

REPAIR METHODOLOGY STATEMENT

FOR
THE EXISTING TIMBER PORCH IS TO BE REBUILT LIKE
FOR LIKE AND THE WINDOW AND TIMBER PORCH
REPAIR/REDECORATION WORKS

AT
MOUNTFORD HOUSE,
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BY



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FOR
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B1.0 SCHEDULE OF WORKS -

B1.1 This document is produced to accompany the Listed Building Application for the porch replacement and window repair at Eastgate House, 118 Eastgate Street, Bury St Edmunds, IP33 1YQ.

B1.2 The property consists of two Doric porches with fluted columns, a frieze of triglyphs and guttae, mutule cornice and blocking course with a decorated door surround. All elements of which are to be retained/replaced as close as possible using traditional joinery methods and matching high-quality softwood timber, as appropriate for external use on listed buildings.

B1.3 Refer to the submitted condition survey, which documents the existing condition of the porches and windows and underpins the scope and methodology proposed within this document.

B2.0 Porch Replacement/Repairs

B2.1 NOTE: For clarity, the left porch timber elements are to be completely replaced. The right porch is to be partially repaired/replaced where necessary. These porches have different details and levels of intervention, which will be reflected in the methodology and supported by large-scale drawings. All detailing must be preserved. The condition of both porches is documented in the submitted condition report to support and justify the proposed scope of works.

B2.2 The existing porch construction is to be inspected by the Contractor with all elements repaired to match the existing. Photographs and detailed measurements should be taken prior to any removal works. Each individual component removed should be clearly labelled and referenced. All proposed works to the porch are based on detailed visual inspection and findings outlined in the condition survey

B2.3 PLEASE NOTE: The Joiner responsible for mould creation should be contacted prior to any works being completed on the porches and site visit arrangements should be organised if necessary. Existing parts must not be disposed of until new replacements have been fabricated and verified for accuracy of matching the existing. Components will not be installed if the finish looks different from the original.

B2.4 The Contractor is to ensure all tools and equipment are suitable for careful removal and handling of the porch to avoid unnecessary damage. Specialist tools are to be used for detaching fragile timber and potentially masonry elements where required. Use hand tools where possible to minimise vibration and avoid any risk to retained heritage fabric.

Left Porch

- B2.5 Allow for isolating and temporarily disconnecting services where necessary for external lighting and all associated cabling etc prior to removal and make safe. Clear away all debris from the site.
- B2.6 Allow to carefully and safely remove the metal railings above the porch. It has been assumed railings are embedded into brickwork, contractor is to inspect the method and the removal should be altered accordingly. Removal should be completed safely without damaging the surrounding brickwork.
- B2.7 Allow to carefully set aside railings in location to be agreed with client and allow for re-fixing upon completion of replacement porch. If it is deemed railings are defective or in poor condition, C.A. is to be notified for further instructions.
- B2.8 Temporary protection of brickwork is to be installed to prevent water penetration or deterioration during the period between removal and reattachment.
- B2.9 Contractor is to carefully and completely dismantle the porch, ensuring no damage is done to the surrounding brickwork or any retained original elements. **Use non-invasive methods such as hand tools for the dismantling process to avoid excessive vibrations/damage. Clear away all debris from the site.**
- B2.10 All elements and areas which are salvageable must be labelled and stored in the location agreed with client and C.A. **Ensure these parts are available for direct comparison with new fabrications and retained until final approval by the C.A.**
- B2.11 Safe transport must be organised to transport the porch components to the joiner's workshop for mould creation.
- B2.12 Ensure the joiner is able to complete and create detailed moulds of the existing porch elements, including the fluted columns, capitals, bases and any other decorative features. The new porch must replicate the original design as closely as possible using traditional methods and materials.
- B2.13 Ensure all new elements are fabricated using high-quality materials **including seasoned softwoods** that are sympathetic to the original, ensuring durability and compliance with listed building requirements.
- B2.14 Following the removal of the porch, structural elements are to be inspected. It is assumed steel rods and concrete are embedded within the columns.
- B2.15 Structural engineer is to thoroughly inspect all elements and instruct any necessary treatments or replacements to maintain the structural integrity of the new porch. Concrete elements should be assessed for any signs of degradation or cracking, and appropriate repairs or replacements should be carried out as necessary.

