

# Falkirk Town Centre Conservation Area Management Plan

Guidance on the Responsibilities of  
Property Owners, Occupiers and Agents

Date of Committee Approval t.b.c

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# Executive Summary

The town centre of Falkirk was first designated a conservation area in 1971 in recognition of its significant built heritage and distinctive townscape character, both of which have been shaped by history and commerce.

From iron age and Roman beginnings, the town developed into an agricultural settlement in medieval times. It was the site of significant historic battles in 1298 and 1746.

By the 18<sup>th</sup> and 19<sup>th</sup> centuries, Falkirk had developed into an important market town and manufacturing centre when many of the current landmark buildings were erected, resulting in a rich and eclectic mix of commercial, ecclesiastical and residential buildings of Neo - Classical, Gothic, Scots Baronial, Romanesque, Art Deco and post Modernist styles.

The current Falkirk Town Centre Conservation Area Appraisal was approved and adopted in 2010.

Whereas the Appraisal provides detailed information on the special historical, architectural, spatial and topographical features of the conservation area, this Management Plan provides detailed guidance to property owners, occupiers and their agents on the local and national planning policies and procedures to be followed when making alterations to land and premises within the conservation area.

Main points of the plan include :

- Definition of a conservation area and purpose of the management plan
- Context and background to the Falkirk Town Centre Townscape Heritage Initiative (THI), the Conservation Area Regeneration Scheme (CARS), and designation of the conservation area
- Key features of the conservation area
- Legislation and national and local policy framework including The Planning (Listed Buildings and Conservation Areas (Scotland) Act 1997, The General Permitted Development Order 2011, The Scottish Historic Environment Policy 2011, the Scottish Planning Policy 2010, Historic Scotland's Managing Change in the Historic Environment Guidance Note Series, Falkirk Council Structure Plan (2007), Falkirk Council Local Plan (2010) including key policies and supplementary planning guidance
- Conservation area management in practice including guidance on what will be considered in determining an application for development , enforcement powers and repairs notices, what works will need planning permission and what information needs to be provided by applicants
- Enhancement opportunities including grant aid, recommended general and specific improvements and need for maintenance strategies
- Energy efficiency and traditional buildings
- Contacts and sources of further guidance
- General design guidance on repair and replacement of historic windows
- General design guidance on shop fronts

# 1. Introduction

## 1.1 What is a conservation area?

Conservation areas were introduced by The Civic Amenities Act of 1967. The legislative framework for the designation of conservation areas is currently provided by The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. Under the terms of the Act, conservation areas are defined as "an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance".

Planning Authorities are required by this Act to determine which parts of their area merit conservation area status. Falkirk town centre is currently one of 9 conservation areas in Falkirk which vary in character and scale from town centres and their residential suburbs to estate workers villages and a mining community.

## 1.2 What is the purpose of this management plan?

This Conservation Area Management Plan supports the aims and objectives of the current Falkirk Town Centre Conservation Area Appraisal which was approved and adopted in 2010. The Planning Advice Note, Conservation Area Management, PAN 71 states that:

"When effectively managed, conservation areas can anchor thriving communities, sustain cultural heritage, generate wealth and prosperity and add to quality of life. To realise this potential, many of them need to continue to adapt and develop in response to the modern day needs and aspirations of living and working communities".

Whereas the Appraisal provides information on the special historical, architectural, spatial and topographical features of the conservation area including analysis of building conditions and an assessment of the local and national significance of the conservation area, this Management Plan provides further detailed guidance to property owners, occupiers and their agents on the local and national planning policies and procedures to be followed when making alterations to land and premises in the conservation area.

The Management Plan sets out best practice in terms of design and maintenance of buildings and open space within the conservation area and identifies opportunities for enhancement. The guidance also applies to Council services and statutory undertakers when carrying out works.

