



DUMFRIES AND
GALLOWAY COUNCIL

Local Development Plan

Supplementary Guidance

Adopted 12th June 2017



Historic Built Environment

SUPPLEMENTARY GUIDANCE - HISTORIC BUILT ENVIRONMENT

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INTRODUCTION

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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', 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.

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 following table.

Historic Environment Designations in Dumfries and Galloway

Listed Buildings	3449
(Category A)	(6.3%)
(Category B)	(53%)
(Category C)	(40.7%)
Conservation Areas	36
Archaeologically Sensitive Areas	32
Scheduled Monuments	1045
Inventory Designed Gardens or Landscapes	20
Non-Inventory Gardens and Designed Landscapes	108
Historic Battlefields	1

There are also a further 22,500 sites, records and structures entered in the Historic Environment Record (HER), some of which are buildings, in various states of repair. All of the HER entries are of interest to the historic background of the region and may exhibit unique characteristics and features.

The region is very close to part of the UNESCO World Heritage Site, Hadrian’s Wall. Although it may not fall within the region, development within Dumfries and Galloway has the potential to impact on its setting which explains why policy HE5 is included.

Relevant Local Development Plan Policies (LDP adopted September 2014)	
Over-arching policies	
OP1(b)	Development Considerations: Historic Environment
OP2	Design Quality of New Development
Historic Environment Policies	
HE1	Listed Buildings
HE2	Conservation Areas
HE3	Archaeology
HE4	Archaeologically Sensitive Areas
HE5	Hadrian’s Wall
HE6	Gardens and Designed Landscapes

All of the historic environment records are subject to change as new information is considered by the designating and recording bodies.

Historic sites and structures of all ages are respected and valued and contribute to local identity. Together they make Dumfries and Galloway unique.

The full text of the historic environment policies is included at Appendix 1.

The policies are supported by a range of themed or area based Supplementary Guidance some which relates to specific conservation areas or settlements; others to extensions and/or conversion of farm buildings.

Supplementary Guidance is a material consideration in the determination of planning applications.

(A summary and hierarchy of the relevant policies is found on page 5)

1.3 Regional Context

Dumfries and Galloway region includes a long coastline and hills and valleys of the Southern Uplands. Changes in the earth’s crust about 500 million years ago, followed by volcanic activity, created the underlying geology of the landform that is visible today.

The landscape was further refined during several ice ages. There are many valleys and plains with burns and rivers flowing towards inlets and estuaries on the coast. The topography influenced where people lived and how they interacted with and often changed the landscape including removing many trees to use for fuel and building materials.

There is wide variety among the historic buildings and structures, each with its own special and local character. Some are isolated in the landscape and others are within settlements.

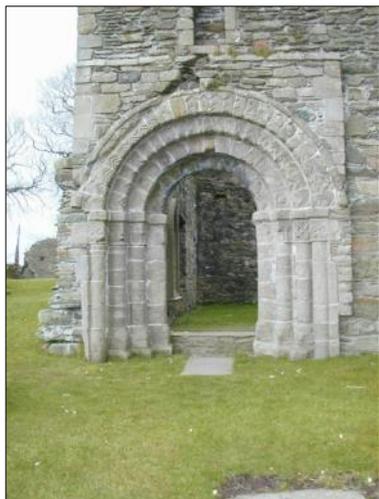
They have a particular range of building materials, details and architectural styles, but the majority are stone built using traditional methods.



There are valued late 19th and early 20th century structures built from steel, concrete, glass and brick including industrial and military buildings and civil engineering structures.



Cairnholly neolithic chambered tombs



“The past is not dead it is living in us, and will be alive in the future which we are now helping to make”.

William Morris
(A founder member of the Society for the Protection of Ancient Buildings)

Whithorn Priory circa 1150s



Tongland hydroelectric power station, 1930s

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, undesignated elements make an important contribution to the region including archaeology; historic settlements and spaces; and traditional and innovative buildings.