- B2.16 A building inspector should be contacted to inspect the condition of the steel rods and concrete, ensuring that the new porch will meet structural safety standards and follow compliance with the approved building regulations application.
- B2.17 The new porch must be fabricated based on the joiner's moulds, ensuring that it is as accurate a replica as possible. All elements should be constructed with attention to detail, particularly the fluting on the columns and the Doric capitals.
- B2.18 Any modern materials or techniques used must be approved by the conservation officer and building inspector to ensure compatibility with the listed building.
- B2.19 Once porch is complete, it will need to be safely transported back to site for reinstallation.
- B2.20 The new porch must be installed in the exact original location, ensuring that it is level, plumb, and securely fixed. Any fixings or reinforcement must be discreet and in line with heritage best practices, avoiding any visible modern interventions where possible. Final adjustments should be made to ensure that the new porch blends seamlessly with the existing structure.
- B2.21 Following the installation of the new porch, allow to reinstall railings into their original positions using existing sockets in brickwork.
- B2.22 Allow to make good all areas following the reinstallation.

Right Porch

- B2.23 Currently, works to the right porch will only include the replacement of 1 no. rounded fluted column timber casing to match existing and redecorating all other areas as shown on drawings. Reference should be made to the condition survey, which sets out the known defects and expected interventions to the right porch.
- B2.24 The Contractor is to inspect the right porch and clarify any additional elements which may need to be replaced/repared to match the existing. C.A. is to be notified of all works to be proposed prior to any removal works. Contractor will ensure this is supported by a dedicated drawing highlighting affected components.
- B2.25 Contractor is to carefully and completely dismantle right fluted column as shown on the drawings, allowing to retain all surrounding elements ensuring no damage is done to the surrounding brickwork or any retained original elements. Use non-invasive methods such as hand tools for the dismantling process to avoid excessive vibrations/damage. Clear away all debris from the site.
- B2.26 Safe transport must be organised to transport the porch column to the joiner's workshop for mould creation. Allow to organise transportation during same time left porch is transferred

- B2.27 Ensure the joiner is able to complete and create detailed moulds of the existing porch fluted column, replicating the original design as closely as possible using traditional methods and materials.
- B2.28 Ensure new column is fabricated using high-quality materials **matching the original grain, durability class, and finish—typically using softwood timber** that are sympathetic to the original, ensuring durability and compliance with listed building requirements.
- B2.29 Following the removal of column, structural elements are to be inspected. It is assumed steel rods and concrete are embedded within the columns.
- B2.30 Structural engineer is to thoroughly inspect all elements and instruct any necessary treatments or replacements to maintain the structural integrity of the orch. Concrete elements should be assessed for any signs of degradation or cracking, and appropriate repairs or replacements should be carried out as necessary.
- B2.31 A building inspector should be contacted to inspect the condition of the steel rods and concrete, ensuring that the new porch will meet structural safety standards and follow compliance with the approved building regulations application.
- B2.32 The new column must be fabricated based on the joiner's moulds, ensuring that it is as accurate a replica as possible.
- B2.33 Any modern materials or techniques used must be approved by the conservation officer and building inspector to ensure compatibility with the listed building.
- B2.34 Once the column is complete, it will need to be safely transported back to site for reinstallation. Allow to organise transportation during same time as left porch.
- B2.35 The new column is be installed in the exact original location, ensuring that it is level, plumb, and securely fixed. Any fixings or reinforcement must be discreet and in line with heritage best practices, avoiding any visible modern interventions where possible. Final adjustments should be made to ensure that the new column blends seamlessly with the existing structure.
- B2.36 Following the installation of the new column, allow redecorating all other areas of right porch. **Care must be taken to ensure no existing architectural detailing is obscured or lost during decoration.**
- B2.37 Allow to make good all areas following the reinstallation.