This Management Plan sets out a context within which the Falkirk Town Centre Conservation Area can thrive and prosper, achievable through partnership working between the various public and private stakeholders, property owners and local businesses.

## 2. Background

### 2.1 The Falkirk Townscape Heritage Initiative (THI)

In May 2012 the Heritage Lottery Fund awarded Falkirk Council a Round 1 pass for a proposed Townscape Heritage Initiative (THI) for Falkirk Town Centre, which is part of the larger Falkirk Town Centre Conservation Area. Falkirk Council is working towards the submission of a Round 2 Bid in May 2013.

#### 2.1.1 What is a THI and what are its principal aims?

The THI programme is a national scheme through which The Heritage Lottery Fund (HLF) provides grants to help communities regenerate conservation areas displaying particular social and economic need.

It encourages partnerships to carry out repairs and other works to historic properties within the THI area and improve the quality of life for all those who live, work or visit there. HLF expects schemes to deliver the following outcomes:

- Preserve and enhance the character and appearance of the conservation area that is in need of regeneration;
- Repair and reinstate authentic details and traditional materials;
- Bring historic buildings back into appropriate, sustainable and economic use;
- Increase training opportunities in heritage skills and wider community participation.

#### 2.1.2 What are the Falkirk THI priorities?

Concerted improvements through the THI will have a real impact, contributing to the wider economic health of Falkirk town centre. The THI funds will also be used to raise the standard of building repairs and restoration and street surfaces. The particular priorities for the Falkirk THI are:

##### **Vacant upper floors:**

Within the conservation area, many of the small independent businesses in the secondary streets are economically fragile, yet they combine to provide an important part of Falkirk's very distinctive service and retail offer. Many businesses are located in the ground floors of buildings that have poorly used or vacant upper floors. More intense usage of upper floors, either for residential, commercial or retail purposes would make on-going maintenance of the buildings more viable and would animate the town centre further.

##### **Shop fronts:**

The appearance of many of the shops in the more peripheral locations is often poor and of a generic design using inappropriate materials, detracting from the quality of the overall environment. While many buildings are highly decorative at upper levels, the current ground floor elevations are often disappointing, creating a poor impression when viewed at street level. There is also pressing need to augment the understanding of Falkirk's rich commercial heritage and carry this through into the design of new or improved shop fronts.

##### **Windows:**

Replacement of traditional timber sash-and-case windows with uPVC has affected almost every street in the conservation area. In some cases the replacements disregard the original proportions and introduce a new pattern of panes.

##### **Public realm:**

Although High Street, Lint Riggs and the top of Kirk Wynd and Cow Wynd have been pedestrianised, vehicular traffic and parking continues to dominate on Vicar Street, Newmarket Street and Manor Street. Many of the narrow wynds and closes have poor finishes and inadequate lighting. There is potential for the balance of needs – pedestrians, parking, local access, loading – to be re-thought so as to promote greater use of public transport, short-term parking, walking and cycling. At the same time there is a need to improve the wynds and closes and create greater awareness of their historic origins.

Property owners will be able to take advantage of grants which could become available to tackle the priorities highlighted above. The THI grants should be available from late 2013.

The preparation of this Management Plan is a condition of THI grant and is intended to ensure a continuing focus on quality outcomes within the conservation area.

### 2.2 Conservation Area Regeneration Scheme (CARS)

In January 2013, Historic Scotland announced the award of major funding towards the economic growth of Falkirk town centre through a conservation area based regeneration and conservation initiative. This scheme will provide financial assistance, over a five year period to support THI grants to businesses, tenants and residential owners of properties within the THI area. The aims of the Scheme complement those of the THI and include :

- Targetting vacant properties back into sustainable economic use;
- Creating new or improved shop fronts that reflect the town's heritage and conservation area status;
- Restoration of original architectural detail and re – introduction of traditional materials and designs for windows, gutters, roofs and stone work;
- Public realm improvements;
- Training initiatives and support for independent retailers.