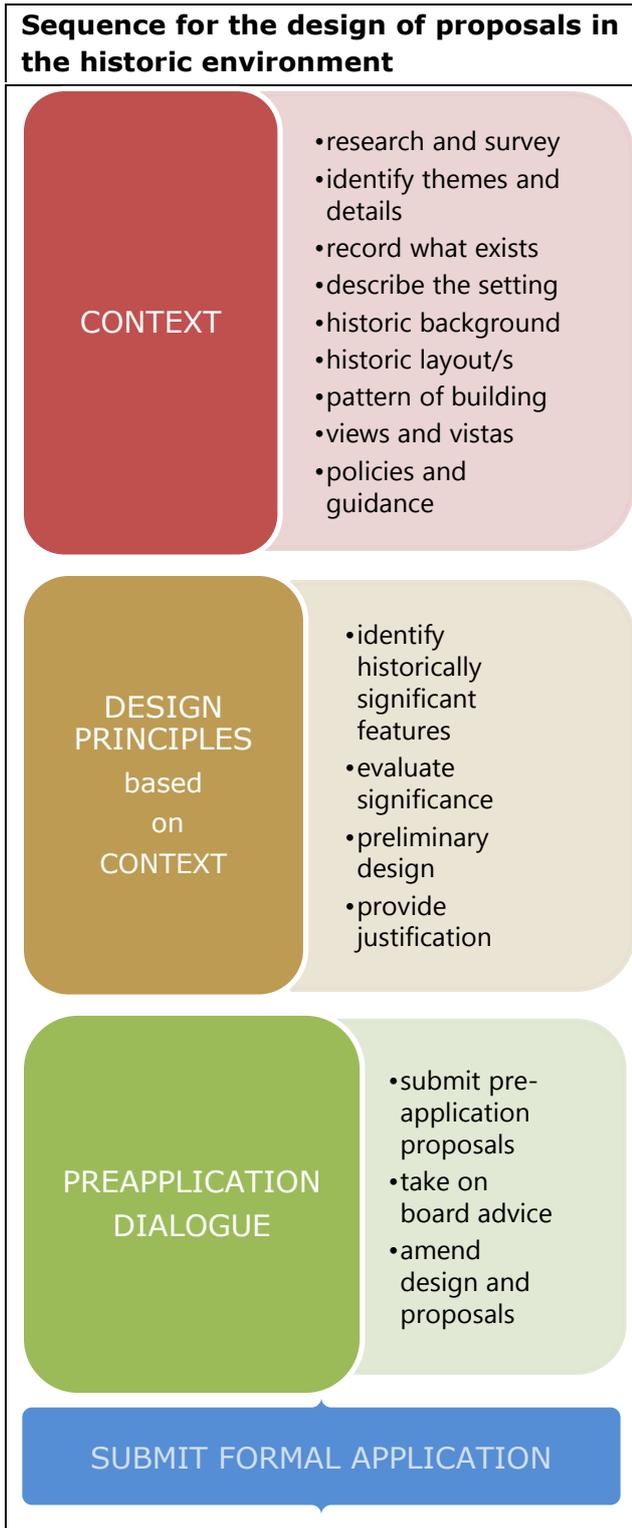
New development and adaptation of historic buildings to meet modern needs must be sensitively accommodated in order to keep the character of the historic built environment.

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 process in the form of a sequence of stages. Following the process will help identify potentially competing issues in a design and assist decision makers by showing that proposals have been properly considered and are well-informed.



This process encourages designers to first gather 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.

They are sources of information about the historical and physical context of buildings and their elements, historic places and settings.

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

1.5 Designing Development in Historic Places

The historic environment does not exist in isolation from planning or other issues and should be considered in conjunction with the subject and spatial policies of the adopted LDP and a range of supplementary guidance.

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

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 the historic environment will be expected to be of appropriate scale, massing and general arrangement. Materials and other details should relate well to existing through copy or contrast.

Undesignated historic assets



Heathhall School Pillbox



Former plane hangar at Heathhall



Traditional steading building

Items of historical interest include boundaries, railings and gates which are characteristic of the local area or which are unique to the place.

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

When the design process to draw up preliminary proposals has been followed submission of a pre-application enquiry would be advisable.

Recording and Salvage

Suitable arrangements should be made for the salvage of historic or architectural features and artefacts which were integral to the original use of the building when they cannot be retained or reused in the proposed scheme. Where all or part of the original fabric of historic buildings will be altered, hidden or removed, an appropriate recording of what exists should be carried out before work commences. Appendix 2 includes details of recording methodology.

Demolition

Demolition proposals for a Listed Building, or an unlisted building within a conservation area are expected to meet the criteria set out in Scottish Government Policy, for consent to be granted.

The criteria that are required to be met when demolition is proposed are included later.



Unusual railings above a stone wall in Whithorn

1.6 The Importance of Context.

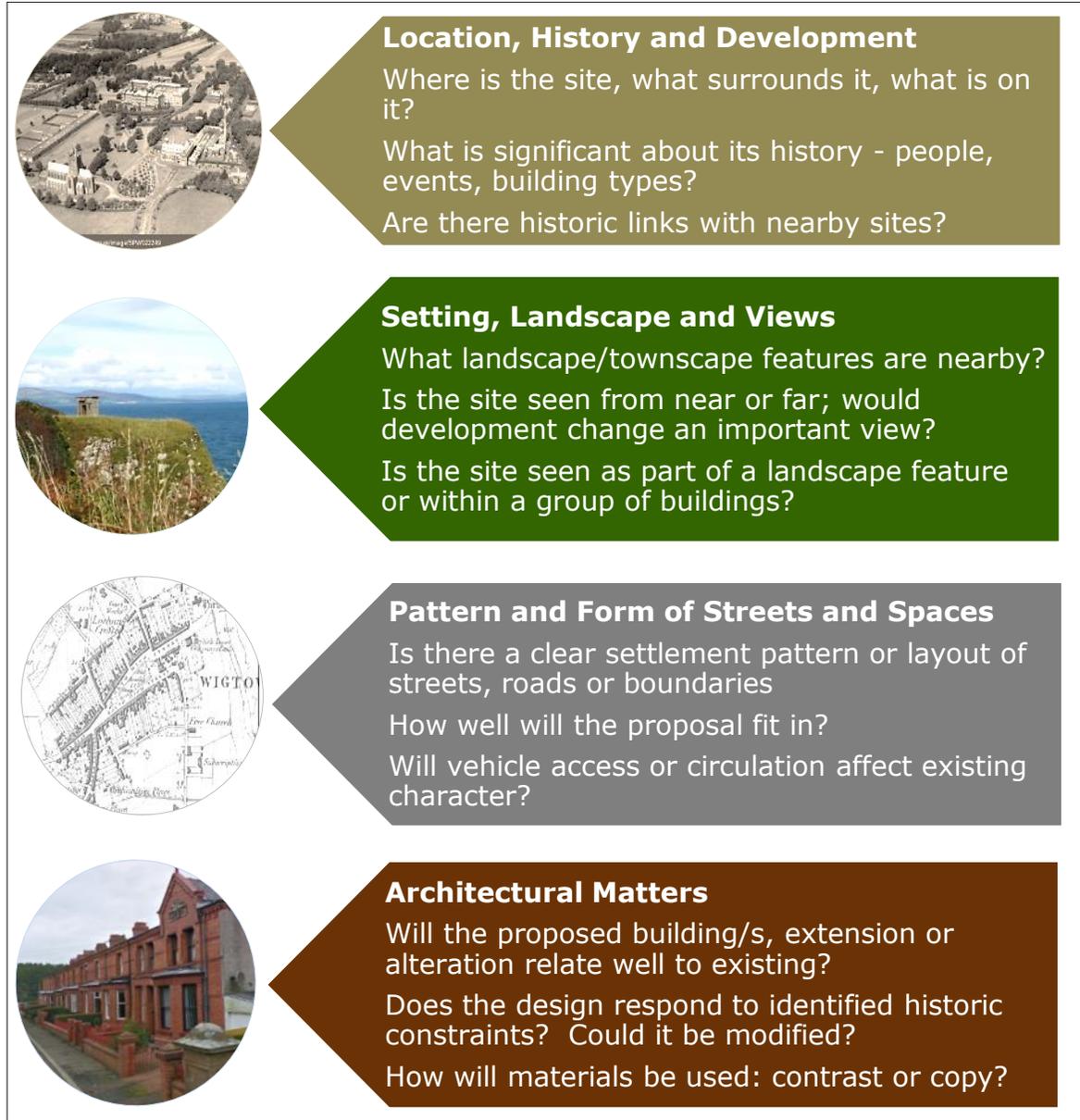
The historic built environment is managed best when the essential character and key elements of a place are understood by both the developer and the decision maker. By following a logical design process, the developer may evaluate the impact of a proposal.

