

A close-up photograph of a classical stone capital, likely Corinthian, featuring intricate carvings of acanthus leaves and a basket of fruit. The image is bathed in warm, golden light, creating deep shadows and highlighting the texture of the stone. The capital is part of a larger architectural structure, with other similar elements visible in the background.

Cases Panel Guidelines

The Architectural Heritage Society of Scotland



CONTENTS

Directory

- Groups Map
- AHSS Groups and Cases Panels Directory

Section 1.0: Introduction

- The Cases Panels
- Using the Guidelines
- Further Information Sources

Section 2.0: The Planning Process

- The Scottish Planning Process
- National Plan Policy
- Local Plan Policy and Consultations
- Recent Changes
- Material Considerations
- How Cases Panels Participate
- The Outcomes Of Planning Decisions
- Planning Conditions
- Appeals
- New Listings Of Buildings And Conservation Areas

Section 3.0: Assessing Applications

- The Basics
- The Process
- Checking The Documentation
- What To Look For
- Responding To Cases That Are Not Directly To Do With Built Heritage
- Press Statements
- Buildings At Risk Register

Section 4.0: Other Tools

- Site Visits
- Archives
- Web Sourced Tools
- Key References

Appendix 1: Delegated Powers (2012)

Appendix 2: Proforma Cases Log



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GROUP DIRECTORY





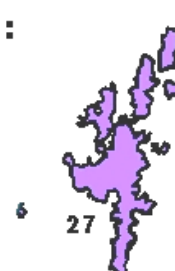
The Architectural Heritage Society of Scotland : Group Areas

STRATHCLYDE

Glasgow City 9
North Lanarkshire 22
South Lanarkshire 29
Renfrewshire 25
East Renfrewshire 11
Inverclyde 18
North Ayrshire 21
South Ayrshire 28
East Ayrshire 8
Stirling 30
East Dunbartonshire 9
West Dunbartonshire 31
Argyll and Bute 4
Loch Lomond & Trossachs
National Park*

EILEAN SIAR

Eilean Siar 13
(Through the
national office)



ORKNEY ISLANDS

Orkney Islands 23
(Through the national
office)

SHETLAND ISLANDS

Shetland Islands 27
(Through the national
office)

HIGHLAND

Highland 17

NORTH EAST

Aberdeen City 1
Aberdeenshire 2
Moray 20

TAYSIDE & EAST FIFE

Dundee City 7
Angus 3
East Fife 15
Perth & Kinross 24

FORTH & BORDERS

Edinburgh City 12
East Lothian 10
Midlothian 19
West Lothian 32
Falkirk 14
Clackmannanshire 5
Mid & West Fife 15
Scottish Borders 25

DUMFRIES & GALLOWAY

Dumfries & Galloway 6

* The Loch Lomond & the Trossachs National Park covers parts of Argyll & Bute, West Dunbartonshire, Stirling & Perth & Kinross
This map is based on the Local Authority Areas map from the Scottish Executive Geographic Information Service 2001 with Local Authority Areas numbered accordingly.



GROUPS AND CASES PANELS

The numbers refer to the Local Authority area references as used by the Scottish Government.

FORTH & BORDERS

Clackmannanshire	5
East Lothian	10
Edinburgh City	12
Falkirk	14
Mid & West Fife	15
Midlothian	19
Scottish Borders	25
West Lothian	32

Group address: 15 Rutland Square, Edinburgh, EH1 2BE

Areas covered by the cases panel: All council areas as for membership

Contact: East Lothian (1): Bill Dodd bill.dodd@yahoo.co.uk
All others areas: fbcasework@ahss.org.uk

STRATHCLYDE

Argyll and Bute	4
Glasgow City	9
East Dunbartonshire	9
East Ayrshire	8
East Renfrewshire	11
Inverclyde	18
North Ayrshire	21
North Lanarkshire	22
Renfrewshire	25
South Ayrshire	28
South Lanarkshire	29
Stirling	30
West Dunbartonshire	31
Loch Lomond & Trossachs National Park*	

(* The park covers parts of Argyll, West Dunbartonshire, Stirling and Kinross)

Group address: The Tobacco Merchants House, 42 Miller Street, Glasgow, G1 1DT

Areas covered by the cases panel: All council areas as for membership

Glasgow City and environs (9) - Audrey Gardner audtom35@aol.com

East Ayrshire – Greta Roberts gretaplan@btinternet.com
All other areas: Jeremy Watson jeremyatvaleofleven@hotmail.co.uk



HIGHLAND

Highland 17

Group address: Currently covered through the National Office.

Areas covered by the cases panel: All council areas as for membership

NORTH EAST

Aberdeen City 1
Aberdeenshire 2
Moray 20

Group address: Contact the National Office.

Areas covered by the cases panel: All council areas as for membership

Contact: Kelly Morrison kellymorrison@btinternet.com

TAYSIDE & EAST FIFE

Dundee City 7
Angus 3
East Fife 15
Clackmannanshire 5
Perth & Kinross 24

Group address: Contact the National Office.

Areas covered by the cases panel:

East Fife Cases Panel: Covering the St Andrews and East Fife Local Plan area of Fife Council area 15.

Peter Davidson: pp.ndavidson@btinternet.com

Dundee & Angus Cases Panel: Covering Dundee City Council area 7 and Angus Council area 3.

Sarah Kettles: skkasani92@gmail.com

Perth & Kinross Cases Panel : Covering Perth & Kinross Council area 24. Bruce Calderwood : the.calderwoods@btinternet.com



ORKNEY ISLANDS

Orkney Islands 23

Group address: Currently covered through the national office.

Areas covered by the cases panel: All council areas as for membership

SHETLAND ISLANDS

Shetland Islands 27

Group address: Currently covered through the National Office.

Areas covered by the cases panel: All council areas as for membership

EILEAN SIAR

Eilean Siar 13

Group address: Currently covered through the National Office.

Areas covered by the cases panel: All council areas as for membership

DUMFRIES AND GALLOWAY

Dumfries and Galloway 6

Group address: Contact the National Office.

Areas covered by the cases panel: Cases are covered across the whole area (inclusive of the former districts of Annandale and Eskdale Nithsdale, Stewartry and Wigtown).

Convener: Pat Woodley, tel: 01644 430204 woodley212@btinternet.com

*** All groups & cases panels can be contacted through the national office.**

NATIONAL OFFICE

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nationaloffice@ahss.org.uk

Tel: 0131 557 0019

1.0 INTRODUCTION





INTRODUCTION

The historic environment is a fundamental and diverse part of Scotland's cultural heritage, helping define our built environment and providing the backdrop to our daily lives. It is of immense importance for education, recreation, leisure, tourism and the wider economy. Successive governments have recognised this importance through statutory designation and protection: today there are over 44,000 listed buildings, almost 600 conservation areas and 300 designated designed landscapes, and around 8,000 scheduled monuments. In addition, there are locally important buildings and townscapes which, although not protected through legislation, nevertheless make a substantial contribution to our landscape.

Despite statutory designations for the protection of the historic environment, as well as greater public awareness and support for heritage issues, the historic environment can still be threatened by inappropriate development. Changing patterns of use, economic decline and redevelopment all present challenges. Heritage is only one of a number of competing considerations in the planning system, and often low on the list of priorities for applicants. It is therefore important that there continues to be expert scrutiny of statutory consent applications, helping local authority officers and national agencies whose resources might not necessarily allow a full review of the often highly technical heritage management issues involved.



The Cases Panels

Cases Panels provide a valuable service, acting as a watchdog on conservation-related planning applications and as a sounding board of community opinion to planning departments and other stakeholders. We have over 50 years of experience campaigning across the country on a wide range of issues at both local and national level, have teams of experts already trained in the sector, and are thus able to bring a varied set of skills to bear.

