

# Supplementary Guidance : Historic Environment



## Supplementary Guidance Policy 4: Scheduled Monuments

South Ayrshire has a rich variety of archaeological resources from castles to buried flint scatterings and crop marks. Many new sites of interest may yet be discovered. All these sites form an important part of our heritage and can be valuable tourism and educational resources as well as contributing to general amenity. The Council recognises their importance and will seek to ensure that they are protected, interpreted and promoted or recorded as appropriate.

The Council will seek to protect scheduled monuments, (including their setting) and archaeological sites and encourage sympathetic proposals for their promotion for educational or recreational purposes.

Any application for development affecting a scheduled monument will be required to provide sufficient information to enable the evaluation of the importance of the site and enable full assessment of the impact of the proposals on that site.



**Contents**

<b>Introduction</b>	<b>2</b>
<b>Part 1 - Protecting, Conserving and Enhancing South Ayrshire's Historic Environment</b>	<b>4</b>
<b>Part 2 - Managing Historic Environment</b>	<b>9</b>
<b>Part 3 - Supplementary Guidance Addendum: Windows and Doors</b>	<b>10</b>

## Supplementary Guidance: Historic Environment

### Introduction

#### What is Supplementary Guidance?

Supplementary Guidance (SG) is a material consideration that can be taken into account when determining a planning application. It is intended to provide helpful guidance, consistent with the provisions of the Local Development Plan (LDP). Scottish Government Circular 1/2009 “Development Planning” states, at paragraph 93, that guidance adopted in connection with the LDP will form part of the development plan. As such, upon adoption of this SG, its content will carry the same weight as the LDP in determining planning applications.

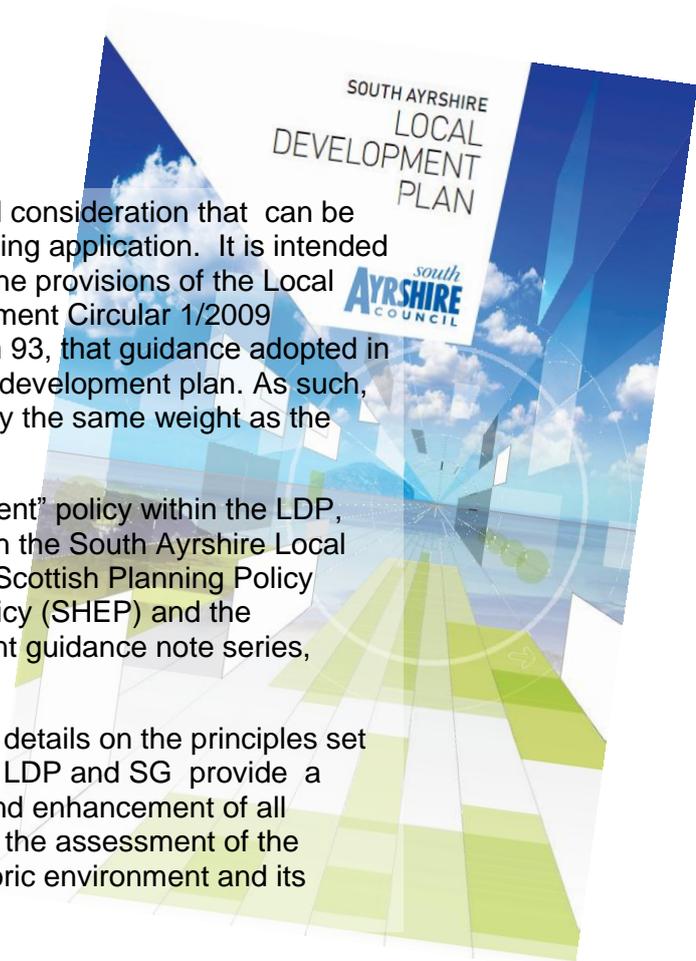
This SG supplements the “Historic Environment” policy within the LDP, and, as such, is to be read in conjunction with the South Ayrshire Local Development Plan. This guidance reflects Scottish Planning Policy (SPP), the Scottish Historic Environment Policy (SHEP) and the Managing Change in the Historic Environment guidance note series, published by Historic Scotland.

The purpose of this SG is to provide further details on the principles set out in LDP Policy: Historic Environment. The LDP and SG provide a framework for the protection, conservation and enhancement of all elements of the historic environment to allow the assessment of the impact of proposed development on the historic environment and its setting.

### Introduction

South Ayrshire's urban and rural environment has a historical dimension that contributes to its quality and character. This is most noticeable in our built heritage such as ancient monuments historic buildings; townscapes; parks; gardens and designed landscapes. The historic environment encompasses the setting in which these features sit, and the patterns of past use in landscapes and in our towns, villages and streets. It also has less tangible aspects recognised as the historical artistic, literary, and scenic associations of places and landscapes. These various elements contribute fundamentally to a sense of place and cultural identity.

The protection, conservation and enhancement of the historic environment maintains local distinctiveness and promotes a positive image of South Ayrshire. It can also contribute to promoting sustainable economic growth and regeneration by offering attractive living and working conditions that will encourage inward investment. It is of particular importance for supporting the sustainable growth of tourism and leisure.