## 2.3 Why did Falkirk town centre become a conservation area?

In 1971, Falkirk was first designated a conservation area in recognition of its significant built heritage and distinctive townscape character, both of which have been shaped by history and commerce.

From Iron Age and Roman beginnings, the town developed into an agricultural settlement in medieval times. It was the site of significant historic battles in 1298 and 1746.

By the 18<sup>th</sup> and 19<sup>th</sup> centuries, Falkirk had developed into an important market town and manufacturing centre when many of the current landmark buildings in the town were erected. In the last fifty years, however, many local industries have closed and modern retail developments have had major impacts on the historic street pattern.

The planning protections afforded to Falkirk town centre by designation as a conservation area serve to enhance and preserve the special character and appearance of the historic architecture and surviving elements of the historic street pattern.

To this end, in 1971 the town centre was first designated a conservation area. Boundary amendments were subsequently approved in 1978 and 1979 and the current boundary was established in 2010.

## 2.3 What is special about Falkirk town centre in conservation terms?

A conservation area appraisal was carried out in Falkirk to support the THI Bid and to highlight the town centre's key features of historic and architectural interest. It is an historic town centre with key buildings and shop fronts strongly influenced by its past. In particular, the appraisal identified the following key features of the townscape :

- Distinctive topography; the Parish Kirk and Town Steeple occupy the top of a low ridge. The High Street spreads along the south side of the same ridge;
- Surviving remnants of the early street pattern with narrow plots, closes and wynds off a central spine;
- Legacy of fine buildings from the industrial and commercial boom of the late 19<sup>th</sup> and early 20<sup>th</sup> century;
- Varied streetscape interspersed by open space including historic churchyards and gardens;
- Decorative roof features including turrets, dormers, crow step gables and cast iron detailing ;
- Diversity of traditional building materials including a variety of natural sandstones with polished and textures finishes, brickwork to gables and rear elevations, Scottish slate and localised use of pantiles and tiles;
- Traditional timber sash and case windows predominate incorporating variations in glazing pattern, design and proportion;

- Several groups of traditional shop fronts survive, in some cases incorporating decorative glazing and tiling;
- Richness and variety of commercial, ecclesiastical and residential buildings, including neo classical, Gothic, Scots Baronial, Italianate, Renaissance, Romanesque, Art Deco and post Modernist ; the quality of the buildings is reflected in the number of buildings in the conservation area listed for their special architectural or historic interest.



# 3. Policy Context

## 3.1 Legislation and National Policy Context

The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, provides the legislative framework surrounding listed buildings and conservation areas, setting regulatory measures covering development and statutory designations.

The Historic Environment Amendment Act of December 2011 introduced new measures and gave planning authorities new regulatory powers over development in the historic environment.

Recent changes brought into force by the General Permitted Development Order 2011 have simplified planning controls by effectively removing householders' permitted development rights from conservation areas by statute. Section 5 of this document provides further detailed information.

In their consideration of applications for development affecting conservation areas, listed buildings and other elements of the historic environment, Planning Authorities are directed towards a policy framework which includes The Scottish Historic Environment Policy, 2011, the combined Scottish Planning Policy 2010 and Historic Scotland's Managing Change in the Historic Environment guidance note series.

Produced in collaboration with Architecture and Place and Architecture and Design Scotland, Historic Scotland's recent Guide to New Design in Historic Settings provides a useful toolkit for raising the standard of new design in historic settings. It demonstrates how excellent examples of contemporary intervention can energise and enhance historic areas.

## 3.2 Local Policy: Falkirk Council Development Plan

The Council's Development Plan i.e. its Structure and Local Plan, sets out specific planning policies on enhancement and protection of the built heritage as well as general policies to guide development. A series of Supplementary Planning Guidance notes provides more detailed policy guidance on particular design topics.