Most groups in the various areas of the AHSS have Cases Panels. These are answerable to their group committees and then in turn to the National Council. Generally, the local Cases Panels are autonomous. The newly formed National Conservation Committee oversees and guides the Cases Panels about the general methodology to be applied and will review cases that the local panels feel need to be handled nationally.

In order to assist Cases Panel Members and ensure a degree of consistency across our work, the Society has previously published guidance setting out the governance, procedural, and technical issues involved. Recognising that the value in our work is the expertise of our members, these guidelines have always sought to lay out the general methodology and overarching considerations rather than a proscriptive approach. This latest version of our guidance seeks to continue that successful policy. We respect your own opinions and local knowledge.

Using the Guidelines

The primary challenges in our sector remain much the same, albeit perhaps exacerbated by the current economic pressures and sometimes understandable desire of statutory authorities to be seen to support investment. There have, however, been great changes in the way conservation is administered and how information is accessed. The current revision reflects these.

For ease of reference, the guidelines are divided into three main sections:

- An overview of the Scottish Planning System, including a discussion on policy issues and advice on the determination of applications by local authorities.
- Guidance on how applications should be assessed to ensure that there is a consistent approach across the Society's work whilst leaving local groups free to assess applications on the basis of their own expertise.
- Information, links, and other tools which may be of assistance to local groups in arriving at a decision on how best to respond to cases before them.

FURTHER INFORMATION

Much information is today available online and is updated regularly. Where appropriate we have indicated the sources for such information in highlighted text boxes, allowing members to check the latest versions themselves and minimising the need for frequent maintenance of the guidelines.

A full set of the documents can also be found on the AHSS website.

2.0 THE PLANNING SYSTEM





THE SCOTTISH PLANNING PROCESS

The use of land in Scotland is regulated by the statutory planning system which is set out in a series of legislative instruments, policies, and guidance notes. It is necessarily a complex process, balancing competing demands in what is perceived to be the public's long-term interest, and a comprehensive briefing therefore lies somewhat beyond the scope of these guidance notes.

It may be of assistance, however, if we focus on the key issues which Panel Members must have regard to when considering how best to respond to policy consultations or individual applications.

Roles and Responsibilities

The primary responsibility for the operation of the planning system lies with strategic development planning authorities, and local and national park authorities. Nevertheless central government plays an important role, setting out how it believes that the land use control system can contribute to the national performance framework. It sets out national policies, guidance on technical issues, and has ultimate responsibility for built and natural heritage sites.

In this section of the guidelines we seek to give you a very brief overview of how this works in practice, much of which will be familiar to experienced cases panels but is likely to be of assistance to newer members.



National Planning Policy

In Scotland the reference documents to which planning authorities are directed in relation to applications for listed building consent, applications for conservation area consent and the consideration of planning applications affecting the historic environment and the setting of individual elements of the historic environment are the 'National Planning Framework 3', 'Scottish Planning Policy 2014', 'Historic Environment Scotland Planning Statement' 2016 (which has recently replaced 'The Scottish Historic Environment Policy' (SHEP), 2011,) and Historic Scotland's 'Managing Change in the Historic Environment' guidance notes. In addition, local authorities have prepared guidance, and conservation areas may have conservation area appraisals.

FURTHER INFORMATION

National Planning Policy documents are all available through Historic Environment Scotland's website www.historicenvironment.scot or the Scottish Government website www.scotland.gov.uk.

Of particular note are the SPP, which can be found at www.gov.scot/Resource/0045/00453827.pdf, and the Historic Environment Circular 1 which can be found at www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=ec209755-9bf8-4840-a1d8-a61800a9230d which covers the requirements of the secondary legislation relating to the Historic Environment Scotland Act of 2014.

Cases panel members should be aware of 'Our Place in Time – the Historic Environment Strategy for Scotland', published in 2014, available on the Scottish Government website: www.scotland.gov.uk/Topics/ArtsCultureSport/arts/Historic-environment and Historic Environment Scotland as the new lead public body established to support the delivery of the shared strategic vision.

Structure and Local Plans

There can be up to three parts to a plan. Each council area in Scotland is covered by a local development plan, which sets out where most new developments are proposed and the policies that will guide decision-making on planning applications.

If you live in Aberdeen, Dundee, Edinburgh, Glasgow or any of the following council areas – Aberdeenshire, Angus, East Dunbartonshire, East Lothian, East Renfrewshire, Fife, Inverclyde, Midlothian, North Lanarkshire, Perth and Kinross, Renfrewshire, Scottish Borders, South Lanarkshire, West Dunbartonshire or West Lothian – there will also be a strategic development plan covering all or part of your area. The strategic development plan sets out the long-term development of the city region and deals with region-wide issues such as housing and transport.

Both these plans are of critical importance, as the policies will be the principal consideration in planning applications. It is therefore essential that cases panels review the emerging plans when they are issued for consultation, commenting on the proposed heritage management sections in order to ensure that they receive the appropriate weight. The National Office can provide advice to you on how to frame such submissions, if required.



Recent Changes

The Historic Environment Scotland Act 2014 established Historic Environment Scotland, and made minor amendments to the law relating to the historic environment. Historic Environment Scotland (HES) has the general function of investigating, caring for and promoting Scotland's historic environment. The act dissolves the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) and transfers staff and property to HES. With the merger of Historic Scotland and RCAHMS to form HES, a non-departmental public body, the Act makes provision for HES's functions in relation to scheduled monuments, listed buildings, conservation areas, and makes provision for appeals from decisions of HES to Scottish Ministers.

THE NEW SCHEME OF DELEGATED FUNCTIONS

Members will be aware that decisions for listed building consent for many buildings were previously referred to Historic Scotland for review and approval. This is no longer the case. Applications for specific types of works affecting A and B listed buildings may now be determined by those planning authorities which have signed up to the Removal of Duty to Notify programme. Category C listed buildings were already covered.

As at the time of writing there remains a lack of clarity as to the application of policy for A and B listed buildings, particularly where local authorities are short of resources. This means that those councils with in-house expertise are to handle all applications to do with Listed Buildings and those in Conservation Areas. This is delegated to planning officers. The IHBC Scoping Report: 2013 for Scotland gives a positive assessment of the services offered, but it does also raise questions about the overall picture and the availability of suitable services across the country.

FURTHER INFORMATION

See the following for detail on schemes of delegation:

www.gov.scot/Topics/ArtsCultureSport/arts/Historic-environment/HistoricEnvironmentLegislation

www.scotland.gov.uk/Publications/2009/07/07115301/3

The table at the end shows the exceptions to delegated powers as at 2012, but you need to check with your local council.

Within the scope of the delegated powers, legislation is the ability of local councils to stipulate how many objections are required before an application needs to go before a committee. This differs between councils, but there is a tendency to increase the number with the result that even a few well-judged objections could be ignored.



Types of Application

For the purposes of planning applications, developments are put into one of three categories: local, major or national. The different types each have different application procedures.

Local developments include smaller-scale projects such as individual houses or modest new housing and retail. They form the bulk of planning applications and are handled in the traditional way which we have been used to for the last 20 years.

Major developments include developments of 50 or more homes, certain waste, water, transport and energy-related developments, and larger retail developments. As a guide, any site over 2 hectares will be a major application- which can therefore include designed landscapes, large town centre schemes, or leisure developments. There is an enhanced consultation procedure for such cases, including pre-application discussion with stakeholders such as community councils or amenity bodies. We may be asked to participate in these and local cases panels are encouraged to do so.

National developments are mainly large public works (for example, the replacement Forth crossing) and are identified in a document called the National Planning Framework. It is likely that any consultation on these would be co-ordinated by the National Conservation Committee.

In Scotland all churches in ecclesiastical use by some of the principal denominations are currently exempted from listed building control (but not planning control) on the basis that they have their own rigorous procedures in place. There is a non-statutory arrangement in place with Historic Environment Scotland for dealing with external works.

