

Method statement: Repair and refurbishment of existing sash windows

Property address: Flat 5, Ace House, 1 Bridge Road, Worthing, West Sussex, BN14 7BU

Status: Grade II Listed Building

Document date: Wednesday 22 April 2026

1. Scope of works

This application seeks consent for the repair and refurbishment of existing timber sash windows, including:

- Overhaul and repair of existing timber frames
- Installation of discreet draught-proofing
- Replacement of all existing glazing panels

The works are intended to preserve the character of the building while ensuring the windows remain safe, functional, and fit for residential use.

2. Amount of historic fabric

The proposal prioritises maximum retention of original material, including:

- Existing timber frames and joinery

Following inspection and advice from the conservation consultant, none of the existing glazing is considered original or of historic significance. As such, its replacement does not result in loss of heritage fabric.

3. Condition survey summary

Inspection of the windows has identified:

- Numerous panes with significant scratching and surface degradation
- Areas of loose or poorly seated glazing
- Localised cracking and edge damage

- Deteriorated putty, reducing weather resistance
- Very poor thermal performance
- Low-level glazing presenting potential safety concerns in a residential setting

Photographic evidence is included in Section 9 of this document and provided as a separate attachment.

4. Timber repairs

All timber elements will be:

- Carefully repaired rather than replaced wherever possible
- Locally spliced using matching timber species and profiles
- Retained in their original configuration

All mouldings and historic detailing will be faithfully preserved.

5. Glazing strategy

5.1 Existing glass

Following assessment, all existing glazing will be replaced. The conservation consultant has confirmed that the current panes are later replacements and do not contribute to the building's historic significance.

5.2 Replacement approach

Replacement of all panes is proposed in order to:

- Address widespread condition issues across the glazing
 - Ensure consistency of appearance and performance
 - Improve safety for occupants
 - Provide a long-term, durable solution in line with conservation best practice
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5.3 Specification of replacement glass

All replacement glazing will:

- Match the existing thickness and visual characteristics
- Be visually compatible with traditional glazing
- Be laminated safety glass, in accordance with conservation consultant advice
- Be installed using traditional linseed oil putty

There will be no change to external appearance, reflectivity, or sightlines.

6. Draught proofing

- Discreet brush seals installed within existing beads
 - Fully reversible
 - No impact on historic fabric or appearance
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7. Impact on significance

The proposals will:

- Preserve the architectural character of the windows
- Retain all significant historic fabric (timber elements)
- Replace only non-original glazing
- Improve usability, safety, and longevity

The works therefore result in no harm to the significance of the listed building.

8. Justification

The works represent a proportionate and conservation-led approach, balancing:

- Preservation of historic material
- Health and safety considerations in a residential property
- Practical requirements for ongoing use

Following advice from the conservation consultant, full replacement of the glazing is considered appropriate and justified, as none of the existing glass is original. This approach ensures a consistent, safe, and durable outcome while preserving the character of the windows.

9. Photographic evidence of condition



Pane displaced from frame with visible gap and movement. Presenting severe safety risk.



Pane showing significant scratching affecting visibility



Loose pane with failed putty



Crack across glazing pane compromising integrity



Pane partially detached with a pronounced gap between panes and edge chipping, indicating compromised stability



Failed putty and open joints allowing water ingress