# SUPPLEMENTARY GUIDANCE - HISTORIC BUILT ENVIRONMENT

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INTRODUCTION

The conservation or enhancement of individual or collective parts of the historic built environment and their settings contributes direct benefits for the wellbeing of communities, to the region’s economy and for the enjoyment of visitors.

This document sets out detailed guidance in support of the policies of the adopted Local Development Plan which talk about the historic environment.

1.1 Purpose and Objectives

The document intends to assist individuals and organisations who wish to develop proposals in the historic built environment. It provides steps to follow which are necessary to find a balance between preservation and change.

To reach that balance, the historic elements of the built structure, the site and its setting must first be understood and both the historic and the architectural significance must be assessed and evaluated. In this way, well-conceived, sensitive, creative proposals can be put forward. This is the principle of ‘informed conservation’.

The overriding objective of this Supplementary Guidance (SG) is to achieve consistent, high-quality development in the historic environment which ensures that historic significance and character is preserved.

This document should be read in conjunction with the policies of the Local Development Plan [LDP] and other supporting Supplementary Guidance [SG] which include assessment criteria for development proposals.

Over-arching policies of the LDP, OP1 and OP2 and Historic Environment policies HE1, HE2, HE3, HE4, HE5 and HE6 set out general and subject specific considerations for the historic built environment.

SGs of particular relevance are:

‘Design Quality of New Development’, where general design processes and principles are set out;

‘Conversion of Traditional Agricultural Properties’, which promotes the use of informed conservation principles; and

Conservation Area Character Appraisals, for individual conservation areas, where they are relevant.

Key principles

The SG sets out six key principles which stem from the historic environment policies of the LDP. They focus on the issues that need careful consideration in order to take an informed conservation approach when developing proposals for the historic built environment.

The advice the SG provides is practical and will help owners to look after the historic buildings in their care. It includes advice on compatible measures for energy efficiency improvements and climate change adaptation which will avoid causing long term detriment to the fabric and significance of historic buildings.

The SG provides guidance on the range of information that is available and where it may be sourced. This will assist with the preparation of supporting background information which is needed to make decisions.
1.2 Policy Context

This guidance is supplementary to national and local policy by setting out principles to help meet the requirements of those policies.

1.2.1 National Policy

National Planning Framework 3 and Scottish Planning Policy, 2014 [SPP, 2014] recognise the important contribution cultural heritage makes to economy, identity and quality of life and the role the planning system should play in maintaining and enhancing historic places.

Summarised from ‘Our Place in Time’ the Historic Environment Strategy for Scotland, 2014

The historic environment is a valued backdrop to people’s lives enhancing quality of life and wellbeing by linking people with their past.

Historic features
- identify places;
- link people and events with places;
- bring communities together.

Historic places bring economic benefit
- by attracting tourism;
- by providing work for skilled conservation businesses.

The historic environment is a resource for learning.

The historic environment presents a positive image of Scotland.

‘Our Place in Time’, the Scottish Government’s Historic Environment Strategy 2014 (HESS, 2014), describes the historic environment as:

“...the physical evidence for human activity that connects people with place, linked with the associations we can see, feel and understand’.

HESS, 2014 requires Local Development Plans to include policies which set out to “...promote the care and protection of the designated and non-designated historic environment...”

“...enable positive change in the historic environment which is informed by a clear understanding of the importance of the heritage asset affected...” [SPP,2014 para 137]; and

to find future uses for historic buildings which protect special characteristics and keep adverse impacts to fabric and setting to a minimum.

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3449 (6.3%)  (53%)  (40.7)
36
32
1045
17
165
1

1.2.2 Regional Policy

Dumfries and Galloway’s Local Development Plan reflects national policy in both its over-arching and historic environment policies.

The region has a large number of designated historic assets as set out in the table above, some of which are of national importance.
Inclusion in the HES Inventory of Historic Battlefields in Scotland has given national recognition to one site.

The Historic Environment Record (HER) records Listed Buildings, Scheduled Monuments and more than 20,000 additional sites, structures and finds records. Many are buildings, in various states of repair. All HER entries are of interest to the historic background of the region and may exhibit unique features or characteristics. Together they make Dumfries and Galloway unique. The HER is subject to change as new information is uncovered and considered by the designating and recording bodies.

Policy HE5 specifically deals with Hadrian’s Wall, the UNESCO World Heritage Site, which is close to the region and development within Dumfries and Galloway could impact on its setting.

These policies are supported by area and subject based Supplementary Guidance, including this document, which should be referred to as they are each a material consideration for the determination of planning applications.

The diagram on the following page shows the current hierarchy of policies.

### 1.3 Regional Context

Dumfries and Galloway region includes the hills and valleys of the Southern Uplands and a long, varied coastline. 500 million years ago, movement in the earth’s crust followed by volcanic activity created today’s underlying geology. The landform was further refined during several ice ages. There are many valleys and plains with burns and rivers flowing towards rocky coastal inlets and sandy estuaries.

People lived where the topography offered advantages and the land provided opportunities for food and shelter. Generations of people changed how the landscape looked by felling trees for fuel and building and adding structures.

There is a great range of historic places and structures. Some are isolated in the landscape and others are within or close to existing or previous settlements or transport routes.

Historic sites and structures of all ages are respected and valued and contribute to local identity due to the variety of traditional and other materials; the techniques used; and their local architectural styles and details.
Many occupied buildings are located in historic settlements with evidence of early settlements also visible in the region’s archaeology. The historic structures showcase building skills and the building materials often disclose the local geology.

Although much of the historic environment is recognised by statutory designation or inclusion on national inventories, undesignated elements make an important contribution to the region including its archaeology, historic settlements and spaces and traditional and innovative buildings.

New development and adaptation of historic buildings to meet modern needs must be sensitively accommodated in order to keep the character of the historic built environment.

The historic built environment attracts people to live and visit the region. It generates work for local trades who maintain and adapt its structures. The tourism it attracts supports local businesses.

Insensitive incremental change erodes historic character and as our generation’s stewardship of the region’s historic built environment is relatively short, we need to care for it responsibly so we may hand it on, undamaged.

1.4 Using the Guidance

Design in the historic built environment requires a logical sequence of stages. Following this process will help identify potentially competing issues in a design and assist decision makers by showing that proposals have been properly and fully considered and are well-informed and appropriate.
Sequence for the design of proposals in the historic environment

<table>
<thead>
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<th>CONTEXT</th>
<th>DESIGN PRINCIPLES based on CONTEXT</th>
<th>PREAPPLICATION DIALOGUE</th>
<th>SUBMIT FORMAL APPLICATION</th>
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| • research and survey  
  • identify themes and details  
  • record what exists  
  • describe the setting  
  • historic background  
  • historic layout/s  
  • pattern of building  
  • views and vistas  
  • policies and guidance | • identify features of historical significance  
  • evaluate that significance  
  • preliminary design  
  • provide justification | • submit pre-application proposals  
  • take on board advice  
  • amend design and proposals |   |

This process encourages designers to begin by gathering the necessary information to allow the value of a building, structure or place to be understood and to identify important features and character. This will help demonstrate whether some elements are more important than others.

Dumfries and Galloway Council will follow the principles within this guidance for all scales of projects and proposals in the historic built environment over which they have influence. In this way the special and varied historic character of the region may be kept and enhanced.

The guidance suggests a number of resources that developers can use as part of the process of drawing up preliminary proposals.

These resources have information about the historical and physical context of places, buildings and their parts and settings.

The guidance considers many of the elements of the region’s historic environment which should be understood by developers, owners and agents before proposals are put together.

1.5 Designing Development in Historic Places

It is expected that development or change which would affect the historic environment will demonstrate how it will comply with policy.

1.5.1 Accommodating the historic environment in development

The historic environment does not exist in isolation from other planning matters and should be considered in conjunction with the full range of subject and spatial policies of the adopted LDP and supporting supplementary guidance. The over-arching policies of the LDP emphasise this.
New Development affecting designated historic assets: listed buildings and conservation areas

Development affecting the architectural or historic interest or setting of a Listed Building should set out to retain historically significant fabric and features unless there is an over-riding justification for their permanent loss.

Extensions and new buildings in historic places, such as conservation areas and sites included in the national inventories, will be expected to be of appropriate scale, massing and footprint shape. Details and materials should relate well to the existing location through copy or contrast.

Should exceptions be made in respect of the location of new development in order to financially support the restoration of a historic structure or place, using policy HE8 Enabling Development, the design principles within the supplementary guidance will still apply.

New development affecting other historic assets

Not all historic assets are obvious but the resources available give an early indication of the potential for historic assets to be present. In this way designs can take appropriate account of the historic environment in a number of ways.

Archaeology

In some parts of Dumfries and Galloway the archaeological interest is not confined to a particular site but extends over large areas identified in the Council’s Technical Paper: Archaeologically Sensitive Areas (ASAs), in which important information in respect of these local designations can be found.

http://www.dumgal.gov.uk/CHttpHandler.ashx?id=17556&p=0

Where there is a record of historic activity on a site or close to it, there is some likelihood that digging into the ground to provide foundations or drains for new development will reveal items of archaeological interest. Small and large artefacts may contribute to knowledge of the development of earlier customs and culture.

Undesignated historic assets

Heathhall School Pillbox

Former plane hangar at Heathhall

Traditional steading building

In some situations archaeological monitoring during development will be enough but in others a fuller exploration or recording of what is there may be required.

The specialist knowledge of the Council’s appointed archaeologist should be sought early in the process of
planning development to confirm what may be required.

Many of the region’s sites of historic interest are recorded in the Historic Environment Record. It is helpful for developers to know when structures have links to events and industries that played an important part in the region’s history.

A well-informed, thorough approach from the outset will produce proposals which are easily assessed and understood by decision makers and ensure that they will conserve and restore both the historic character and the fabric in the most appropriate way.

Items of historical interest may include boundaries, railings and gates which are unique or characteristic of the local area such as these railings above a stone wall in Whithorn.

