

Manor House, 5 East Street, Crowland: Method Statement for Removal of Historic Panelling

Site Note 2. July 2025, job no. 438-44

CONTENTS

1 Introduction

2 Staff on site and contacts

3 Purpose and scope

4 Pre-work requirements: preparation

5 Removal

6 Storage

7 Reinstatement

8 Monitoring and reporting

Attachments

A Plans: floor plans with room numbering

B Plans: Panelling plans

Prepared by:	Technical review by:	Administration by:
Katie McAndrew, BSc (Hons), PGCert, IHBC	-	

Hutton+Rostron Environmental Investigations Ltd (A SOCOTEC COMPANY)

Netley House, Gomshall, Surrey, GU5 9QA,

Tel: 01483 203221 Email: ei@handr.co.uk Web: www.handr.co.uk

1 INTRODUCTION

1.1 AUTHORITY AND REFERENCE

Hutton+Rostron Environmental Investigations Limited have been prepared a method statement for the removal of historic panelling. H+R are appointed is in accordance with instruction received from Mr Iain Smedley by email dated 25 October 2024 [07:12].

1.2 AIM

The aim of the method statement is to support an application for listed building consent that is seeking consent to remove and reinstate historic panelling within three rooms within the Manor House to facilitate structural investigations

2 STAFF ON SITE AND CONTACTS

2.1 H+R STAFF ON SITE

Katie McAndrew

2.2 PERSONNEL CONTACTED

Barendina Smedley – client
Iain Smedley – client

3 PURPOSE AND SCOPE

This method statement outlines the procedures for the temporary removal, storage, and reinstatement of wall panelling within three principal rooms (G6, G10 and F9) at Manor House, 5 East Street, Crowland. These rooms are identified on referenced floor plans in attachment A.

This work will facilitate essential structural investigations of underlying fabric for the purpose of understanding precisely the building's construction, its structural defects and the nature of past remedial works

The extent of panelling removal will be subject to the Structural Engineer's guidance. While the scope may allow for the removal of all panelling in each room of the stated rooms (G6, G10 and F9) the intention is to adopt an approach of minimal intervention and remove only what is necessary to investigate underlying fabric and understand precisely the building's construction, its structural defects and the nature of past remedial works

4 PRE-WORK REQUIREMENTS: PREPERATION

Authorisation: With consideration to Manor House's grade II* listed status, removal and storage of the panelling requires listed building consent approval. The appointed contractor shall ensure they have been provided with a copy of the listed building consent document approving removal and storage of the panelling before works commence.

ACMs: Obtain a copy of the Asbestos Survey and confirm working area is free of ACMs

Briefing: With consideration to Manor House's grade II* listed status, the appointed contractor shall ensure all personnel/operatives/craftspeople involved in the removal, storage and reinstatement of the panelling are aware of the building's listed status and what that means, the provenance of the fabric as early-mid 18th century panelling, the requirement for care when handling the historic fabric. Ensure those parties have reviewed the brief and are aware of associated panelling plans, labelling processes and storage arrangements

Fabric protection: Within panelled rooms and through routes where panelling will be carried to storage allow to protect floors, fireplaces, doors, door architraves with task specific temporary protection to ensure no damage comes to other internal features or the panelling itself. This may include but not limited to installing protective floor coverings, wrapping features in padded sheeting or soft flannel or using foam edge/corner protectors. Review Historic England Guidance '*Temporary Protection of Historic Features During Building Works*'

Personnel: Work to be undertaken by craftspeople/operatives familiar and experienced working with historic joinery

Risk assessment: Complete risk assessment prior to commencement. Identify potential hazards including manual handling, sharp edges, dust, and falling material. Implement safety measures including ensuring operatives are wearing appropriate PPE

Storage location: Designate clean, dry, secure storage area with appropriate temporary racking and shelving in place

Storage methods: ensure racking, shelving, labels, protective wrapping of acid-free, nonabrasive waterproof, breathable protection type (i.e Tyvek [Product spotlight - Tyvek as a packaging solution – Conservation Resources \(UK\) Ltd](#)) and labels are accessible on site ahead of works

Supervision: Ensure there is a qualified historic building specialist involved to review all stages of work

Tools: Ensure appropriate hand tools (screwdrivers, pry bars, etc.) and small power tools as required (cordless preferred) are accessible on site ahead of works and consider if lifting equipment is necessary

Working area: With consideration to Manor House being an empty and unoccupied building, clear work area (panelled room and designated storage) of furniture and non-essential equipment. Identify any services concealed behind panels and ensure electrical services are isolated with panelled rooms and provide independent task specific lighting and electric supply

5 REMOVAL

5.1. GENERAL MATTERS

Instruction: Applying the principle of minimum intervention, the contractor shall be guided by the Structural Engineer on the areas of panelling to be removed in each room. These areas are to be agreed on site, marked up on plans in attachment b and plans made available to all operatives and the historic building specialist

Examine: Examine panelling to determine fixing method

Record: Fully photograph each wall of each room on the day of panelling removal and before works start. As panelling is removed photograph any identified damage or defects. Fully photograph each wall of each room at the end of panelling removal

5.2 DISMANTLING SEQUENCE

Dismantling: Work sequentially from lowest panelling number on each wall. Start from top and work downwards to prevent damage. Use traditional hand tools where possible to avoid damage to historic fabric. Remove fixings carefully to preserve panels and fixings for reuse. Retain all original material including fixings, beadings, and fragments

Handling historic fabric: Use two-person lift for panels and parts exceeding safe manual handling limits. Handle panels by edges to avoid surface damage. Support panels adequately during removal to prevent stress or damage

Inspect: Inspect each panel/part as removed from the wall for damage or defects and photograph if necessary

Protection: Wrap panelling/parts in protective wrapping (i.e Tyvek as detailed above or similar material as its removed from the wall)

Labelling: Label each panelled member or part immediately as removed from the wall. This may be in the form of writing on labelling stickers/tape stuck to the protection or tags. Panels/parts should be labelled before the next element of panelling/part is taken down and taken to the storage area. Label panels and parts in accordance with the referencing on the detailed measured drawings in attachment A stating room name and reference, bay number (from top reference) and part (from side reference) as follows:

- Dining Room (G6), Bay 1, Upper panel

Check: If unidentified asbestos-containing materials (ACM) are suspected, stop work and seek specialist advice

6 STORAGE

6.1 STORAGE LOCATION

Store: As identified at preparation stage.

