



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: [REDACTED]

Date: 9th June 2026

METHOD STATEMENT

Reinstatement of Original Arched-Head Stair Window

Duke of York Inn, Grindleton Brow, Grindleton, BB7 4QR

1. Introduction

This Method Statement has been prepared in support of a Listed Building Consent application for the reinstatement of the original stair window within the rear elevation of the Grade II listed Duke of York Inn, Grindleton.

Historic investigations undertaken during the approved conversion works revealed evidence of the original stair window opening, which had been partially blocked during alterations undertaken in the early twentieth century. The opening extends above and below the existing first-floor window and forms part of the historic arrangement associated with the original staircase.

The proposed works comprise the installation of a traditional timber arched-head sash window within the reinstated opening. The works have been designed to preserve and enhance the significance of the listed building through the reinstatement of a lost historic feature using traditional materials and conservation-led construction techniques.

All works shall be undertaken by suitably skilled contractors experienced in the repair and alteration of historic buildings.

2. Conservation Principles

The works shall be undertaken in accordance with the following conservation principles:

- Retention of historic fabric wherever possible.
- Minimum intervention to the existing structure.



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- Repair rather than replacement where practicable.
- Use of traditional materials compatible with the existing building.
- Protection of surrounding historic masonry throughout the works.
- Careful recording and assessment of any previously concealed historic features revealed during construction.

Should any unexpected historic fabric or archaeological evidence be uncovered during the works, operations in that area shall cease and advice shall be sought from the Local Planning Authority Conservation Officer before proceeding.

3. Existing Opening

The original stair window opening has been identified through the removal of modern finishes undertaken as part of the approved conversion works.

Particular attention shall be paid to:

- Mortar joints.
- Evidence of historic window position.
- Areas of defective masonry requiring repair.

A photographic record shall be made before commencement of the works.

4. Window Specification

The new window shall be constructed in accordance with the approved specification and drawings.

Construction

- Traditional timber double-hung sash window.
- Arched-head design reflecting the proportions of the original historic opening.
- Sustainably sourced hardwood.
- Traditional joinery construction using mortice and tenon joints.

Glazing

- Slim-profile double-glazed units.
- Maximum overall glazing thickness of 12mm.
- Low-emissivity glass.
- Heritage spacer bars coloured to match traditional glazing.



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Detailing

- Traditional glazing bars and sash proportions.
- Traditional horns where appropriate.
- Traditional sash furniture and ironmongery.
- Sash lifts and locking mechanisms appropriate to the historic character of the building.

Decoration

- Microporous paint system.
 - Heritage colour to be agreed with the Local Planning Authority where required.
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5. Methodology

5.1 Site Preparation

The working area shall be protected before commencement of the works.

Suitable scaffold or access equipment shall be erected to allow safe access to both sides of the opening.

Internally, floors, walls and the reinstated staircase shall be protected using dust sheets and temporary boarding.

Externally, adjacent stonework shall be protected against accidental damage during installation.

5.2 Removal of Existing Materials

Any temporary infill materials, modern repairs, fixings or redundant window components shall be removed carefully by hand.

Removal works shall be undertaken incrementally using traditional hand tools wherever practicable.

Mechanical cutting equipment shall be restricted to modern materials only and shall not be used to remove historic stonework.

Care shall be taken to avoid vibration damage to adjacent masonry.

Any historic features uncovered during removal works shall be retained and protected.



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5.3 Inspection of Historic Fabric

Following removal of infill materials, the opening shall be thoroughly inspected.

The inspection shall identify:

- Areas of unstable masonry.
- Defective pointing.
- Evidence of original frame positions.
- Areas requiring localised repair.

5.4 Masonry Repairs

Where repairs are required, these shall be undertaken using matching natural stone and traditional lime mortars.

Loose mortar shall be carefully raked out by hand to an appropriate depth without damaging the edges of adjacent stonework.

Replacement stone shall match the existing masonry in:

- Geological type.
- Colour.
- Texture.
- Finish.
- Tooling.

Mortar used for repairs and repointing shall comprise:

- Natural Hydraulic Lime NHL 3.5.
- Well graded washed sharp sand.
- Aggregate selected to match the colour and texture of the existing mortar.

No cement-based mortars, waterproofing additives, gypsum products, expanding foams or proprietary fillers shall be used.

New mortar shall be protected during curing from frost, rapid drying, strong sunlight and heavy rain.

New stone window surrounds shall be reclaimed where possible and installed using Lime mortar to maintain the breathable nature of the external wall.



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5.5 Manufacture and Trial Fitting

The new window shall be manufactured off-site by experienced joiners specialising in traditional timber sash windows.

Prior to final installation, the frame shall be trial fitted within the opening to confirm:

- Dimensions.
- Alignment.
- Relationship with the arched masonry head.
- Sash operation.
- Fit within the opening.

Any necessary adjustments shall be made to the timber frame rather than the historic masonry.

5.6 Window Installation

The completed frame shall be positioned within the opening and temporarily wedged into place.

The frame shall be checked for:

- Level.
- Plumb.
- Square.
- Correct operation of moving elements.

Fixings shall be kept to the minimum necessary for structural stability and shall be located within mortar joints wherever practicable to minimise intervention into original stonework.

All fixings shall be stainless steel or other approved non-corrosive materials suitable for use within historic buildings.

The frame shall be secured progressively whilst ensuring no distortion occurs.



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5.7 Glazing Installation

The slim-profile double-glazed units shall be fitted within the sash frames in accordance with the manufacturer's recommendations.

Care shall be taken to avoid damage to glazing bars and traditional joinery details.

The completed glazing installation shall provide the appearance of traditional single glazing whilst improving thermal performance.

5.8 Sealing and Weatherproofing

Perimeter joints between the frame and masonry shall be sealed using breathable materials compatible with historic construction.

The use of modern sealants shall be limited to locations where necessary to prevent water ingress.

Any visible sealant shall be colour matched to adjoining materials.

6. Repointing and Finishing

Any disturbed joints around the opening shall be repointed using NHL 3.5 lime mortar to match the existing historic pointing.

The masonry shall be lightly dampened before repointing.

Mortar shall be compacted firmly into the joints and finished to match the surrounding historic work.

Fresh lime mortar shall be protected using damp hessian or other breathable coverings where necessary to promote slow curing.

The window shall be painted using a breathable microporous paint system in the approved heritage colour.

7. Protection of Historic Fabric

Throughout the works particular care shall be taken to protect:

- Existing stone surrounds.
- Historic masonry.



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- Internal plaster finishes.
- Existing roof coverings.
- The reinstated staircase.
- Adjacent historic fabric.

Materials shall not be stored against historic walls and all waste shall be removed regularly from site.

No works shall be undertaken beyond those approved under the Listed Building Consent without prior agreement from the Local Planning Authority.

8. Completion

Following completion of the works, the window shall be inspected to ensure compliance with the approved drawings and specification.

The inspection shall confirm:

- Correct installation.
- Smooth operation of the sash windows.
- Quality of joinery workmanship.
- Appropriate pointing and masonry repairs.
- Absence of damage to surrounding historic fabric.

All temporary protection, access equipment and waste materials shall be removed from site.

9. Conclusion

The proposed works comprise the reinstatement of a documented historic stair window within the rear elevation of the Grade II listed Duke of York Inn.

The works will be undertaken using traditional materials, skilled craftsmanship and conservation-led techniques to ensure the protection of the building's historic fabric.

The reinstated arched-head timber sash window will enhance the architectural character of the building, improve the legibility of the historic staircase arrangement and preserve the significance of the listed building in accordance with national and local heritage policy.