Historic Battlefields

Development should seek to protect, conserve and enhance Inventory Historic Battlefields by retaining key landscape characteristics, features and special qualities. HES series of publications ‘Managing Change in the Historic Environment’ includes guidance for Historic Battlefields. Early consultation with the Council and HES are essential to minimise adverse impact from development proposals. https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=b7a05b45-f2a9-4c71-8450-a60b0094c62e

1.5.2 Recording and Salvage

Where any part of archaeology or the original fabric of historic buildings will be altered, hidden or removed, appropriate recording of what exists should be carried out before work commences. Appendix 2 has details of recording methodologies.

Suitable arrangements for salvage of historic architectural features, artefacts integral to a building or which are part of the archaeological record, should be agreed when retention on site is not possible.

Demolition

In most cases demolition of historic buildings is considered to be the last resort and it is important to demonstrate that other options have been fully explored. Proposals which include the demolition of a Listed Building, or an unlisted building within a conservation area require permission.
and must meet Scottish Government Policy, for consent to be granted. The criteria to be met for demolition are included later.

When preliminary proposals have been produced following a design process pre-application engagement with the Council is advisable.

1.6 The Importance of Context.

The historic built environment is managed best when the essential character and key elements of a place are understood by both the developer and the decision maker. By following a logical design process, the developer may evaluate the impact of a proposal. Sharing the information will also help the decision maker reach a conclusion.

The first part of that process: Context should include a range of matters relevant to the site.

There are some issues which are relevant to all projects, although they may vary in significance between sites. The issues to be considered may also overlap. They are summarised as:

- Location, History and Development
- Setting Landscape and Views
- Pattern and Form of Streets and Spaces
- Architectural Matters

The diagram on page 11 provides prompts to decide what should be included.

1.7 Resources for Research

There are many sources of information available free of charge, allowing both basic and detailed research into the historic built environment to support proposals for change.

The table on pages 12 and 13 includes many potentially useful documents for a variety of situations and projects. Owners and applicants should demonstrate that they have used these sources as a starting point for gathering background information as part of their design process.

2 PRINCIPLES FOR DEVELOPMENT IN THE HISTORIC ENVIRONMENT

Designing change in the historic environment requires an understanding of the historic asset, its setting, and its significance.

Adaptation of historic buildings requires acceptance that standard modern approaches to layout, use of materials or techniques may not be appropriate.

To preserve the fabric of a historic structure and character of a place, new design should combine tried and tested methods, restraint and innovation.

Development Management Procedures set out what information is required with an application but encourages applicants to go beyond the minimum requirements and anticipate what documents will support an application.
**Location, History and Development**
Where is the site, what surrounds it, what is on it?
What is significant about its history - people, events, building types?
Are there historic links with nearby sites?

**Setting, Landscape and Views**
What landscape/townscape features are nearby?
Is the site seen from near or far; would development change an important view?
Is the site seen as part of a landscape feature or within a group of buildings?

**Pattern and Form of Streets and Spaces**
Is there a clear settlement pattern or layout of streets, roads or boundaries
How well will the proposal fit in?
Will vehicle access or circulation affect existing character?

**Architectural Matters**
Will the proposed building/s, extension or alteration relate well to existing?
Does the design respond to identified historic constraints? Could it be modified?
How will materials be used: contrast or copy?

Some of the elements of Context to be considered when putting together design proposals.
Dumfries and Galloway Supplementary Guidance (SG) and Technical Papers (TP) in support of the adopted Local Development Plan
http://www.dumgal.gov.uk/article/15342/Supplementary-guidance

- Design Quality of New Development  SG
- Conversion of Traditional Agricultural Properties SG
- Archaeologically Sensitive Areas TP
- Conservation Area Character Appraisals for individual areas SG
- Stranraer Waterfront – Masterplan SG
- Palnackie Village Design Statement SG
- Glencaple Village Design Statement SG

Links to the documents can be found on Dumfries and Galloway Council’s website using the web address above along with the full range of SGs and TPs on the same web page.

Conservation Accredited Professional Services
Royal Institute of Chartered Surveyors [RICS] provides a register of their members who are conservation accredited. http://www.rics.org/uk/join/member-accreditations/building-conservation-accreditation/
Institute of Civil Engineers has a register of conservation accredited Civil and Structural Engineers https://www.istructe.org/about-us/organisation-structure/subsidiary-organisations/conservation-accreditation-register-for-engineers

Conservation Specialised Trades and Crafts – with skills and knowledge of traditional materials and techniques, including stone masons, joiners, glaziers, roofers, general builders and craft workers.

Historic Environment Scotland (HES) – Designations - finding where there are sites with statutory designations http://portal.historicenvironment.scot/designations


CANMORE – https://canmore.org.uk/ - a national resource managed by HES - Canmore has information and collections from survey and recording work.

Dictionary of Scottish Architects 1660 – 1980 has online biographical information and lists of the work of all architects known to have worked in Scotland during the period and the buildings they designed – www.scottisharchitects.org.uk
HES – The Engine Shed

'The Engine Shed', Stirling has a dedicated research and education facility. Traditional building skills, learning resources and conservation research and training is available for both general public and professionals. It also hosts the information and guidance leaflets from HES - [https://www.engineshed.org/](https://www.engineshed.org/)

Examples of the range of online publications from The Engine Shed:
- information and research on subjects relating to Scottish building types and techniques;
- how to approach change;
- conserving features, materials and artefacts;
- upgrading buildings/structures to meet today’s challenges.

Publications are updated periodically and new guidance is added.

Historic England – a range of publications and leaflets which may provide technical guidance and advice on looking after parts of the historic built environment throughout the UK. [https://historicengland.org.uk/advice/](https://historicengland.org.uk/advice/)


The D&G Historic Environment Viewer is an interactive map on the website where the location of recorded features of historic interest in the region can be found.

The content is updated periodically when there is new information to add. Briefly contacting the Borough Archaeologist or cross referencing with other resources can confirm any recent changes.
2.1 Statutory Designations

2.1.1 Listed Buildings

Listed Buildings have statutory protection from any internal or external alteration or work involving demolition without first having Listed Building Consent (LBC).

The drawings and information that accompany an application for LBC should be sufficiently detailed for the reader to gauge the impact of the proposal.

Planning policy supports proposals which make effective and sustainable use of Listed Buildings where character appearance and setting of the structure are respected and significant historic features will not be lost.

Change which may seem minimal has potential for irreversible impact on historic fabric or character, e.g.: stone cleaning, stone painting or window replacement.

The Listed Building Consent (LBC) process ensures that the effect of proposals for change to a historic structure and its setting is appropriate and will not result in unnecessary loss or damage.

Where original fabric or design may be lost through alteration or demolition the details should be recorded beforehand (see Appendix 2)

2.1.2 Scheduled Monuments

Historic Environment Scotland (HES) manages a list of nationally important monuments. Consent from HES is required for actions affecting a scheduled monument. Guidance is found on HES web pages:


2.1.3 Conservation Areas

External changes to buildings and spaces in conservation areas require planning permission and demolition requires consent.

New development should preserve or enhance the character of a conservation area. Where a building or space makes a positive contribution to character, new design in that space or alterations to that building should take account of how it will affect both the character of the building or space as well as how it will impact on the character of the wider surroundings.

2.2 Nationally Recognised Designations

In Scotland there are a number of places that have designations which although they do not have statutory protection through legislation, when development is proposed for those places the planning authority must take the importance of the designation into account when decisions are being made.

2.2.1 Historic Battlefields

2.2.2 Designed Landscapes and Gardens

HES is consulted about any development proposed within a designed landscape which is included on the HES Inventory of Designed Landscapes and Gardens and which requires planning permission. HES advises the planning authority in respect of the impact of the proposal on
the garden or landscape. General advice for owners is provided by HES at the following web address.

https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=7c365ace-e62d-46d2-8a10-a5f700a788f3

### 2.2 Designing change: key principles

A number of key principles should be applied when developing proposals within the historic built environment.
**Summary Table of Key Principles**

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<thead>
<tr>
<th>Principle</th>
<th>Description</th>
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<tbody>
<tr>
<td>Re-use of Traditional Buildings and Structures</td>
<td>Re-use of historic buildings or structures will be supported where plans and supplementary documentation demonstrate that historic significance will be preserved.</td>
</tr>
<tr>
<td>Layout, Scale and Massing</td>
<td>Proposals will be supported where they demonstrate that they will retain or reinforce the established layout, scale and massing of the historic built environment.</td>
</tr>
<tr>
<td>Views, Landmarks and Setting</td>
<td>Proposals will be supported where they complement or preserve the setting of historic buildings and established views to and from landscapes or landmarks; this may include the creation of appropriate new views and vistas.</td>
</tr>
<tr>
<td>Architectural Features and Details</td>
<td>Proposals for new development in historic areas or for alterations or extensions to historic buildings will be supported where they demonstrate conservation of the significant architectural details and features of the building, group or place.</td>
</tr>
<tr>
<td>Materials</td>
<td>Proposals for the use of new materials or the treatment of existing will be supported where it is demonstrated that there will be no significant long term detriment to the existing fabric and character of the building or place.</td>
</tr>
<tr>
<td>Climate Change Resilience and Energy Efficiency</td>
<td>Proposals for the adaptation of buildings to improve resilience to climate change and to reduce energy use will be supported where those proposals consider the whole building and the long term impact on original fabric and historic significance.</td>
</tr>
</tbody>
</table>
2.2.1 Re-use of traditional buildings and structures

Key principle: Re-use of historic buildings or structures will be supported where plans and supplementary documentation demonstrate that historic significance will be preserved.

Where a Listed Building or structure within a conservation area or a designed landscape does not have a viable use it is at risk of falling into disrepair. Giving historic buildings a use is the best way of preventing their loss.

Many historic structures and spaces have the potential to create inspiring locations for work, leisure or living and re-using or adapting historic buildings can reduce the need for new development in sensitive historic areas.

For successful adaptation which includes the retention of original building fabric and historic character, there are many challenging details to consider. The most effective use of the internal space will use both inventive, unconventional design combined with conventional approaches. The way the internal space is used will affect the number of external alterations required to adapt the building.

Building Standards will influence how internal space can be used therefore designs should consider this early in the process so that innovative solutions can be explored and discussed.