The Scottish Government continues to promote online or eplanning applications rather than the traditional hard-copy format. One benefit is that all planning / listed building applications are now available online which makes it possible for anyone, anywhere and at any time to scrutinise applications. There are some problems, but the benefits outweigh them.

Material Considerations

The law requires that decisions on planning applications are made in accordance with the development plan unless material considerations indicate otherwise. This means that decisions should be made in line with the development plan, but if there are material considerations (considerations which are related to planning and relevant to the application) a different decision may be appropriate.

There are two main tests for deciding whether a consideration is material and relevant:

- It should serve or be related to the purpose of planning i.e. to the development and use of land.
- It should fairly and reasonably relate to the particular application.

Generally a material consideration is a planning issue which is relevant to the application and can include national, European and council policies, comments by the public and by organisations the council has consulted, the design of the proposed development, and the effect of the plan on the environment.



How Cases Panels Participate

There is an increasing need for community participation in planning. This is recognised by the Scottish Government and encouraged through the documents below. While this has developed through a recognition of democratic involvement, it has also been spurred on by financial constraints, cut-backs in staff and restructuring. This means that community participation, such as by the AHSS through its cases panels, should have greater impact – if they assert it.

What is relevant to cases panels is awareness of how planning applications affect our built heritage. Heritage policy is not the only policy local authorities need to consider. Others such as sustainability, disabled access, general renewal, etc. will be raised too, as will economic considerations and impressive presentations by heavyweight developers and sometimes politicians.

The AHSS has as its primary goal to act as an advocate for the protection of our built heritage. While other issues need to be understood and appreciated, our cases panels need to watch out for conflicts with existing heritage policy. Yet they need to be reasonable. If change affects historic detail, but is the most practical to ensure, for instance, the continued use of a building, comment must be phrased accordingly.

The Scottish Government stipulates minimum legal requirements for local authorities in engaging the public in the preparation of development plans, but encourages them to go beyond these to promote wider public awareness and engagement. Every year local authorities must publish a development plan scheme. This includes a participation statement which sets out how and when people can get involved in plan preparation. Community groups (such as the AHSS) are expected to be encouraged to look at the development plan scheme and provide feedback on proposals for engagement.

The main formal opportunities for public engagement and plan preparation are:

- Through widespread consultation following the publication of the Main Issues Report;
- Publicising the proposed plan and the opportunity to make representations on it.

Cases Panels are well placed to participate in this process, helping lobby at both the policy-making and the application stages.

The Outcome of Planning Decisions

All respondents can expect to get a letter as to the outcome of the planning decision. This will usually simply indicate whether it was successful or not. But you can request that you are provided with the reasons for the decision. This can be very useful in how you approach future cases.



Planning Conditions

Planning applications may be granted permission subject to conditions. Conditions enable developments to proceed where it would otherwise have been necessary to refuse planning permission on minor issues that can be fulfilled later. Planning conditions should only be imposed where they are:

- necessary;
- relevant to planning;
- relevant to the development to be permitted;
- enforceable;
- precise;
- reasonable in all other respects.

Members of the public may bring breaches of planning control or shortfalls to the attention the planning service and this is where the cases panel plays a role.

An application may be broadly acceptable, but may present issues of concern, or may not have sufficient detail available. Instead of objecting to it, it is preferable to note the concerns and why they are relevant, advising that they be addressed. The planning officer will decide whether these need to be addressed immediately or if they can be inserted as conditions into the approved application for later attention.

Appeals

An applicant has a right to make an appeal against a refusal of consent or other action by a local authority including those for listed buildings or conservation areas. Smaller cases are heard by local review panels comprising elected members not involved in the original decision; a substantial proportion of these are overturned at appeal. Larger applications including listed building consents go to the Scottish Ministers. As a respondent through a cases panel, it is important to understand the principles and process.

FURTHER INFORMATION

Details of planning appeals, including live cases, can be found at:

www.dpea.scotland.gov.uk

A Guide to Planning Appeals in Scotland is available at
www.scotland.gov.uk/Resource/0042/00426741.pdf

You may be notified of an appeal and a future hearing or inquiry concerning a case on which you have commented. Inform the National Office and seek guidance if you have no previous experience of representing the Society and wish to do so. It is more likely that you will be given the opportunity to make a further written submission, allowing you to supplement and strengthen your initial response in writing without the need to be represented in person. There is usually the opportunity to join the Reporter on his/her site visit and respond to any factual matters in question. Otherwise no intervention is allowed.



New Listings of Buildings and Conservation Areas

While considering Listed Buildings and Conservation Areas, Cases Panel members may find that many other buildings may be worthy of listing or groups of buildings not covered by the existing boundaries of Conservation Areas. Forms for the proposal of new listings are available to download off the Historic Environment Scotland website.

Section 63 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 states that “it should be the duty of the planning authority to formulate and publish, from time to time, proposals for the preservation and enhancement of any parts of their district which are Conservation Areas”. Proposals for new or extensions to existing Conservation Areas need to be made through the local council. Ideally this will be as part of the Local Development Plan consultation. You are also advised to consult with the local trust if there is one.

FURTHER INFORMATION

Scotland's Planning System: A Community Guide *has been produced by Friends of the Earth for community use and is in a clear and concise format:*

www.planningdemocracy.org.uk/resources/PlanningCommunityGuide_FoES.pdf

The Planning System in Scotland: An Introduction for Elected Members *gives clear detail information:*

www.improvementservice.org.uk/documents/planning/pdp-em-induction-pack.pdf

Information of the listing process can be found at:

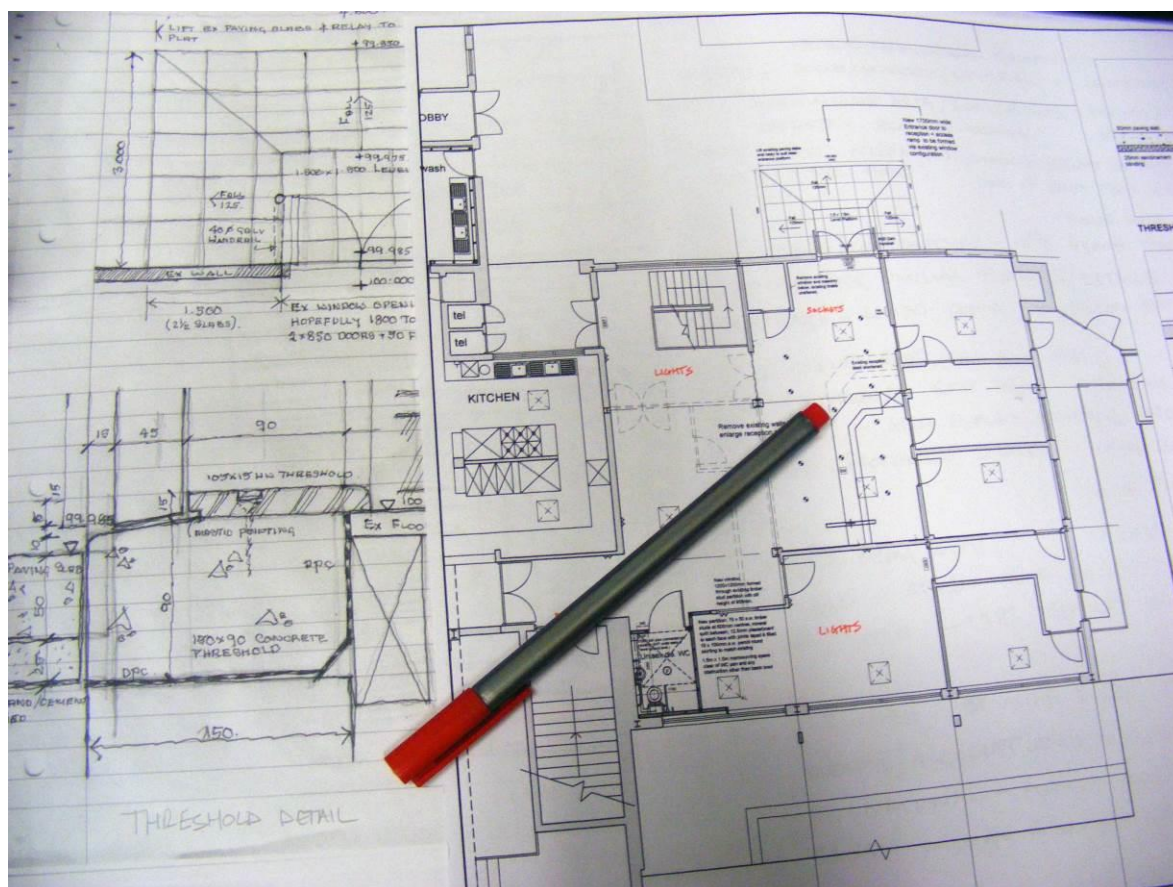
www.historic-scotland.gov.uk/index/heritage/historicandlistedbuildings/listingproposal.htm