It is important that the first part of that process, Context, includes the range of matters appropriate to the site. Sharing the information used will also help the decision maker reach a conclusion.

There are a range of issues to consider, which are relevant to all projects, although they may vary in relevance between sites. The issues 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 provides several prompts to decide what should be included.



1.7 Resources for Research

There are many sources of information available free of charge, enabling both basic and detailed research into the historic built environment in support of proposals for change. Owners and applicants should use these resources.

The following table is a starting point for background information listing many potentially useful documents for a variety of situations.

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 Incorporation of Architects in Scotland [RIAS] has a register of conservation accredited architects. <http://www.rias.org.uk/services/conservation/>

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, glazers, roofers, general builders and craft workers.

Historic Environment Scotland (HES) – Designations - finding statutory designations

<http://portal.historicenvironment.scot/designations>

HES – Archives and Research – collection of work to understand Scotland's heritage

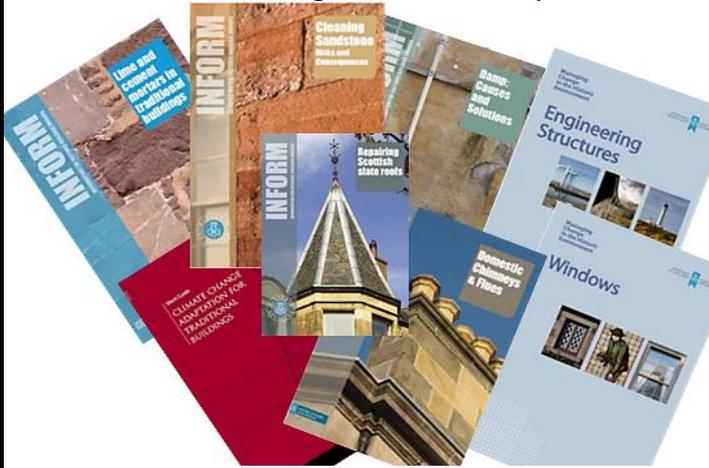
<https://www.historicenvironment.scot/archives-and-research/publications/>

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 online biographical information and job lists for all architects known to have worked in Scotland during the period and the buildings they designed – www.scottisharchitects.org.uk

HES – The Engine Shed

A dedicated research and education facility is found in 'The Engine Shed', Stirling. Traditional building skills, learning resources and conservation research and training is available for public and professionals. Information and guidance leaflets from HES are found at The Engine Shed - <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.

<https://historicengland.org.uk/advice/>

Society for the Protection of Ancient Buildings – technical advice

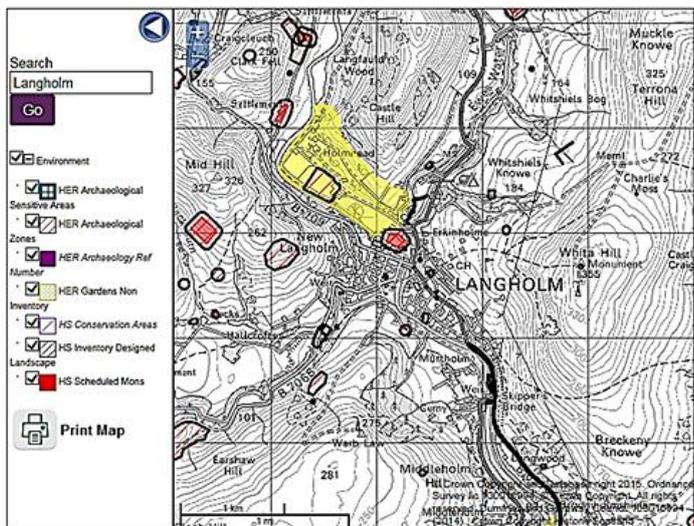
<https://www.spab.org.uk/advice/technical-q-as/>

Association of Local Government Archaeological Officers: Scotland – Historic Building Recording Guidance for Curators, Consultants and Contractors, 2013

<http://www.algao.org.uk/sites/default/files/ALGEO%20Buildings%20Guidance.pdf>

Dumfries and Galloway Council – Historic Environment Viewer

<http://www.dumgal.gov.uk/article/15631/Historic-Environment-Viewer>



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.