Environment: Protect from weather if temporary external storage required. Manage stable environmental conditions (45-65% RH, 16-20°C) with background heating where required to minimize fluctuations in temperature and humidity. Ensure adequate ventilation while avoiding draughts. Protect from direct sunlight and artificial UV sources

Pests: Implement pest management protocols

6.2 STORAGE METHODS

Protection and labelling: Panels and parts wrapped in acid-free, nonabrasive waterproof, breathable protection and labelled at point of removal as identified in removal stage above

Storage: Panels shall be store vertically where possible, supported on racking. Keep panels off ground using bearers or pallets. Panels should never be left leaning unsupported. Other parts maybe stored on temporary shelving. Store fixings and hardware in labelled containers
Organisation: Maintain clear identification system correlating to established labelling system from plans under attachment b

7 REINSTATEMENT

7.1 CONDITION ASSESSMENT

Examination: Re-examine all elements for damage prior to reinstatement

Repair: Undertake any necessary conservation repairs using appropriate materials and techniques. Gently clean panels as necessary.

Record: Photograph and document any interventions

7.2 REINSTATEMENT PROCESS

Sequence: Maintain original panel sequences and relationships. Reinstall in reverse i.e. last panel/part off will be first parts back in each room. Reinstall in accordance with wall plan referencing in attachment b with panels and parts reinstated in their original positions

Fixing: Follow traditional fixing methods where structurally appropriate. Avoid modern adhesives or fixings that may cause future deterioration

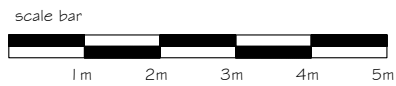
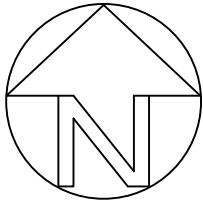
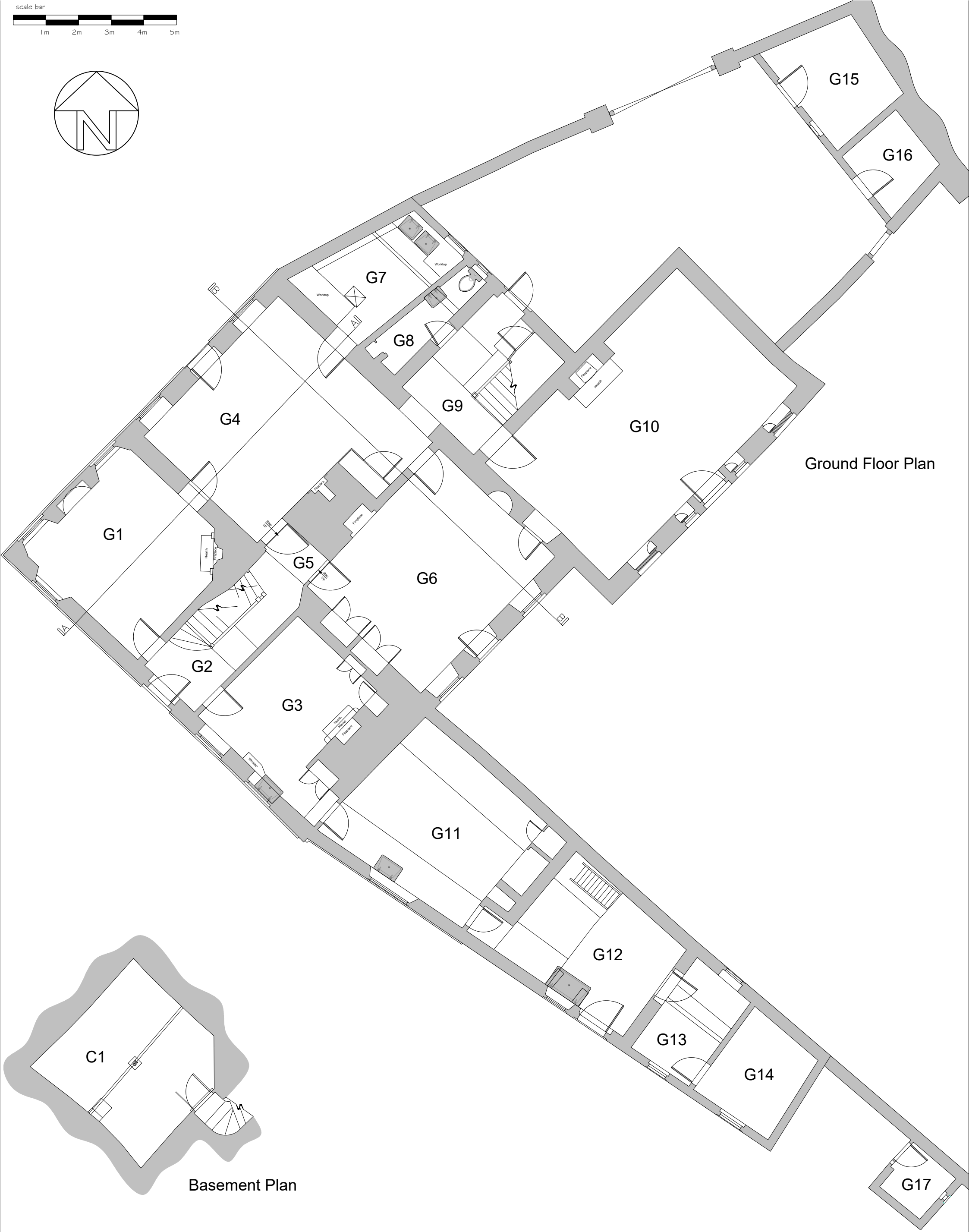
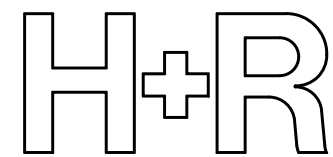
Finishing: Remove all debris and clean workspace

8. MONITORING AND REPORTING

Documentation: Maintain site records throughout the process collating all photographs taken through the process in one document. Photographs identified by room name and number, panelling/parts reference. Final report documenting methodology and any discoveries.

Quality Control and Final Inspection: Historic building specialist to inspect at key stages. Contractor to conduct visual inspection of completed installation alongside historic building specialist.