Outside spaces are part of the character, setting and historic significance of a building so how they are used also needs careful thought to preserve character.

2.2.2 Layout, scale and massing

Key principle: Proposals will be supported where it is demonstrated that they will retain or reinforce the established layout, scale and massing of the historic built environment.

Layout

Towns, settlements and rural building groups often have established historic layouts including a clear structure and hierarchy of burgage plots or other defined sites. Settlements were planned or they grew in organic way.

Gatehouse of Fleet – 1st edition OS, surveyed 1849-50: 18th century planned core by James Murray of Cally Estate

Gatehouse with different peripheral 20th century development layout added
The streets and spaces within a historic settlement may have common shapes, and plot dimensions and strong building lines which are historically significant.

The core historic layout of a settlement or group remains an important part of its character even where more recent development has partially diluted it.

For new development on a site within or adjacent to a conservation area, the starting point for design should be to reinforce the historic character.

Occasionally new development may not have an established historic layout to follow, such as undeveloped sites close to a historic building. The layout should be based on historic models, appropriate to the main historic building. For example, a courtyard of outbuildings may be typical of historic stables associated with a large house.

However, there may also be situations where an innovative layout will complement established patterns.

Scale and massing

Historic buildings have characteristic scale which is linked with their original purpose, social hierarchy or the architectural fashion of their time.

The scale of domestic buildings relates to heights of adults thus 18th and 19th century cottages are lower than 20th century equivalents. Window and door heights meet the same needs. However, the greater the social standing of residents usually meant larger houses on larger plots.

Commercial and civic buildings were often built to a grander scale, with designs which were more than simply functional, even into the early 1900s.

They may be taller, wider and more decorative than needed especially the entrances and friezes.
Open courtyards and ranges of outbuildings with an H or L-shaped footprint also break up the bulk of the buildings.

Spaces between traditional farm buildings relate to their original function and have historic significance.

Dividing up the buildings reduces their bulky appearance.

Many of the settlements of the region have unbroken linear groups of buildings such as terraced streets. The massing of a continuous roof may be broken up by the relative position of parts of the buildings.

In other linear groups the roof line may not be continuous, linked by lower sections or separated by narrow entries.

Repeated features draw the eye along the group but allow individual properties to be picked out by the position of chimneys, dormers or skew stones.

Lakeview Terrace, Powfoot - a continuous brick façade with string course and cornice; regular bay windows and chimneys and front facing gable ‘end stops’.

Dwellings with regular, shared features in Parton Village

Dwellings with common but varied features in Dalton Village conservation area
Across the region in parts of settlements many houses are single or one and a half storeys high which may be an important aspect of the local historic character.

In larger towns of the region some buildings are three storeys high, occasionally with taller elements, particularly in the historic commercial areas. Development which continues the pattern of heights is more likely to preserve historic character.

Although new development needs to take account of the existing scale and height it may not always need to copy it, if clear breaks or careful links are created in the design.

Where scale and massing has already been altered by development and continuing similar change would further diminish the original historic character, new development should set out to enhance or re-establish historic character.

However, contrasting design which does not compete with or overwhelm historic character may sometimes be acceptable.

### 2.2.3 Views, Landmarks and Setting

**Key Principle:** Proposals will be supported where they complement or preserve the setting of historic buildings and established views to and from landscapes or landmarks; this may include the creation of appropriate new views and vistas.

The setting of historic buildings is a broad term which in urban locations includes nearby buildings, spaces and the composition of the street. In rural situations it may include landscapes and related minor buildings such as lodges and steadings even if they are not adjacent to the site.

Views to and from buildings, both planned and accidental, are part of established historic character. Their significance to the historic built environment varies. Views may be directed towards landmarks or take in wider vistas and be significant to historic character. The spaces between the buildings in a group and the shape of buildings may also channel an important view.

Trees within a historic setting cannot easily be replaced with those of the same scale therefore their loss should be carefully considered.

New development may present an opportunity to create or restore views and relationships between buildings. With careful siting and design, new interest may be added to the historic environment without being detrimental to character.

### 2.2.4 Traditional Architectural Features and Details

**Key principle:** Proposals for new development in historic areas or for alterations or extensions to historic buildings will be supported where they demonstrate conservation of the significant architectural details and features of the building, group or place.

A building’s architectural detailing, traditional features, construction techniques and materials may be unique or repeated and common to a building group, a street or a settlement.

External details are often part of a whole design so where one element is
changed it may affect the character of the whole building or a group of buildings.

Variation in detail across the region depends on: the type of building or group, whether vernacular or designed; its original purpose; when it was built; particular local techniques and skills; and whether local or imported materials were used.

Original doors, windows, shop fronts and embellishments showcase materials and techniques which advanced living standards of their time. Retaining these features preserves the historic significance and character of a building or a whole row, even if the use has changed.

Most historic features have a useful purpose: skewstones protect the slates at the edge of a roof from lifting in strong winds; and chimneys provide a flue for open fires and help ventilate the interior. Many are also decorative and provide roof-line interest.

Unusual details of historic interest may be discovered during surveys or building works when their historic significance should be assessed and they should be either retained and restored, or carefully recorded.

Proposals for development or alteration should demonstrate that they preserve, restore or replicate the significant detail and building techniques which contribute to historic character.

2.2.5 Materials

Key principle: Proposals for the use of new materials or the treatment of existing will be supported where it is demonstrated that there will be no significant long term detriment to the existing fabric and character of the building or place.

Traditional buildings of Dumfries and Galloway are built from local stone: sandstones, granite or greywacke. Most traditional building stones can be obtained in Scotland, except granite. Stone is lime pointed some bare but other buildings are lime washed or lime harled and lime washed.

A few 19th century buildings have painted stucco finishes, a form of external plaster, usually lime based,
which allows sharp, detailed ornamental features.

Granite margins and quoins, Creetown

There are a number of industrial buildings and engineering structures of historic and architectural interest constructed from brick, concrete and metal.

Early 20th century reinforced concrete and steel bridge, Kirkcudbright

Early 20th century former car factory, Heathhall, Dumfries

Roofing material is most commonly slate. Slate is no longer quarried in Scotland but there are limited supplies of reclaimed slate available. However, much of the slate in the region came from the north of England and Wales, where it is still quarried.

The character of slate roofs comes from the laying pattern, colour, size and thickness of the slates.

Development should aim to retain all or part of unusual roofing materials and techniques and fully record what may be lost. For example, only one sandstone flag roof is known to survive in the region.

Local stones are red sandstones, either Locharbriggs or Corncockle, paler sandstones, grey granite, greywacke (whinstone) and other rubble stones.
Red sandstone is often used to form skews, chimneys, corner dressings and the margins of window and door openings.

Original exposed stone and brick should remain unpainted.

Power cleaning stone elevations to remove paint or algae should generally be avoided to prevent surface damage. Where there is a wider benefit there are a number of potential cleaning methods which have been demonstrated to be successful and not detrimental to the face of the stone.

Cable routes and attachments to buildings need to be carefully considered to minimise damage to the masonry and keep water from entering.

Masonry which has been rendered or painted in cement based products should ensure that all small cracks are repaired to prevent trapping moisture.

Blonde sandstone door margins, Langholm

2.2.6 Climate change resilience and energy efficiency

The most effective and acceptable proposals for historic buildings will consider how to improve the energy performance and climate resilience of the whole building before putting forward adaptations or alterations to individual parts of the building.

Key Principle: Proposals for the adaptation of buildings to improve resilience to climate change and to reduce energy use will be supported where those proposals consider the whole building and the long term impact on original fabric and historic significance.

The method of construction and the way in which buildings function has changed very significantly since the
1920s as the surface of stone and lime buildings is intended to absorb moisture during rain and to dry out in the sun and wind. They also allow water vapour from living activities to be transmitted to the exterior.

Buildings with elevation materials such as concrete blockwork, glazing, metal sheeting or timber cladding are more resilient to extreme weather if the materials and their fixings are in good condition.

Historic buildings have architectural details which protect roof coverings in the wind and help direct rain away from the elevations: skewstones, double nailed slates, angle-cut edge slates and secret gutters, roof overhangs, drip moulds and robust cast iron rhones, hoppers and downpipes. Keeping and restoring these features has dual benefit in terms of their function and the contribution to the character of a building or group.

Carefully detailed adaptation of these features to improve their performance may be acceptable as long as the impact on historic character is insignificant.

For much of the year, high water tables may pose some risk to buildings in the historic built environment. Modern damp proof methods commonly do not work well for historic fabric. Removing the source of damp may be the only action necessary to remedy the situation. Simple measures may involve improvements to surface water drainage by removing hard surfaces alongside buildings and creating routes where water can flow past without causing damage.

Proposals which reduce climate change resilience should be avoided.

Energy efficiency

Many energy efficiency measures are not suitable for traditional stone buildings as they reduce the ability of
moisture to move through a wall, leading to fabric decay. However, permeable insulation can be used successfully as long as the building fabric also remains well ventilated.

External Insulation

External insulation on stone and lime traditional buildings will usually interfere with the natural permeability of the elevations with a high risk of damaging moisture build up in the fabric.

The appearance of cladding is often detrimental to the historic character of a building or group and may interfere with significant features of a building. This applies equally to traditional, concrete and brick buildings.

If a stone building is already cement rendered or lime harled, replacement with modern lime harling with good insulating properties can reduce heat loss, improve resilience to driven rain, retain an acceptable level of moisture permeability as well as keeping the original character of the building.

Internal Wall Insulation

Conventional internal insulation materials and methods are not technically suitable for traditional stone, lath and plaster lined buildings.

There are a range of ‘open cell’ insulation products available, both natural and synthetic, which maintain the intended movement of moisture across solid stone walls. Some are used behind existing lath and plaster or in conjunction with new permeable wall linings. Where original animal hair plaster in a building has historical significance it should be retained and repaired.

It is also worth giving careful thought to the permeability of proposed interior wall coverings.

Internal Roof Insulation

‘Breathable’, natural, fibre insulation (e.g. hemp and wool) works best in historic roof spaces. Proposals should include a ventilation pathway to the exterior and installation should follow best practice to prevent cold spots which could lead to condensation and mould growth.

