
From: Phil Webster
Sent: 25 August 2021 14:30
To: Planning
Subject: Re: NYM/2021/0493/LB

Dear Sirs,

Further to my email of this morning, I attach the window method statement from Mark Laycock.

Furthermore, I can confirm that we can reduce the central mullion of the loft windows by adopting the mock Yorkshire sash that you suggest.

We have now complied with all of your requests, and are keen to get this work done. Can you confirm that we can proceed?

If we could respectfully remind you that we are full time residents in this property and that the loft windows are currently leaking and damaging the internal finishings of the property.

Thank you,

Phil and Sue Webster.

On 12 Aug 2021 at 17:51:34, wrote:

Reference: NYM/2021/0493/LB.

The North York Moors National Park Authority Planning Service welcomes public engagement in all aspects of its work. You have received this email in relation to a current planning matter. The attached correspondence contains important information which you are advised to retain for your records. If you have any queries, please do not hesitate to contact us. When replying it's best to quote our reference number, which is included in the attached letter.

The Authority is following Government advice concerning Covid-19 as such our working arrangements may change. We will ensure our letters and website are updated as and when required in order to provide our customers with the most up to date information.

Kind regards

Chris France

Chris France
Director of Planning
North York Moors National Park Authority

Method for removal of Historic Cylinder or Crown glass from historic frames for either refurbishment or replacement of frames.

Removal of fragile historic glass is inherently difficult without damage to either the surrounding timber or the glass its self.

If removing Historic glass from frames which are to be replaced the following methods are employed:

Remove sashes from frames where possible

Apply very low tac masking tape to cover the glass on both faces, (this gives strength to the fragile glass)

Remove as much timber from around the Glass as possible by using an Oscillating multi tool,

Once the pane of glass is free from most of the frame place in a tray with a warm mild soapy solution and leave to soak overnight.

Using a plastic scraper remove any loosened putty from the glass, repeat the soaking process and scrape until all putty is cleared.

If a mild soapy solution has no impact on the putty paint stripper can be used to soften both paint and putty again use only a plastic scraper to avoid damage to the glass.

A mix of 50/50 linseed oil and strong bleach can also soften and loosen old putty, working the solution into any small cracks in the putty will help break the bond from the glass.

In cases where the glass is to be removed from historic frames where these frames are to be restored the soaking method is not particularly suitable.

Firstly apply low tac masking tape to both surfaces of the glass for added strength.

Initially with careful use of an oscillating multitool cut away some of the putty avoiding contact with both glass and wood.

Using a plastic scraper loosen any cracked/loose putty

Use 50/50 mix of linseed oil and strong bleach on a paint brush and work the solution into the existing putty, paying particular attention to getting the solution between the glass and timber and glass and putty, leave to soak for 24 hrs, periodically apply more solution during this time.

Use a plastic scraper to remove as much of the putty as possible and repeat the soaking process.

Again use the plastic scraper to ease the putty from between glass and wood.


Remove any nails holding the glass in place.

With careful pressure ease the glass from the frame, any stubborn putty should be re-soaked with the solution until loose.

Once the glass is removed place in a tray with a mild soapy solution and soak until clear of any putty residue.

Any cracked or damaged glass should initially be replaced with historic salvaged glass.

Mark Laycock



From: Phil Webster [
Sent: 25 August 2021 11:11
To: Planning <
Cc: Mark Laycock
Subject: Re: NYM/2021/0493/LB

Dear Ms Blain,

Thank you for your email and attached PDF of the 12 August 2021.

We are happy to consider your suggestion for the loft windows and will discuss with our joiner (Mark Laycock) the details and get back to you with design proposals.

Regarding the schedule of works, including replacements and/or repair of the windows, based on detailed examination of the windows (without removal), windows Front G, rear G, and Front 2 require replacement, the remainder may be repairable but this can only be finally ascertained as the windows are removed and examined.

Mark Laycock has provided you with method statements on removing, storing and re-using glass in the past, and we are organising that we get this to you within the next few days.

Thank you,

Sue and Phil Webster

On 12 Aug 2021 at 17:51:34,

wrote:

Reference: NYM/2021/0493/LB.

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Kind regards

Chris France

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**North York Moors
National Park**

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