Attachment A



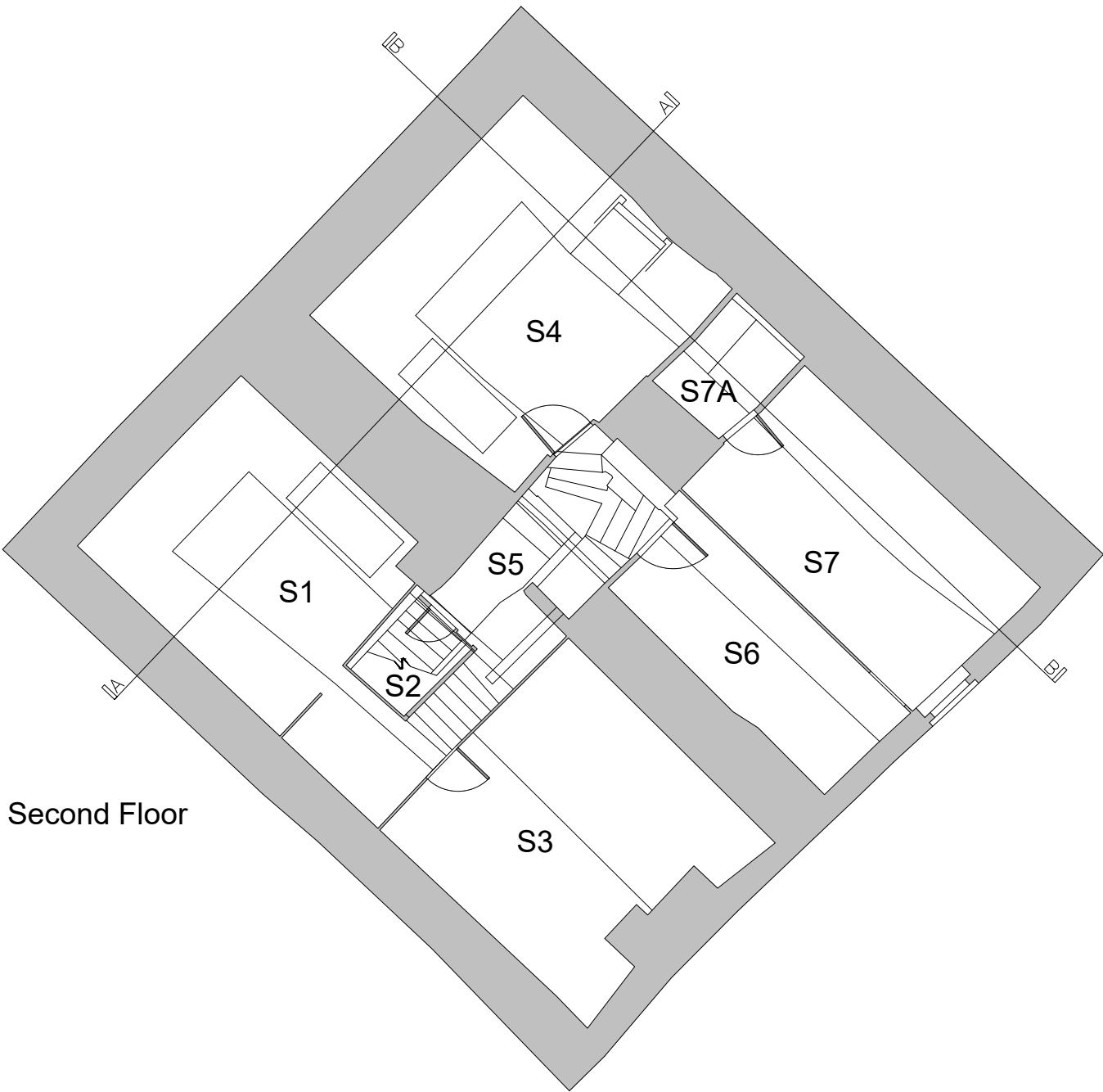
Hutton + Rostron Environmental Investigations Ltd A SOCOTEC COMPANY
Netley House, Gomshall, Surrey, GU5 9QA Tel: 01483 203221 Email:
ei@handr.co.uk Web: www.handr.co.uk © Copyright Hutton+Rostron 2025

Project The Manor House, East Street, Crowland, PETERBOROUGH PE6 0EN	Purpose of Issue Planning
--	-------------------------------------

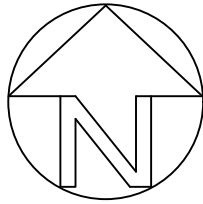
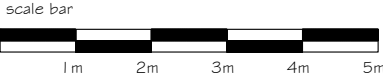
Drawing Title Existing basement and ground floor plans	Drawing Number 438-44.P02
---	-------------------------------------

Scale 1:100 @ A3	Date May 2025
----------------------------	-------------------------

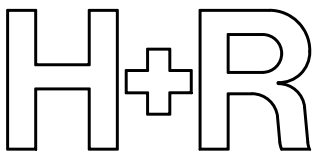
Notes Original survey undertaken by Rigour Surveys, rigoursurveys.com, 01603558213 Drawing produced for the purposes of obtaining Listed Building consent and Planning Permission only Do not scale from this drawing



Second Floor



First Floor



Hutton + Rostron Environmental Investigations Ltd A SOCOTEC COMPANY
Netley House, Gomshall, Surrey, GU5 9QA Tel: 01483 203221 Email:
ei@handr.co.uk Web: www.handr.co.uk © Copyright Hutton+Rostron 2025