Information on Conservation Areas

www.scotland.gov.uk/resource/Doc/37428/0009675.pdf

3.0 ASSESSING APPLICATIONS





ASSESSING APPLICATIONS

Sometimes the jargon and the legislation surrounding development and planning applications may seem overwhelming, but there is only one qualification you need to get started and make a meaningful contribution: an interest in our built heritage.

Our cases panels have members with a variety of experience and expertise including planners, architects, engineers, and archaeologists as well as people from outwith the construction sector who have an interest in our historic buildings, towns and landscapes.

This broad spectrum of skills and views is why we meet to discuss and share experience before opinions are acted on. Cases Panels take a joint view on the most appropriate way of responding, working together to deliver helpful advice.

What follows may seem a lot to take in, but the basics are straightforward. As part of a local Cases Panel you will be able to discuss ideas and contribute too, increasingly gaining insight into conservation issues and how best these irreplaceable parts of our culture can be passed on to future generations in good order.

For ease of reference we have divided this section into four main areas: the basics, the planning process, checking the documentation, what to look for, and framing your response. We also include information on how to respond to cases that are not directly related to the built heritage, dealing with the press and the Buildings at Risk Register (BARR).



The Basics

Consider what right we have to comment on someone else's proposals. Most urban areas have what is considered the *public realm* or the *urban realm*, those aspects of our built environment that is common to all. In Scotland there is a very strong sense of the concept of taking care of our heritage for future generations. This gives the public rights over the impact of private property if it affects what can be considered common heritage.

The AHSS strives to promote conservation of our built heritage above other considerations. We need to ensure we convey to stakeholders why a site, building, townscape, or other asset is of value in this way. There are many others promoting the other aspects and it is up to them to make their case. We need to understand and appreciate other points of view and other pressures. Perhaps, for instance, change is required to retain or regain sustainable use. But is not up to us to make the final decision. It is up to the planning officer and other officials to judge the best outcome.

Many conservation issues arise out of practical needs such as the owner trying to adapt a building to new usage to keep it viable. There is therefore some compromise. **Instead of outright objections, it is often more pragmatic to comment by listing the concerns and identifying ways in which the special architectural or historical interest of the site can be preserved.**

When writing to a planning authority about an application, or as part of a policy submission, remember that you represent the AHSS, not yourself personally. Always try to be **objective and constructive** such as giving pointers to solutions of problems. You may express opinion, but always keep your response dignified, no matter what you may really feel. **Never be tempted to criticise using derogatory language.** Be cautious when making public statements, even on **social media** sites such as Facebook as these can often be seen by a very wide circle of people.

Always try to relate your criticism to existing policy and established guidance. Understand the planning application process and where your comments fit in. This reduces the personal aspects and strengthens your argument, as such criteria have already been formally approved. What you are trying to do is ensure that such policy is properly applied. Councils are sometimes caught between conflicting policies, financial concerns, politics, or economic opportunities.

We are not in a position to advise beyond this. We can point out concerns for instance of contraventions of policy or specification or technical detailing and we can suggest directions to take, but **we are not to take on any responsibility and hence liability ourselves.** Referring to publications setting out best practice is useful.

In exceptional circumstances, the Cases Panel may refer a case to the National Conservation Committee. The building may be of national importance or the local panel may be divided on what to do or they may wish to access more expertise.

Where a Cases Panel does not wish to object to the demolition of a category A or B listed building, it must notify the National Conservation Committee. Further guidance on dealing with demolition applications is given elsewhere in this report.



The Process

Cases are brought to the attention of Cases Panel members through:

- **The Edinburgh Gazette:** This is subscribed to and posted to group addresses, but can also be accessed online under Planning at: www.edinburgh-gazette.co.uk/issues/recent/10/planning/town-and-country/start=1 Look for the relevant week and conservation related applications in your area, for example those with the suffix LBC.
- **Statutory advertisements** for certain classes of development and most listed building consent applications are published in some local newspapers. This is not always the main local paper.
- **Visiting the relevant Planning Department** in person and asking to see the applications OR looking up applications during a specific week on the specific council eplanning websites. It is useful to go through the awkward process of finding the specific application search page and / or the weekly list page and then copy and paste these onto a Word document. This is particularly useful if you are covering several council areas.
- Some cases are brought to our attention by **observation** ourselves or by concerned AHSS members. While we concentrate on weekly lists and buildings that are listed or in Conservation Areas, you do not need to limit yourself to them. Any historic building or group of buildings or public spaces or other structures that can be considered worthy of attention can be commented on.
- **Media coverage;** buildings at risk, contentious applications, or sale of sites are often covered in the local newspaper or social media sites.





Checking the Documentation

1. **Read the application proposal carefully.** Then using the *documents* tab, go through the drawings, specification, and other information.
2. **Check that there is sufficient information provided on which to make an assessment.** Documents are uploaded by the applicant and are usually considered validated once the submission fee has been paid. This does not mean that the planning officer has yet confirmed that the documentation is suitable or sufficient. **An omission of a key document is sometimes sufficient cause to object to the application.** If the planning officer has not identified important information which is required, draw this to their attention.
3. Check the deadline for response. Allow for sufficient time to respond. If the case looks important and time too short, liaise with your panel convener to see if an emailed response is appropriate. **It is usually better to email a pdf version of the letter instead of using the online comments box as this allows a record to be retained.** Ask for an extension of time if a complex case needs more investigation or when important information is lacking from the documents. Send a conditional, holding response to arrive by the stated deadline and consult with the case officer on the timescale for sending a full response.
4. **Check whether there have been previous proposals for the particular building or site or if this is a re-application.** This is common and will inform your response. Other panel members may have previously dealt with it.
5. Some cases may necessitate sketches, printouts, downloaded or direct internet references being made available to the panel for consideration. Use your discretion. **Having access to the internet at cases panel meetings is essential for informed discussion.**

Preparing your Response

1. All letters about **applications need to be discussed with the cases panel members** to ensure that they are properly formatted and you have an appropriate perspective. Other panel members may already know the building or have experience of very similar situations. When you have made some notes and discussed it with your colleagues, draft a response. If necessary, edit it and give or email it to your convener to sign and send off.
2. **Letters need to be set out clearly** with references to the general heritage policy, local plan and conservation principle that appear to be transgressed or ignored. State clearly if you are commenting, objecting, or commending as appropriate. If you wish to make points that are outwith such pre-established local policies (e.g. timber windows instead of uPVC), you will not be able to object but can recommend that this is applied as good practice. Good examples of responses will be found on the AHSS DropBox folders and website.
3. **All letters need to be sent in the name of the panel convener.** This ensures that letters are impersonal. There may be times when you need to send in a letter before the next cases panel meeting to meet a deadline. In such cases the convener (in



whose name it will go in anyway), must be given the chance to check it. If a comment is submitted as an email, ensure that it is followed by a formal letter, preferably in hard copy format. **Only office bearers are authorised to sign on AHSS headed notepaper.**