B3.0 Window Repairs

- B3.1** Refer to the condition survey for photographic and written evidence of the typical window defects requiring either resin repair or timber replacement.
- B3.2** The Contractor shall be responsible for inspecting the condition of all external timber elements of the window, including but not limited to sashes, cills, frames, glazing bars, meeting rails, and mullions. The scope and location of decayed timber elements should be confirmed against the condition survey, which forms part of the Listed Building Consent application documentation. Contractor to notify the C.A. immediately thereafter of any necessary timber repairs for an instruction thereafter.
- B3.3** All timber repairs shall be carried out using traditional joinery techniques. This includes cutting out and replacing defective timber sections in their entirety where necessary (e.g. bottom rails, cills, glazing bars) or splicing in new matching sections using appropriate joints (such as scarf joints) where the defect is more localised.
- B3.4** Replacement timber shall be of the same species and quality as existing — generally seasoned, slow-grown softwood — and should match existing profiles, dimensions, and detailing exactly. Where historic joinery profiles exist, these must be replicated precisely, using templates or measured drawings taken from sound sections.
- B3.5** Prior to any cutting or removal of decayed timber, the Contractor shall photograph and record all affected areas. Original elements that are removed are to be retained on-site until they can be reviewed by the Contract Administrator and/or Conservation Officer for verification and sign-off.
- B3.6** Timber repairs must be completed using reversible methods and in accordance with conservation principles, avoiding modern composite materials, fillers, or resins unless explicitly approved in writing by the Conservation Officer. Any mechanical fixings (e.g. stainless steel screws or dowels) must be concealed and corrosion-resistant.
- B3.7** All spliced or replaced timber sections shall be prepared to receive paint finishes to match the existing window elements. Care should be taken to sand, fill, and prime the new joinery so that joints and transitions between new and existing timber are visually seamless.
- B3.8** Upon completion of joinery repairs, all areas are to be sanded, primed and decorated as specified under Section B4.0, ensuring compatibility of finishes with the underlying timber and use of breathable paint systems where appropriate.

B4.0 **Timber Re-Decoration (Window and retained elements of Right Porch)**

- B4.1 This redecoration section applies to both existing and newly spliced/replaced timber elements as set out in Section B3.0 (Window Repairs), following traditional joinery methods. Contractor to ensure surfaces are sound, dry and free from grease, wax and oil. Use a suitable oil and grease remover to clean all surfaces as necessary. Remove all loose or defective paintwork back to a firm edge and allow to thoroughly rub down adjacent areas to feather the edges. Allow to remove all loose scale and rust by thorough scraping and wire brushing to produce a clean surface.
- B4.2 Allow for inspecting all previously painted timber and where necessary, such as any blistered, poorly adhere, flaking or otherwise defective existing coatings are present, allow for completely stripping off all existing varnish/paint back to bare timber. Thereafter thoroughly rub down to remove/feather out any lip between adjacent sound surfaces.
- B4.3 Allow to thoroughly remove all dirt, grease, grit by washing down and scrubbing with sugar soap and water. Treat any areas affected by mould, algae, fungi, or lichen with an appropriate fungicidal wash such as Weathershield Multi-Surface Fungicidal Wash.
- B4.4 Allow to fill any voids, damaged sections of finishes. Former fixing holes, cracks etc to be filled with suitable external grade two part filler and rubbed down to a perfect finish prior to re-decoration. This is to be applied to all timber materials throughout the works area. Rub down all surfaces in strict accordance with the paint manufacturer's instructions to provide a sufficient key for the new finishes.
- B4.5 Allow to stop (with proprietary approved product) and prime with Weathershield Exterior Preservative Primer+ wiping off any excess. Once cured in accordance with the manufacturer's timescales, make good all cracks, nail holes, open joints and any other imperfections with an approved Polycell exterior grade wood filling agent. Allow for all additional primers as stipulated by the manufacturer.
- B4.6 Allow for rubbing down all filler thereafter and repeating the process as necessary until a perfect finish is achieved throughout.
- B4.7 Apply 2 coats of Dulux Weathershield Exterior Flexible Quick Dry undercoat and 2 coats of Dulux Weathershield Exterior Satin. Paint colour **TO MATCH EXISTING** and be applied in strict accordance with the manufacturer's recommendations. Contractor to allow for test section/area to be completed and approved by C.A. prior to all external redecorations commencing. **Paint systems must be suitable for use on historic timber and allow the material to breathe. Modern, impermeable coatings are not to be used unless approved by the Conservation Officer**
- B4.8 Contractor to allow for storing all materials, application of all materials, including drying time and application method etc in strict accordance with manufacturer's best practice recommendations.