Project
The Manor House, East Street,
Crowland, PETERBOROUGH
PE6 0EN

Purpose of Issue
Planning

Drawing Title
Existing first and second
floor plans

Drawing Number
438-44.P03

Scale
1:100 @ A3

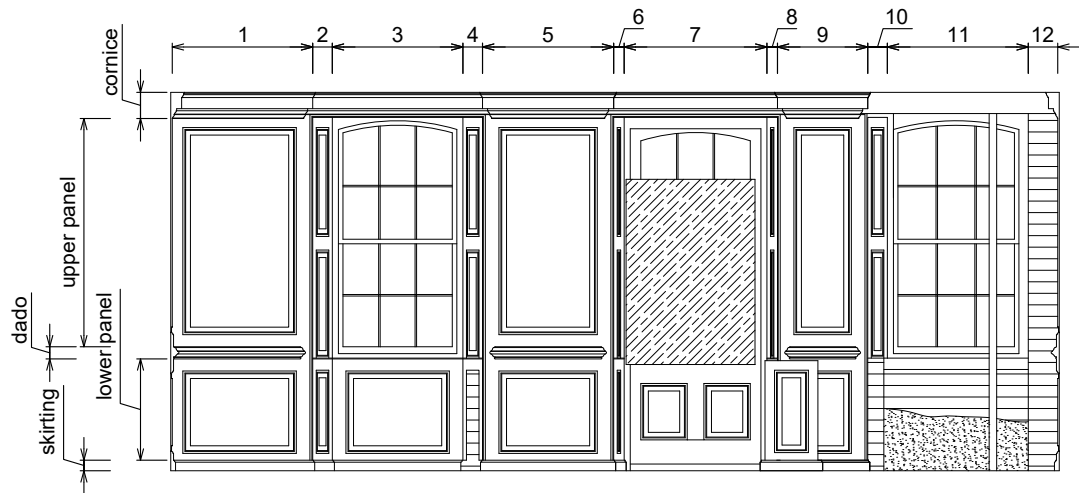
Date
May 2025

Notes
Original survey undertaken by Rigour
Surveys, rigoursurveys.com,
01603558213

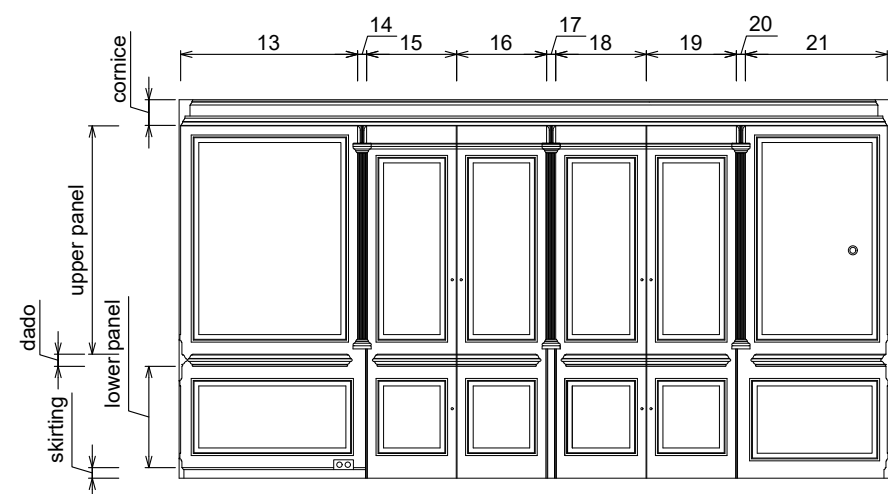
Drawing produced for the purposes of
obtaining Listed Building consent and
Planning Permission only