PRINCIPLES FOR DEVELOPMENT IN THE HISTORIC ENVIRONMENT 2

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 minimum requirements and anticipate what documents will support their application.

2.1 Statutory Designations

2.1.1 Listed Buildings

Listed Buildings have statutory protection from any internal or external alteration or any 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.: window replacement, stone cleaning or stone painting.

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

Where original fabric or design may be lost through alteration or demolition it 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. <https://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/scheduled-monuments/>

2.1.3 Conservation Areas

External changes to buildings and spaces in conservation areas require planning permission. Demolition also requires consent. Development should preserve or enhance the character of the conservation area. Where a building or space makes a positive contribution to that character, new design should take account of the effect it will have on the character of the surroundings as well as the impact on the building or site.

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	
Re-use of Traditional Buildings and Structures	Re-use of historic buildings or structures will be supported where plans and supplementary documentation demonstrate that historic significance will be preserved.
Layout, Scale and Massing	Proposals will be supported where they demonstrate that they will retain or reinforce the established layout, scale and massing of the historic built environment.
Views, Landmarks and Setting	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.
Architectural Features and Details	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.
Materials	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.
Climate Change Resilience and Energy Efficiency	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.

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

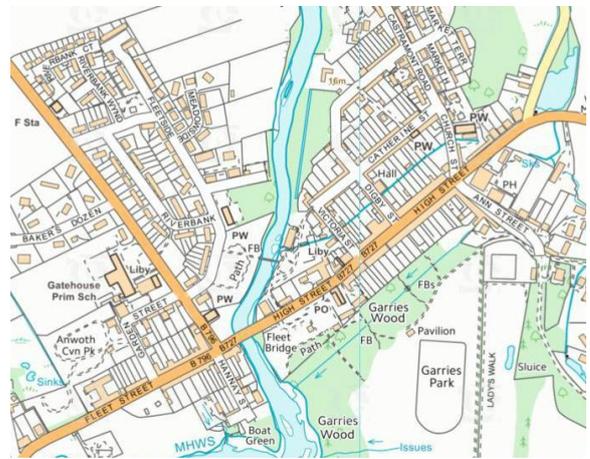
Key principle: Proposals will be supported where it is demonstrated that they will retain or reinforce the established layout, scale and massing of the historic built environment.

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.



Early 20th century commercial building in Whithorn, which differs from its neighbours due to use of ashlar sandstone and classical details

The open aspect of a parkland setting can accommodate large, set-piece, buildings. Estate houses were commonly designed to show wealth and provide grand living and entertaining spaces. The massing of large buildings may be relieved by symmetrical wings or changes in the building line with parts of the building being at a lower height.



Rammerscales: a square footprint, 3½ storey house in open countryside

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.



*Rankine Place, Kirkcudbright (above)
George Street, Whithorn (below)*



Simple, repeated, rhythmic design in Dalswinton Village Conservation Area

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



Stucco elevations, Dumfries



Sandstone margins in Annan

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.

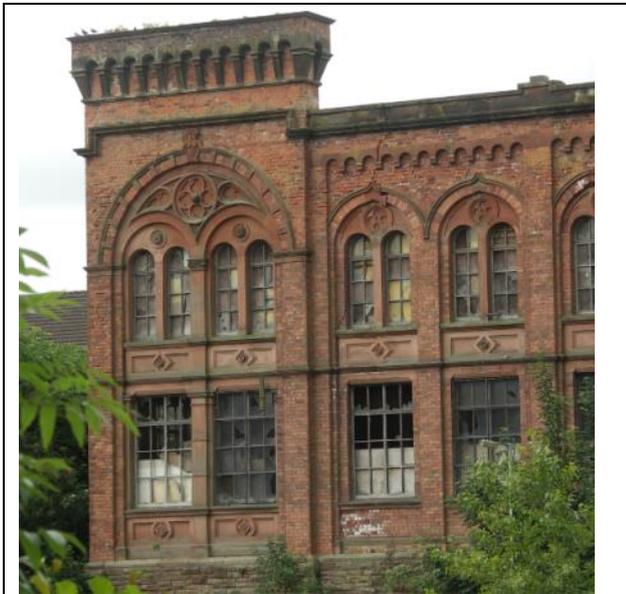
The character of slate roofs comes from the laying pattern, colour, size and thickness of the slates.

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 skewes, chimneys, corner dressings and the margins of window and door openings.

Original exposed stone and brick should remain unpainted.