## Falkirk Council Structure Plan (2007)

### Policy ENV.5 Built Environment and Heritage

Important Archaeological Sites, Scheduled Ancient Monuments, Listed Buildings,

Conservation Areas, sites included in the Inventory of Historic Gardens and Designed Landscapes and trees will be protected and enhanced. Local Plans will identify these

assets and incorporate policies appropriate to the significance of the area or individual

feature, including the following range of measures:

- 1 Measures to ensure that assets are maintained in a good state of repair;
- 2 Promotion of appropriate new uses for buildings;
- 3 Promoting sensitive interpretation of heritage assets;
- 4 Protection of the assets and their setting from inappropriate development;
- 5 Where development would damage, or result in the loss of the asset, that provision is made for adequate recording of the current status of the asset; and
- 6 Reviewing the boundaries of areas to ensure their continuing relevance.

### Policy ENV.6 Enhancement Action

Priority will be attached to the programme of enhancement measures identified in Schedule ENV.6 below. Local Plans and other programmes will include detailed proposals for the enhancement of such areas or features, including mechanisms for implementation.

### Schedule ENV.6 Programme of Enhancement Measures

Main Centres - Hard and soft landscaping, improvement of building fabric, and strict control over the quality of new development

## Falkirk Council Local Plan (2010)

### Policy EQ7 Area Enhancement Priorities

The Council will give priority to improving the following through environmental improvements and securing high quality development:

- (2) Town and Local Centres
- (7) Conservation Areas and Areas of Townscape Value



## Policy EQ12 Conservation Areas

The Council will protect the historic character and visual amenity of each Conservation Area.

Accordingly:

(1) The Council will prepare Character Appraisals of individual Conservation Areas and, on the basis of these, will review existing boundaries and Article 4 Directions, prepare detailed design guidance as appropriate, and draw up enhancement schemes as resources permit;

(2) New development in Conservation Areas, or affecting their setting, including extensions and alterations to existing buildings, will only be permitted where it makes a positive contribution to the character of the area, with particular reference to the historic pattern and density of development; its setting; the architectural style, massing and materials of buildings; landscape treatments; and boundary features;

(3) Demolition of buildings within Conservation Areas will not be permitted unless it is agreed that they fail to make any material contribution to the character and appearance of the area. Where demolition is proposed, the "tests" as set out in the SHEP should be observed.

(4) Replacement windows, doors, roofs, rainwater goods, boundary treatments and other features on unlisted buildings in Conservation Areas should preserve or enhance the character of the Conservation Area in terms of appearance, detailing and materials.

The Falkirk Settlement Statement notes that:

"Falkirk town centre is a key image-maker for the area as a whole. The pedestrianisation of the High Street and the retail core in the late 1980s and 1990s contributed much to the economic revival of the town centre at that time. Key future opportunities include:

- Refurbishment and selective re-ordering of the existing pedestrianised core;
- Public realm improvements to secondary areas. Opportunities exist to traffic calm and enhance the Kirk Wynd/bank Street/Manor Street and Cow Wynd/Mission lane areas; and
- Improvements to the corridor linking the traditional Town Centre to the Retail Park."

Opportunity EN.FAL01 specifically highlights the potential to enhance secondary streets around the core pedestrianised area.

General planning and design policies in the Local Plan, which are also relevant, are:

- Townscape design (EQ3)
- Landscape design (EQ4)
- Design and community safety (EQ5)
- Design and energy use (EQ6)
- Advertisements (EQ10)
- Shop fronts (EQ11)
- Listed buildings (EQ14)
- Re-use of buildings (EQ15)
- Sites of archaeological interest (EQ16)

The Supplementary Planning Guidance notes referred to cover the following more specific design topics in detail:

- Design statements.
- Shop fronts.
- House extension and alterations.
- Trees and development.
- Housing layout and design.

It should be noted that a new Local Development Plan, which will replace the current Structure and Local Plans, is currently in preparation, scheduled for adoption early 2015.