Do not scale from this drawing

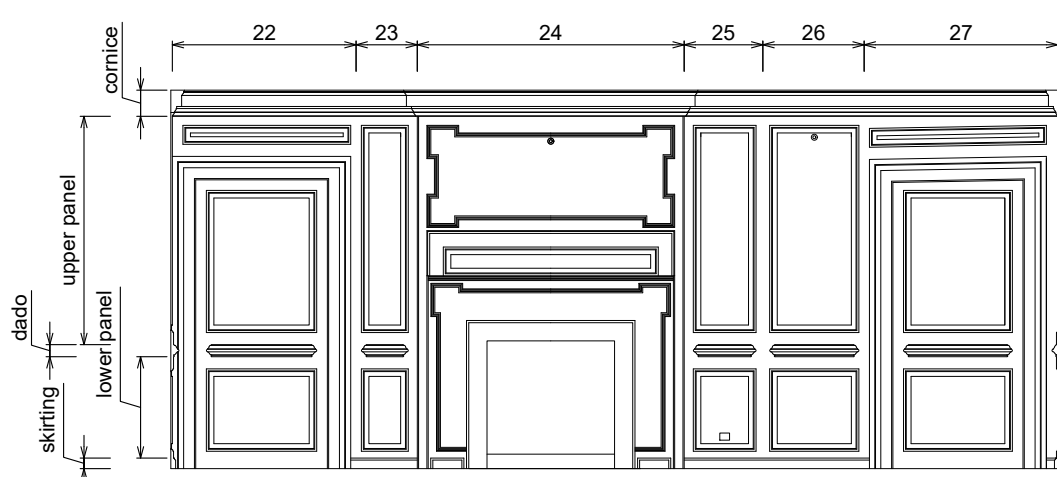
Attachment B



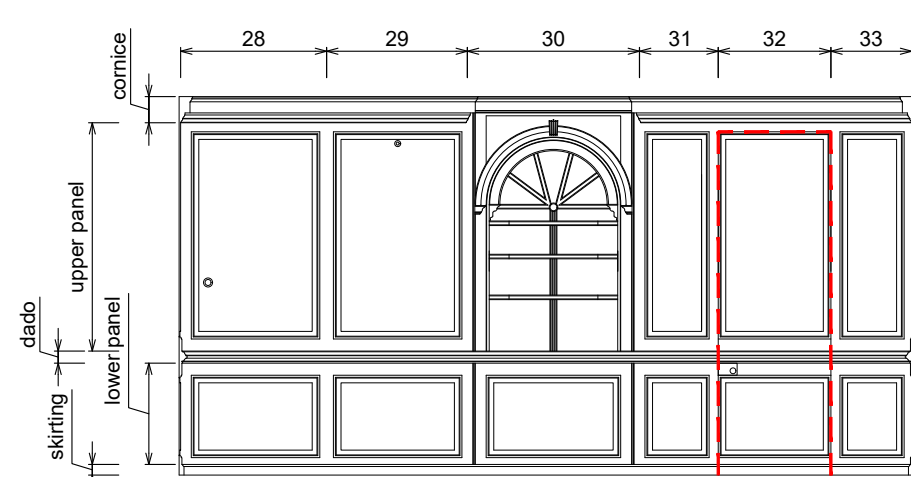
South elevation
Scale 1:50



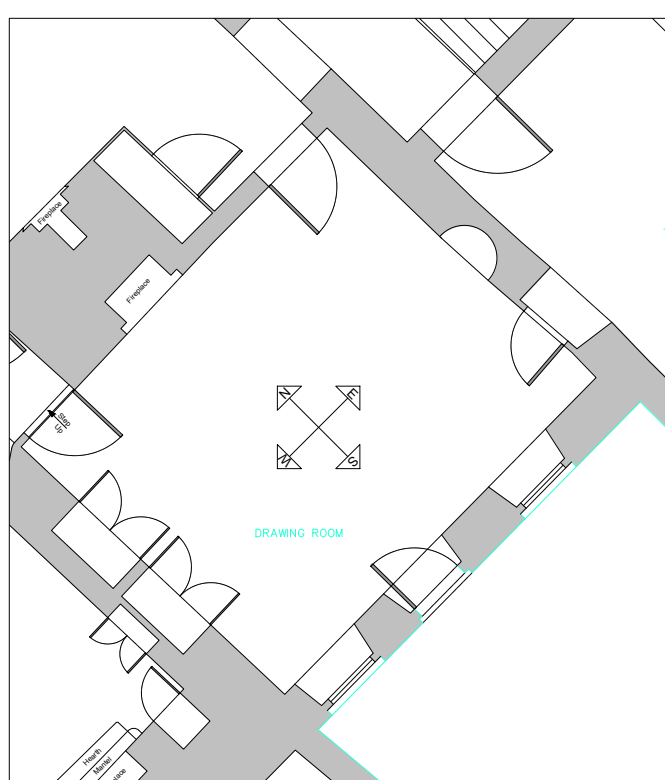
West elevation
Scale 1:50



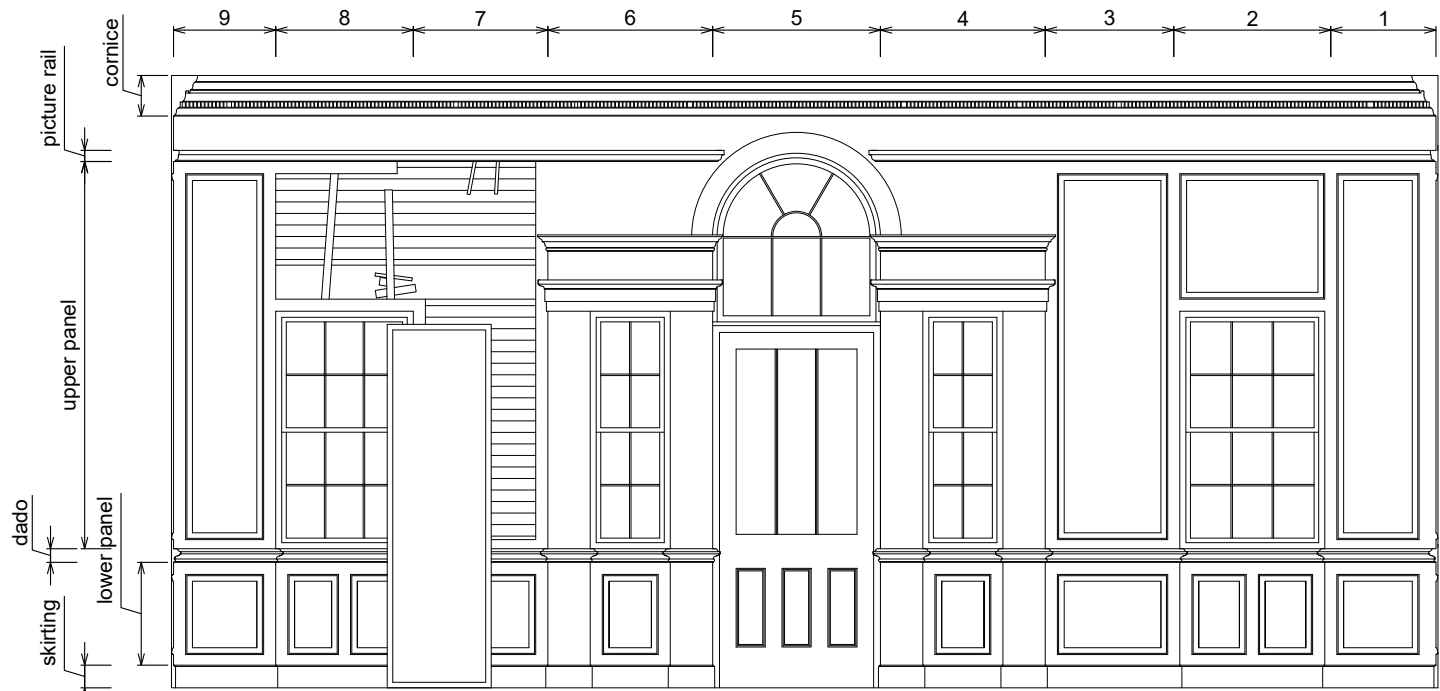