## Supplementary Guidance: Historic Environment

### LDP Policy

#### LDP Policy: Historic Environment

We will support development proposals, affecting the following heritage resources, if we believe the quality and design of the proposed development will protect, conserve and improve them.

#### Listed buildings of architectural and historic interest

We are in favour of protecting listed buildings and their settings, especially from inappropriate development, and will actively encourage their sensitive maintenance, restoration and reuse.

#### Conservation areas

All new development in, or affecting the setting of, a conservation area, has to improve or preserve the area's character or appearance. We will actively encourage and, where resources permit, implement upgrading and enhancement for conservation areas. We will use conservation area appraisals and management plans to help make sure development is carried out to a consistent high standard.

#### Scheduled monuments

We will not accept development which would negatively affect the site or setting of a scheduled ancient monument.

#### Designed landscaped and historic gardens

We will not accept development which would negatively affect historic gardens and designed landscapes included in the Inventory of Gardens and Designed Landscapes in Scotland.

#### More guidance

We will follow the supplementary guidance on historic environment when considering all proposals which would affect our heritage resources. This gives detailed guidance on the following.

- a) Principles of development affecting built heritage resources
- b) Conservation area appraisals and management plans
- c) Policies giving guidance on specific types of development



## Supplementary Guidance: Historic Environment

### Part 1 - Protecting, Conserving and Enhancing South Ayrshire's Historic Environment

#### Supplementary Guidance Policy 1: Design Quality

Development and building design in the past relied heavily on local tradition, building form and materials. However, more recently the adoption of modern standardised building materials and building design has, in some cases, begun to erode the unique character of South Ayrshire's environment. Good design is therefore clearly relevant when considering proposals which may affect older buildings; especially those which are listed due to their architectural or historic interest. Careful consideration should however also be given to the design of all new development, particularly that which might affect the setting of historic buildings/monuments.

Whilst it is considered that style is a matter of personal taste, or preference, good design is easier to define and forms a strong element of Government planning policy and guidance in terms of buildings, their settings and the spaces around them. Design is therefore viewed as an important element in the protection of townscape character, as a means of enhancing environmental quality and as a way of ensuring a positive contribution is made by new development to the environment as a whole.

To ensure a consistent high standard of development within the plan area, all development proposals relating to aspects of the built heritage environment, as set out in LDP Policy: Historic Environment, will be considered in terms of compliance with the following "General Criteria for New Development", which applies to both new development and extensions to existing development/buildings.

#### General Criteria for New Development

1.	The Council is committed to the promotion of developments which comprise well designed buildings, which are sensitive to their locality and respect the local vernacular building and townscape character built with high quality materials, and incorporating attractive open spaces - both for public or private use which are sympathetic and make a positive contribution to the essential townscape character of the main towns, settlements and/or countryside.
2.	The Council will encourage contemporary architecture where in compliance with point one above.
3.	All development, regardless of scale, will be expected to be carefully designed so as to be appropriate in terms of the character of the area in which it is to be located.
4.	The design of a proposed development should respect and reflect the character of its setting and locality in terms of: <ul style="list-style-type: none"> <li>• the density of the proposed development;</li> <li>• the ratio, location and treatment of open space provision to built form;</li> <li>• building height, scale and massing;</li> <li>• dominant traditional architectural characteristics of the locality; and wall/roof proportions, windows and door proportion and siting within façade.</li> </ul>
5.	Materials used in the construction of proposed development should reflect the character of buildings in the locality in terms of: <ul style="list-style-type: none"> <li>• material type, colour, texture, roof materials, window frames and doors; and the size, or appearance of size, of individual building blocks or units (e.g. brick, stone blocks etc.)</li> </ul>

## Supplementary Guidance: Historic Environment

6.	New development and extensions to existing premises must demonstrate consideration for the amenity of adjoining property - especially in terms of the maintenance of privacy and ambient daylight in dwellings and their garden spaces.
7.	Developments should have regard to the principles of barrier free design in order that they are easy to use by any member of the population, especially those with special needs or mobility requirements. This is especially relevant in respect of facilities and premises open to the public.
8.	Development proposals should take into account whether elements of the building's design, or site layout could create potential problems in terms of personal or property security and aim to eliminate such possibilities. Different uses of the proposed development, or different times of usage, may require consideration in this regard.

### Supplementary Guidance Policy 2: Listed Buildings of Architectural and Historic Interest



The Council recognises the value of listed buildings in terms of their heritage value, but also recognises their potential economic and social benefits to the community as a whole. Consequently, the Council will encourage owners to undertake appropriate maintenance and repair to such properties to ensure their character is maintained and enhanced.

The Council will presume in favour of protecting listed buildings and their settings, especially from inappropriate development and will actively encourage the sensitive maintenance, restoration and re-use of all such properties. Proposals affecting a listed building shall be

expected to be of a quality commensurate with that of the original building to ensure the character of the building is not adversely impacted.