4. **Correctly identify the address and official to which the response needs to be sent.** Some councils have regional offices. The Edinburgh Gazette and council websites will give this.
5. **Always head the letter with the application reference number, title and description. Ensure that a record of the AHSS response is kept.** The cases panel convener will keep a copy of all letters in a file. Ideally a **log should be kept for ALL cases looked at whether responded to or not** as this enables the National Conservation Committee and AHSS Council to ascertain regional activities and impact which in turn assists in funding. A pro forma form is included at the end. Please note that, as a minimum, conveners need to report the number of cases considered and responded to for each AHSS annual report and national AGM.
6. Representations need to be **transparent and robust**, capable of explanation (and defence, where appropriate) to both development managers and elected members (in the event of hearings, inquiries, and the like). Occasionally you will come across application documentation that is well thought out and motivated.
7. You may want to consider sending in a letter of commendation. The prime objective of the AHSS is, after all, to promote conservation of our built heritage. This needs both encouragement of positive outcomes and highlighting of problems.
8. **Cases Panels are encouraged to use the DropBox system** whereby cases panels can access and share each other's responses. The aims are to ensure a common approach and standard, share difficult cases and to keep an online accessible record.





1. **STATUTORY DESIGNATIONS:** Wherever possible look up and refer to the listing or other statutory description. You need only quote what you think is relevant e.g. listed status and wording describing the particular feature of characteristic. Historic Environment Scotland's own online search engine can be found at www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/ Alternatively Pastmap is a free online tool which shows a broad range of designations including listing, scheduled sites, local authority Sites and Monuments Records (SMR), and landscape material. The British Listed Buildings website is useful as it gives maps and aerial photographs of the sites as well. www.britishlistedbuildings.co.uk/
2. **CONSERVATION AREAS:** Refer to your local council's website or Local Development Plan. Some cities produce comprehensive documents for each Conservation Area. This will not only note what is within the conservation area, but indicate specific policy. (Article 4 directives may also be relevant). Do the proposals negatively alter what the Conservation Area description identifies as significant? A great many local authorities do not yet have conservation area appraisals (CAA) and this has implications where an officer has to assess whether there is an impact on the heritage resource.

Where these do exist, it is important that we reflect this in our representations. While assessing the context of an application, note how it relates to neighbouring buildings. Note if the existing Conservation Area boundary should be revised. Where the local authority has prepared a conservation area management plan (CAMP) or similar document, for example in support of a grant funded regeneration project, this should also be included.

3. **CONTEXT:** Conservation Areas identify groups of buildings. Not all, if any, may be listed, but groupings give individual buildings greater significance. Consider the context of the intervention and if it will degrade the group. Look at the neighbours too. If they are allowed to be greatly altered or even demolished, will the key buildings suffer? Feel free to include comment beyond the property of the actual application if this seems appropriate. (See *demolitions* below).

STATUTORY ROLE OF THE LOCAL PLAN: It is essential that comments and objections are seen within the context of the Local Plan. It is all very well expressing concern about situations and proposals, but they have to be seen within what has already become policy through democratic process and then given statutory status. Our responses need to refer to this. Outright objections can only be made if we see a conflict. Study the Supplementary Guidance on the issues raised and note where this has been disregarded.

4. **HERITAGE SIGNIFICANCE:** This may be to do with association with a key person or event or it may be representative of a unique period or style. Familiarise yourself with the listing principles and background information. www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/what-is-listing/ There are other sources of information too as given below.



5. **SCOPE OF LISTING:** Listings in principle include the whole property inclusive of the boundary wall, outbuildings and interior. In practice the curtilage needs to be confirmed, particularly where there are several buildings, where complex issues may arise. The impact of the intervention will depend on the building and where it is intended. While changes to outbuildings for instance, need to go through the application process, they may not have much impact and may sometimes improve the situation. The listing documentation is undergoing review to clarify this. The article by Charles Mynors: Legal Briefing: The Extent of Listing (3) is relevant. ihbc.org.uk/context_archive/97/legal/CTX97%5B6%5D.html (Also see point 31 : *Boundary fences and walls* below).
6. **INTERVENTION:** Any change to historic buildings is deemed *intervention*. These may be because of changing taste, more stringent building standards, disabled access, changes in use, efforts at sustainability of a business or even ego on the part of those involved. Are they appropriate and acceptable? Where a case involves a building in poor condition that has clearly been left to decay note this in your response. There are a number of statutory and policy tests set out which are important to the framing of any representation, and which should be covered. These include 'Scottish Planning Policy 2014', 'The Scottish Historic Environment Policy' (SHEP), 2011, and Historic Environment Scotland's 'Managing Change in the Historic Environment' guidance notes. These are all available through Historic Environment Scotland's website www.historicenvironment.scot or the Scottish Government website www.scotland.gov.uk.
7. **DESIGN STATEMENTS:** Applications should have a *Design Statement*. This is usually essential on large or sensitive properties. These describe the consultant's approach to the interventions and should explain why they have arrived at a specific solution, which may not be immediately evident to you. Are the explanations sound, valid and appropriate to the building or site? Not all documents which are referred to as design statements actually explain the situation fully and you may note omissions in the scope covered.
8. **PHOTOGRAPHS:** Most design statements will include photographs, but they may be found within other supporting documentation. If they are not included and the drawings are not clear, it is useful to use Street View or Bird's Eye (as referred to below under *Other tools*). Canmore and similar sites can provide us with useful tools illustrating the historic importance of a property.

If photographs are missing or those that are provided are not suitable, it can be useful to paste pictures into your response to illustrate your concerns and points. Bear in mind, however, that third party images will usually have copyright restrictions and cannot be used without care.
9. **APPLICATION FORMS:** Confirm the nature and scope of the application.
10. **LOCATION AND SITE PLANS, GENERAL PLANS, ELEVATIONS AND SECTIONS:** Are the drawings sufficient and adequately detailed? If not comment on this. Do they suitably describe the proposed works? Do the new interventions fit or conflict with the existing building? It is not always necessary to be of similar design, in fact some contrast can be interesting, however new interventions may be contrary to the historic importance or context or they may conflict in terms of massing, scale, texture etc.



11. **DETAILING:** Is the detailing suitable? Careful detailing can make, or break, a scheme. Is it contrary to the scale, texture, rhythm or historic context? It is not necessary for the application to include full technical information, but sufficient to indicate the general impact and intentions. You may need to ask for this in your comments. (Also see windows, doors, vents, flues, antennae, etc. below).
12. **SPECIFICATION:** It is not necessary for the application to include full specification information, but sufficient to indicate the general impact and intentions. This may possibly be included on the drawings. If lacking or insufficient, you may need to ask for this in your comments. Planning officers may simply add this as conditions, leaving considerable scope for problems later on. Where materials are likely to have a meaningful impact on the character and amenity of the historic site then a case has to be made for consideration of these during determination of the application.

