

June 2025

THE OLD PARSONAGE, 1 QUEENS SQUARE, NORTH LANE, WEST HOATHLY

Method Statements and Specifications for Approval of Details Reserved by Condition

DM/24/0835 - Planning Permission

Condition 5

"Prior to the commencement of the lowering of the rear patio, details of the surfacing materials shall be submitted to and approved in writing by the Local Planning Authority. The works thereafter shall be carried out in accordance with the approved details."

- The patio level will be lowered to 150mm below air brick. The surfacing in this area is currently a modern Cementous screed finish, which will be broken out to facilitate the works.
- Any existing brick pavers removed as a result of the works to create the proposed French drains will be carefully lifted by hand, cleaned and set aside to reuse in the lower rear patio area.
- When works are completed, these retained paviours are to be laid in the lower rear patio area in same configuration as the existing raised patio courtyard (brick bond, parallel to the building). Any shortfall in paviours will be made up with a like-for-like brick pavers to match those relocated from the existing raised patio courtyard.
- New steps are to be built in a visually matching brick and laid in mortar of NHL 3.5 lime and fine washed sharp sand.

Bricks

- Manufacturer: Lambs Brick & Stone, Neywood Court, Billingshurst, West Sussex, RH14 9RZ
- E: sales@lambsbricks.com T: 01403 785141
- Range: Chartwell Red Multi Stock Pavers (H06T)
- Colour: Red Multi with black and pale cream highlights
- Size: 210x100x50mm
- Finish: rubbed facing to match existing pavers, if required
- Compressive strength: 35N/mm²
- Water absorption: 21%

Condition 6

"Prior to the commencement of the repairs to the timber frame, details of the render and mortar mixes shall be submitted to and approved in writing by the Local Planning Authority. The works thereafter shall be carried out in accordance with the approved details."



Condition 7

"Prior to the commencement of works for the removal of cementitious render and mortar a detailed methodology, which includes details of tools, materials and method, shall be submitted to and approved in writing by the Local Planning Authority. The works thereafter shall be carried out in accordance with the approved details."

- The removal of cementitious mortar and render will be undertaken using hand tools to limit damage caused to existing historic fabric. Namely, chisel, bolster, pallet knife and lump hammer.
- Ample photographs will be taken, before, during and after the work.
- Mortar Removal:
 - In principle, working carefully from a loose or exposed edge of cement pointing, slide pallet knife or chisel between pointing mortar and substrate, prise off slowly but firmly until bond between materials is broken. Where cementitious pointing cannot be removed without risking excessive damage to substrate it is to be left in place.
 - Where cementitious pointing can be removed without damaging historic fabric, review type of bedding mortar behind. If considered to be historic, obtain samples to be labelled with location and bagged, and sent to Manorwood to enable mortar analysis.
- Render removal:
 - In principle, working carefully from exposed lower edge of cement render, slide pallet knife or chisel between render and substrate, prise off slowly but firmly until bond between materials is broken.
 - The type of walling or infill behind and extent of repair need is to be reviewed.
 - If considered to be historic, obtain samples to be labelled with location and bagged, and sent to Manorwood to enable mortar analysis. Then historic infill is to be recorded by photograph and notes before being carefully removed by hand, bagged and labelled, and set aside to be reinstated following the successful completion of the approved timber repairs.
 - If modern infill material is found, it will be carefully removed and carted off site, to be replaced with a permeable insulated build up as approved. Namely, timber battened surround with a flex 36 wood fibre batten mass filled into the void. Wood wool carrier boards fitted internally & externally with a 2 coat insulative lime plaster system applied internally to both faces.
 - All rendered surfaces will be re-rendered using 2 coat insulative lime render system and decorated with permeable paint to match existing colour.
- Replacement Pointing Mortar - Site prepared hot lime mortar:
 - Mix Ratio: 1:3 Lime: Sand by volume
 - Lime: non-hydraulic lime (Quick Lime) to comply with BS 890. To be lump or kibbled pure "fat" lime. Hydrated non-hydraulic lime is not to be used.
 - Sand: fine washed local yellow flint sand. Comply with BS 13139 Aggregates for mortar. To be well graded and free of clay, silt, organic matter and excessive fines. Blending sands and aggregates from different sources may be necessary to achieve the desired colour/match.
 - Water: water shall be clean and fresh, free from organic and harmful matter in such quantities as would adversely affect the properties of the mortar.
 - Admixtures: none.
 - Gauging: no gauging with gypsum plaster or cement. With pozzolanic materials or local sand for colour and texture match where expressly agreed.