Wool, hemp board batts, wood wool boards along with particulate materials can be open cell and allow the necessary water vapour movement through stone and lime walls and from roof spaces.

Windows

A significant part of historic character comes from the windows of a building which may also be part of the original fabric. The quality of materials and detail in pre-war windows is generally better than today. Historic timber and metal windows can be repaired and upgraded using simple interventions.

Glass in windows may also be of historic significance because of the method of manufacture and proposals should take account of this.

Purpose designed secondary glazing may be an effective, reversible route to reducing heat loss through the windows
when original windows and glass should be retained.

**Internal shutters**

Internal timber shutters are a historic energy efficiency device and very effective when upgraded and kept in working order.

Where proposals are submitted the dimensions and detail of replacement timber windows with or without double glazed panes, secondary glazing or new glazed shutters should allow existing shutters to remain in use.

Low tech solutions to improve thermal efficiency and comfort levels within historic buildings such as the use of blinds and curtains can be effective in combination with other measures.

**Micro-renewables**

Generating renewable energy in the historic built environment may have detrimental impact on the character and significance of individual buildings and places.

Less significant parts of a building, outbuildings or discreet external places screened from the main elements of the historic built environment may present opportunity for solar panels. The grounds might be suitable for geothermal heat pumps. Excavation work should consider the potential for the uncovering of archaeological remains.

**3 BASING DEVELOPMENT ON THE KEY PRINCIPLES**

Supporting documents which accompany development proposals, such as design, access and heritage statements, are the opportunity for agents and owners to demonstrate what aspects of the character and significance of the historic built environment have been taken into account to emphasise how the proposals address the policies and key principles of the guidance.
Additional detail follows which may assist with providing the appropriate supporting information.

3.1 Location, History and Development

The features and details of the historic environment tell the story of the region as people have left their mark from earlier times inside and outwith settlements.

Settled people built defensible places such as fortified dwellings, castles and steadings; and places for burial or worship. Trees were removed and planted; quarries, mines and field boundaries were created; and transport infrastructure began with fords, roads toll bars and bridges; marine structures; and railways.

The location of standing historic buildings and other remains shows the social hierarchy of people and which activities were of greatest importance to an area.

The design of buildings could promote the importance of their owners, by using fashionable materials and skills while the less wealthy, working people occupied buildings constructed from readily available local material. However, the skills and techniques used for the grand houses were learned, adopted and adapted by local people.

3.2 Adaptation of traditional buildings and structures

Many Listed Buildings have had changes made to them at different times in their life to improve the conditions for new occupants. However, the complete conversion of a building from one use to another in historic times is more unusual.

Chapels and churches should retain the external and internal character of their former use, particularly if they are Listed, and steadings should continue to read as farm buildings and retain farming related attachments where they can.

The original design of a building usually expresses its historic function. For example tall and decorative windows are traditional features of churches or chapels, and with other design features they show it to be a place where people gathered to worship or pray.

When converting buildings from their former use the first approach should be to explore how the existing spaces and layout and external features can be retained unchanged and the new use adapted to them.

If it is not feasible to re-use the space without change and alterations are required to accommodate the new use, then the character of those spaces should be retained; heights, widths, shapes and decoration of the building should be changed as little as possible.

This may require that an unconventional approach is taken to the design. The modern trend for open plan living is helpful in this respect.

Sometimes, to avoid spoiling the character of a building, a carefully designed extension which can accommodate spaces that need to be subdivided may be a better solution than multiple subdivision of the historic building for different rooms.

The design statement accompanying the proposed conversion should set out
the options that have been explored and why they have been rejected. Where new floors or mezzanines are proposed, the design of existing windows should not be compromised.

The proposal will need to ensure that fire regulations and building standards can be met, sometimes in original ways.

**Accessibility in Listed Buildings**

The Equality Act, 2010, requires that reasonable adjustments are made to allow for ease of access for all users of a building or site.

There are a number of ways to achieve this, depending on the impact it will have on historic fabric. Access requirements should be based on a full assessment of the needs of all users; the character and significance of the historic building or area; and the range of options for access improvements or alternative arrangements that might be created.

Removal of the element that is a barrier to access may be possible however, if this is not acceptable, design should seek to modify the barrier. Where an acceptable alteration cannot be achieved, an alternative access through a less important element of the building or place can be considered.

Buildings for public use need to comply with access standards to allow people of all abilities to enter and exit safely which may mean altering the principle entrance. It may not be acceptable or practical to introduce demountable measures, sensitive lift design or ramps which can be removed without damage at a later date. Design should take the character of a building into account and should use materials which are sympathetic to the building.

![Access ramp to National Gallery of Scotland](image)

Handrails and barriers along ramps should be designed to complement the building and minimising the detriment to appearance and fabric. Railings and handrails of a flimsy or unsympathetic appearance would not be acceptable. The method of fixing railings into stone or concrete should be chosen to avoid future decay.

Additional fire escapes and structural strengthening may also be required.

There will be instances where public access to a building will be so detrimental to the character of the building requiring many physical changes, that alternative ways of providing the service should be considered instead.

There are detailed aspects of accessibility such as lighting, signage, lifts, stair lifts, internal stairs, landings and floor surfaces which will require...
early discussion to ensure they are sympathetic in their impact on the historic environment.

Further information can be found in the HES publication Managing Change in the Historic Environment – Accessibility, 2010
http://www.historic-scotland.gov.uk/accessibility.pdf;

External alterations
All external alterations can have a significant impact on the character and historic interest of a building, group of buildings or a place.

There will be occasions when the proposed use of a building which has a history of under-use or vacancy will require significant alterations to allow a permanent use to be accommodated.

Extensions
Where extensions are proposed to buildings within the historic built environment it will be expected that they are subservient in appearance to the host building.

It would not normally be acceptable to use domestic scale design for extension to buildings which are not already of domestic proportions, including former churches, steadings, warehouses, commercial buildings and shops, as the original historic character and design would be diminished.

Extensions should usually be smaller than the existing building and be placed so that they do not interfere with the appreciation of the principal elevation/s. This can be achieved by being lower in height and set back from the elevations of the host building. To be successful, both the internal height in relation to the new roof height and the practicalities of joining the new to the old should be given careful consideration from the outset.

It is important to recognise that there will be occasions where any scale of extension, or extensive alterations which appear to alter the scale of a building will not be appropriate in the historic environment.

Small extensions can have a significant impact on the character of a historic building so it is important to consider alternative and sensitive ways of providing additional space within the existing building envelope before proposing an extension.

Existing outbuildings which could be sensitively incorporated into the main building using a small and discrete link should be considered; or a new building could be designed to provide the illusion of a linked outbuilding.
**Rain water goods**

Rhones and other parts of the rainwater disposal system including hoppers on the exterior of a building can be part of the original character through their position and decoration.

Traditionally rainwater goods were cast iron and occasionally hoppers are lead and very decorative particularly on earlier grand buildings. It is important to retain as much of the fabric of historic rhones as possible.

The position of new rhones and downpipes should be carefully planned on extensions and new buildings.

**Windows**

On Listed Buildings, the general presumption will be for the retention of timber, sliding sash-and-case or other original windows. Proposals which seek to change any number of windows should provide clear justification for the replacement of each window.

Where the original windows have been lost, replacements should be based on historic drawings or photographs and if these are not available, they should copy the details of windows on a local building of the same period and a closely similar style.

If the existing original windows cannot be repaired effectively, new windows should faithfully copy the traditional detail. They should be constructed in the same material and replicate all of the parts and method of installation of the original windows: the profile of the astragals, styles, meeting rails; method of fixing glass; linseed putty; opening mechanism; and paint finish.

In some cases, new windows can be fitted with slim double-glazed units but the joinery should match the profile of traditional windows in the building.

Castle Street, Dumfries is a continuous terrace with a strong design theme: repeated but varied architectural details; tall building turning a corner; window and door openings at the same height with window patterns repeated.

However, it should not be assumed that double-glazing will be acceptable and other measures to improve thermal performance should be explored especially where there is a risk that new windows will prevent original...
internal timber shutters from opening and closing.

There are places where the original historic glass should be retained in all or some of the windows.

The loss of original joinery and the effect of the different reflective qualities and imperfections of historic glass on character should be carefully considered before repair, restoration or upgrading. The loss of original window fabric and details requires clear justification.

Upgrading of the windows being retained and the use of secondary glazing may be a practical option which does not result in the loss of historic fabric and has minimal impact on character.

**Window replacement**

In Listed Buildings accurate and detailed measurements of each individual, original window and their parts is necessary to ensure that their historic detail is recorded and that replacement windows exactly match those being removed. The condition of each window should be described, supported by independent evidence. HES provide an assessment guide in their technical advice ‘Conservation of Timber Sash and Case Windows’ Appendix B at the following link:


Appendix 3 of this guidance provides a transcript of that proforma to assess the window condition.

Replacement windows should avoid modern shortcuts that result in the loss of the small joinery details including using beading in place of putty or adding window horns when not present in the original.

They should aim to use the existing mechanism in sash and case windows.

**New window and door openings**

The placement of openings in extensions or in infill development should continue the symmetry and balance of the existing or neighbouring principle elevations.

A small selection of window and door openings found within the region.

Where new design is of a high standard which may create contrasting character without overpowering the historic character, modern proportioned openings and glazing may be acceptable. However some of the
established heights and dimensions of openings on existing buildings should be followed.

Internal alterations

There is a risk that internal alterations will have a detrimental effect on the special historic character and fabric of a Listed Building and changing the design or the materials used in any part of it or in curtilage structures requires Listed Building Consent.

The starting point for alterations to any part of the interior should be to identify all of the significant features and consider how the proposed use might fit within the existing layout of the building without any or with minimum change. This would ensure that all historic detail and fabric is retained.

Low-level screens to create partially enclosed private areas may be an alternative to full partition walls.

Conversions which retain historic features and detail are usually much more interesting than those where they are no longer visible.

However where changes are required the presumption should be to adapt the use to the building as much as possible rather than the other way round. It is the role of the architect or agent to persuade their client in respect of what might be considered acceptable.

