

Method Statement

Location: 21 Church Street, Clitheroe BB7 2DF

Date: 25/09/2026

Proposed Work: West Elevation: replace a window with a door to access the outdoor areas



Introduction

This document has been prepared in support of a listed building application for the replacement of a sash window with a door to allow direct access to the outdoor recreational space from the rear of the property.

This document should be read in conjunction with all other application documentation and should not be read in isolation.

Works to be undertaken to minimise the loss of, and permanent scarring to historic fabric. Only a minimal amount of work is to be carried out that disturbs existing historic fabric. The disturbance /removal is of a minor area of historic fabric.

Method

Carefully remove the existing window with minimal disturbance to the opening on all four sides, the stone external frame, and the internal plasterwork. The stone bottom sill of the window is to be carefully removed, cleaned, and stored ready for reuse.

The masonry under to be removed carefully by hand to create the full length required for the new door.

If deemed necessary, the walling above the location of the opening is to be carefully and fully propped /supported using steel props and timber/steel needles as required to support the walling above the proposed openings whilst the formation of the new opening is ongoing. Once fully supported, the walling under the opening is to be carefully dismantled by hand to form the new opening. Following the removal of

the required wall fabric, the jambs of the new opening are to be carefully rebuilt using the existing stone surround and adding the stone from the sill to form the full frame. New stone sills, jambs and heads are to be installed/remain as detailed in the drawing. The door frame to be fitted in the same recess as the removed window frame.

New timber door and frame doors to be installed as required to the structural opening. The new door and frame to be painted to match the front door, locking ironmongery in antique bronze finish. Installation, construction, glazing and locking of windows and doors to be in accordance with PAS 24:2012 and Part Q of the Building Regulations - Secured by Design.

Frames to be sealed against the existing masonry substrate using burnt sand mastic, which is to match the colour of the existing masonry.

New match local stone step to be fitted at the new opening as detailed below

