and casement windows to the rear.

The single-glazed sash windows to the front elevation are generally in a fair to poor condition with multiple split and damaged sections of timber as well as operational issues



with the sash cords.

The windows themselves have gaps which is allowing excessive air flow and subsequently continual temperature loss inside the property in colder conditions. Decoratively the windows are in a fair condition, however, are not performing correctly.

The slimline double-glazed sash and casement windows to the rear elevation have PVCu applied glazing bars which are not in keeping or original with the traditional windows to the front elevation. The windows generally are in a fair condition; however, several sashes are not openable. It is unknown when these repairs and replacements were made. There are also damaged sections of timber to the frames and sashes. The kitchen casement window is also not openable.

4.2 Flat B – 191 Oxford Road

Flat B is located on the ground floor level of the property. The windows to the property are single-glazed timber sash windows to the front elevation and slimline timber double-glazed sash and casement windows to the rear.

The single-glazed sash windows to the front elevation are generally in a poor condition with multiple split and damaged sections of timber as well as operational issues with the sash cords. The windows themselves have gaps which is allowing excessive air flow and subsequently continual temperature loss inside the property in colder conditions. The windows are also showing heavy signs of mould and mildew build-up on and around the frames.

The slimline double-glazed sash and casement windows to the rear elevation have PVCu integral glazing bars which are not in keeping with the traditional windows to the front elevation. The windows generally are in a fair condition; however, several sashes are not openable. There are also damaged sections of timber to the frames and sashes.

It was noted the rear sash window (type W12) has a metal box sash frame that is enclosed within a timber exterior frame. The sash cord has been removed and replaced with a metal rod and are non-original windows and have a mix of components.

4.3 Flat C – 191 Oxford Road

Flat C is located on the first floor of the property and the windows are single-glazed timber sash to the front elevation which have original horns and integral glazing bars. The windows at the rear and side elevation are slimline double-glazed timber sash and casement windows with applied PVCu glazing bars with internal metal box sash enclosed by timber frames.

The three single glazed timber windows to the front elevation are generally in poor condition. The windows are suffering from decay in several places such as the bottom rail, meeting rail, stiles and cills. Due to the decay, the timber is bowing resulting in the windows being jammed open and stiff to operate. The locking mechanisms are in working order when closed shut.



The three slimline double-glazed sash windows to the rear and side elevations are generally in poor condition. Much like the front windows, they are suffering from decay in several places such as the bottom rail, meeting rail, stiles and cills. The main bedroom window sash pulley cord has snapped (type W13), meaning the window is inoperable. It appears that the windows in the bathroom and back bedroom (Type W14 and W21) have been replaced with an inner metal box sash to support the double-glazing but externally and internally the windows appear to be timber. The windows are not original and have applied PVCu glazing bars in between the two glazing panes. The original sash pulley and cord have been replaced with metal rods.

4.4 Flat D – 191 Oxford Road

Flat D is located on the second floor of the property and the windows to the property are single-glazed timber sash windows to the front elevation and slimline timber double-glazed sash and casement windows to the rear.

The single-glazed timber sash windows to the front elevation are generally in a poor condition with multiple split and damaged sections of timber as well as operational issues with the sash cords. The windows themselves have gaps which is allowing excessive air flow and subsequently continual temperature loss inside the property in colder conditions. Decoratively the windows are in a fair condition, however, are not performing correctly. There is evidence of heavy mould and mildew growth that is contributing to the timber decay. The ironmongery is non-original.

The slimline double-glazed sash and casement windows to the rear elevation have PVCu integral glazing bars which are not in keeping with the traditional windows to the front elevation. The windows generally are in a fair condition; however, several sashes are not openable. There are also damaged sections of timber to the frames and sashes. All ironmongery is non-original to these windows.

5 Window and Door Table

The below table is to be read in conjunction with the drawings that support this application, and the type refers to the window type on the Window Schedule and provides a summary of findings.

Window Type	Elevation	Flat	Originality/Summary
W1	Front	A	Original window with evidence of repairs.
W2	Front	B	Original window with evidence of repairs. Broken sash pulley cord, ironmongery is painted over and non-original. Heavy signs of mould and mildew growth on and around the frames causing decay.
W3	Front	B	Original window with evidence of repairs. Ironmongery is non-original. Heavy signs of mould and mildew growth on