In special cases it may be acceptable to preserve features by using methods which enclose or cover them in material that can be removed at a later date without damage.

Where there is an over-riding benefit derived from alterations for the new use, it may be acceptable to remove or alter some features. Very clear justification will be needed for proposals of this nature. Features to be covered or lost should first be recorded in place, in the building.

General alterations

Micro-renewable energy technology

Energy conservation measures have been considered earlier in the guidance and should be employed before the considering the installation of micro-renewable equipment on a historic building or in a historic place.

The attachment of heat exchangers, wind turbines, solar panels, photovoltaic panels may have a detrimental impact on the fabric and character of a building.

Equipment may be acceptable in discreet locations away from prominent or principal elevations or using outbuildings, behind boundary walls or on hidden parts of a roof. Any attachments should be capable of being removed without damaging the building.

Ground mounted units may be a solution where Listed Buildings cannot accommodate them otherwise.

Free-standing turbines should be positioned away from principal views of the main Listed Building or conservation area. On large properties with ancillary buildings, free-standing turbines should be sited to form a logical grouping with outbuildings.

Utilities equipment

Satellite antennae, aerials, cables, alarms and pipes all have the potential to be visually intrusive and a conduit
for water to enter a building if they are not carefully placed and the work carried out competently.

Listed Building Consent may be required for attachments and will normally be supported where they are not visually detrimental to the building. The impact will need to be considered for all the building’s elevations and its setting.

Modern services should be grouped and placed with least damage to a building including all electricity and gas entry points, sockets, meters and equipment, telecommunications, vents, flues, waste water and sewerage arrangements.

This may sometimes require that a group of flats have some communal services. Designs should detail how the services will be introduced and project managers or owners should carefully supervise the work; the method of installation of services should not be dismissed as insignificant.

Internal services and partitions or enclosures for ensuite bathrooms should be designed so as to avoid damage or detriment to the integrity of plasterwork, dados and joinery of historic or decorative significance.

Owners and agents need to brief contractors so that they are fully aware how a small intervention into historic fabric can have a long term effect on the building. This includes
- avoiding the use of cement and modern sealants where lime should be used,
- taking care to preserve the integrity of fire retardant products to prevent severe reduction of fire protection, and
- ensuring there are no small open channels or cable routes which allow trickles of water to penetrate historic fabric.

To meet Building Standards the layout should allow safe means of escape and adequately fire protected zones with minimum detriment to the character and fabric.

There are innovations in fire and heat detection, suppression measures using water, gases, fire retardants, seals and intumescent paint systems which can be considered and special moveable escape ladders may be considered.

If fire safety or access measures cannot be achieved without significant detriment to the building, it may mean that the proposed use or design is not appropriate for the building.

Reference to the most up to date Building Standards and up to date version of guidance from Historic Environment Scotland for Practitioners 6: Conversion of Traditional Buildings http://www.scotland.gov.uk/Resource/Doc/217736/0093894.pdf

It is important to discuss proposals with a Building Standards Officer.

3.3 Appropriate layout, scale and massing.

Urban grain and urban form are terms used to describe the pattern of development and the layout and hierarchy of streets in a settlement.

Settlements

The historic villages and towns of the region may be modest or small in size but some were clearly based on a plan,
as seen on old and current maps. The pattern of each historic settlement is an essential element of its character and should be the basis for planning the layout of new development.

Wigtown is based on narrow burgage plots fronting a mediaeval market. On each plot the buildings line up with their neighbours. There are buildings along the back lanes, behind the main street. Blocks are divided by narrow side lanes. The streets have strong continuous building lines.

By contrast, Durisdeer has a less structured layout. It lies alongside a former Roman route and has a small number of dwellings gathered loosely around a green space. The church is positioned on the northern edge of the space, housing the Douglas family mausoleum.

Isle of Whithorn grew organically around a sheltered harbour.

Other settlements have a linear form, or developed at a junction or river crossing: a distinctive example is Kirkpatrick Durham.

New Langholm is the western part of Langholm, developed from the 18th century to house workers for the mills. The mills occupy large blocks and the
perimeter streets are lined with terraces. There was a small civic space included in the original layout. The pattern and layout are important aspects of the historic significance of New Langholm.

Extract from National Library of Scotland’s copy of John Thompson’s Atlas of Scotland, 1832

New Langholm, 1st Edition OS, Langholm surveyed 1857

Streets, Groups of Buildings and Spaces

Buildings enclose streets and urban spaces in a distinctive often orderly way and the building line in relation to a street makes a very important contribution to the pattern of development.

In historic areas alternatives to frontage parking may need to be found to preserve the building line.

In a rural setting the grouping and layout of buildings, such as a historic steading, relates to their historic function and significance.

The size and shape of the spaces between buildings, including gardens, may be a distinctive part of the urban grain and the character of an area. Proposals should take account of those spaces to keep that character.

Insertion of new development and extensions into historic places should take account of the historic urban grain by maintaining established building lines and spaces.

Scale, Height and Massing

The scale of historic buildings across the region relates to their function and their setting. In the historic environment the types and sizes of dwellings and commercial buildings allows the social hierarchy of a place to be read. Heights and widths of a building may be similar to neighbours or it may stand out from those around it by being narrow and tall, central in a group; shaped to turn a corner; or the end of a row.

In historic settlements the continuous or varied building heights contribute significantly to the character and may be one of its special qualities. The individual taller historic buildings may be focal points in the street or landmark buildings viewed from further afield.
Proposals to change the height of parts of a Listed Building or to introduce new buildings of different height into a historic place will impact on the historic character.

To successfully link existing buildings or add extensions without increasing the massing, sections of the building may need to be of a significantly lower height and narrower front to back depth. Using glass or modern contrasting materials in this way can maintain the appearance of separation of two buildings or their parts.

Gatehouse of Fleet Conservation Area: The forward building line is common in both streets; house widths are repeated but not uniform; and roof heights vary in both streets although none are more than 2 storeys. The social hierarchy is legible in the houses within the streets.

A light, low structure linking two buildings

Designs for an extension or new building should explore ways of limiting the massing. Front facing gables, reducing the heights of some elements and introducing roof line features may be appropriate. However, the position and proportions of the architectural elements should be well designed to match the proportions of historic elements because under or over-sized architectural details will detract from historic character.

Design for new development may employ a number of methods to maintain the established massing and character of the historic built environment.

3.4 Taking account of views, settings and landmarks

Historic setting is generally accepted to be the way in which the surroundings of a historic place, object or building contributes to how it is experienced, understood and appreciated.

The context for development is wide ranging and includes:

- the siting of buildings/structures within the topography;
- natural and designed landscapes;
- views, vistas and intervisibility;
- layouts and building lines;
- existing scale, height and form;
- architectural features and local details; and
- associated buildings and boundary features.

The impact of new large structures in the landscape such as pylons, agricultural or industrial sheds, communications masts and wind turbines, may be far reaching in the historic built environment.

Siting and setting

Isle Castle is a fortified dwelling, rubble built, close to a natural harbour and looks over the sea on the Machars peninsula. It stands within a small village.

Drumlanrig Castle stands alone, inland, looking over the Nith Valley towards the Lowther Hills. It is an ornate building in a designed landscape with connections to nearby settlements.

The views to and from both buildings of similar age are important parts of their setting and historic significance.

Views and intervisibility

There are many built historic structures in the region either designed by renowned architects and engineers, or simple, vernacular and functional, where their historic purpose is linked with their views and surroundings.

3.5 Regional architectural features and materials.

There is a great range of vernacular and designed historic features across the region. They reflect the special local skills and materials that were used and some may be unique to a single building or found only in a small number. These details should be considered carefully before designing development, to reduce the risk of them being permanently lost.

The regular use of similar architectural and vernacular features shared by formal or loosely collected groups of buildings may be key to the character of the group.

New development in the historic built environment may set out to blend in with the existing buildings; create contrast; or introduce a new landmark.
Justification for the proposed approach will require a good understanding of the historic significance of the building and its surroundings.

Individual architectural elements of buildings which contribute to historic character, either on individual buildings or on groups of buildings, should be retained, repaired or restored, ideally with a function.

The elements of buildings which contribute to character in the region include the following which is an indicative rather than an exhaustive list:

- chimneys and cans [pots];
- bay windows and dormers;
- shop fronts and shop signs;
- building materials and finishes;
- window and door margins;
- windows and doors;
- skew stones and ridge capping; cornices, corbels and string courses;
- roofing materials: size, colour and pattern of laying;
- clock towers;
- balconies and parapets; and
- decorative plaques and shields.

In rural areas, stoves and open fires are part of the heating provision within a building and a useful inclusion in design from the outset. In towns, gas fires and extraction systems can use existing chimneys. External design of new flues may require masonry chimney to match the proportions and detail of others around it.
Windows and doors

Changing window and door openings and original joinery and patterns of glazing can have a dramatic impact on the character and appearance of a building or group.

Proportions of traditional openings and their relative positions are an important part of historic character. The openings may be part of balanced or symmetrical design in individual buildings and part of the homogeneity of groups.

Sill heights, the proportions of the openings; position relative to distance from each other and from the eaves; and the depth of reveals are key elements of the character of street elevations.

Where the windows to be replaced are not original, in most cases, replacements should use the characteristic style and traditional materials of nearby buildings or buildings of the same architectural type.

Development proposals need to show that they have considered the wide impact of changing openings and window and door joinery and glass.

Where traditional windows are upgraded to improve thermal performance trickle ventilation needs to be properly considered so that it is not visually intrusive. There are a variety of ways of achieving trickle ventilation which may require an element of skilled joinery. Alternatively other means of ventilating a room may be acceptable to meet building standards.

There are also metal and leaded paneled windows in the region which are unique to that building which are difficult to replicate successfully and which should be repaired and retained.

Where they are damaged beyond repair a full detailed recording of the joinery elements should be made. Good copies might be remade from these details at a later date.

Dormers, roof-lights and roof windows

Roof windows are a traditional way of letting light into parts of a building and they have been used in different shapes and positions on a whole range of buildings.