- Colour, texture and strength: the mortar shall be a little softer and more porous than the masonry concerned. New mortar, when dried out, will match the original colour and texture of the existing mortar. Final mix to be trialled by production of biscuit samples and agreed prior to works commencing. Allow for crushing stone and other aggregates and blending and sieving sands and crushed stone aggregate from different sources, as necessary, to achieve appropriate grading, colour and texture.
- Pointing finish: to match existing - 'keyed' profile, clean arris
- Hot Mixing: non-hydraulic quick lime to be slaked in damp sand on site to a ratio of 1:3 by volume. Cover with sand and allow to slake fully (1-2 hours). Pass dry sand and slaked lime through a sieve, of suitable grade for the joints to be pointed, to remove larger unslaked lime pieces. While mix is still hot, slowly add water until the mix has been brought to required mortar consistency. The addition of water must be kept to the minimum. Additional workability is to be achieved by increasing the mixing time not by adding water.
- Brickwork preparation: Loose existing mortar must be raked out by hand and dust removed to a depth equal to twice the width of the joint and not less than 25mm, whichever is greater. Assess the moisture content of the background - for dry substrates, dampen all bricks and adjoining surfaces, for wet substrates allow it to dry prior to application. No cleaning agents or fungicides are to be used either before or after repair works
- Application: Mortar for pointing should be kept stiff and dry to compress it into the joint without smearing. Do not overwork mortar. The mortar is to be pressed into the joint and firmly ironed in with the maximum possible pressure and minimum of over-working. Take care not to get mortar on the face of the brickwork. Bring out mortar joints in layers of up to 10 - 15mm thick to allow carbonation, using a pointing or finger trowel. Leave each layer until set but not dried out - the mortar should be 'too hard to dent with a knuckle yet soft enough to mark with a thumbnail.' Completed work should be left to 'stiffen up' for up to 24 hours before brushing with a churn brush, to achieve desired finish.
- Protection and after care: Allow for suitable weather protection during the works, and for a suitable period of after care, to ensure complete carbonation. Protect from Dry and windy, hot, wet or frost. sun, heat or frost.
- Insulated Lime Plaster / Render
 - Substrate: Wood wool carrier boards or historic timber framed infill panels.
 - Manufacturer: Best of lime, Unit A, The Brocks Business Centre, Homefield Road, Haverhill, Suffolk, CB9 8QP. T: 01440 848200 E: info@bestoflime.co.uk
 - Lime:
 - Render Coat: Non-Hydraulic, Insulating Lime Plaster - Warmcote™
 - Top Coat: 2-5mm Non-Hydraulic Lime Plaster - Limecote™
 - Water: water shall be clean and fresh, free from organic and harmful matter in such quantities as would adversely affect the properties of the mortar.
 - Gauging: no gauging with gypsum plaster or cement, or with pozzolanic materials or local sand / stone dust.
 - Preparation: Mix mortars and incorporate fibres for tensile strength as manufacturers recommendation. Substrates should be carefully cleared of all modern impermeable finishes (i.e. vinyl paints, gypsum plasters, previous moisture closed insulation products or plastic sheeting), in a good state of repair and free of excess moisture. Where possible, all internal fixtures, fittings and panelling should be carefully, temporarily, removed to enable full and consistent coverage of insulated plaster to all



internal surfaces of external walls and raking ceilings. No cleaning agents or fungicides are to be used either before or after repair works.

- Application: As manufacturers recommendations. Mortar for render should be soft enough to be workable, but hard enough to not slump before drying. Ensure adequate adhesion to both substrate and surrounding fabric at abutments/junction. If render depth is deeper than any embedded timbers elements that are to remain exposed, ensure soft rounded corners are provided to rake plaster surface back to meet timbers, leaving clean timber arris. Render Coat: mortar should be pressed into the substrate firmly with the maximum possible pressure to obtain necessary key to and minimum of over-working. Apply while 'green' to desired depth, using a wooden float to compress shrinkage while curing, until no more occurs, taking care not to disturb the main body of the work. Key with a lath scratcher while still soft or 'green' and leave to cure completely. Top Coat: Dampen render coat by light water spray, trowel on topcoat plaster and allow to firm up slightly before polishing with a steel trowel to achieve a high-quality smooth finish. Completed work should be left to 'stiffen up' and tended / protected to prevent premature drying.
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THE OLD PARSONAGE, 1 QUEENS SQUARE, NORTH LANE, WEST HOATHLY