			and around the frames causing decay.
W4	Front	C	Original window with evidence of repairs. Timber decay causing window to jam and difficulty to close.
W5	Front	C	Original window with evidence of repairs. Timber decay causing window to jam and difficulty to close.
W6	Front	C	Original window with evidence of repairs. Timber decay causing window to jam and difficulty to close.
W7	Front	D	Original window with evidence of repairs. Evidence of heavy mould and mildew growth on and around the frames.
W8	Front	D	Original window with evidence of repairs. Evidence of heavy mould and mildew growth on and around the frames.
W9	Rear	A	Original box sash but replacement frame (non-original) with slim-line double glazing and applied glazing bars. Mixture of metal and brass ironmongery.
W10	Rear	A	Non-original window with slim-line double glazing and applied glazing bars. Metal ironmongery and not original brass material.
W11	Rear	B	Non-original window with slim-line double glazing and applied glazing bars.
W12	Rear	B	Non-original window with slim-line double glazing and applied glazing bars. Inner box sash is metal with metal rod.
W13	Rear	C	Non-original window with slim-line double glazing and applied glazing bars. Sash pulley cord is broken and window unable to open. Heavy signs of timber decay and rot.
W14	Rear	C	Non-original window with slim-line double glazing and applied glazing bars. Inner box sash is metal with metal rods.
W15	Rear	D	Non-original window with slim-line double glazing and applied glazing bars.
W16	Rear	D	Non-original window with double-glazing and non-original ironmongery.
W17	Rear	D	Non-original window with slim-line double glazing and applied glazing bars.
W18	Side	A	Non-original window with slim-line double glazing and Upvc vent. Brass hinge broken.
W19	Side	B	Non-original window with slim-line double glazing and Upvc vent.
W20	Side	C	Non-original window with slim-line double glazing and Upvc vent. Non-original ironmongery.
W21	Side	C	Non-original window with slim-line double glazing and applied glazing bars. Inner box sash is metal with metal rods.

6 Consideration and Recommendation

Following the recent surveys, it is recommended that all side and rear windows at 191 Oxford Road be replaced to enhance both security and thermal comfort for residents. The proposed replacements are slimline, double-glazed timber sliding sash units with integral glazing bars. This specification has been selected to respect the character of the Listed building and ensure its continued legacy for future generations. The new units will also enhance the visual appearance of the windows by integrating glazing bars and removing the existing metal inner frames, which are not in keeping with the building's historic significance.

For the windows on the front elevation, it is advised that they be repaired and overhauled using an approved timber splice repair method. This would include the replacement of operational components while retaining as much of the original timber fabric as possible, in accordance with guidance from Historic England's Traditional Windows: Their Care, Repair and Upgrading. If any are beyond repair then they must be replaced with single-glazed bespoke made timber sliding sash windows and include integral glazing bars, similar frame sizes and fenestration.

In addition to the recommended repairs, we also propose the installation of secondary glazing screens to the single-glazed front elevation windows. This measure would significantly improve thermal performance without compromising the historic aesthetic or original materials. If the introduction of secondary glazing is installed, they must be maintained and serviced on a regular basis to ensure they remain operational throughout their lifetime.

Given the poor condition of the existing windows, we believe the above options should be considered to ensure that both conservations prioritise and the health, comfort and wellbeing of the residents are met.

7 Conclusion

FFT remains available to support further consultation with the Conservation Officer and to assist in identifying suitable replacement products that meet both aesthetic and functional requirements.

Should you require further information then please contact the undersigned.



Signed:

Ellie Keattch

Assistant Building Surveyor
For and on behalf of
Faithorn Farrell Timms LLP

21 st July	2025	Report issued for internal QA by Ellie Keattch
25 th July	2025	QA signed off by Damien Apparicio
28 th July	2025	Report issued to MTVH



Appendices



Appendix A – Photo Schedule



Photographic Schedule

T1-7039 – 191 Oxford Road, Reading, RG1 7UZ

Photo Name	Photograph
191a Oxford Road	
External condition of rear sash window.	
Internal condition of rear sash window including double glazing.	

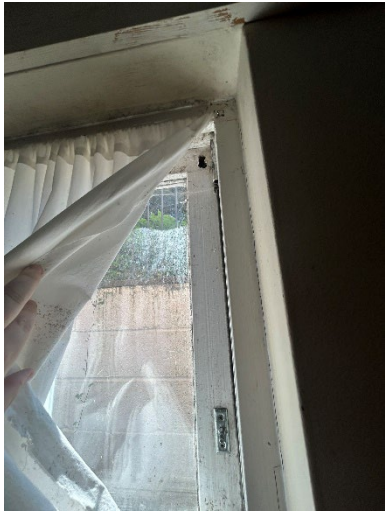
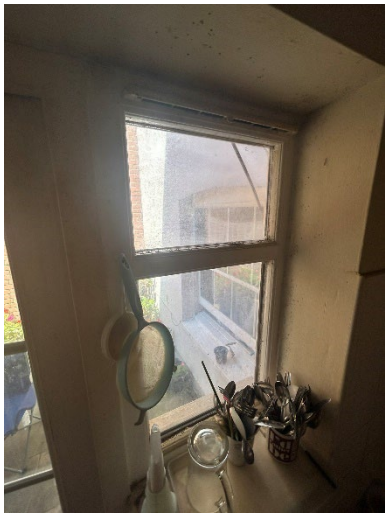
Photo Name	Photograph	
Internal condition of rear sash window including double glazing.		
Internal condition of rear timber patio door.		
Internal condition of rear casement window.		