Roof lights

Roof lights historically occur in dwellings and some outbuildings as small single cast iron windows flush with the roof covering, high up the roof, usually on a rear slope.

In steadings they also occur as long, cast iron sub-divided windows usually near the ridge.

Roof lights may be fixed closed when they are only for natural lighting purposes or have opening mechanisms for ventilation.

The proposed internal layout for the adaptation of a building needs to take account of the historic external appearance and should avoid multiple windows on the roof slopes and allow the roof window shapes, sizes and positions to be based on historic examples where possible. There are also a number of discrete, modern ways of getting light into space which may have minimal impact on the character or fabric of a traditional building subject to their detail: sun tubes, pipes and tunnels.
Occasionally a large modern roof window which has a clear purpose and which reduces the need for many other roof-lights would be acceptable.

The original purpose and character of the building will determine the acceptable size, shape and number of roof windows.

Dormers

In order to use the roof space of a building dormer windows have become a feature and there are a wide range of historic styles of in the region on which to base good design.

Intrusive large flat roofed modern box dormers should be avoided on historic buildings and there are it is unlikely that they would be considered acceptable as there are no historic
examples in the region. Dormers should be proportionate to the building and reflect the local character of those around them.

Dormers may not be acceptable at all on Listed Buildings and in some conservation areas.

The materials used to construct dormers should reflect what is used locally and may include leaded cheeks, slated hung cheeks, slated or leaded roofs, and the ridge treatment and rhones should be proportionate to the dormer itself. Timber window frames should be used and the window style – sliding sash and case or side hung timber casements should be carefully detailed.

A modern, well designed dormer will occasionally be acceptable.

*Cornices, corbels and string courses*

Sandstone buildings in the region or those rarer examples built from brick and terracotta often have intricate decorative features which are unique to the building or typical of the local area including corbels and string courses, drip mouldings. These are features which should be retained and restored where damaged.

In some situations the best design solution will be to replicate them, for example if the detail is part of a repeated theme in terraces or grouped buildings and a new building or extension is to be added to that group.

In other situations, where an extension is subservient to the main building, simplified decorative features will be more appropriate.

3.6 **Enabling Development**

3.6.1 LDP Policy HE8 gives support to Enabling Development. Enabling development is development which conflicts with other policies in the LDP and which, in its own right, would normally be considered to be unacceptable, but which may be supported by the Council if that development will facilitate and secure the long term future of a historic asset by using the profit generated by the development.

3.6.2 The conflict with other planning policies places a responsibility on both the developer and the Council to carefully assess whether the public benefit from the restoration of the
historic asset outweighs the disbenefit from setting aside other policies.

3.6.3 The design of new development using the enabling development policy will be required to be of a high quality, reflecting the character of its surroundings, and must be in compliance with the overarching and the Historic Environment policies of the LDP.

3.6.4 The new development and the property to be restored do not have to be in the same ownership provided there is a legal agreement between the respective parties through which restoration and profit from the enabling development will remain financially interdependent.

3.6.5 Enabling development is intended to be a ‘one off’ mechanism to secure the long term survival and use of a historic asset. However, in some cases, it may be linked to the financing of the onward management of the heritage asset, in which case there needs to be a clear mechanism or route for that to be secured. An example may be that the rental income from the enabling part of the development is ring fenced to maintain a building or designed garden.

3.6.6 Applications which look to Policy HE8 for support must include sufficient financial information in respect of the total proposed development to demonstrate that the scale of the proposal is justified, in order to meet the policy requirements. The financial information will be exempt from disclosure to the public, but the applicant should expect that independent financial advice may be sought by the Council to assess the information if there is any need for clarification regarding its content. The applicant will be expected to bear the reasonable cost of this independent assessment. The findings of the assessment may require adjustment to the proposal.

3.6.7 Applicants should expect to have restrictive planning conditions and / or a planning obligation attached to any permission and should therefore be prepared to have access to their own legal services to facilitate this.

3.6.8 The policy sets out a number of tests:

*It is the only means of funding the long term use of the historic asset*

The first test is whether the asset could be reasonably restored and reused without any enabling development by designing a scheme for adaptation and re-use of the heritage asset which would be supported by other policies of the LDP. A developer should demonstrate what alternative proposals have been considered before putting together a scheme which includes enabling development.

3.6.9 There should be evidence provided that the historic asset has been marketed at a price which reflects the cost of the works for its restoration and reuse and that sufficient associated land was included when the property was offered for sale. Furthermore, an unrealistic purchase price of the property which did not reflect the restoration or other costs (conservation deficit) would not normally be acceptable as part of the financial argument for enabling development.

3.6.10 Evidence should be provided as part of an application by a developer
that all reasonable efforts have been made to secure funding from other sources, including loans.

**Location of enabling development**

3.6.11 The location or siting of the enabling development should have a visible or historic connection with the property or place being restored. Examples are that enabling development could be sited on land within the original curtilage or policies (estates) of a large house to fund the restoration of some of the buildings or designed gardens; or enabling development could be sited close to the property being restored. However, the enabling development must not damage the historic interest or setting of the place it seeks to restore.

**Scale of proposed enabling development**

3.6.12 The amount of enabling development must be proportionate to the funds needed for the restoration. It should be the minimum necessary to generate the income for the restoration and reuse of the target historic asset. As the profit generated by the enabling development will be used for the restoration work, the costs of both elements must be set out in a business plan and financial projection accompanying the application, in order to allow the viability assessment of the scheme to be assessed.

3.6.13 It is acknowledged that developers will not undertake proposals to simply break-even and that a small profit over and above that required to fund the conservation deficit will be considered favourably. Where appropriate, in order to assess the reasonableness of the case put forward, the Council will seek independent financial advice, at the expense of the applicant.

3.6.14 In exceptional cases, where there is uncertainty regarding the timeframe for the restoration work, the planning authority may require the use of bonds which would be paid at agreed stages of the development and retained for the use of restoration of the historic asset.

3.6.15 In all cases, planning conditions or obligations will be used to secure the co-delivery of the enabling development with the restoration of the historic asset.

### 3.7 Historic Battlefields

3.7.1 The Council’s Policy HE7 Historic Battlefields seeks to support development that would not have an adverse impact on the character, appearance or key features of an Inventory Historic Battlefield. The only battlefield currently identified within the Council’s boundaries is that of the Battle of Sark near Gretna, where there is some development on the northern edge of the historic site.

3.7.2 The key features of the site are set out in the entry and description in the HES Inventory of Historic Battlefields. [http://portal.historicenvironment.scot/designation/BTL40](http://portal.historicenvironment.scot/designation/BTL40)

3.7.3 Early discussion with the Council and officers from Historic Environment Scotland will enable a fuller understanding of the key characteristics and how to preserve them in any development proposals.

3.7.4 It should be noted that inclusion of a Historic Battlefield in the HES
Inventory removes most permitted development rights.

**4 DEMOLITION OF LISTED BUILDINGS AND UNLISTED BUILDINGS IN CONSERVATION AREAS**

Scottish Planning Policy, states that there is a “presumption against demolition or other works that will adversely affect a Listed Building or its setting.”

Consent is required for the demolition of a Listed Building or an unlisted building in a conservation area. The first option for historic buildings should be to find them a new use. It is recognised however, that as a last resort, there will be circumstances when a proposal will be put forward which includes demolition of a Listed Building or a building in a conservation area.

**Historic Environment Scotland Policy Statement, June 2016:**

Criteria for the demolition of a Listed Building or unlisted buildings in conservation areas.

Paragraph 3.42 Where the application proposes the demolition of a Listed Building, applicants will be expected to provide evidence to show that:

a. the building is not of special interest; or

b. the building is incapable of repair; or

c. the demolition of the building is essential to delivering significant benefits to economic growth or the wider community; or

d. the repair of the building is not economically viable and that it has been marketed at a price reflecting its location and condition to potential restoring purchasers for a reasonable period.

Demolition will only be considered favourably if it is demonstrated that applicants have made all reasonable efforts to retain the building considering all of the Historic Environment policies of the LDP.

Pre-application discussion is encouraged between the applicant and the local planning authority and HES to ensure that all routes have been explored and the necessary information and evidence is provided to accompany the application.

Consent for demolition of a Listed Building will therefore only be granted in exceptional circumstances.

There are circumstances where a building may be considered to be beyond repair and when demolition may be the only possible route. For example if the structural condition of the building is so poor that very little of the original fabric could be retained without rebuilding. In rubble wall construction where the main elevations and load bearing walls of the building have become unstable the amount of fabric that might be saved may be very small; or in cases of ‘concrete sickness’ when the reinforcing steel is rusting and putting the whole structure at risk.

Demolition proposals should be fully in accordance with the requirements of Scottish Historic Environment Policy Historic Environment Scotland guidelines and Historic Environment Scotland guidelines and applications for demolition must provide clear evidence that they meet the criteria set out in Historic Environment Scotland Policy Statement, June 2016.
Examples of varied roof line details: a selection of skewstones – stepped, shaped, interlocking and plain; a shaped gable stack; and decorative skewputts and finial.

Some of the variations in chimney styles across the region.
Graded Lancashire slate roof

Sandstone flagged roof

Lodge with overhanging slate roof, angle cut tiles and verge board; decorative slate work and example of ‘double lap open tally’ slating in Nithsdale.

Patterns of slatework found in region. Sandstone drip moulds over gate lodge door; unusual corbelling detail on corner of sandstone house.
Appropriate professionals will need to confirm that the proposed new building or facility is necessary on the site of the building to be demolished and cannot be met nearby or be provided in the existing building structure or by incorporating it into the development. The demolition is expected to deliver significant community benefits, i.e.: those which enable wider development schemes or infrastructure projects that cannot be provided in another place. They must be weighed against the permanent loss to the whole community of part of the historic built environment.

Evidence will be required to show that a search for alternative sites or other options has been properly considered.

A recording should be made of historic buildings for deposit in the Council’s archive and notice given to HES for a formal record to be made for the national archive.

The recording of buildings can be undertaken at different levels of detail depending on the needs. Appendix 2 gives further advice on building recording for these purposes.