Any proposal for the demolition of a listed building will normally only be considered when in association with the assessment of detailed redevelopment proposals and where it is demonstrated beyond reasonable doubt that every effort has been exerted by all concerned to find a practical way of keeping the building. Applicants should refer to The Scottish Historic Environment Policy, Dec 2011 Section 3.44, which sets out the criteria where demolition for a listed building maybe considered and should include appropriate details within their applications, if relevant.

### Supplementary Guidance Policy 3: Conservation Areas

South Ayrshire has a number of areas that, due to their architectural or historic merit, are considered worthy of preservation and enhancement for future generations continued enjoyment. These areas are afforded protection through designation as conservation areas by the Council. A total of 21 such areas are currently designated, 5 of which are deemed to be of outstanding status by the Scottish Government – these are listed, below. Additional influence on development is afforded in these areas through the use of Article 4 directions that enable the Council to guide development in respect of works that would not normally require planning permission.



## Supplementary Guidance: Historic Environment

Conservation Areas Designated (as at October 2012):

Alloway	Colmonell	Maybole*
Ayr I (Central)*	Crosshill	Monkton
Ayr II	Dundonald	Southwood
Ballantrae I	Dunure*	St. Quivox
Ballantrae II	Girvan	Straiton*
Barr	Kirkmichael	Symington
Burns Monument*	Kirkoswald	Tron

\*Denotes Outstanding Status

Development proposals within or affecting conservation areas will require to comply with the following: -

- All new development within, or affecting the setting of, a conservation area shall be required to preserve or enhance its character or appearance.
- The Council will actively encourage and, where resources permit, implement upgrading and enhancement programmes for conservation areas.
- To ensure a consistent high standard of development within conservation areas, proposals will be considered in terms of compliance with "General Criteria for New Development" (as contained in Supplementary Guidance Policy 1) and the following "Design Principles for Development within a Conservation Area".

Additional, detailed guidance is available in the Council's guidelines for shopfronts, signage, sunshades and canopies in conservation areas.

### Design Principles for Development within a Conservation Area

<b>General</b>	Applications for development within conservation areas will be expected to include detailed plans, sections and elevations of the existing building(s) and any proposed alterations. Details of materials proposed for use, external finishing materials, landscaping, (where appropriate) and the relationship of the proposed development to the overall townscape will also be expected.
<b>Redevelopment</b>	Where it has been demonstrated to the satisfaction of the Council that a listed building or building within a conservation area cannot be retained, preference will be given to proposals which retain building frontages which are important to the townscape over demolition and redevelopment proposals.  The demolition of listed buildings, or buildings considered to be important within conservation areas will normally only be approved where acceptable re-development proposals are submitted and approved concurrently. Short term landscaping or appropriate screening of such sites may also be required.
<b>Townscape Features</b>	In addition to the general guidance of design for new development in Panel One, proposals for new development in conservation areas should also, where practical, incorporate local townscape characteristics and be in keeping with the surrounding street patter, from and incorporate design features, such as pedestrian or vehicle pends. Appropriate materials should be used, and streetscapes may be surfaced by whin setts stone or blockwork.

## Supplementary Guidance: Historic Environment

<b>Building Materials</b>	Within conservation areas, building materials used will be expected to comprise natural stone, wet dash harling or lime washed smooth render. Windows and doors will be required to be proportioned sympathetically to adjacent properties, and roofs will be required to be finished in natural slate or acceptable slate substitute.
<b>Views and Vistas</b>	Development proposals should have due regard to their wider impact in terms of their visibility from distant points and the preservation of important landmarks, views and vistas from and through the development site.
<b>Alterations and Extensions</b>	Proposed alterations or extensions to buildings should utilise similar materials as used in the original structure, and be sympathetic to the design features, character and proportions of the original property. The original building will normally be expected to remain the dominant feature when viewed from its main frontage(s). Important features (e.g. string courses) should not be removed or obscured - especially where the property forms an element of a terrace or coherent group of buildings.
<b>Repairs</b>	Repairs to property within conservation areas should utilise the same materials as those which require repair wherever they remain available. Proposals to replace previous work which used non-traditional methods or materials, and restore original features will be favourably viewed.
<b>Dormer Windows</b>	The design of dormer extensions should complement the existing property and neither change its character nor alter the original profile. They should be kept as small as possible, set away from gables, hips, and below the roof ridge. They should have a traditional appearance, normally with hipped or gabled roof. Windows should reflect the style and proportion of existing windows and be positioned so as to form a definite relationship with the main facade of the building. It is the preference of the Council that dormers should generally be restricted to rear or secondary frontages. Additional detailed guidance is given in the Council's dormer window SPG.
<b>Stone Cleaning</b>	Stone cleaning of listed buildings and all buildings within conservation areas requires the approval of the Council. The stone cleaning of listed buildings will be encouraged only where the proposed method is proven not to be detrimental to stone finish or detailing. The stone cleaning of individual properties within a terrace or listed group of premises will only be encouraged where the group is to be cleaned in one phase, and by the same method (approved by the Council).
<b>Painting Buildings</b>	<p>Generally, unpainted stone frontages should remain unpainted, unless it is proven that the property was painted originally and forms an element of a terrace or group of painted buildings.</p> <p>The repainting of frontages should utilise traditional, muted colour schemes with strong colours used sparingly. Window and door mouldings or other features may be emphasised with different colour tones where appropriate. Window and door frames, mullions and transoms should normally be painted white.</p>
<b>Retail/Commercial Buildings</b>	<p>Original retail and commercial frontages and features are now rare. Those remaining will be protected from insensitive alteration. Proposals which seek to restore or replicate such features will be supported.</p> <p>The design of the frontages of shops, offices, restaurants etc., should be based on a carefully considered composition of traditional elements at ground floor level, i.e. fascia, shop window, door stallrisers, pilasters and advertising signs. The proportions of any shop front and fascia should complement the balance of the complete frontage and it is insufficient to consider the design of the individual shop front in isolation from the frontage as a whole.</p>