19th century Rosefield Mill, Dumfries – high Victorian brick and terracotta



19th century suspension bridge, Dumfries

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



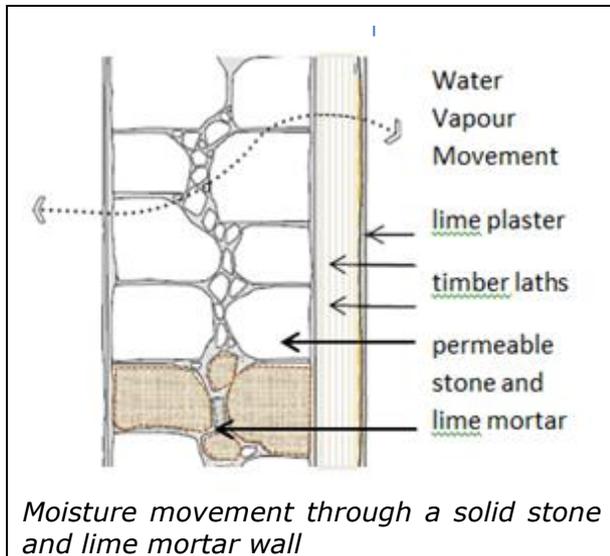
2.2.6 Climate change resilience and energy efficiency

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.



In addition, many rooms had open chimneys, fires were kept lit and timber floors had underfloor vents. This combination created air movement which carried moisture away from the interior space and structural timbers.

Although living standards and technology have changed along with our expectations of comfort, ventilation and vapour permeability remain of great importance in traditional buildings.

Climate change resilience

Changing weather patterns have brought warmer, wetter, winters and heavy, driven rain. Well maintained, stone buildings where lime pointing and harling is in good repair can withstand most weather. Some buildings may be located where they are susceptible to flooding.

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 rones, 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.

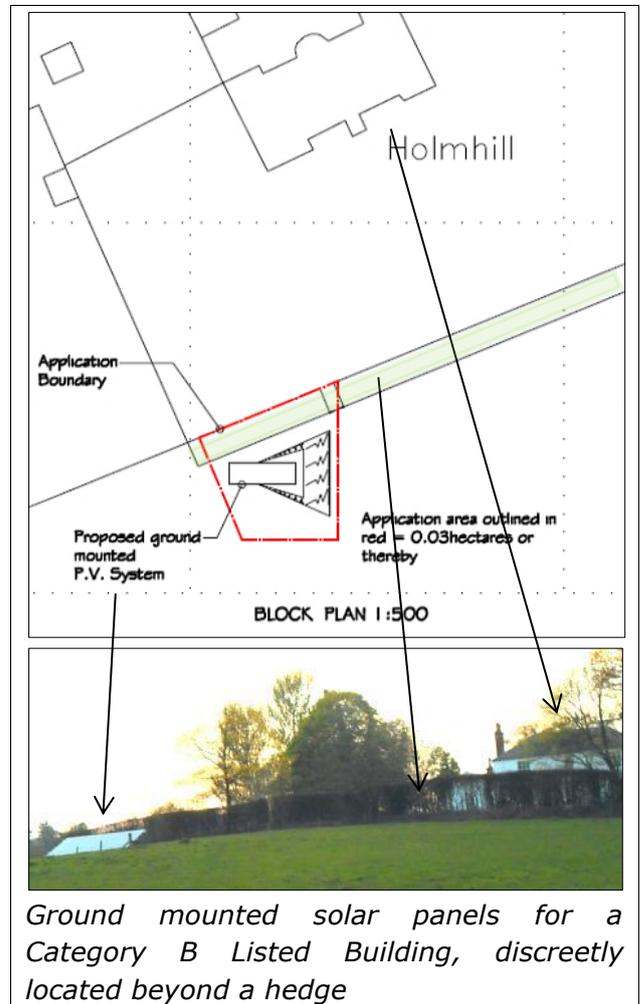
Low tech solutions to improve thermal efficiency and comfort levels within historic buildings such as the use of blinds and curtains can be effective in combination with other measures.

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.



BASING DEVELOPMENT ON THE KEY PRINCIPLES 3

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

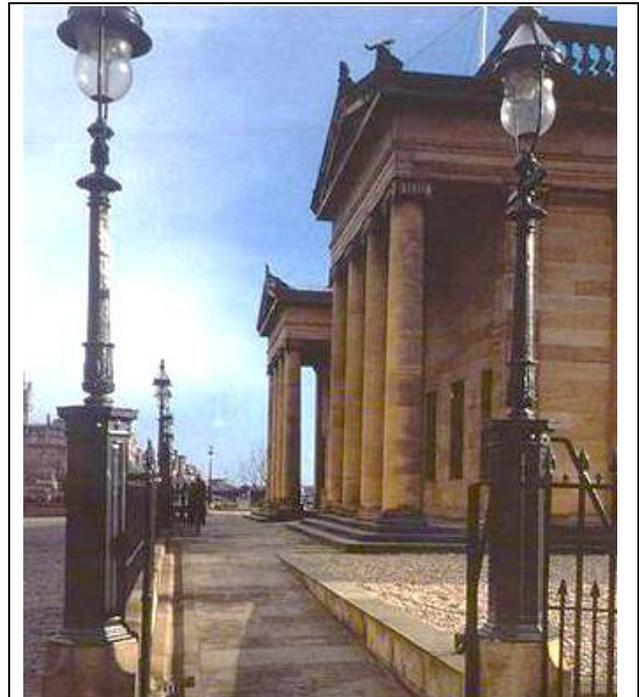
The Equality Act, 2010, requires that reasonable adjustments are made to allow for ease of access for all users of a building or site.

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

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.



