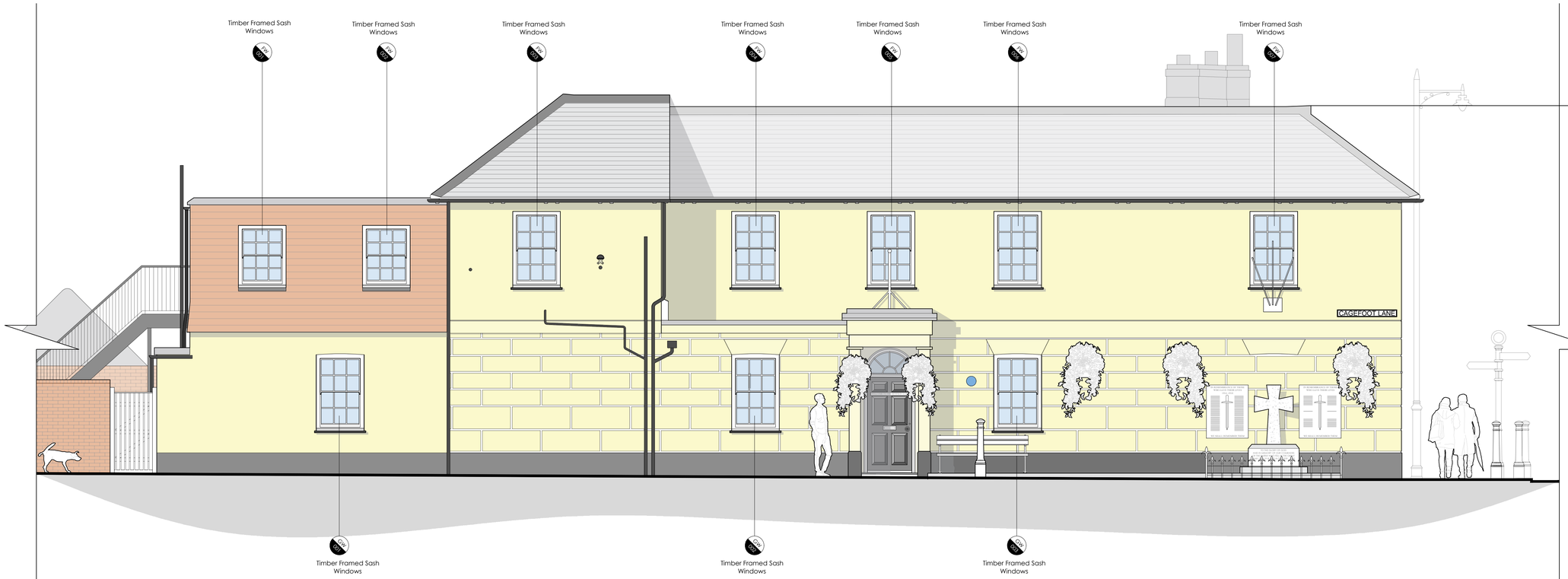


SOUTH ELEVATION (FRONT) AS PROPOSED

ALL SASH WINDOWS ON THIS ELEVATION ARE TO BE REPLACED
REF No. GW/001 TO GW/ 003 AND FW/001 TO FW/007

Method Statement – Replacement of Sash Windows (note no works are proposed to FW/008 Sash Window on East Elevation)

1. Scope of Works
The works comprise the removal and replacement of deteriorated sash windows on the south elevation and two high-level sash windows on the north elevation. The existing units are in poor condition, with significant decay, failed joints, detached sash cords and historic over-painting that has rendered many inoperable. Replacement will be on a like-for-like basis in hardwood, matching existing mouldings, beads and profiles. Existing stone cills will be retained.

2. Access and Site Preparation
Access will be established from ground level using ladders or mobile scaffold towers, depending on height and location.

All access equipment will be erected and used by competent personnel.

Dust sheets and protective coverings will be placed internally and externally to safeguard historic fabric, finishes and fixtures.

Any adjacent areas used by club members will be cordoned off to ensure safety during the works.

3. Protection of Historic Fabric
Surrounding masonry, stone cills and internal linings will be protected with temporary sheeting.

Care will be taken to avoid damage to existing reveals, plasterwork and cills.

Fixings will be removed manually to prevent vibration or disturbance to adjacent fabric.

4. Removal of Existing Windows
Sashes will be carefully released by removing beads and any historic mechanical fixings or over-painting.

Loose or detached sash cords will be removed.

Frames will be taken out in sections where necessary to avoid damage to surrounding structure.

All waste materials will be removed from site and disposed of responsibly.

5. Installation of New Hardwood Sash Windows
New windows will be manufactured to match existing profiles, mouldings and sightlines.

Frames will be installed into existing openings without alteration to masonry or stone cills.

New sash cords, weights and pulleys will be fitted to ensure smooth and safe operation.

Beads will be installed to match existing detailing.

All fixings will be stainless steel or brass to ensure longevity and avoid staining.

6. Glazing and Finishing
New sashes will be fitted with appropriate glazing, matching the existing appearance while improving performance.