## Supplementary Guidance: Historic Environment



### Supplementary Guidance Policy 4: Scheduled Monuments

South Ayrshire has a rich variety of archaeological resources from castles to buried flint scatterings and crop marks. Many new sites of interest may yet be discovered. All these sites form an important part of our heritage and can be valuable tourism and educational resources as well as contributing to general amenity. The Council recognises their importance and will seek to ensure that they are protected, interpreted and promoted or recorded as appropriate.

The Council will seek to protect scheduled monuments, (including their setting) and archaeological sites and encourage sympathetic proposals for their promotion for educational or recreational purposes.

Any application for development affecting a scheduled monument will be required to provide sufficient information to enable the evaluation of the importance of the site and enable full assessment of the impact of the proposals on that site.

The use of management agreements to mitigate the effects of potentially conflicting land uses upon standing structures, earthworks or buried deposits may be required as part of the development management process, where a proposal affects a scheduled monument.

The Council may seek guidance from an appropriate archaeological information service in considering applications for development within its area, including those within the Historic Medieval Burgh areas of Ayr, Ballantrae, Dundonald, Dunure, Girvan, Maybole, Newton-on-Ayr, Prestwick, Straiton, Symington and Tarbolton.

### Supplementary Guidance Information Note 1: Designed Landscapes and Historic Gardens

There has been a long tradition in South Ayrshire of the development of country estates, usually comprising extensive agricultural land and large mansion houses with associated buildings. However, this tradition has been in decline since the First World War and a number of important country houses are falling into disrepair. Given the importance of these estates and their buildings, the Council wishes to ensure their survival and maintenance, and to ensure that the integrated elements of house, garden and landscape should be protected as a whole, particularly where they are listed in Historic Scotland's "Inventory of Gardens and Designed Landscapes in Scotland". Consequently, whilst the preferred use of the property will remain as a single dwelling unit, sympathetic proposals for alterations affecting designed landscapes and historic gardens is set out in the LDP.

### Supplementary Guidance Information Note 2: European Protected Species and the Historic Environment

Historic environment also offers significant habitat opportunities for European Protected species, in particular bats, therefore consideration requires to be given in any development proposals to the requirements of Habitats Directive (92/43/EC) and The Nature Conservation (Scotland) Act 2004. Local Development Plan policy: natural heritage highlights where the Council will support development proposals or not.

## Supplementary Guidance: Historic Environment

### Part 2 - Managing Historic Environment



#### Conservation Area Appraisals

The Council will undertake conservation area character appraisals, as resources permit, to help identify the special interest and changing needs of historic areas. An appraisal is a management tool, which provides the basis for the development of a programme of action that is compatible with the sensitivities of the historic area and enables the Council as planning authority to fulfil its statutory duty to preserve and enhance conservation areas. Appraisals also inform policy and assist development management. They provide an opportunity to involve communities in identifying the character of the area and help developers formulate development proposals. The planning authority will prepare appraisals for all designated conservation areas on a priority basis and in consultation with the local community, as resources permit.

#### Management Plans

On completion of a conservation area character appraisal, the Council will prepare a management plan, which will identify measures to maintain or improve the character of that conservation area.

This will set out the planning context of the conservation area and propose a framework to address the issues raised by the conservation area character appraisal under the following types of action:

- Organisational measures
- Planning measures
- Economic measures
- Project measures

The objectives and measures in a management plan are likely to include several that address planning matters and development issues. Objectives and actions that reflect or relate to other policy areas or functions of the local authority will also need to be included, and be consistent with the ambitions of the Single Outcome Agreement 2008-2009 between South Ayrshire Council and the Scottish Government. Planning policies in the management plan require to be consistent with the statutory planning position set out in the LDP.

Once approved by the Council, a management plan will have the status of supplementary planning guidance. Where a management plan addresses planning issues, it will be a material consideration in determining proposals. The detailed objectives and actions set out in management plan are intended to complement the more general policy objectives of the LDP and should be used in conjunction with it.

## Supplementary Guidance: Historic Environment

### Part 3 - Supplementary Guidance Addendum: Windows and Doors

This addendum supports the content of the Council's 'Historic Environment Supplementary Guidance'. It provides detailed guidance about windows and doors in listed buildings and in unlisted buildings within conservation areas.