Demolition in Conservation Areas

In conservation areas demolition should not have a detrimental impact on the special character and historic interest of the conservation area.

It will normally be expected that the proposals which will replace the building being demolished have been formally approved, with planning permission, before any demolition takes place.

Applicants may also need to provide evidence of having the necessary finance in place to go forward. A formal legal agreement between the developer and the Council may be required.

5 ADDITIONAL INFORMATION

Maintenance and repair

Maintenance is essential to preserving the careful work and craftsmanship of our ancestors which we often cannot properly replicate in the same material, because there may no longer be anyone with that skill or the same quality of material is difficult to find.

Maintenance techniques must be appropriate and owners should have the confidence to appoint only trades with the necessary traditional skills and experience. Some conventional modern products and methods should be rejected because they have been shown to have long term detrimental effects or they are new and unproven.

It is a widely recognised rule of thumb that an owner should expect to spend an average 1% of the monetary value of a building on maintenance annually. Using the adage “A stitch in time, saves nine” is very appropriate as failing to carry out regular checks and to carry out necessary work will result in significantly more extensive and expensive repair later in their life.

There is no product that is maintenance free and there are most often consequences to using the wrong techniques and materials.

It is worth remembering that one of our forebears, with particular skills, put effort and time into producing the
working parts and detail that gives a building and place its character and that can be so easily and unwittingly lost through insensitive alteration and repair.

**Protected species**

Parts of many old buildings provide suitable habitat for bats and birds. Bats may be present in roofs or under slates in a dormer.

All bats and their roosts and nurseries are protected from interference and work to historic structures should consider the potential presence of bats and seek the necessary permissions and guidance from Scottish Natural Heritage before carrying out any work or carrying out timber treatment.

Similarly, nesting birds are protected from disturbance. The number of places where some birds can nest is diminishing, so provision should be made for swifts, martins and swallows to ensure that nest sites are not disturbed during work and are available after works have finished.

Special arrangements are also expected for barn owls. However checking with SNH is the best way of confirming what is required.

**Cleaning stonework**

Stone cleaning should be avoided unless it is necessary. Evidence should be provided by a stone conservation specialist in respect of the methodology and its effect and why cleaning is required. Abrasive methods will not be permitted.

Stone cleaning and painting may need formal consent.

It is not appropriate to use sealants or treatments to stone which are intended to repel water as the long term effects are untested. This includes silicone, oils, or any other new product.

External walls that are very damp may also suffer from algal and plant growth. The cause of the dampness should be repaired and damaged pointing repaired in lime. Likely causes are damaged or blocked rainwater goods, damage to drip moulds or roof overhangs, damaged leadwork or poor drainage at ground level which can be remedied. The drying of the wall will prevent further growth. A soft brush and water may be used to remove the algal growth once the remedial work has been undertaken.

Larger invasive plants, such as ivy or buddleia, need to be cut back and treated professionally to prevent regrowth. Once dead they can then be removed and damage repaired.

**Lime mortar pointing**

Pointing is the surface appearance of the mortar bed separating the stones in masonry construction. The impact of pointing on the appearance and character on a building can be significant.

Traditional lime mortar, which is more permeable and more flexible than cement mortar, must always be used in all traditional masonry. Cement mortar will damage the stonework as it is inflexible and impervious to moisture. No addition of cement to the lime mortar is acceptable as it interferes with its correct function. Wholesale re-pointing should not be undertaken unless it is absolutely
necessary. Only joints where older mortar has failed and can be easily raked out should be re-pointed. Pointing must always be weaker than the surrounding stone.

Harling or rendering

In some areas buildings were given coats of protective harl (or render) based on lime mortar. Often the mix incorporated larger aggregate or gravel and the term ‘wet dash’ is used to describe such finishes.

Re-harling (wet-dash) in lime should only take place where it already exists as a traditional finish locally on similar buildings. Small cracks in lime harling are chemically self-healing but the addition of any form of cement will interfere with that important property.

Lime mortar is able to self-seal small cracks that form through natural movement. It also allows moisture to dry from the surface of the wall. It is permeable to water vapour but provides protection from driven rain.

Lime harling or lime based rendering of unharled stone buildings should only be applied where it is necessary for the proper preservation of the building or where it can be shown to have been the original and appropriate finish. Repointing with lime mortar and lime wash treatment should first be considered.

Modern cement-based and dry-dash renders, also known as ‘pebble dash’ will not normally be permitted.

Shop fronts

There are a great many variations in shopfronts across the region. Some traditional shopfronts were timber with pilasters on both sides and sometimes either side of a doorway. There would be a low ‘stall riser’ beneath the glazed openings. The glazing would often have small panes across the top and large display panes below. They included a frieze between decorative consoles where the signage would be painted on or attached in individual lettering.

Some shops have canopies which would be used to shade the window.

A typical shopfront

The features of a traditional shopfront are part of the character of historic buildings and contribute to the vitality and interest of a place. They should not be covered up with external security shutters. There are many ways in which shop front security can be provided. Early discussion with the Council is advised before the necessary planning permission is sought.

Shop front signage and advertisements should also be discussed in advance as there are many sympathetic and attractive options.

Painting traditional buildings

Repainting may require planning permission and/or Listed Building consent. In some instances, where the impact is significant, this will apply to painting joinery especially larger areas such as shop frontages.
Enquiries should be directed to Development Management in the first instance using telephone number 0303 3333000 or using the email: planning@dumgal.gov.uk
## APPENDIX 1

### HISTORIC ENVIRONMENT POLICIES OF THE LOCAL DEVELOPMENT PLAN

<table>
<thead>
<tr>
<th>Policy OP1: Development Considerations</th>
<th>Policy OP2: Design Quality of New Development</th>
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</thead>
<tbody>
<tr>
<td>Development will be assessed against the following considerations where relevant to the scale, nature and location of the proposal: (…)</td>
<td>Development proposals should achieve high quality design in terms of their contribution to the existing built and natural environment contributing positively to a sense of place and local distinctiveness. Where relevant proposals should:</td>
</tr>
<tr>
<td><strong>b) Historic Environment</strong></td>
<td>• relate well to the scale, density, massing, character, appearance and use of materials of the surrounding area and in so doing be sympathetic to the local built forms as well as respecting the important physical, historic and landscape features of the site and its vicinity; (…)</td>
</tr>
<tr>
<td>Development proposals should protect and/or enhance the character, appearance and setting of the region’s rich historic environment principally by ensuring they are sympathetic to nearby buildings, sites and features, integrate well and complement the surrounding area. The information contained within the Council’s Historic Environment Record and Scottish Historic Environment Policy, and any subsequent revised or amended document, will be a material consideration in the assessment of proposals.</td>
<td>• be designed to create safe, accessible and inclusive places for all people which are well integrated into existing settlements and respect the established historic layout and patterns of development, that are also adaptable to future changes; (…)</td>
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</tbody>
</table>

### Policy HE1: Listed Buildings

<table>
<thead>
<tr>
<th>a) Alterations</th>
<th>b) Demolition or Partial Demolition of Listed Buildings</th>
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<tbody>
<tr>
<td>The Council will support development that makes effective, efficient and sustainable use of Listed Buildings. In considering development that impacts on the character or appearance of a Listed Building or its setting the Council will need to be satisfied that:</td>
<td>Proposals that involve the demolition or substantial demolition of a Listed Building or buildings or structures within its curtilage will only be supported where it is demonstrated that one of the four key tests for Listed Building demolition that are set out in the Historic Environment Scotland Policy Statement, June 2016 paragraph 3.42 (or any subsequent revised or amended document) are met.</td>
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<tr>
<td>• proposals to extend or alter a Listed Building respect the appearance, character and architectural features which contribute to its listing and do not seek to overwhelm or otherwise damage its original character and appearance; and</td>
<td></td>
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<tr>
<td>• the layout, design, materials, scale, siting and the future use shown in any development proposals are appropriate to the character and appearance of the Listed Building and its setting; and</td>
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<tr>
<td>• proposals for a change of use will not result in loss of character or special architectural or historical features.</td>
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<tr>
<td>• Proposals to extend or alter a Listed Building should include written justification demonstrating a full and proper understanding of the character and special interest of the building.</td>
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</table>

### c) Recording Schemes

In considering proposals that involve the alteration, demolition or partial demolition of a Listed Building or buildings or structures within its curtilage the Council will require that a scheme for recording of the building is submitted, agreed with the Council and implemented by the developer where there will be loss of historic fabric, detail or changes to the general arrangement.

The Historic Built Environment Supplementary Guidance provides further information to help design and assess alterations or extensions and record the existing fabric.
Policy HE2: Conservation Areas

The Council will support development within or adjacent to a conservation area that preserves or enhances the character and appearance of the area and is consistent with any relevant conservation area appraisal and management plan. In considering such development the Council will need to be satisfied that:

- new development, as well as alterations or other redevelopment of buildings, will preserve or enhance the character, appearance and setting of the conservation area through appropriate design, general scale, massing and arrangement, use of materials and the detailing of such development;
- the quality of views within, from and into the conservation area will be maintained or enhanced; and
- in the case of the proposed demolition of any building in the conservation area, it can be shown that the demolition will not be detrimental to the character of the conservation area and it can be clearly demonstrated that any redevelopment of the site will preserve or enhance the character of the area.

The Historic Built Environment Supplementary Guidance and individual conservation area character appraisals and management plans provide further advice regarding development proposals in conservation areas.

Policy HE3: Archaeology

a) The Council will support development that protects significant archaeological and historic assets, and the wider historic environment from adverse effects.