North elevation
Scale 1:50



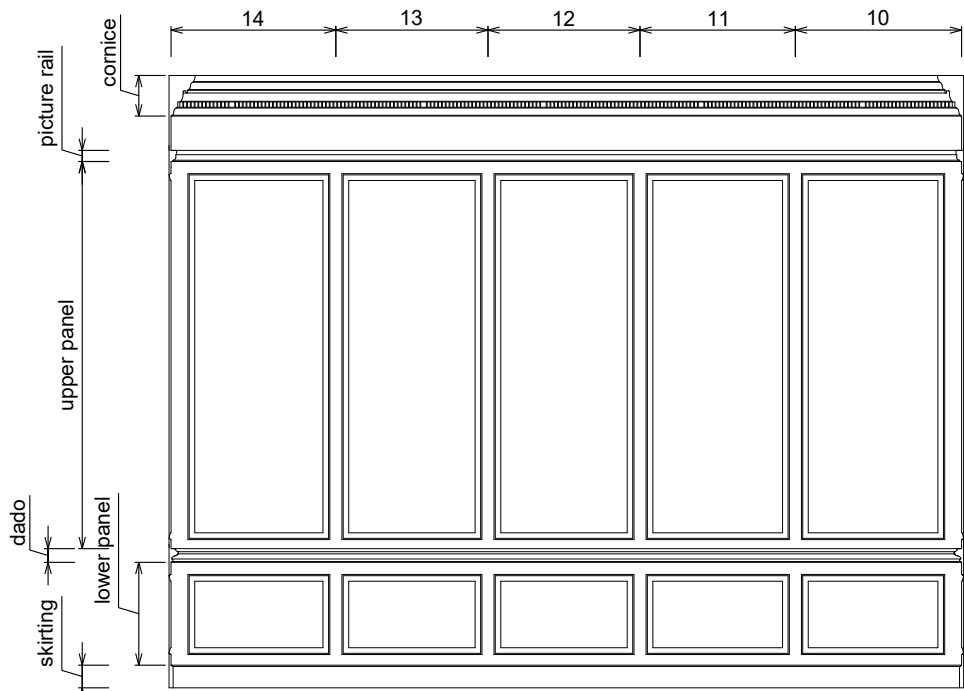
East elevation
Scale 1:50



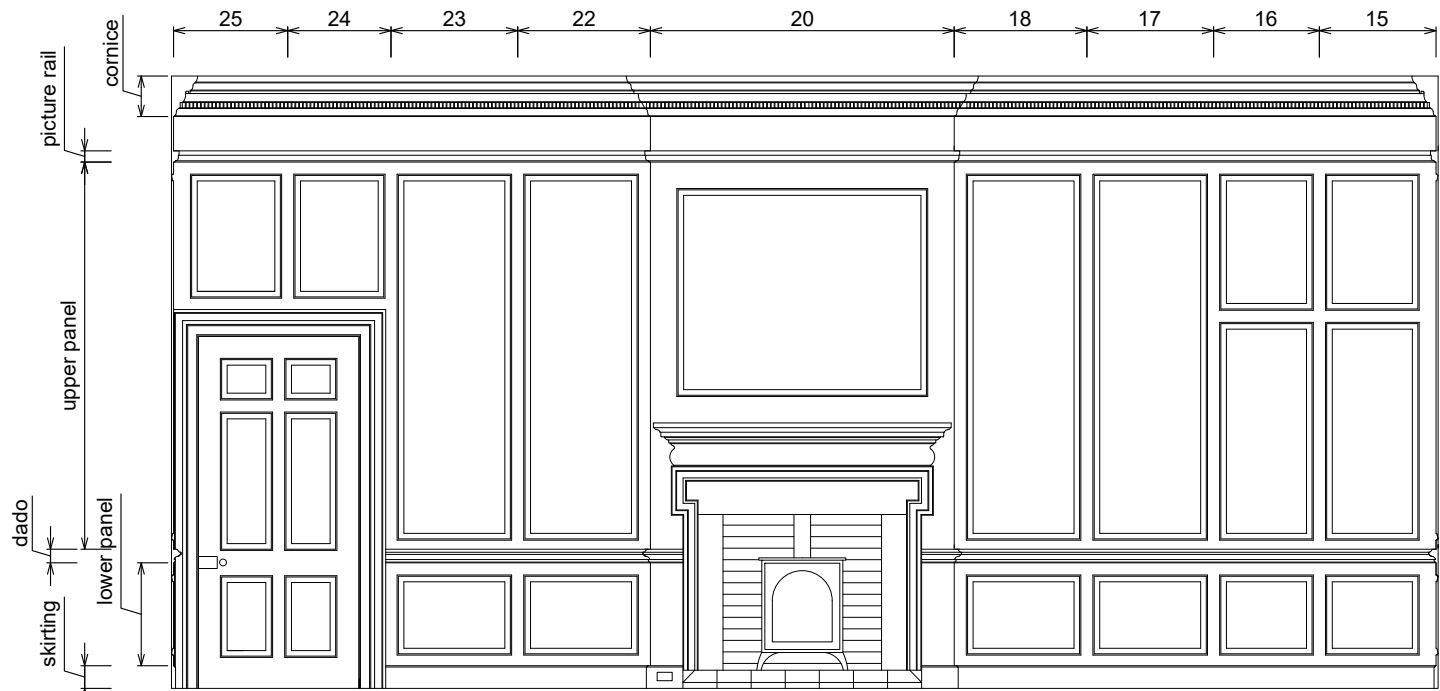
The Drawing Room G6
Scale 1:100



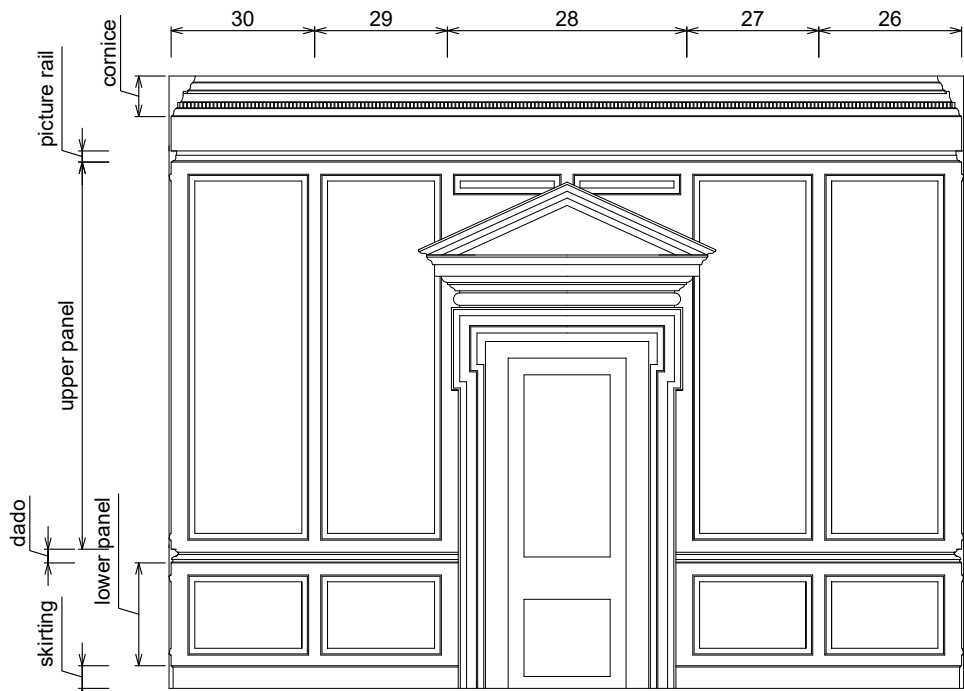
South elevation, scale 1:50



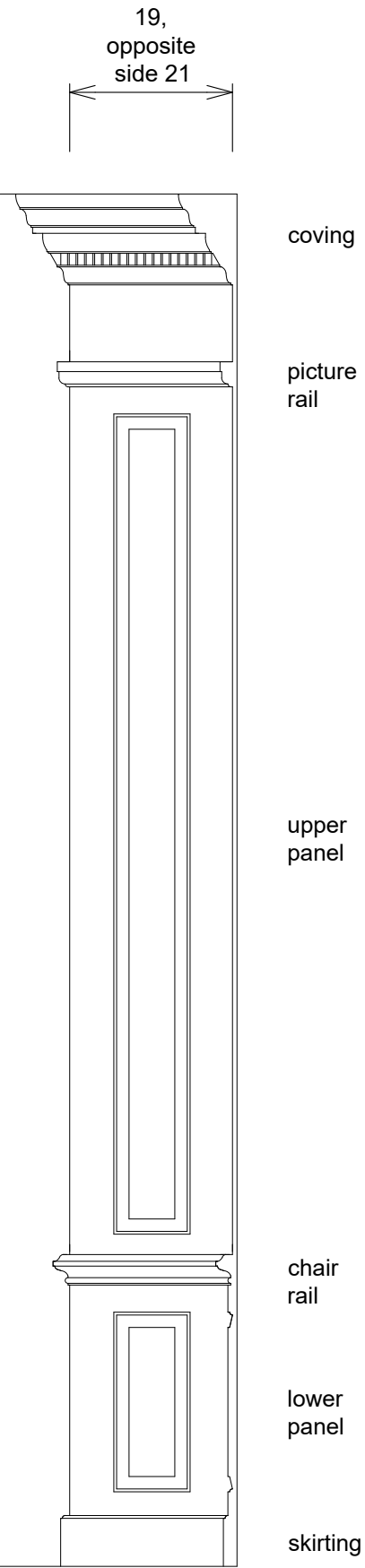