[http://www.falkirk.gov.uk/services/development/planning/planning\\_and\\_environment/falkirk\\_local\\_development\\_plan/development\\_plan\\_scheme.aspx](http://www.falkirk.gov.uk/services/development/planning/planning_and_environment/falkirk_local_development_plan/development_plan_scheme.aspx)

As part of the plan preparation, policy principles will be reviewed to reflect latest guidance and legislation. A review of current Supplementary Guidance is underway and will include; new Supplementary Guidance on Listed Buildings and Properties in Conservation Areas which will be delivered as part of the new Local Development Plan process.



# 4. Conservation Area Management in Practice

## 4.1 What will be considered in determining an application for development?

In order to enhance or preserve the historic character and appearance of the conservation area and its historic buildings, features and setting, the Council will seek to apply Local Plan Policies by having regard to:

Preserving and reinforcing the historic character. Seeking to ensure that repairs are carried out sensitively and that works to both listed and un-listed buildings, features and surroundings are considered in relation to the historic context and use appropriate materials and detailing.

Managing the impact of modern development. Applications will need to be informed by the completion of a Design Statement (as set out in the Council's approved Supplementary Planning Guidance "Design Statements"). This information will be requested as part of supporting information with a planning application.

Ensuring that any new development (or alteration) makes a positive contribution to the character and appearance of the conservation area. New development should demonstrate an understanding of its historic setting by respecting the key features of the area including the established pattern of building plots, streets and spaces, density and mix, scale, materials and detailing, landscape, views and landmark buildings. It should not detract from key historical features as highlighted in the relevant conservation area appraisal. New developments in conservation areas do not need to be designed to look "old" in order to create a harmonious relationship with their surroundings. High quality contemporary design interventions will be welcomed.

Encouraging a high quality shopping retail environment. In seeking to promote the viability and vitality of the town centre the Council will also seek to encourage high quality traditional shop fronts and security measures which respect and enhance local character.

## 4.2 Enforcement Powers and Repairs Notices

In the event of unauthorised works to properties in conservation areas or listed buildings, current legislation empowers the Council to take a series of action including the serving of Enforcement Notices, Stop, Temporary Stop and Fixed Penalty Notices. Where a listed building has been allowed to fall into serious neglect, a Listed Building Repairs Notice (with the possibility of a Compulsory Purchase Order) may be served on the property failing satisfactory action by the owner. Urgent works may also be carried out by the Council at short notice with costs being recharged to the owner. Scottish Ministers have powers to direct that the same powers should apply to unlisted buildings in the conservation area.



# 5. Advice on Procedures

## 5.1 What will need planning permission?

The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order brought in to force on 6<sup>th</sup> February 2012 has introduced changes to the regulations governing planning permission in Scotland. Under the terms of the Order, permitted development rights for householders, i.e. owners of dwellings or flatted developments have effectively been removed from conservation areas by statute. On this basis, planning applications will require a fee.

New Article 4 Directions, approved by Scottish Ministers, were brought into force on 22<sup>nd</sup> February 2013.

Conservation area designation means that planning permission from the Council will be required for most works including the following:

- Property extensions, enlargements, improvements or other alterations (including window, door or roof replacements).
- Works within the curtilage of a dwelling house.
- Sundry minor operations e.g. repainting, cladding, stone cleaning.
- Changes of use or temporary buildings or uses.
- Hard surfacing within the curtilage of a dwelling house.
- Changes to any part of a boundary wall, railings or other enclosure.
- Repairs to private streets and private ways or repairs to services.

- Demolition.
- Removal of or works to trees.
- Works which materially affect the character of building e.g. shop fronts: and,
- Advertisements.

A few works were excluded from the above Order including the erection of garden sheds / outbuildings of less than 4 metres squared and installation of raised decks to individual houses (not flats) of less than 4 square metres

In addition to the above, Article 4 designations bring additional planning control over development in the conservation area by local authorities and over works carried out by statutory undertakers including Gas, Drainage, Water, Electricity and General Service providers.

