

LISTED BUILDING CONSENT TOUCHSTONE WINDOW STATEMENT

Replacement of Non-Original Steel Casement Windows

Property	Manor House	Applications	73482 (PA) and 73481 (LBC)
Document	Touchstone Window Statement	Prepared by	Amanda Riley
Date	19 September 2026	Status	For Listed Building Consent

1. Scope of Works

This method statement relates solely to the removal of the existing non-original casement windows included within the approved window schedule and the installation of the approved replacement steel window units. Timber sliding sash windows and all timber doors are excluded and will be addressed separately.

All replacement units will be manufactured following detailed site measurement of each opening and installed in accordance with the submitted drawings, window schedule, product specifications and any requirements of the Local Planning Authority.

2. Pre-Installation Survey

Prior to manufacture and installation, each affected opening will be surveyed internally and externally. The survey will record the existing opening dimensions, frame position, rebates, internal and external sill arrangement, condition of the surrounding masonry and reveals, access requirements, and any irregular or non-square openings requiring templating.

Minor dimensional variations may exist between individual openings because of historic settlement, previous alterations, age-related movement and the irregular nature of the existing construction. Final manufacturing dimensions will therefore be confirmed by the appointed specialist contractor following the site survey.

3. Detailed Order and Coordination

Following the site survey, the final order information will identify each individual opening, window type and position, glazing specification, opening arrangement, finish and relevant ironmongery. The final details will be checked against the approved window schedule and drawings before manufacture.

Where a discrepancy is identified between the existing opening, submitted schedule or technical drawing, the discrepancy will be reviewed before manufacture or installation proceeds.

4. Site Preparation and Protection

Before removal works commence, furniture and loose items adjacent to the affected openings will be moved or protected. Floors, adjacent finishes and immovable items will be protected using suitable dust sheets, floor protection and temporary sheeting.

Appropriate access equipment will be provided where required. Existing stonework, reveals, sills and other architectural features adjacent to the works will be protected from accidental damage. The protection measures will be reviewed at the start of the works and maintained for the duration of the installation.

5. Removal of Existing Units

Existing glazing, sealants, fixings and window components will be carefully removed in a controlled sequence. Traditional hand tools will be used wherever reasonably practicable to minimise disturbance to the surrounding historic fabric.

Particular care will be taken to retain the existing structural openings, stone surrounds, mullions, lintels, sills and reveals. Unnecessary cutting, chasing or enlargement of the existing openings is not proposed.

6. Installation of Replacement Units

The replacement steel window units will be fitted within the existing openings in accordance with the approved drawings, schedule and final surveyed dimensions. The existing stone surrounds and architectural detailing will be retained.

Fixings and weather sealing will be appropriate to the replacement system and existing substrate. Intervention to historic fabric will be limited to the minimum reasonably necessary to achieve a secure, stable and weather-resistant installation.

Minor installation adjustments may be required to accommodate the individual characteristics of each opening, provided that the approved appearance, proportions and design intent are not materially altered.

7. Making Good and Unforeseen Conditions

Any minor disturbance to mortar joints, reveals or adjacent finishes arising directly from the installation will be carefully made good using materials compatible with the existing building fabric.

Previously concealed defects, deterioration, historic alterations or structural issues may only become apparent after removal of an existing unit. If such conditions are encountered, work in the affected area will pause, the condition will be assessed and an appropriate repair approach will be agreed before further intervention.

No unnecessary removal or replacement of historic fabric is proposed. Any repair will be restricted to the minimum extent reasonably necessary to allow the approved installation to proceed.

8. Masonry and Stonework

The works do not include wholesale alteration, rebuilding or replacement of the existing masonry. Where localised repairs to stonework, mortar joints or reveals are required to facilitate installation or address defects exposed during removal, repairs will be undertaken using appropriate compatible materials and traditional techniques wherever reasonably practicable.

If significant deterioration or instability is identified, further assessment will be undertaken before additional work proceeds. New windows may improve weather performance but cannot, in isolation, remedy moisture ingress caused by porous or defective existing stonework.

9. Methodology Caveats

This document records the anticipated installation approach at the date of submission. The appointed contractor may make minor changes to sequencing, access arrangements, protection measures or fixing methodology in response to verified site conditions, health and safety requirements or unforeseen circumstances.

Any variation will be limited to that reasonably necessary for the safe and effective execution of the approved works and must not materially alter the approved external appearance, proportions or heritage design intent.

Final dimensions, tolerances and installation details remain subject to the specialist contractor's site survey. Any material departure from the approved drawings or schedule will be referred for review before implementation.

10. Completion and Inspection

On completion, temporary protection and waste materials will be removed and the affected work areas cleaned. Each installed unit will be inspected for fit, finish, operation and weather sealing.

The completed work will be checked against the approved drawings, window schedule and relevant specifications. Any defects attributable to the installation will be recorded and addressed through the completion and aftercare process.

11. Heritage Safeguards

The proposed work concerns replacement of non original window units. The existing structural openings, stone surrounds and associated historic fabric will be retained wherever reasonably practicable.

The installation approach is intended to minimise physical intervention and protect the special architectural and historic interest of the listed building. Where unforeseen conditions arise, a cautious approach will be adopted and further intervention will not proceed until the implications for the historic fabric have been considered.