Guidance for windows and doors on listed buildings is set out within section 2 of this document and guidance for windows and doors in conservation areas is set out within section 3. Section 4 sets out further detailed guidance that might be relevant to either listed buildings or unlisted buildings in conservation areas.

This guide is intended to be used by the development industry, development management officers, property owners and applicants.

#### Section 1

##### Introduction

Windows and doors make a substantial contribution to the design, character and appearance of historic buildings and areas of special architectural or historic interest. South Ayrshire boasts a high number of listed buildings and conservation areas over a relatively concentrated area. The historic environment, in general, makes a substantial contribution to the area, both economically and aesthetically and it is therefore essential that these features are suitably protected and managed.

##### Context

The purpose of this addendum is to supplement the content of the South Ayrshire Local Development Plan, specifically "LDP policy: Historic Environment" and the Historic Environment Supplementary Guidance. This addendum will therefore be a material consideration in the determination of applications for windows or doors within conservation areas and within listed buildings. It is recommended that all applicants familiarise themselves with the content of this guidance before deciding on the most appropriate course of action. *LDP policy: historic environment* is the primary consideration in the assessment of proposals affecting features of the historic environment. The policy is set out below:

#### LDP policy: historic environment

We will support development proposals, affecting the following heritage resources, if we believe the quality and design of the proposed development will protect, conserve and improve them.

##### Listed buildings of architectural and historic interest

We are in favour of protecting listed buildings and their setting, especially from inappropriate development, and will actively encourage their sensitive maintenance, restoration and reuse.

##### Conservation areas

All new development in, or affecting the setting of, a conservation area, has to improve or preserve the area's character or appearance.

We will actively encourage and, where resources permit, implement upgrading and enhancement for conservation areas.

We will use conservation area appraisals and management plans to help make sure development is carried out to a consistent high standard.

## Supplementary Guidance: Historic Environment

### **Scheduled monuments**

We will not accept development which would negatively affect the site or setting of a scheduled ancient monument.

### **Design landscaped and historic gardens**

We will not accept development which would negatively affect historic gardens and designed landscapes included in the Inventory of Gardens and Designed Landscapes in Scotland.

More guidance

We will follow the supplementary guidance on historic environment when considering all proposals which would affect our heritage resources. This gives detailed advice on the following:

- a. Principles of development affecting built heritage resources.
- b. Conservation area appraisals and management plans
- c. Policies giving guidance on specific types of development

### **When do I need listed building consent and/or planning permission?**

Prior to carrying out any works on a listed building or a building within a conservation area, you should check with the planning authority as to the permission or consent that might be required for the proposed works. The information set out within Appendix 1 is intended to act as a guide in order to assist in determining where proposed works require consent. The list is not exhaustive.

The Council strongly advises the use of our pre-application service prior to formally submitting applications. This service provides useful advice at an early stage and can help provide for a smoother application process. It should be noted that the pre-application process can only be used to advise, and cannot prejudge the outcome of any subsequent application. Further details of the pre-application process can be found on the Council's website.

## Supplementary Guidance: Historic Environment

### Section 2 Listed buildings – windows and doors

Windows and doors make a substantial contribution to the character and overall design of most listed buildings. In recognition of the sensitive nature of listed buildings, the Council seeks to protect and preserve original windows and doors, where possible. This addendum provides a context for the protection and preservation of these key features. Anyone considering repair or replacement works to listed buildings should familiarise themselves with the content of this addendum prior to deciding upon the most suitable course of action.

#### Repair

The Council places strong emphasis upon the repair of original windows and doors before options for replacement are considered. Repair work should only be undertaken where it is absolutely necessary (in terms of sustainability, damage or deterioration) and should be done on a like-for-like basis, ensuring that any repair work provides for an identical match to the original windows or doors.



Repaired and restored original windows make a significant contribution to retaining the character of this listed building.

#### Replacement

The replacement of historic windows and doors in listed buildings will only be approved where there is no alternative, for example, where they have clearly deteriorated beyond practical repair. Where the replacement of windows or doors is proposed, the Council is likely to request evidence demonstrating that there is no scope for repair works. In some circumstances a survey by a suitably qualified individual may be requested.

In all instances, the proposed replacements will be required to match the originals in materials, design and opening method. The Council encourages the reuse of historic glass where this contributes to the character of a listed building. In the case of doors, the Council also encourages the reuse of original door furniture.

The use of non-traditional materials such as uPVC will generally not be acceptable in listed buildings.

#### Reasoned justification

Carrying out repair works to listed buildings is the most effective means of retaining the original character of the building. Appropriate repair works help to ensure that historic windows and doors continue to make a valuable contribution to the overall design of a building, as was originally intended.

Historic windows are integral features to the overall design and architectural character of a listed building. Where these windows are replaced insensitively and without an understanding of the contribution that they make to the character of a listed building, this can have a highly damaging impact upon the architectural integrity of a building.

The use of uPVC windows and doors is not supported as they cannot accurately replicate the character of original windows and doors.

## Supplementary Guidance: Historic Environment

### Detailed issues - windows in listed buildings

Table 2.1: detailed issues on windows in listed buildings

#### Double glazing

Slim profile double glazing can be accommodated within historic window frames. Any proposals for double glazing should ensure that they do not adversely affect the character of the building and do not involve the loss of historic glass.