Dumfries and Galloway Design Awards, 2016 winner in the category for work to existing buildings: Killylour, by Simon Winstanley Architects

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:

<https://issuu.com/hspubs/docs/guide-for-practitioners-3---conservation-of-timber/3>

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.



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 out-buildings, 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

- Not using cement and modern sealants where lime should be used,
- Incorrect use or damage of fire retardant products which can severely reduce effective fire protection, and

- ensuring there are no small open channels 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.

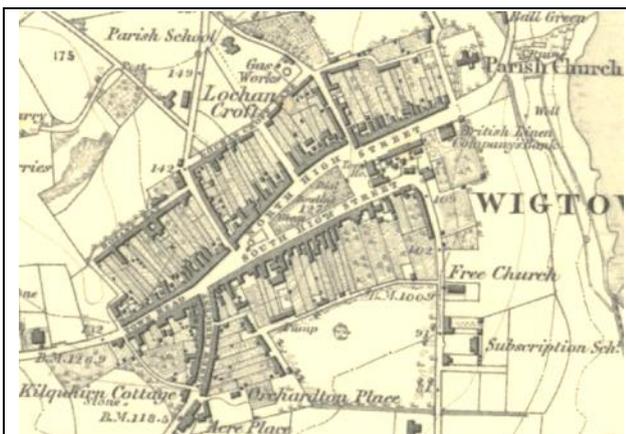
Urban grain and urban form are terms used to describe the pattern of development and the layout and hierarchy of streets in a settlement.

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.



Wigtown - 1st edition OS, surveyed 1846-8. Buildings on burgage plots front the market place, demonstrating a strong feudal pattern for the town.

The market space is an important part of the layout. New development which follows this pattern will reinforce the character of Wigtown.

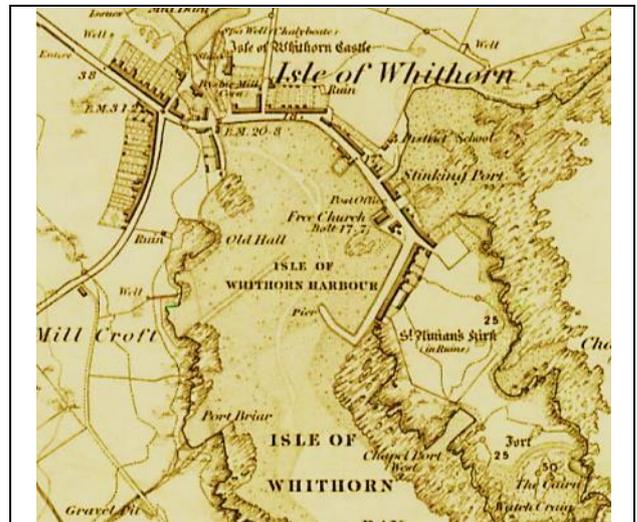


OS 1st edition, surveyed 1856

By contrast, Durisdeer has a less structured layout. It lies alongside a former Roman route and has a small number of dwellings gathered loosely

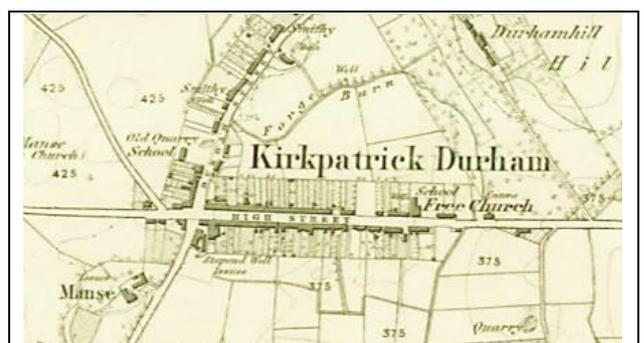
around a green space. The church is positioned on the northern edge of the space, housing the Douglas family mausoleum.

Isle of Whithorn grew organically around a sheltered harbour.



Isle of Whithorn - 1st edition OS, surveyed 1849.

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



OS 1st edition surveyed 1848-50

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 also a small civic space included.

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. Building lines make a very important contribution to the pattern of development.

In many locations in historic areas alternatives to frontage parking may

need to be found to preserve the building line.

In a rural setting the lines and layout of grouped buildings, such as a historic steading, relates to 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 so as 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.

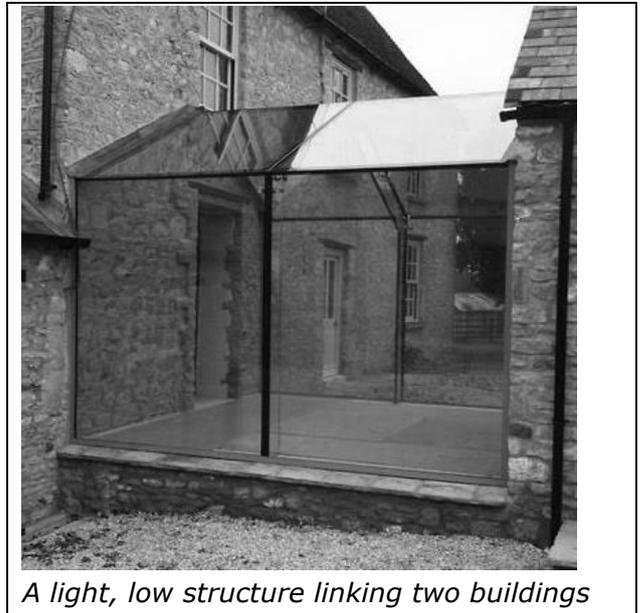


Gatehouse of Fleet Conservation Area: The forward building line is common in both streets; house widths are repeated but not uniform; and roof heights vary in both streets although none are more than 2 storeys. The social hierarchy is legible in the houses within the streets.