East elevation, scale 1:50



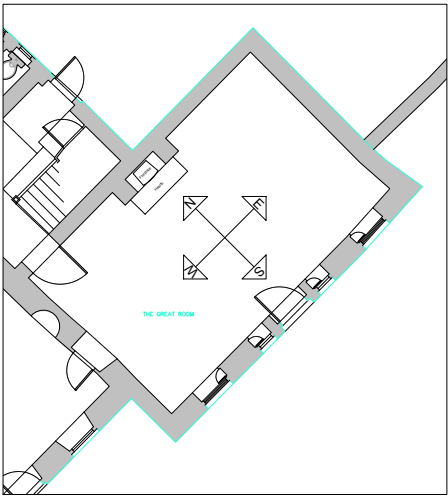
North elevation, scale 1:50



West elevation, scale 1:50

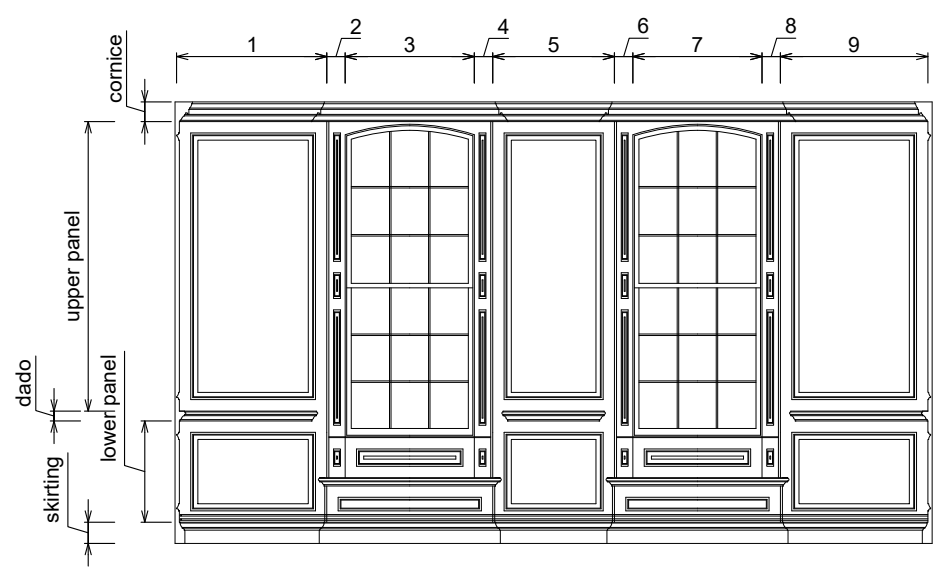


Chimney breast, side elevation, scale 1:20 (Opposite side elevation handed)