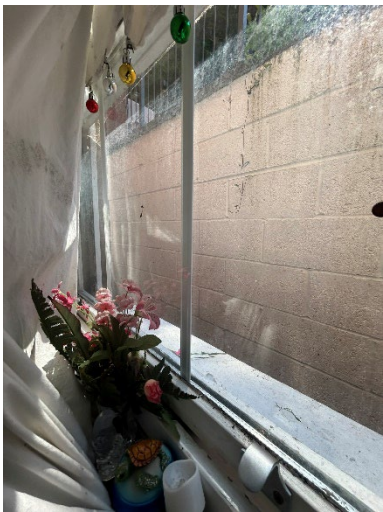
Photo Name	Photograph
Internal condition of rear casement window.	
Internal condition of rear casement window.	
Internal condition of rear sash window.	



Photo Name	Photograph
Internal condition of front sash window.	
Internal condition of front sash window.	
Internal condition of front sash window including pulley cord.	



Photo Name	Photograph
Internal condition of front sash window including box sash and frame.	
Internal condition of front sash window including box sash and frame.	
Internal condition of front sash window including box sash and frame.	



Photo Name	Photograph
Internal condition of front sash window including meeting rail.	
Internal condition of rear sash window including box sash and frame.	
Internal condition of rear sash window including meeting rail and applied glazing bars.	

Photo Name	Photograph
Internal condition of rear sash window including draught excluders.	
Internal condition of rear sash window including middle rail.	
Internal condition of rear sash window including bottom rail.	



Photo Name	Photograph
Internal condition of rear sash window including bottom rail and double glazing.	
Internal condition of rear sash window including bottom rail.	
Internal condition of rear sash window including bottom rail and double glazing.	

Photo Name	Photograph
191b Oxford Road	 
Internal condition of front sash timber window.	
Internal condition of front sash timber window including glazing bars and sash pulley cord.	

Photo Name	Photograph
Internal condition of front sash timber window including box sash.	
Internal condition of front sash timber window including close up of bottom rail.	
Internal condition of front sash timber window including close up of box sash.	



Photo Name	Photograph
Internal condition of front sash timber window including close up of underside of the bottom frame.	
Internal condition of front sash timber window including close up of box sash.	
Internal condition of front sash timber window including bottom rail showing signs of mould growth and decay.	



Photo Name	Photograph
Internal condition of front sash timber window including bottom rail showing signs of mould growth and decay.	
Internal condition of front sash timber window including meeting rail showing signs of mould growth and decay.	
Internal condition of front sash timber window including non-original window lock.	



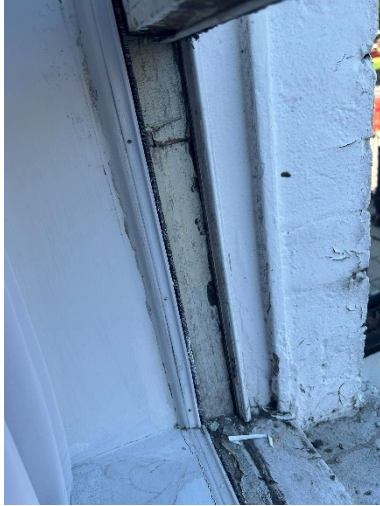
Photo Name	Photograph
Internal condition of front sash timber window including meeting rail showing signs of mould growth and decay.	
Internal condition of front sash timber window including box sash frame.	
Internal condition of front sash timber window including box sash frame.	