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.

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.



A light, low structure linking two buildings

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



17th century, or possibly earlier, L-plan tower, Isle Castle, with later alterations (architect unknown)

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.



Late 17th century Drumlanrig Castle, by James Smith reputedly to a design by Robert Mylne, for the Douglas family [Dukes of Buccleuch/Earls of Queensberry].

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.



Individually designed buildings with some shared characteristics in the Crichton Conservation Area, Dumfries



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.*



Chimneys with thackstones: evidence of earlier thatching

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.



Both functional and decorative sandstone chimney: hexagonal shaped ashlar on a moulded haunch

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 paned 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.



Traditional roof windows and vents on steadings, lodge and school buildings



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.



Successful use of a large modern roof-light in an adapted traditional building

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.



Proportionate gabled dormers on stone cottages



Examples of varied roof line details: a selection of skewstones – stepped, shaped, interlocking and plain; a shaped gable stack; and decorative skewputts and finial



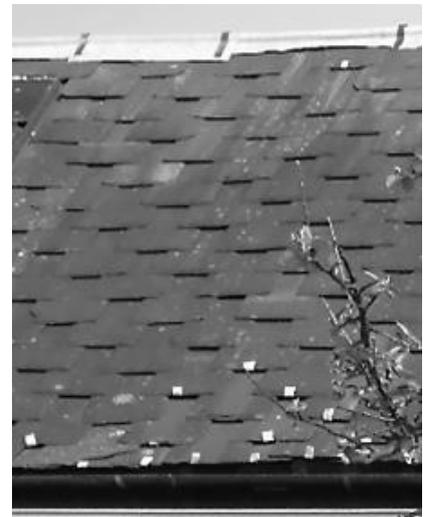
Some of the variations in chimney styles across the region.



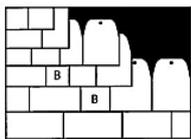
Graded Lancashire slate roof



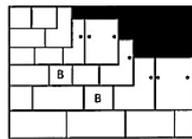
Sandstone flagged roof



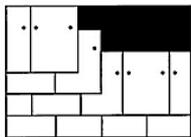
Lodge with overhanging slate roof, angle cut tiles and verge board; decorative slate work and example of 'double lap open tally' slating in Nithsdale.



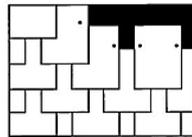
Double Lap - Head Fixed Random Slating



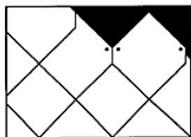
Double Lap - Centre Nailed Random Slating



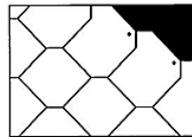
Double Lap - Centre Nailed Tally Slating



Double Lap - Open Tally Slating



Diagonal Lap - Diamond Pattern



Diagonal Lap - Honeycomb Pattern



Patterns of slatework found in region. Sandstone drip moulds over gate lodge door; unusual corbelling detail on corner of sandstone house.

DEMOLITION OF LISTED BUILDINGS AND UNLISTED BUILDINGS IN CONSERVATION AREAS

4

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. However, 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 fully in accordance with Historic Environment Scotland guidelines.

Applicants must have made all reasonable efforts to retain the building in accordance with the requirements of Scottish Historic Environment Policy.

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.

Therefore applications for demolition must provide clear evidence that they meet the criteria set out in Historic Environment Scotland Policy Statement, June 2016.

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.

Significant community benefits are considered to be those that enable wider development schemes or infrastructure projects but the benefit to the whole community from the protection of the historic built environment must also be weighed up in the assessment. 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.

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.

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. They 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.

ADDITIONAL INFORMATION **5**

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 absolutely necessary. Only joints where older mortar has failed and can easily be 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 flexible and 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.

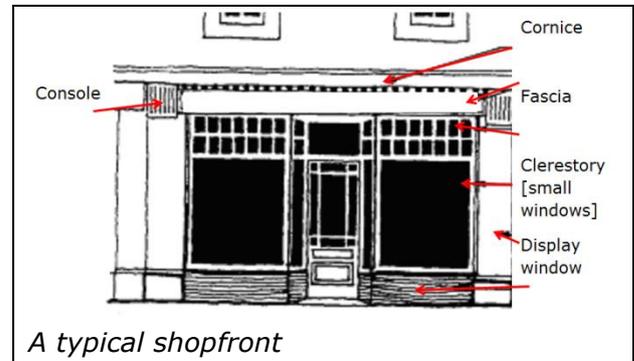
Modern cement-based and dry-dash renders, also known as 'pebble dash' will not normally be permitted.

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.