Method Statements and Specifications for Approval of Details Reserved by Condition

DM/24/0836 – Listed Building Consent

Condition 4

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- The patio level will be lowered to 150mm below air brick. The surfacing in this area is currently a modern Cementous screed finish, which will be broken out to facilitate the works.
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- Finish: rubbed facing to match existing pavers, if required
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- Water absorption: 21%

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“Prior to the commencement of the repairs to the timber frame, details of the render and mortar mixes shall be submitted to and approved in writing by the Local Planning Authority. The works thereafter shall be carried out in accordance with the approved details.”

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- Mortar Removal:



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 - All rendered surfaces will be re-rendered using 2 coat insulative lime render system and decorated with permeable paint to match existing colour.
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 - Pointing finish: to match existing - 'keyed' profile, clean arris
 - Hot Mixing: non-hydraulic quick lime to be slaked in damp sand on site to a ratio of 1:3 by volume. Cover with sand and allow to slake fully (1-2 hours). Pass dry sand and slaked lime through a sieve, of suitable grade for the joints to be pointed, to remove larger unslaked lime pieces. While mix is still hot, slowly add water until the mix has been brought to required mortar consistency. The addition of water must be



kept to the minimum. Additional workability is to be achieved by increasing the mixing time not by adding water.

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 - Lime:
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 - Water: water shall be clean and fresh, free from organic and harmful matter in such quantities as would adversely affect the properties of the mortar.
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 - Application: As manufacturers recommendations. Mortar for render should be soft enough to be workable, but hard enough to not slump before drying. Ensure adequate adhesion to both substrate and surrounding fabric at abutments/junction. If render depth is deeper than any embedded timbers elements that are to remain exposed, ensure soft rounded corners are provided to rake plaster surface back to meet timbers, leaving clean timber arris. Render Coat: mortar should be pressed into the substrate firmly with the maximum possible pressure to obtain necessary key to and minimum of over-working. Apply while 'green' to desired depth, using a wooden float to compress shrinkage while curing, until no more occurs, taking care not to disturb the main body of the work. Key with a lath scratcher while still soft or 'green'



and leave to cure completely. Top Coat: Dampen render coat by light water spray, trowel on topcoat plaster and allow to firm up slightly before polishing with a steel trowel to achieve a high-quality smooth finish. Completed work should be left to 'stiffen up' and tended / protected to prevent premature drying.

- Protection and after care: Allow for suitable weather protection during the works, and for a suitable period of after care, to ensure complete carbonation. Protect from Dry and windy, hot, wet or frost. sun, heat or frost.

Condition 9

"Prior to the commencement of any works on site in relation to the lowering of the entrance and floor level within the western extension details of:

- i) a methodology, setting out the proposed works, methods and recording approach of the discovery of any surviving historic fabric shall be submitted to and approved in writing by the Local Planning Authority. The report shall be photographic, drawn and/or written and carried out by a suitably qualified historic building consultant or archaeologist, and*
- ii) a copy of the final report shall be submitted to and approved in writing by the Local Planning Authority, within 2 months of its completion."*

- The initial layer of concrete is to be carefully broken out using a handheld breaker.
- Lowering of subsequent flooring material is to be carried out by hand in order to facilitate diligently slow and careful progress and ensure any surviving historic fabric discovered during the work is duly recorded.
- If surviving historic fabric discovered during the work:
 - removal works will be temporarily halted to enable the fabric to be duly uncovered and recorded by a suitably qualified historic building consultant or archaeologist.
 - The Finds Record will take the form of a report following the recommendations set out in Historic England's '*Drawing for Understanding: Creating interpretive drawings of historic buildings*' including, building plans/elevation annotating location of find(s) and for each area or item of fabric discovered:
 - a description of the type and location of historic fabric discovered,
 - commentary on assessment of age and significance,
 - record photographs with reference scale,
 - scale site drawing and measurements undertaken by hand,
- Once recording is completed, excavation works will re-commence. All waste material to be removed from site.
- New build up to be made up of geo textile membrane and a hard standing Type 1 MOT, insulation & limecrete screed.

