

COMPLEMENTARY METHOD STATEMENT

Internal floor, staircase and glazed viewing opening

Site	Chipping Congregational Church, Garstang Road, Chipping, Preston PR3 2QH
Application	3/2026/0421
Building	Grade II listed; within Chipping Conservation Area
Applicant	Mr Kevin Kelsall
Document	Version 1.1 28 July 2026
Purpose	Complementary methodology supporting the listed building consent application

1. Purpose and status

This method statement describes the conservation-led approach to the proposed internal works comprising the creation of a first-floor structure within part of the main hall, the associated internal timber staircase and guarding, and the formation of an 8,000 mm-wide opening with a fixed glazed viewing screen in the existing internal dividing wall to create a viewing gallery.

It complements the Bowland Surveyors Ltd document titled Chipping Congregational Church secondary glazing detail note, dated 16 July 2026. The installation of the three secondary-glazing units is addressed in that separate document and is not repeated here.

The works shall be undertaken only in accordance with the approved listed building consent drawings and details. This statement establishes the method and conservation safeguards; it is not a substitute for structural design, Building Regulations approval or the contractor's construction-phase risk assessments.

2. Conservation principles

- Retain and protect historic fabric, fixtures, finishes and the spatial character of the main hall.
- Confine intrusive work to the minimum area necessary and, wherever possible, to later fabric.
- Use accurately located, limited and reversible mechanical fixings rather than broad areas of destructive cutting or adhesive.
- Avoid chasing historic masonry for services or structural members.
- Record the affected areas before, during and after the works.
- Stop work and obtain professional advice if concealed historic fabric, structural instability or a discrepancy with the approved drawings is discovered.

3. Responsibilities and pre-start requirements

The principal contractor shall have demonstrable experience of working in listed or traditionally constructed buildings. A competent structural engineer shall confirm the design and support requirements for the new floor, internal staircase, wall opening, concealed head support and associated temporary works before intrusive work begins.

Before commencement, the contractor shall:

- review the listed building consent, approved drawings, heritage assessment and this method statement with the contract administrator;
- verify all dimensions and existing construction on site;

- complete a dated photographic record of the main hall, dividing wall, affected floor and wall surfaces, windows and circulation route;
- identify and isolate concealed or surface-mounted electrical, heating and other services within the work area;
- agree a protected route for operatives and materials which avoids contact with historic windows, doors and finishes; and
- prepare temporary works and propping details where required by the structural engineer.

4. Protection and site set-up

1. **Isolate the work area.** Separate the works from occupied parts of the church using a clean, stable dust screen. Maintain safe access and any required means of escape.
2. **Protect retained surfaces.** Cover retained floors with a breathable protective layer and rigid boards. Protect adjacent walls, doors and windows with freestanding or lightly secured barriers; tape or adhesive shall not be applied directly to historic finishes.
3. **Control dust and vibration.** Use local dust extraction and hand-held or low-vibration tools. Percussive breaking shall be avoided except where specifically justified and agreed.
4. **Control storage.** Store new components and removed material clear of historic fabric and do not impose unverified loads on existing floors.

5. Verification of the dividing wall

The wall proposed to receive the glazed opening is understood to be modern, non-loadbearing blockwork with painted plaster finishes to both faces and an overall thickness of approximately 250 mm. Its construction, thickness and condition shall be verified by controlled opening-up before the opening is formed.

5. **Undertake local opening-up.** Carefully remove a small, discreet area of modern surface finish at a location agreed with the contract administrator to verify the wall construction, thickness, condition and presence of services.
6. **Confirm structural arrangement.** Although the wall is understood to be non-loadbearing, the structural engineer shall verify the conditions above the opening and design any concealed permanent support and temporary works required.
7. **Check approved geometry.** Set out the proposed opening against drawing LG/CC/0242 and confirm that its position, head, jambs and sill avoid adjoining historic masonry and significant features.
8. **Record findings.** Photograph the exposed construction and retain a brief written record. If the wall contains earlier or significant fabric, stop work and seek written agreement to a revised method before proceeding.

6. Formation of the glazed viewing opening

9. **Mark the opening.** Set out the approved opening accurately on both faces of the wall. Protect adjacent finishes and establish the lines of any required structural support.
10. **Install temporary support.** Where required, install propping in accordance with the structural engineer's design before removing any wall material.
11. **Remove finishes locally.** Cut back the modern render or plaster only to the minimum extent needed to expose the blockwork and form clean reveals. Retain unaffected finishes.
12. **Form the opening.** Use controlled saw cuts and hand tools to remove the concrete blocks progressively in small sections. Work from the centre towards the perimeter so that the remaining wall is not fractured or destabilised. Do not use uncontrolled impact demolition.
13. **Install structural support.** Install the concealed structural support in accordance with the structural engineer's design, using the minimum necessary bearings and pockets. Final member sizes, bearing lengths, pockets and temporary works are deferred structural

matters. Pack and bed the support using materials compatible with the existing wall construction. Structural steel, if used, shall receive the required corrosion and fire protection.