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

<p>Policy OP1: Development Considerations</p>	<p>Policy OP2: Design Quality of New Development</p>
<p>Development will be assessed against the following considerations where relevant to the scale, nature and location of the proposal: (...)</p> <p>b) Historic Environment 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.</p>	<p>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:</p> <ul style="list-style-type: none"> • 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; (...) • 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; (...)
<p>Policy HE1: Listed Buildings</p>	
<p>a) Alterations</p> <p>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:</p> <ul style="list-style-type: none"> • 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 • 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 • proposals for a change of use will not result in loss of character or special architectural or historical features. • 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. • 	<p>b) Demolition or Partial Demolition of Listed Buildings</p> <p>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 the four key tests for Listed Building demolition that are set out in the Scottish Historic Environment Policy (SHEP) paragraph 3.46 (or any subsequent revised or amended document) are met.</p> <p>c) Recording Schemes</p> <p>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.</p> <p>This policy is supported by supplementary guidance.</p>

Policy HE2: Conservation Areas	
<p>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. In considering such development the Council will need to be satisfied that:</p> <ul style="list-style-type: none"> • new development as well as alterations or other redevelopment of buildings preserves or enhances the character, appearance or setting of the conservation area through the appropriate design, use of materials, detailing, scale and general massing and arrangement of such development; • the quality of views within, from and into the conservation area will be maintained or enhanced; 	<ul style="list-style-type: none"> • in the case of the proposed demolition of any building in the conservation area, it can be shown that the demolition will not detract from 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; and • in the case of proposed works on trees, the tree is dead; or diseased or dying and presents a danger to people or property; or the position of the tree is inappropriate due to shading or damage to buildings and services and where an appropriate replanting scheme can mitigate or undo the negative impact of the loss of the tree or trees in question. <p>This policy is supported by supplementary guidance.</p>
Policy HE3: Archaeology	
<p>a) The Council will support development that protects significant archaeological and historic assets, and the wider historic environment from adverse effects.</p> <p>In considering development proposals the Council will need to be satisfied that:</p> <ul style="list-style-type: none"> • 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 	<p>scheme of assessment and evaluation to inform the application is included with the proposal; and/or</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Policy HE4: Archaeologically Sensitive Areas	Policy HE5: Hadrian's Wall
<p>The Council will support development that safeguards the character, archaeological interest and setting of Archaeologically Sensitive Areas (ASAs) as designated by the Council.</p> <p>Boundaries of ASAs are shown on map 7 and the proposals maps.</p>	<p>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.</p>
Policy HE6: Gardens and Designed Landscapes	
<p>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.</p> <p>In considering development proposals the Council will need to be satisfied that:</p> <ul style="list-style-type: none"> • the development protects or enhances the significant elements of the garden or landscape in-situ; and • 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. <p>b) Developers will be required to submit the results of an assessment of the impact of their proposals on the sites and their settings plus details of any potential mitigation measures.</p> <p>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 proposal has benefits of overriding public interest.</p> <p>Boundaries are shown on the proposals maps.</p>	

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

<http://www.algao.org.uk/sites/default/files/ALGAO%20Buildings%20Guidance.pdf>

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.

Survey Type	Record	Written	Drawings	Photographic
Appraisal	Visual	Basic description Archive Assessment	Sketch and/or annotated ground/floor plan	General to complement and aid written descriptions
Basic	Visual	Basic description Archive Assessment	Sketch and annotated ground/floor plan Main elevations	General to complement and aid written descriptions
Enhanced	Descriptive	Enhanced description Detailed Archive Research	Annotated/measured phased ground/floor plan Annotated significant elevations (internal and external)	General to complement and aid written descriptions All major elevations and details of appropriate features
Detailed	Analytical	Fully enhanced description Detailed Archive Research Historical and landscape context of site examined	Measured phased ground/floor plans. measured significant elevations Details of all features and fabric described	General to complement and aid written descriptions All major elevations and details of appropriate features
Comprehensive	Comprehensive with synthetic analysis	Comprehensive description Comprehensive Archive Research Historical and landscape context of site examined Synthesis of recording results with comparison to other sites	All measured phased ground/floor plans. All measured elevations Details of all features and fabric described	Comprehensive coverage

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-a59100fea1a3> A sketch of a window and its parts taken from the HES guide is included after the

tables.

SURVEY OF SASH AND CASE WINDOW PRO-FORMA CHECKLIST (transcribed from HES publication)			
Window Identification No. (from labelled sketch or photo)		Date:	Surveyor
SKETCH OF WINDOW (show dimensions, and key to notes on condition)	TIMBER PROFILES (shapes and dimensions)		
	Sash Rail		
	Astragal/s		
	Meeting Rails		
Sill			
DESCRIPTION OF WINDOW– note where elements are original [O] or new [N]			
Frame material	Hardwood	Softwood	Other
Paint system	Oil paint	Stain/Varnish	Other
Glazing system	Putty	Timber Beads	Other
Ironmongery	Sash lifts	Sash lock	Sash stops
	Baton Rod Fixing		
Operation	Sash Cord	Pulleys	Cord Clutch
Cleaning facility	Simplex fitting	Other	
Glazing	Glass Types		
Other features	Weights	Vents	Seals
	Draughtstripping full/partial	Mastic Pointing Eg. linseed oil & sand	
Shutters/ingoes	Elbow	Soffit	Back

CONDITION OF WINDOW – a tick-list of common defects –add notes into text box			
Description of defect	Y/N	Description of defect	Y/N
Gaps leading to draughts		Timber decay in sills	
Visible gap at sill		Timber decay in sash frame – give details	
Meeting rails not level		Timber decay or defects in parting beads	
Broken sash cords		Timber decay or defects in baton rods	
Broken or cracked glass (details to be given)		Incorrect weights	
Timber decaying or damaged (specify)		Debris in weight pockets	
Previous repairs		Shutter defects (specify)	
Missing or defective putty		Ingo lining defects	
Missing or defective mastic		Structural opening defects or distortion	
Missing or defective sill bedding		Paint defects (specify)	
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.