In considering development proposals the Council will need to be satisfied that:

- the development preserves or enhances the appearance, fabric or setting of the site or asset in-situ; and/or
- where there is uncertainty about the location, extent or significance of these assets an agreed scheme of assessment and evaluation to inform the application is included with the proposal; and/or
- due consideration has been given to the significance and value of the site or asset in relation to the long-term benefit and specific need for the development in the location proposed.

b) Where, due to exceptional circumstances, development is to proceed and the preservation of historic assets in-situ including buildings is not possible, a scheme of mitigation involving excavation, recording, analysis, publication and archiving and any other measures appropriate to the case has been agreed with the Council.
<table>
<thead>
<tr>
<th><strong>Policy HE4: Archaeologically Sensitive Areas</strong></th>
<th><strong>Policy HE5: Hadrian’s Wall</strong></th>
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<tbody>
<tr>
<td>The Council will support development that safeguards the character, archaeological interest and setting of Archaeologically Sensitive Areas (ASAs) as designated by the Council. Boundaries of ASAs are shown on map 6 and the proposals maps.</td>
<td>There will be a presumption against development which would have an adverse impact on those aspects of the setting which contribute to the Outstanding Universal Value and setting of Hadrian’s Wall World Heritage Site, as set out in the Hadrian’s Wall World Heritage Site Management Plan and any subsequent documents, unless mitigating action can be taken to redress the adverse impact.</td>
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**Policy HE6: Gardens and Designed Landscapes**

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<tr>
<td>a) The Council will support development that protects or enhances the significant elements, specific qualities, character, integrity and setting, including key views to and from, gardens and designed landscapes included in the Inventory of Gardens and Designed Landscapes or the Non-Inventory List. In considering development proposals the Council will need to be satisfied that:</td>
<td></td>
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<tr>
<td>• the development protects or enhances the significant elements of the garden or landscape in-situ; and</td>
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<tr>
<td>• due consideration has been given to the significance and value of the asset in relation to the long-term benefit and specific need for the development in the location proposed.</td>
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<tr>
<td>b) Developers will be required to submit the results of an assessment of the impact of their proposals on the sites and their settings including details of any potential mitigation measures.</td>
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<tr>
<td>c) Proposals that would have a detrimental effect on the specific quality, character or integrity of a garden or designed landscape will not be approved unless it is demonstrated that the benefits of the proposal are of a sufficient public interest to override that detriment. Boundaries are shown on the Proposals Maps.</td>
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**Policy HE7: Historic Battlefields**

Where it would not have an adverse impact on the character, appearance, setting or key features of the battlefield, the Council will support development within a site listed in the Inventory of Historic Battlefields. The siting, scale and design of development, new buildings or alterations and extensions to existing buildings must preserve, conserve or enhance the key characteristics of the battlefield. These may include landscape characteristics, key viewpoints which assist the understanding of the battle and any historic assets (including the potential for archaeological deposits found in situ).

The Historic Built Environment Supplementary Guidance identifies where this policy applies.

**Policy HE8: Enabling Development**

New development which, through cross-financing, will result in the re-use of a Listed Building or another identified historic asset(s) through restoration, adaptation or repair, may be acceptable where:

a) it is demonstrated that the proposed development is the only means of funding works to secure the long term use of the Listed Building, or identified historic asset(s), through restoration, adaptation or repair; and

b) the proposed development is in the vicinity of the Listed Building or identified historic asset(s), the reuse of which it will enable; and

c) it is demonstrated that the scale of the proposed development represents the minimum necessary (subject to the development costs being independently verified*) to enable the long term use of the Listed Building or identified historic asset; and

d) the resulting development is of a high quality design in which the setting and historic features of the Listed Building or the other identified historic asset(s) are respected.

[*the developer will bear the reasonable costs of independent financial advice required to assess the planning application]*

Supplementary Guidance for the Historic Built Environment will include additional information on how enabling development will be assessed.
APPENDIX 2
RECORDING PRIOR TO ALTERATION OR DEMOLITION OF LISTED BUILDINGS AND UNLISTED BUILDINGS IN CONSERVATION AREAS

guidance notes taken from the

*Historic Building Recording Guidance for Curators, Consultants and Contractors, ALGAO: Scotland, 2013*

The full ALGAO Scotland guidance for recording is found at


**Historic Building Appraisal**
An appraisal report should generally include;

- An archive assessment
- A general description of the structure(s)
- Photographs
- An annotated ground plan

Field records should include the following:-

**Drawings**
- Location map of the structure/s within the landscape (1:10,000 or larger scale)
- A ground plan (the architectural plan/s are acceptable, if relatively accurate).
- A map regression depicting 1st / 2nd edition Ordnance Survey map locations (additional historic OS maps may also be relevant) and earlier historic maps of the development area with the location of the site clearly marked.

**Written**
- A descriptive summary of the structure, such as: type of building; its place in the wider topographical landscape; materials used in construction; any visible changes in build/additions; etc.
- A structure description (a general appraisal of the external elevations/features and any other relevant constructional details).
- A short narrative section describing the significance of the findings of the historic building appraisal.

**Photographs**
- Photographs of the building in its setting
- Photographs that relate to and complement the descriptions within the text

A Historic Buildings Appraisal report should provide adequate detail to inform the level of any further works. There are a number of levels of survey set out in the following table one of which will be appropriate to each situation. Please consult the ALGAO: Scotland website for further detail.
<table>
<thead>
<tr>
<th>Survey Type</th>
<th>Record</th>
<th>Written</th>
<th>Drawings</th>
<th>Photographic</th>
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<tbody>
<tr>
<td>Appraisal</td>
<td>Visual</td>
<td>Basic description</td>
<td>Sketch and/or annotated ground/floor plan</td>
<td>General to complement and aid written descriptions</td>
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<td></td>
<td>Archive Assessment</td>
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<tr>
<td>Basic</td>
<td>Visual</td>
<td>Basic description</td>
<td>Sketch and annotated ground/floor plan</td>
<td>General to complement and aid written descriptions</td>
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<td></td>
<td></td>
<td>Archive Assessment</td>
<td>Main elevations</td>
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<tr>
<td>Enhanced</td>
<td>Descriptive</td>
<td>Enhanced description</td>
<td>Annotated/measured phased ground/floor plan</td>
<td>General to complement and aid written descriptions</td>
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<tr>
<td></td>
<td></td>
<td>Detailed Archive Research</td>
<td>Annotated significant elevations (internal and external)</td>
<td>All major elevations and details of appropriate features</td>
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<tr>
<td>Detailed</td>
<td>Analytical</td>
<td>Fully enhanced description</td>
<td>Measured phased ground/floor plan. measured significant elevations</td>
<td>General to complement and aid written descriptions</td>
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<td></td>
<td></td>
<td>Detailed Archive Research</td>
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<td>All major elevations and details of appropriate features</td>
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<td>Historical and landscape context of site examined</td>
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<td>Synthesis of recording results with comparison to other sites</td>
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<tr>
<td>Comprehensive</td>
<td></td>
<td>Comprehensive description</td>
<td>All measured phased ground/floor plans. All measured elevations</td>
<td>Comprehensive coverage</td>
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<td>Comprehensive Archive Research</td>
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APPENDIX 3
ASSESSING THE CONDITION OF TIMBER SASH AND CASE WINDOWS
Details for inspection of individual parts of sash and case windows may be found in the Historic Environment Scotland publication ‘Sash and Case Windows – A short Guide for Homeowners’ [https://www.engineshed.org/publications/publication/?publicationId=9ea41caf-aa32-4827-ba08-a59100fe1a3](https://www.engineshed.org/publications/publication/?publicationId=9ea41caf-aa32-4827-ba08-a59100fe1a3) A sketch of a window and its parts taken from the HES guide is included after the tables.

<table>
<thead>
<tr>
<th>SURVEY OF SASH AND CASE WINDOW PRO-FORMA CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window Identification No.</td>
</tr>
<tr>
<td>(from labelled sketch or photo)</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Surveyor</td>
</tr>
<tr>
<td>SKETCH OF WINDOW</td>
</tr>
<tr>
<td>(show dimensions, and key to notes on condition)</td>
</tr>
<tr>
<td>TIMBER PROFILES (shapes and dimensions)</td>
</tr>
<tr>
<td>Sash Rail</td>
</tr>
<tr>
<td>Astragal/s</td>
</tr>
<tr>
<td>Meeting Rails</td>
</tr>
<tr>
<td>Sill</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION OF WINDOW – note where elements are original [O] or new [N]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame material</td>
</tr>
<tr>
<td>Paint system</td>
</tr>
<tr>
<td>Glazing system</td>
</tr>
<tr>
<td>Ironmongery</td>
</tr>
<tr>
<td>Baton Rod Fixing</td>
</tr>
<tr>
<td>Operation</td>
</tr>
<tr>
<td>Cleaning facility</td>
</tr>
<tr>
<td>Glazing</td>
</tr>
<tr>
<td>Other features</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Shutters/ingoes</td>
</tr>
</tbody>
</table>
# CONDITION OF WINDOW – a tick-list of common defects – add notes into text box

<table>
<thead>
<tr>
<th>Description of defect</th>
<th>Y/N</th>
<th>Description of defect</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaps leading to draughts</td>
<td></td>
<td>Timber decay in sills</td>
<td></td>
</tr>
<tr>
<td>Visible gap at sill</td>
<td></td>
<td>Timber decay in sash frame – give details</td>
<td></td>
</tr>
<tr>
<td>Meeting rails not level</td>
<td></td>
<td>Timber decay or defects in parting beads</td>
<td></td>
</tr>
<tr>
<td>Broken sash cords</td>
<td></td>
<td>Timber decay or defects in baton rods</td>
<td></td>
</tr>
<tr>
<td>Broken or cracked glass (details to be given)</td>
<td></td>
<td>Incorrect weights</td>
<td></td>
</tr>
<tr>
<td>Timber decaying or damaged (specify)</td>
<td></td>
<td>Debris in weight pockets</td>
<td></td>
</tr>
<tr>
<td>Previous repairs</td>
<td></td>
<td>Shutter defects (specify)</td>
<td></td>
</tr>
<tr>
<td>Missing or defective putty</td>
<td></td>
<td>Ingo lining defects</td>
<td></td>
</tr>
<tr>
<td>Missing or defective mastic</td>
<td></td>
<td>Structural opening defects or distortion</td>
<td></td>
</tr>
<tr>
<td>Missing or defective sill bedding</td>
<td></td>
<td>Paint defects (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL COMMENTS ON EACH WINDOW**
The component parts of the sash and case window

A typical sash and case window, including the terms used to describe parts of the window in this leaflet.