14. **Prepare the reveals.** Make the jambs, head and sill true and stable without unnecessary enlargement. Any local repair shall match the existing later wall finish; junctions with older fabric shall use a compatible, breathable repair material.
15. **Install the fixed glazed viewing screen.** Form an opening 8,000 mm wide by 2,100 mm high above a 195 mm plastered upstand. Install a hardwood frame, painted RAL 9010 Pure White, subdivided into nine equal fixed vertical lights and fitted with clear safety glazing. Dry-fit the screen before final fixing. The final glass composition, frame fabrication details and fixing specification shall be confirmed by the specialist manufacturer and Building Control without materially altering the approved appearance. Fix through pre-drilled positions into the verified modern opening using a limited number of appropriately sized mechanical fixings. Do not fix into adjoining historic stonework or decorative fabric.
16. **Seal and finish.** Use compressible seals and neat, compatible perimeter finishing. Expanding foam, hard cement-rich repairs and irreversible adhesive bonding shall not be used against historic fabric. Finish all visible margins consistently with the approved drawing.
17. **Install guarding and inspect.** Install independent guarding 900 mm high in front of the glazed screen. The glazing shall not itself form the guarding. Check guarding performance, junctions and finishes, and photograph the completed installation before protective coverings are removed.

7. First-floor structure

The new floor shall be constructed in accordance with the approved arrangement and the structural engineer's design. Structural sizes, spans, bearings, fire resistance and loading shall be confirmed through the Building Regulations process.

18. **Survey and set out.** Confirm existing wall lines, floor levels, window positions and the proposed finished-floor level. Particular care shall be taken where the new floor crosses the lower parts of existing window openings.
19. **Prefabricate where practicable.** Cut and prepare structural timber away from the historic fabric to reduce dust, noise and repeated fitting on site.
20. **Install supports.** Erect the proposed timber posts and primary members in the sequence specified by the structural engineer. Keep members clear of historic windows and decorative elements.
21. **Fix with minimum intervention.** Where restraint to existing walls is structurally necessary, locate individual fixings in sound masonry or joints as specified. Use the smallest practical number and diameter of fixings; do not form continuous chases or indiscriminately cut historic fabric.
22. **Install floor and finishes.** Fix the floor structure and hardwood deck or other approved build-up, followed by the approved carpeted finish. Maintain the designed clearances, guarding and interfaces with the glazed opening.

8. Staircase, landings and guarding

23. **Confirm setting-out.** Check the stair rise, going, width, headroom, landing dimensions and guard heights against the approved drawings and Building Regulations design.
24. **Prepare components.** Prefabricate the hardwood staircase, strings, treads, posts, handrails and guarding as far as practicable.
25. **Install from new work.** Support and fix the staircase principally from the new structural floor, landings and associated posts. Any connection to existing fabric shall be limited to that structurally required and shown in the approved details.

26. **Complete guarding.** Install guarding around the stair, landings, floor edge and viewing opening before the new level is brought into use.

9. Services and fire-stopping

Any service alterations shall follow existing routes or pass through new construction wherever practicable. Historic masonry shall not be chased. Penetrations shall be kept to the minimum size and sealed with a compatible fire-stopping system appropriate to the approved fire strategy and Building Regulations design.

10. Making good and completion

- Make good disturbed modern wall finishes neatly to match the adjacent texture and colour.
- Where work meets traditional masonry or plaster, use compatible breathable materials and avoid hard cement-rich patching.
- Remove temporary protection carefully and clean using dry or minimally wet methods appropriate to the substrate.
- Complete a final photographic record and provide it to the applicant with relevant product, finish and maintenance information.
- Do not conceal unexpected fabric or deviations from the approved work until they have been inspected and resolved.

11. Unexpected discoveries and variations

If earlier fabric, concealed architectural detail, unusual construction, decay or instability is uncovered, work in the affected area shall stop. The area shall be protected and the contract administrator, heritage adviser and structural engineer shall be consulted. Any material departure from the approved drawings or this methodology shall be agreed with Ribble Valley Borough Council before implementation where further listed building consent or written approval is required.

12. Drawing and document coordination

This method statement shall be read with general arrangement drawing LG/CC/0241, glazed viewing-screen validation detail LG/CC/0242 issued at A2 (including the proposed elevation at 1:25 and junction sections at 1:20), and the Bowland Surveyors Ltd secondary glazing detail note dated 16 July 2026.

Drawing LG/CC/0242 defines the planning and heritage parameters of the wall opening and fixed glazed viewing screen. Final structural member sizes, bearings and temporary works, together with the detailed glass composition, fabrication and mechanical fixings, shall be confirmed by the relevant engineer and specialist supplier without materially altering the approved dimensions, subdivision, materials, colour or appearance.

The fixed glazed viewing screen is distinct from the separate secondary-glazing system, which is addressed by the Bowland Surveyors Ltd note.