#### Secondary glazing

Secondary glazing involves the installation of an independent internal window in addition to the historic or replacement window. The use of secondary glazing will only be supported where it respects original architectural features, such as shutters. Any meeting rails within secondary glazing should be located behind the meeting rail of the original window.

#### Reinstatement

Proposals to reinstate windows to reflect a particular period will only be supported where it would improve the situation (i.e. where windows have previously been replaced using inappropriate design or materials) and where there is documented or verifiable evidence that the proposed windows are appropriate to the period of the building in question.

#### Ventilation

Where the creation of vents on historic windows is required, every effort should be made to ensure that the works are done discreetly. Any proposal for ventilation which cuts through the glass or which is conspicuous on the frames will not be supported.

#### Astragals

Astragals are key features of historic windows and should always be retained. Any proposals to replace windows containing astragals will be required to retain these features in terms of their original profile, proportions and dimensions. Any proposals to substitute astragals for stick on, sandwiched or dummy astragals will not be supported.

#### Mullions

Proposals to remove mullions and increase the glazed area of windows will generally not be supported.

#### Horns

Horns are a Victorian invention, the purpose of which is to enhance the rigidity of sashes. Georgian and early Victorian windows rarely have horns but their use was common in later Victorian and Edwardian windows. The use of horns in Georgian and early Victorian styled windows will therefore rarely be appropriate and will generally be resisted. The use of horns will only be appropriate where they match the period of the building and the repaired or replaced windows.



The character of this building has been adversely affected by the replacement window on the bottom right which uses uPVC, sandwiched astragals and a visible trickle vent.

## Supplementary Guidance: Historic Environment

Table 2.1: detailed issues on windows in listed buildings continued

### Colour

The regular and sensitive maintenance of historic windows is encouraged. This will often involve re-painting windows in order to avoid moisture penetration. Windows should be hand painted in a colour and finish which matches the original window unless approved through planning permission and/or listed building consent.

When painting windows, it is important to take cognisance of the colour of other windows within the building. Contrasting colours within the same building can have an adverse impact upon the aesthetic qualities of the building.



A pleasing row of terraced properties where the proportions of the windows and doors all add to the architectural character of the terrace.

Table 2.2: doors in listed buildings

### Proportions

The original proportions of door openings on street frontages should always be retained.

### Furniture

When undertaking any repair or replacement works, decorative fanlights should always be retained. Original door furniture should be retained and reused where possible. Where original fittings cannot be reused, the Council will encourage the use of modern replacements where these are appropriate to the period of the building.

Within doorways, fanlights should be located above the door itself. Incorporating glazing panels within the design of a door will generally not be permitted.

### Colour

Doors on listed buildings should be painted in an appropriate colour, matching the original where details of the original are known. Where the colour of a door is consistent with other features of a building i.e. windows, the Council will expect the uniform appearance to be maintained.

### Window to door conversions

Window to door conversions will generally not be acceptable, particularly on principal elevations. In the circumstances where such works are considered to be acceptable, the width of the existing opening should not be increased. Care should be taken when removing the masonry. Any repair works that are subsequently required should utilise the same materials to match the surrounding masonry.



The width of the door frame has been significantly reduced, detracting from the character of the building.

## Supplementary Guidance: Historic Environment

Table 2.2: doors in listed buildings continued

### Door to window conversions

This can be extremely damaging to the architectural character of a building if done without some thought and understanding of the building. Door to window conversions will generally not be acceptable on principal elevations. On occasions where it is considered to be acceptable, the new window should match all other windows in the building, including cill height. Filling in below the cill should be done using appropriate materials, ensuring that there is appropriate recognition of the original feature.

### Reinstatement

The Council will support proposals to remove and replace inappropriate doors with a door which is more sympathetic to the architectural character of a building in terms of design, materials, colour, finish and proportions.

### Doors on terraces

The contribution which doors and doorways make to the architectural character of a building can be further emphasised within terraced properties. Proposals which disrupt this uniform appearance will not be supported. In most circumstances it will be important to maintain the original proportions, materials and colours within doors and doorways in order to ensure that they continue to make a positive contribution to the architectural character of the overall building.



An example of restored door which is sympathetic to the character of the listed building.

## Section 3 Conservation Areas (where the building is not listed)

Windows and doors can make a substantial contribution towards the character and appearance of conservation areas, particularly in instances where there is a uniform appearance to the windows and doors. In considering any development proposals within these areas, the Council seeks to ensure that they will protect and/or enhance the character and appearance of the area.

The Council will support proposals for the sensitive repair and maintenance of original windows and doors within conservation areas. On unlisted buildings within conservation areas, any proposals for replacement windows and doors should match the original in terms of materials, design and opening method. However, the principal test will be the impact upon the character and appearance of the conservation area.

uPVC windows often fail to replicate the detailing and quality of traditional windows and can therefore have an adverse impact upon the character and/or appearance of a conservation area. The Council will therefore generally not support the use of uPVC windows on principal or public elevations on unlisted buildings within conservation areas. However, the principal test will be the impact upon the character and appearance of the conservation area.