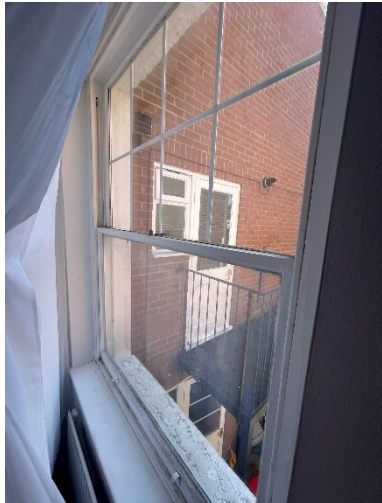
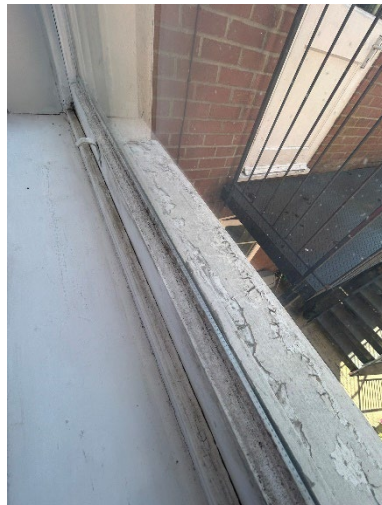
Photo Name	Photograph
Internal condition of front sash timber window including underside of bottom rail.	
Internal condition of the rear timber sash window.	
Internal condition of the rear timber sash window and frame.	

Photo Name	Photograph
Internal condition of the rear timber sash window.	
191c Oxford Road Internal condition of front sash timber window.	
Internal condition of front sash timber window.	



Photo Name	Photograph
Internal condition of front sash timber window.	
Internal condition of front sash timber window including bottom cill and frame.	
Internal condition of front sash timber window including bottom cill and frame.	



Photo Name	Photograph
Internal condition of front sash timber window including bottom cill and frame.	
Internal condition of front sash timber window including meeting rail showing signs of decay.	
Internal condition of front sash timber window including box sash.	

Photo Name	Photograph
Internal condition of rear sash timber window including box sash.	
Internal condition of rear sash timber window including sash pulley cord and applied glazing bars.	
Internal condition of front sash timber window including bottom cill and frame.	



Photo Name	Photograph
Internal condition of front sash timber window including lower sash, cill and frame.	
Internal condition of front sash timber window including upper sash.	
Internal condition of front sash timber window including box sash showing signs of decay.	

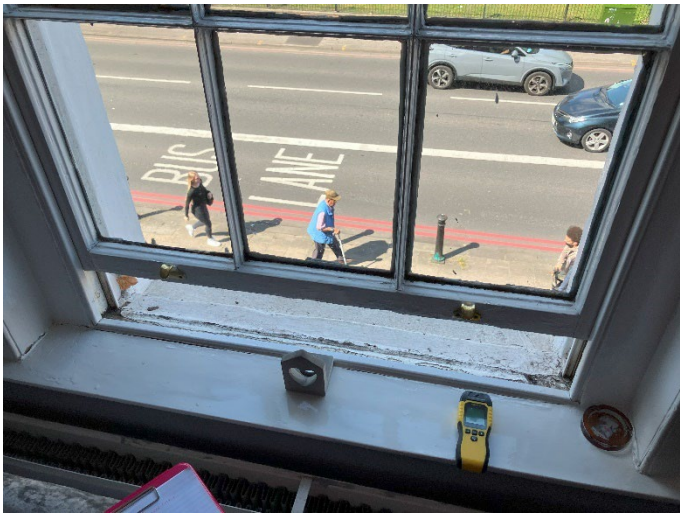
Photo Name	Photograph
Internal condition of front sash timber window including brass lock.	
Internal condition of front sash timber window including box sash showing signs of decay.	
Internal condition of front sash timber window.	



Photo Name	Photograph
Internal condition of front sash timber window including meeting rail and glazing bars.	
191d Oxford Road	
External condition of rear sash timber window.	

Photo Name	Photograph
External condition of rear sash timber window.	
External condition of rear sash timber window.	
External condition of rear sash timber window.	

Photo Name	Photograph
Internal condition of front sash timber window.	
Internal condition of front sash timber window including sash pulley cord, decaying meeting rail and non-original ironmongery.	
Internal condition of front sash timber window including decay of meeting rail.	

Photo Name	Photograph
Internal condition of front sash timber window including decay of bottom rail.	
Internal condition of front sash timber window including decay of bottom rail.	
Internal condition of front sash timber window including decay of bottom rail.	



Photo Name	Photograph
Internal condition of front sash timber window including decay of underside of bottom rail.	
Internal condition of the rear timber casement window.	
Internal condition showing double glazing of the rear casement window.	



Photo Name	Photograph
Internal condition of rear timber sash window.	
Internal condition of rear timber sash window including sash pulley cord.	
Internal condition of front timber sash window.	



Photo Name	Photograph
Internal condition of front timber sash window.	
Internal condition of front timber sash window showing timber decay.	
Internal condition of front timber sash window showing timber decay.	