Typical concerns include:

- Type of slate. Ideally local or recovered. If not it should be properly sourced and specified, using a specialist if necessary. Spanish or Chinese slate is usually of markedly different appearance to traditional UK sources.
 - Lead flashing needs to be properly detailed and specified. (Refer to the standards of the Lead Sheet Association: www.leadsheet.co.uk)
 - Harling, render, lime wash etc. The way solid traditional construction breathes needs to be understood. Impermeable materials must be avoided.
 - Similarly lime pointing should be used instead of cement on traditional mass masonry wall constructions in order to minimise the risk of damage.
 - Stone cleaning is generally damaging to the historic fabric and only undertaken in exceptional circumstances using very high-end techniques. Avoid chemicals.
13. **CHANGE OF USE:** Buildings need to be sustainable. Many buildings that are the subject of planning applications are no longer viable in their present role and alterations are being proposed to make them viable again and this may involve dramatic changes. As cases panel members, you should be aware of both aspects and recognise innovative and sensitive solutions. The *Burra Charter* and SHEP are important references. (See *references* below).
 14. **REVERSIBILITY:** Some changes can be easily reversed. You may need to judge if an intervention is permanent or if it leaves the original building largely intact and avoids damage to key features.
 15. **DEMOLITION:** Demolition applications are made to clear a site for other development. Whilst some properties are genuinely in poor condition and past economic repair, there are other instances where deliberate neglect or worse have been part of a wider redevelopment strategy. Recognising this problem, the Scottish Government and Historic Environment Scotland have published guidance setting out the tests which should be applied to any application. This includes a series of detailed technical appraisals. Not all authorities insist on this material and



Cases Panels should carefully review the submitted material in order to determine whether there is a bona-fide case for demolition or not.

Where an entire building is proposed for demolition or when any important historic fabric is affected, a first-hand site visit is strongly recommended. If a complete picture cannot be obtained, e.g. due to lack of access to the interior or difficulty in viewing from all angles, note this in your report. Otherwise recommend that access should be gained by the case officer and/or a qualified conservation professional so that the report to Committee is complete and sufficiently made. If you have made a full site visit note this in your report to indicate first-hand knowledge of the site, having first obtained permission from the owner or agent making the application to enter his private land.

The AHSS has a general presumption against the demolition of listed buildings or key buildings within conservation areas. Should Cases Panels be minded not to object to the removal of a category A or B listed building then it should be referred to the AHSS National Council, who will in turn refer it to the National Conservation Committee.

16. **FAÇADE RETENTION:** The importance of a historic building is typically a combination of interior and exterior, plan and elevation, finishes and textures. Façade retention is therefore usually of concern. If such a replacement is proposed, consider the value of the interior features, how the remaining façade will be treated (e.g. will the sash window arrangement remain true to the original design?) and even if the result will be so compromised that a good replacement building could be preferable.
17. **EXTENSIONS:** Will the extension complement the existing building? Will it confuse or mislead the reading of the original composition? Will the design, materials and scale detract from the original buildings or adjacent buildings? A contemporary design can often be the best solution for an extension or an adjacent new building, where the original has evolved over time and is itself a mix of styles. Will key features be lost where the extension joins the main building? Can they be retained internally or can they be recovered for use elsewhere?
18. **SHOPFRONTS:** Most commercial enterprises want to keep to standard “neutral” forms used on their other branches and this can damage the very characteristics of the building or wider conservation area. There is a tendency to modernise with large blank panels and surfaces. This can be particularly disruptive where a single, relatively unified style has previously existed.

Wherever possible the original shopfronts should be retained and restored, but these may not suit later occupants. New shopfronts should be complementary to the building, reflecting the general proportions of the elevations. Most councils have guidance notes on shopfronts. (Refer to Historic Environment Scotland: Traditional Shopfronts - A short guide for shop owners and Managing Change in the Historic Environment).

19. **SIGNAGE:** Signage should be complementary to the building and not overwhelm it. Most commercial enterprises want to keep to corporate branding in order to maximise brand recognition within streetscapes. Banks and commercial firms change their signage on a 3-5 year cycle, leading to ongoing pressure and the risk



of damage to the underlying masonry. Over a number of years these changes can cumulatively damage the very characteristics of the building and surrounding area. Many councils have guidance notes on signage and this should be referred to in responses.

20. **ROOFS:** Be aware of the impact which changes in materials, for example the use of artificial or imported slates, can have on otherwise intact properties. Pay attention to rainwater goods, usually cast iron and sometimes decorative, and any other important features such as surviving finials. The replacement of lead details with modern alternatives, perhaps in response to cost or theft issues, can also have a great impact.

For further information please refer to Managing Change in the Historic Environment: Roofs

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=577dd6d3-94cc-4a14-b187-a60b009af4bd

21. **ROOFLIGHTS:** Conservation rooflights are usually acceptable, but their size and location need to be considered. In many cases they should not be located on primary elevations. Care should also be taken with the profile of the unit as many standard types are not designed for timber sarked roofs and therefore sit proud of the slates unless care is taken to mount them flush.
22. **DORMER WINDOWS:** As owners try to find more living space, attic space is opened up. The rooflight is the first option, but dormers may be introduced. These need to be appropriate to the design and reflect the general pattern of the elevation. In most cases new dormers should be restricted to less conspicuous locations.
23. **CHIMNEYS:** These are often a key component of the original design, for example on Arts & Crafts buildings, and might incorporate decorative detail. Has a chimney been removed? If so is it necessary to have it replaced? Sometimes chimneys may have been added as later additions for boilers and may not be integral with the overall design however, in general, seek to retain original or early features which have a positive impact on the setting and character of the property. They can be of particular importance as contributing to the skyline. Note this when demolition is proposed.
24. **WINDOWS:** Historic windows can be one of the strongest defining characteristics of a historic façade, with carefully designed and detailed timberwork or features such as leaded glass making a major contribution. Nevertheless, uPVC windows have become commonplace. As improvements have been made in profile, these have become more sympathetic however there remains a visual impact. Although Historic Environment Scotland does sometimes accept them in less historic properties, the AHSS believes that local authorities should insist upon on timber windows where these are the original material, as they have more refined detailing and better proportions than facsimiles in modern materials. Panel members should note that Historic Scotland has approved the installation of certain improved makes of double glazed sash and case multi-paned windows.

Contrary to some suggestions, existing timber windows can usually be restored cost-effectively. uPVC does not rot, but does nevertheless deteriorate in other ways



and have a limited lifespan. Unless a building has a high listing and is of great historical significance, it may not be possible to insist on original type timber windows in terms of the existing policy, but there may be other reasons to promote such principles. Cases panels should seek traditional practices in:

- Overall proportions, particularly with sashes and individual lights.
 - Pane arrangements
 - Method of opening
 - Consistency across buildings, particularly tenements
 - Traditional horns with sash windows
 - Ironmongery
 - Glazing beads, for example unsympathetic timber in lieu of putty
 - Unsuitable double glazing
 - Secondary glazing or other alternative thermal improvements
25. **DOORS:** Try to confirm if the original door exists and if so if it can be restored. Replacement doors need to be suitable. Be wary of uPVC doors, which share the same problems as their window counterparts and are becoming commonplace.
26. **INTERIORS:** Where an important interior scheme is known to exist from archival or published sources, then consider drawing this to the attention of the planning authority. The loss of principal public apartments, for example, can have a huge impact on the legibility of a historic property. Very often this is hard to identify from the material provided by applicants, however sources such as Pastmap and Canmore can give you details. Under no circumstances attempt to enter private property without permission.
27. **CEILINGS:** Alterations such as subdivisions of large rooms can affect ornate cornices and other ceiling features. Those in front rooms are the most likely to be affected. If the subdivision is necessary for the new use, this may be unavoidable, but comments on recovery and reuse may be appropriate. Some buildings, such as those used for offices, may have dropped ceilings that conceal the original one almost intact. This can be significant where some of the original layout is regained.
28. **FIREPLACES AND OTHER INTERNAL FEATURES:** These should always be retained where they are an important part of the character of the property. This does not mean that those in secondary spaces should necessarily be kept, however when dealing with the principal public apartments or entrance hallways they are usually key to understanding how the spaces were used. In rare cases the original overmantles survive in-situ and these are of great interest.
29. **DISABLED ACCESS:** There is an obligation on public building owners to take reasonable steps to provide access for disabled people. This can sometimes conflict with purist conservation issues. The obligation to retain historic form may only sometimes override that of disabled access. As cases panel members, you should be aware of both aspects and recognise innovative and sensitive solutions.