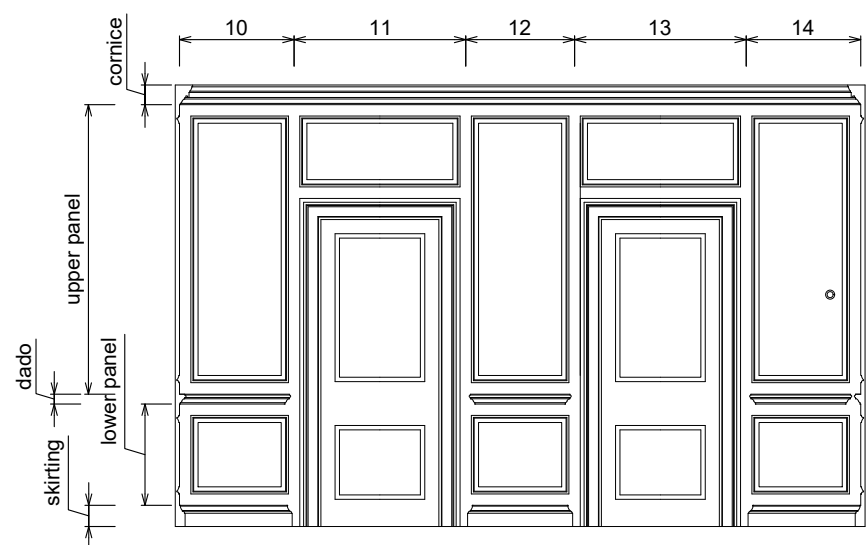


The Great Room G10, scale 1:200

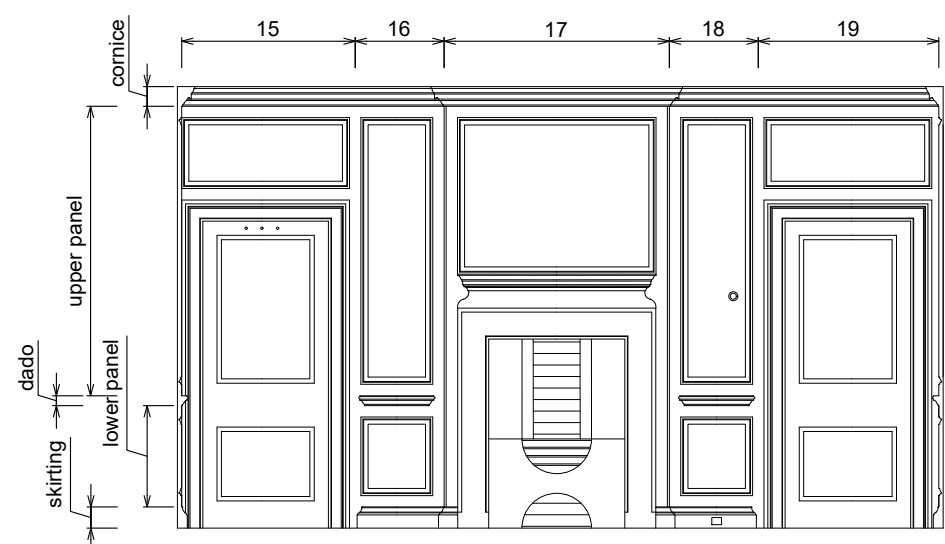
Drawing Title Existing paneling ground floor The Great Room G10	Scale As shown @ A3	Notes Original survey undertaken by Rigour Surveys, rigoursurveys.com, 01603558213 Drawing produced for the purposes of obtaining Listed Building consent and Planning Permission only Do not scale from this drawing
Drawing Number 438-44.D02	Date July 2025	
H+R Hutton + Rostron A SOCOTEC COMPANY		Project The Manor House, East Street, Crowland, PETERBOROUGH PE6 0EN Purpose of Issue Planning
Netley House, Gomshall, Surrey, GU5 9QA Tel: 01483 203221 Email: ei@handr.co.uk Web: www.handr.co.uk © Copyright Hutton+Rostron 2025		



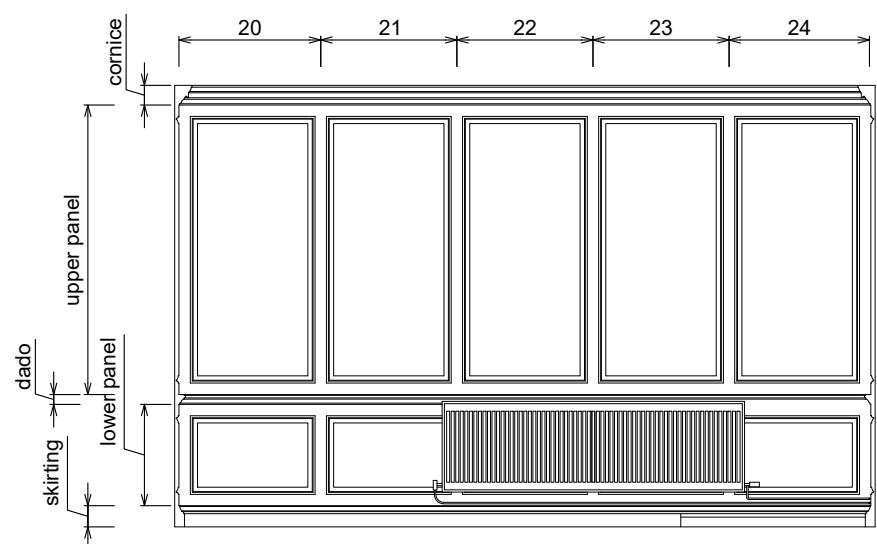
South elevation,
scale 1:50



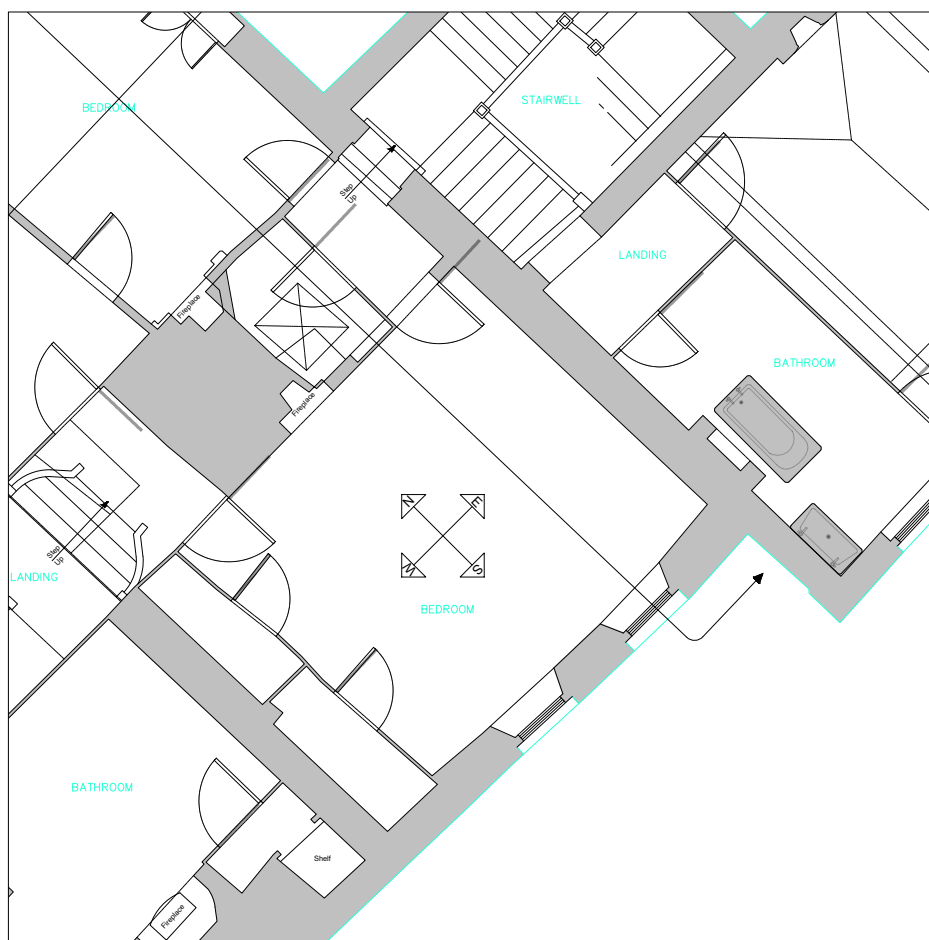
West elevation,
scale 1:50



North elevation,
scale 1:50



East elevation,
scale 1:50



Bedroom F9,
scale 1:100