Putty or bead finishes will replicate the existing detailing.

Frames will be primed and painted in a colour to match the existing windows.

Stone cills will be cleaned and retained without alteration.

7. Making Good
Any minor disturbance to internal or external finishes will be made good using compatible materials.

Paintwork will be touched in as required to ensure a consistent appearance.

8. Safety Considerations
As the building is a members' club, additional care will be taken to ensure windows operate safely and reliably.

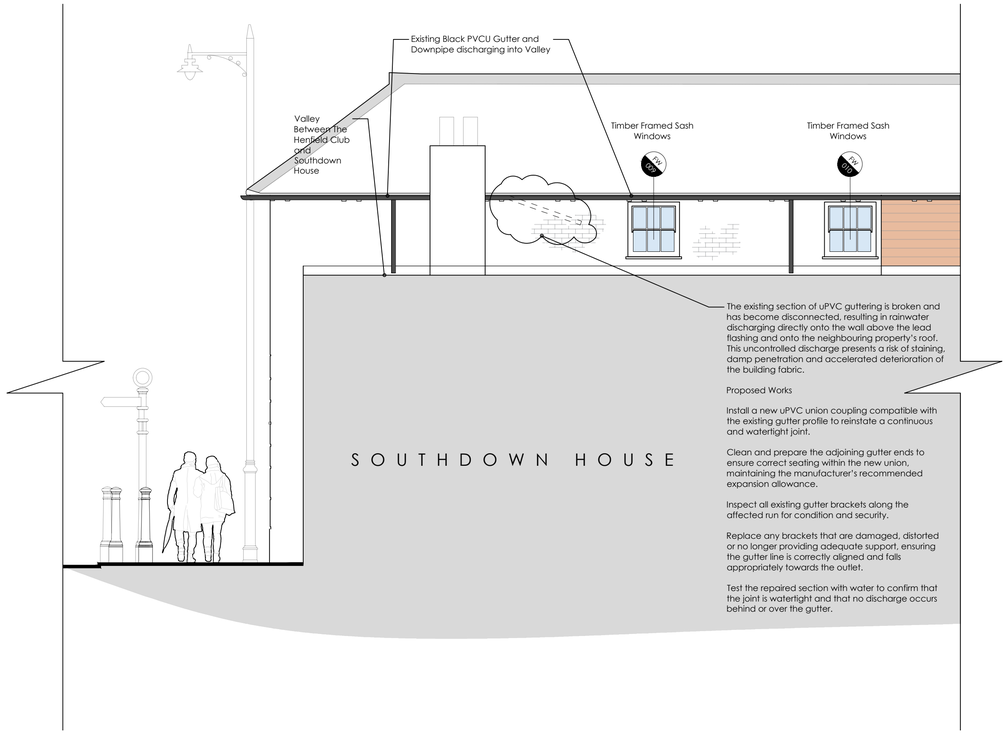
All sash weights will be correctly balanced to prevent accidental drop or injury.

Work areas will be segregated from public access at all times.

9. Completion and Inspection
All windows will be tested for smooth operation, correct weighting and weather-tightness.

The contractor will provide confirmation that the works have been completed in accordance with this method statement.

A final inspection will be carried out to ensure compliance with conservation requirements and to verify that no harm has occurred to historic fabric.



PARTIAL NORTH ELEVATION (OBSTRUCTED) AS PROPOSED

SCALE 1:50

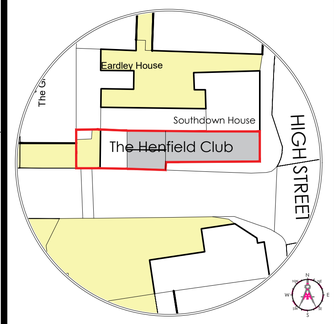
0 1 2 3 4 5

0005

NOTES

- do not scale off this drawing except for planning purposes
- check all dimensions on site before any work is commenced
- all goods materials and workmanship must conform with current building regulations, British standards and codes of practice
- copyright of this drawing is retained by the Architékton Architects LTD and it must not be reproduced without written
- Party Wall etc. Act 1996

If you are building on or near a neighbouring building or structure, your works may be subject to the Party Wall Act. It is the Client's responsibility to ensure all requirements under the Act are adhered to. You must ensure that you serve the relevant notice(s) on your adjoining neighbour(s). If you have any queries about this, then you should contact a Party Wall Surveyor to assist you.



SITE PLAN 1:500

0 10 20 30 40 50

ARCHITékton Architects

REV	DATE	BY	AMENDMENT

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RIBA Registration no. 20014360

CLIENT
Mr Robert Laughton

JOB TITLE / ADDRESS
The Henfield Club
Cagefoot Lane
Henfield
West Sussex
BN5 9HD

DRAWING TITLE
Proposed (front) Elevations

DRAWING STATUS
Planning
NOT FOR CONSTRUCTION USE UNLESS STATED AS 'CONSTRUCTION'

DATE	SCALE	DRAWN BY	CHECKED BY
Sept 2026	@A1	RF	AA

26025 AA V1 G DR A 0005 -