Where original windows or doors are beyond a practical state of repair, the replacements should reuse original detailing and furniture which contributes to the character of the building. This includes the reuse of historic glass and traditional ironmongery.

The colour of windows and doors within conservation areas can make a substantial contribution in defining the character of the area. Where this is the case in terms of windows and doors, any repair, replacement or maintenance work that is carried out should be done with an understanding of their contribution to the character and appearance of the conservation area, ensuring that the works are respectful of the conservation area.

## Supplementary Guidance: Historic Environment

Whilst Table 2.1 and Table 2.2 provide guidance relating to windows and doors in listed buildings, respectively, they also serve as a useful reference point in formulating proposals for unlisted buildings within conservation areas. In seeking to preserve or enhance the character and appearance of conservation areas, it is therefore recommended that cognisance should be taken of the information set out within these tables in the preparation of proposals relating to unlisted buildings within conservation areas.

Where a building is listed and also in a conservation area then the guidance for listed buildings and conservation areas both apply.

### Section 4 Further Detailed Guidance Applying to Both Listed Buildings and Unlisted Buildings in Conservation Areas

#### Lying panes

Horizontally proportioned window panes, known as lying panes, became popular in the early part of the 19<sup>th</sup> century, however, they are much less common than the vertical emphasis which is normally applied to sash and case window panes. The Council will support the retention of these features within windows. Any proposals to replace windows with lying panes in a listed building or an unlisted building within a conservation area with an alternative style may be required to provide a justification as to why the existing windows cannot be repaired and retained. This may require the submission of a survey by a suitably qualified individual.

#### Metal frames

Metal frames can make a significant contribution to the architectural character of certain buildings, particularly from the first half of the 20<sup>th</sup> century. Where this is the case and the building is listed or unlisted and within a conservation area, options for the repair of the window should be investigated in the first instance. Where this is not possible, the Council may request the submission of a survey from a suitably qualified individual detailing the condition of the windows. Replacement windows will be required to match the originals in terms of materials, design and opening method.



Metal-framed windows with a casement opening mechanism.

#### Casement windows

Casement windows have their origins in the Arts and Crafts movement from the turn of the century. They are uncommon within South Ayrshire and the Council therefore places strong emphasis on the repair and maintenance of this type of window on listed buildings and unlisted buildings within conservation areas. Where repair works are not possible (due to severe deterioration) any replacements should match the originals in terms of materials, design and opening method. Casement windows commonly have associated fixtures and fittings, including external shutters. These associated features should be retained, where possible.

### Section 5 Further advice

Historic Scotland's 'Managing Change in the Historic Environment Guidance Notes' contain two documents offering further guidance in relation to altering windows and doors within historic buildings entitled 'Windows' and 'Doorways', respectively.

## Supplementary Guidance: Historic Environment

### Appendix 1

#### When Do I Need Listed Building Consent or Planning Permission?

##### Listed buildings (either within or outwith conservation areas)

- Repairs to original windows and doors in listed buildings will not require listed building consent providing the repair work exactly matches the original in terms of design, materials and profiling.
- The installation of double glazing within existing frames in listed buildings will require listed building consent. If a listed building is also located within a conservation area, planning permission may also be required. Clarification from the planning authority should be sought.
- The installation of secondary glazing in listed buildings will require listed building consent. If a listed building is also located within a conservation area, planning permission may also be required. Clarification from the planning authority should be sought.
- The removal or replacement of windows and doors in listed buildings will require listed building consent. The Council places strong emphasis upon fully exploring the possibility of undertaking repair work to historic windows and doors before considering replacement. If a listed building is also located within a conservation area, planning permission will also be required.
- Material changes to windows and doors in listed buildings, including repair work, will require listed building consent. Examples of this include alterations to the design, material, size, opening mechanism or proportions as well as blocking up windows and doors. If a listed building is also located within a conservation area, planning permission may also be required. Clarification from the planning authority should be sought.
- Reinstatement of an original window or door in a listed building will require listed building consent. If a listed building is also located within a conservation area, planning permission will also be required.