Interventions can include lifts, both internal and external ramps and railings. Ramps may sometimes cover existing entrance steps. They should retain the general symmetry and reading of a main entrance if this is important. They should be in complementary materials. Keep in mind that there is a basic principle of ensuing dignity for disabled users. It is not always easy to achieve. Alternative access routes



may be possible, but must avoid going through service areas.

Further information can be found in Managing Change in the Historic Environment: Accessibility

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=f0185b2c-3ed9-40c4-899d-a60b00885214

30. SERVICE FITTINGS: Local Plan Design Policies should be checked against what is proposed.
- TV satellite dishes. Some councils have strict policy on the erection of TV satellite dishes. Cases panel members should watch for when the application of such policy slips and also where good quality buildings that are not listed or within Conservation Areas become overwhelmed with them. A solution is to have a single common dish. Depending on signal strength, this can even be concealed in the roof.
 - TV antennae. The circumstances are similar to satellite dishes. The best solution is to only mount them in less conspicuous places.
 - Commercial antennae, mobile phone masts. These are often bigger. The best solution is to only mount them in less conspicuous places.
 - Flues. Many types of food preparation outlets require a suitable flue for fumes. The size, both diameter and height, is aesthetically problematic. These can sometimes be located in less visible corners. Many applicants propose them up the façade of multi-storey buildings such as tenements. While this is nearly always to the rear, the problems remain as the rear forms a common enclosure behind them and is in view of many neighbours. On occasion even the neighbours above the food outlet are not negotiated with or may be tenants. With the development of catalytic converters, flues can be terminated almost as soon as they exit the building. Besides a slight cost consideration, the only drawback is the need to service them. They should be insisted on in all historic buildings, particularly those that are listed or in Conservation Areas. In some cases they can be installed within chimneys or recesses. conservation.historic-scotland.gov.uk/inform-domestic-chimneys-and-flues.pdf
 - Lighting. Cases panel members need to judge whether new lighting is suitable. Discreet modern spot or up-lighting may highlight old buildings quite well.
 - Solar panels. Solar panels may be fashionably “green” and energy efficient, but they are usually extremely compromising aesthetically on historic buildings. They should not be permitted on Listed Buildings and in Conservation Areas unless discretely located. Unfortunately such locations may not be the best for solar gain due to direction or overshadowing.
 - Telephone and cable distribution kiosks. There is a current trend to locate these along pavements with little regard to the relationship to buildings and entrances.



31. **WHEELIE BINS:** Domestic wheelie bins have always been a problem and have proliferated even further with the introduction of separate recycling bins. What cases panel members need to watch for is where they are placed during the week, particularly in tenements. Do they sit permanently in the front of the property? Are they discretely concealed? Commercial bins can be a more prominent issue due to their size and this should be taken into account when assessing changes of use or other alterations which might require potentially intrusive new fittings.
32. **BOUNDARY FENCES AND WALLS:** Depending on the defined curtilage, the listing of buildings may include the boundary fences and walls, or in some cases, list them separately. If they are not specifically described, but appear to be relevant, they should be considered to be included. Some properties may need altered fences and walls to allow for alternative pedestrian access or vehicle access. Watch out for damage to dressed stone and cast ironwork. (Also see point 13: *Scope of listing* regarding curtilage above).
33. **BACK LANES:** Back lanes such as between tenements are problematic in that responsibility for maintenance rarely gets taken on by the local councils or residents. In some areas they are privately owned by the owners of the tenements. We don't see them come up as planning applications. Many are severely potholed. Local residents may take down the *traditional* stone boundary walls to get parking space. The results are often strewn cobbles and a mish-mash of boundary fences. Cases panel members should take every opportunity to highlight these problems and suggest solutions.
34. **PUBLIC SPACES:** Public spaces are well within your remit, particularly where they are defined by historic buildings or within a conservation area. Some buildings incorporate these in their original schemes, for example Glasgow's GOMA and associated Royal Exchange Square.
35. **SCULPTURE & PUBLIC ART:** Cases panels should consider becoming involved where historic sculpture is threatened by inappropriate development or where modern public art schemes do not pay regard to the character of the historic environment.
36. **GRAFFITI:** Cases panels should consider becoming involved where graffiti threatens historic buildings or sites.
37. **LANDSCAPE AND TREES:** The layout of a site may be drastically altered. Consider if the driveway for instance, will be affected and if it is essential to the approach and reading of the buildings. Significant trees should be subject to planning application. You may wish to consider any that you think should be saved. Other concerns may include roadways, quarry extensions and windfarms.
38. **GAP SITES AND NEARBY NEW DEVELOPMENT:** Consider if the new infill or neighbouring building will complement the existing streetscape or conflict with it. This can be very subjective, but you can look for scale and proportion, materials, texture etc. Streetscapes are usually an eclectic mix of buildings. Only in rare cases can it be considered essential for infill development to replicate the historic fabric.
39. **ARCHAEOLOGICAL SITES :** The Ancient Monuments Act and hence scheduling



cover wide range of structures including substantial (if typically unroofed) buildings which would reasonably be held to fall within our remit and therefore subject to our response. The AHSS does not usually consider those archaeological sites which are buried as within its remit. If such concerns arise you may consider referring them to Historic Environment Scotland. (Also see *Responding to Cases that are not directly to do with the Built Heritage*, below).

Cases That Are Not Directly To Do With the Built Heritage

The AHSS has generally focussed on historic buildings, streets, and townscapes. This represents only a small part of our built environment, however, and from time to time some proposals may be considered because of their direct or indirect impact on our built heritage. Examples include high-rise new-build developments near conservation areas, major roads, windfarms etc. In such cases consider your case carefully and discuss the situation with your panel before responding. If you are unsure, refer the case to the National Conservation Committee.

Do not allow well-presented Environmental Impact Assessments (EIAs) or similar documents to cloud the issues. They may describe an architectural or townscape feature and consider it or the impact on it of less significance than we would from our perspective.

The Ancient Monuments Act- and hence scheduling- cover a wide range of structures including substantial (if typically unroofed) buildings which would reasonably be held to fall within our remit and therefore subject to our response. Not all Cases Panels are geared to respond to specialist issues. If you feel the issues important and perhaps need specialist advice, you may wish to liaise with the National Conservation Committee before responding.

Press Statements

In some cases, press statements by the local Cases Panel may be considered. These should always go through the Cases Panel convener and with the support of the local group committee. Assistance can be provided by the National Office if required.

Always write out the statement: interviews and soundbites might be unclear or even misinterpreted by editors. There is no such thing as “off the record”. Focus on a clear message, without getting bogged down in technical detail or philosophical arguments – local newspapers will typically look for a simple story rather than a blow-by-blow appraisal of the different issues. Bear in mind that it is very likely that it will be edited, sometimes severely.

A press statement can be sent as a letter to the editor, but this is most suitable when responding to an earlier piece and it is generally preferable to get a new story covered as an article. Contact a journalist known to be sympathetic directly. Remember that even if you discuss the subject on the telephone, follow it up in writing in order to ensure there are no misunderstandings or misrepresentations.



Buildings at Risk Register

The Buildings at Risk Register has been in operation in Scotland since 1990 in response to a concern at the growing number of listed buildings and buildings in Conservation Areas that were vacant and had fallen into a state of disrepair.

The Register is maintained by Historic Environment Scotland on behalf of the Scottish Government, and provides information on properties of architectural or historic merit throughout the country that are considered to be at risk.

There are two objectives:

- To highlight listed buildings at risk
- To provide a resource for anyone looking for buildings to restore or adapt.