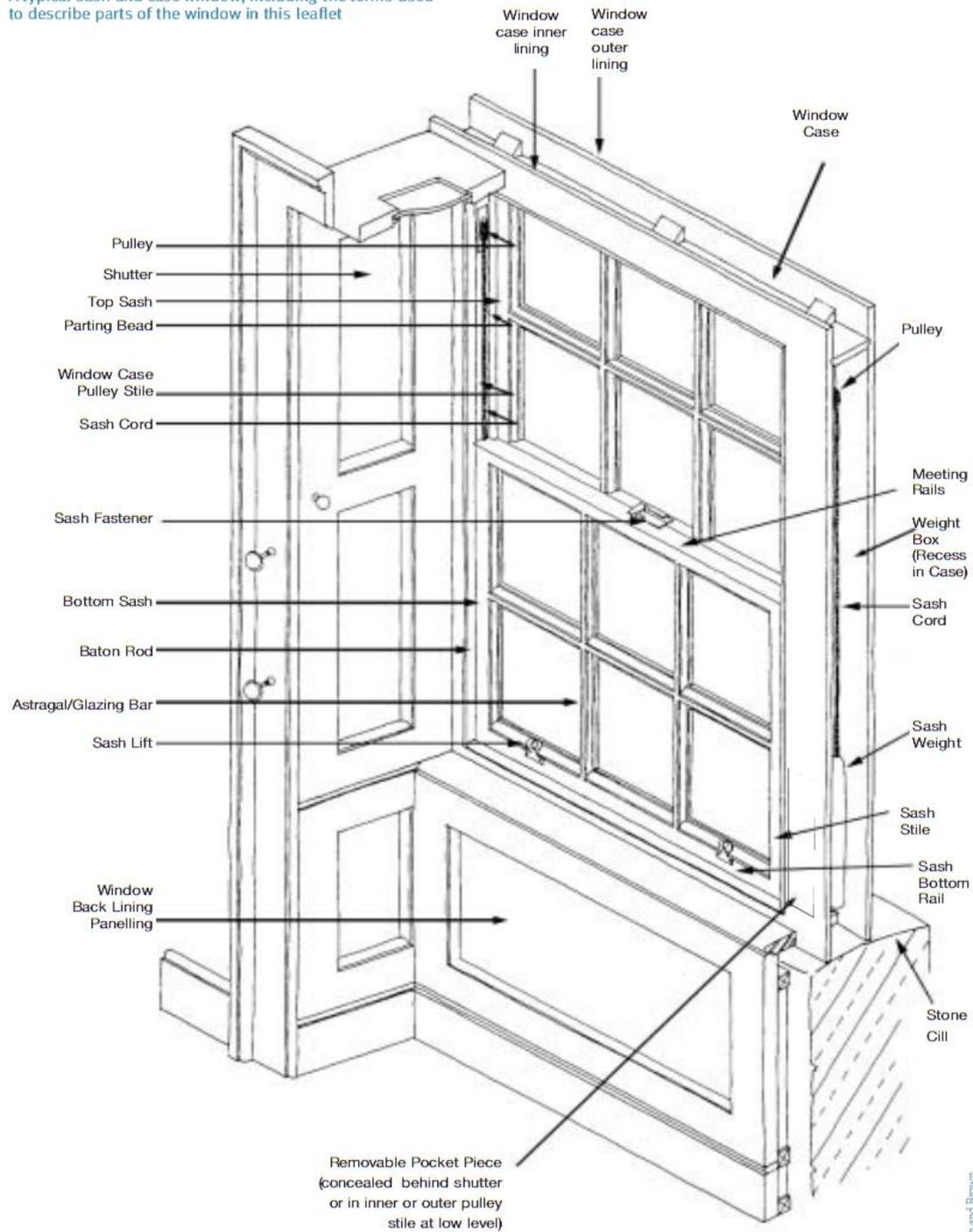
##### Unlisted buildings within conservation areas

- Works to unlisted buildings will not require listed building consent.
- Repairs to original windows and doors in unlisted buildings within conservation areas will not require planning permission providing the repair work exactly matches the original in terms of design and materials.
- The installation of double glazing within existing frames in unlisted buildings within conservation areas may require planning permission. Clarification from the planning authority should be sought.
- The installation of secondary glazing in unlisted buildings within conservation areas may require planning permission. Clarification from the planning authority should be sought.
- The removal or replacement of windows and doors in unlisted buildings within conservation will require planning permission. The Council places strong emphasis upon fully exploring the possibility of undertaking repair work to original windows and doors before considering replacement.
- Material changes to windows and doors in unlisted buildings within conservation areas, including repair work, may require planning permission. Clarification from the planning authority should be sought.
- Reinstatement of an original window or door in an unlisted building within a conservation area will require planning permission. Reinstatement differs from repair in that an entire window would be reinstated in order to insert windows which were consistent with the period of the building. This will apply where windows may have been replaced in the past using inappropriate designs or materials.

## Supplementary Guidance: Historic Environment

### Glossary

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



Components of a traditional sash and case window (courtesy of Historic Scotland)

Text only versions of this publication are available in Polish, Chinese and Urdu.

For further Information please contact:

0300 123 0900

Dostępna jest wersja tej publikacji w języku polskim, zawierająca wyłącznie tekst.

Aby uzyskać więcej informacji, proszę skontaktować się z:

0300 123 0900

本出版物還有純文字中文版。

有關更多資訊，請聯絡：

0300 123 0900

اس اشاعت کے نسخہ کا صرف متن اردو زبان میں دستیاب ہے۔  
مزید جانکاری کے لیے براہ کرم درج ذیل پر رابطہ قائم کریں:

0300 123 0900

Do you know anyone who has a visual impairment?

If you do and you think that they would like a larger print version or an audio cassette version of the text contact Council staff on:

0300 123 0900



**Place Directorate**  
Planning and Building Standards  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR

Tel: 0300 123 0900

Email: [planning.development@south-ayrshire.gov.uk](mailto:planning.development@south-ayrshire.gov.uk)

[www.south-ayrshire.gov.uk/planning](http://www.south-ayrshire.gov.uk/planning)