Cases panels should feel free to propose further candidates for the Register. The Register also offers a useful summary of the recent site history and attempts to save the building which can be used in framing your responses.

www.buildingsatrisk.org.uk

4.0 OTHER TOOLS





SITE VISITS

Ideally a site visit should be made, but if you are covering an area you or others on your panel already know, this is not essential except for difficult and important cases. If you are a new panel member, where possible 'twin' at first with established members on tasks of site visiting and reporting so as to gain sufficient experience before tackling your own cases. If you do make a site visit:

- UNDER NO CIRCUMSTANCES should you enter private property without the permission of the owner or occupier. There are provisions under the Land Reform (Scotland) Act for you to have access to open, uncultivated land and the National Office will be happy to provide you with further advice if required.
- NEVER enter a derelict or empty building unaccompanied if you have any doubts about your safety or security. Your own safety is paramount.
- NEVER enter a building site without permission and without announcing your presence to the site agent or manager. If they give you permission they will expect you to wear suitable safety gear.
- Most of the information you need for derelict or empty buildings can be obtained at a distance.
- The following is useful and in some cases essential :
 - Notebook
 - Camera
 - Torch
 - Binoculars
 - Map
 - Safety gear including safety boots, hard hat, reflective jacket etc

WEB SOURCED TOOLS

Google Earth and Google Maps (maps.google.co.uk) are excellent tools. Birds Eye mode is available in many places simply by zooming in from the aerial view. Street View mode is available from the scale slider. If you are on the Planning Portal use the *Constraints* button to check the policies relevant to the case.

To copy photographs from the screen, go to Ctrl + PrtSc and paste that into Paint. Trim as you want to see it and save as a *jpeg* into your photos file. Use *insert* or copy straight from the folder into your Word (or similar) document. Size to suit. Bear in mind, however, that this information is copyright Google and hence should not be used for anything other than creation of your own notes. Do not use it for external correspondence.

DROPBOX www.dropbox.com

DropBox is a system through which numerous and large files can be downloaded and stored online. Files can be shared between groups and cases panel. Cases panels are encouraged to use it to ensure a common approach and standard, share difficult cases, obtain further opinions on difficult issues, and keep an accessible online record.



KEY REFERENCES

Remember that you are not a consultant with specific expertise. You are a concerned citizen. You should familiarise yourself with the following sufficiently to be able to recognise irregularities and problems. You should endeavour to refer to appropriate legislation, policy and technical information. It is then up to the applicant and his / her consultant to do the rest.

General:

Buildings at Risk Register / BARR: www.buildingsatrisk.org.uk/

Burra Charter: www.doeni.gov.uk/niea/burra_charter.pdf

Dictionary of Scottish Architects: www.scottisharchitects.org.uk/

Charles Mynors: Legal Briefing: **The Extent of Listing** (3) (IHBC).
ihbc.org.uk/context_archive/97/legal/CTX97%5B6%5D.html

Historic Environment Scotland: www.historicenvironment.scot

Maintaining your home – A short guide for homeowners. (Available as a booklet).

Sash and Case Windows – A short guide for homeowners. (Available as a booklet).

Traditional Shopfronts - A short guide for shop owners. (Available as a booklet)

Historic Environment Scotland: **Scottish Historic Environment Policy / SHEP:**

www.historic-scotland.gov.uk/index/heritage/policy/shep.htm + www.historic-scotland.gov.uk/shep-july-2009.pdf

Historic Environment Scotland: Managing Change in the Historic Environment:

Accessibility

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=f0185b2c-3ed9-40c4-899d-a60b00885214

Setting

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=80b7c0a0-584b-4625-b1fd-a60b009c2549

Interiors

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=cb0da736-636d-4768-af03-a60b009731c1

Windows

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=3425bb51-8a55-4f99-b7aa-a60b009fbca2

External walls

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=3425bb51-8a55-4f99-b7aa-a60b009fbca2



[research/publications/publication/?publicationId=f667ea99-85c9-4d5d-930c-a60b0090ea40](http://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=f667ea99-85c9-4d5d-930c-a60b0090ea40)

Extensions

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=0a55e2b8-0549-454c-ac62-a60b00928937

Demolitions

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=7de5a6fb-f7bc-4736-a583-a60b008a8096

Roofs

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=577dd6d3-94cc-4a14-b187-a60b009af4bd

Shopfronts and signs

www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=2d527106-f23e-4465-a2a3-a60b009db916

Historic Environment Scotland's **INFORM series** of pamphlets are freely available and cover a vast range of subjects.

Historic Environment Scotland have a wide range of publications that are available via their website.

Lead Sheet Association: www.leadsheet.co.uk

British Standards:

BS 7913:2013: Guide to the conservation of historic buildings (Cost).
shop.bsigroup.com/ProductDetail/?pid=000000000030248522

English Heritage:

Small Scale Solar Electric (PHOTOVOLTAICS) Energy and Traditional Buildings
www.english-heritage.org.uk/publications/small-scale-solar-electric-photovoltaics-energy/49357-solarelectric.pdf

Solar Electric (Photovoltaic) Panels and Slates on Listed Places of Worship: Guidance Note

www.english-heritage.org.uk/publications/se-panels-pow/se-photovoltaic-panels-pow-guidance.pdf

Council Policy and Advice:

Look up the **Local Development Plan** on your local council website.



Each council will have similar policy guidance although to varying degrees of detail. If these are not sufficient, the following from the Glasgow City Council website should prove useful: www.glasgow.gov.uk/index.aspx?articleid=16184

Planning Departments:

Conservation expertise in Scottish Councils: In 2010 the Institute of Historic Building Conservation (IHBC) published a scoping survey of Planning Authorities in Scotland with IHBC members. While dated it gives a very clear impression of the distribution of **in-house skills**. ihbc.org.uk/news/docs/IHBC%20Scotland%20-%20Local%20Government%20Members%20Scoping%20Survey%202017%20Nov%202010%20071210.pdf It is expected that planning professionals with conservation expertise belong to the IHBC. Much more up to date is **The Scotland's Local Authority Conservation Services: First 'scoping' report: 2013**

Summary:

www.ihbc.org.uk/news/docs/Scotland's%20Local%20Authority%20Conservation%20Services%20-%20First%20'Scoping'%20Report%202013%20IHBC%20SUMMARY.pdf

Full report:

www.ihbc.org.uk/news/docs/Scotland's%20Local%20Authority%20Conservation%20Services%20-%20First%20'Scoping'%20Report%202013%20IHBC.pdf

Delegation of powers:

<http://www.gov.scot/Topics/ArtsCultureSport/arts/Historic-environment/HistoricEnvironmentLegislation>

Scottish Government:

A Guide to Conservation Areas in Scotland (Scottish Executive)

www.scotland.gov.uk/resource/Doc/37428/0009675.pdf

A Guide to the Planning System in Scotland

www.scotland.gov.uk/Resource/Doc/281542/0084999.pdf

Scotland's Planning System: A Community Guide (Produced by Friends of the Earth for community use).

www.planningdemocracy.org.uk/resources/PlanningCommunityGuide_FoES.pdf

SPP document 23: Planning and the Historic Environment

www.scotland.gov.uk/Resource/Doc/242900/0067569.pdf

Our Place In Time: The Historic Environment Strategy for Scotland

www.scotland.gov.uk/Resource/0044/00445046.pdf

Planning appeals: <http://www.dpea.scotland.gov.uk/> (main website) and A Guide to Planning Appeals in Scotland: <http://www.scotland.gov.uk/Resource/0042/00426741.pdf>

Scottish Planning Series Circular 5 2009: Hierarchy of Developments

www.scotland.gov.uk/Publications/2009/07/03153122/1

The Planning System in Scotland: an introduction for elected members – produced by the Improvement Service and TPS Planning Ltd:

www.improvementservice.org.uk/documents/planning/pdp-em-induction-pack.pdf