In addition, listed building consent will be required for works to buildings of special architectural or historic interest. Listed buildings are recorded on the attached Map of the conservation area in Appendix 1.

It should be noted that, where exact 'like for like' repairs or replacements e.g. for doors, windows etc. are proposed, there will be no need for planning permission. It should be noted, however, that this concession would only apply to cases where "like for like" replacements or repairs relate to original, traditional materials and features; it would not apply in cases where original materials and features have previously been removed or replaced by inappropriate designs and materials. For specific advice on repairs and replacement of historic windows, please refer to Appendix 3.

In all cases, it is strongly advised that the Council is consulted about any proposed works at the earliest possible stage.

## 5.2 What do I need to provide?

The Council will expect planning applications to be mindful of the planning policies set out in its Development Plan and accompanied by conservation Design Statements which should demonstrate:

- How the proposal reflects the purpose of this management plan.
- How the new development (or alteration) makes a positive contribution to the character and appearance of the conservation area: it should not detract from key historical features as highlighted in the relevant conservation area appraisal.
- How the proposal takes account of the special architectural and visual qualities of the conservation area.
- Understanding of the historic setting by respecting the key features of the area including the established pattern of building plots, streets and spaces, density and mix, scale, materials and detailing, landscape, views and landmark buildings.
- How the proposal secures the repair or retention of features of conservation value.
- How the proposal mitigates any loss of mature trees by enhancing areas of poorer townscape character.

For further guidance or clarification on any of the above, applicants are advised to contact the Council's Development Services in advance of preparing any development proposal in the conservation area (see contact details at Sec. 7). Application forms are also available with guidance on completion and electronic submission from the Council's website.



# 6. Enhancement Opportunities

## 6.1 Grant Aid from The Townscape Heritage Initiative (THI) and Conservation Area Regeneration Schemes (CARS)

The Falkirk town centre THI and CARS, described previously in Section 2.1 and 2.2 of this document, will provide grant aid towards costs for the following:

- property repairs that use traditional materials and methods;
- restoration of traditional features and detailing such as timber sash and case windows, cast iron rainwater goods, Scottish stone and slate;
- shop front improvements in accordance with planning guidance;
- public realm improvements.

## 6.2 General

Improvement works to enhance the conservation area or address the erosion of character may be possible to complement the legislative controls. The following opportunities would address issues raised by the conservation area appraisal:

- restoration and sustainable re-use of historic buildings currently in a dilapidated state through lack of occupation and neglect;
- Improvements to traditional shop fronts including reinstatement of original design and materials and the installation of appropriate signage ;
- Appropriate repairs to and reinstatement of original timber sash and case windows
- Restoration and repair of building facades and roofs using natural sandstone and slate as recommended by the Council's Building Stone and Slate Survey;
- Removal of inappropriate modern fittings including CCTV cameras, TV aerials, satellite dishes and services fittings;
- Prioritisation of pedestrians and cyclists to combat effects of the current road system and traffic engineering;
- Gap site development to restore townscape character and historic street pattern;
- Public realm enhancements and improvements including de-cluttering of the streetscape, introduction of quality street furniture and lighting;

- Preservation of historic wynds and closes;
- Protection of open / green space and trees;
- Encouragement of greater variety of commercial and business uses;
- Encouragement of owners to bring vacant upper floors into residential or business use;
- Encouragement of best practice in design and conservation work.

Development of the following gap sites would enhance the setting of the conservation area :

- Car parking areas at Melville Place and Garrison Place;
- Car park at 11 Cow Wynd.

Other opportunities identified for feasibility studies into improvements include the gable at 50 High Street and the site of the former Town Hall on Upper Newmarket Street.

In addition to site specific opportunities, the Council will increase monitoring, especially of statutory undertakers where public realm works require careful restoration. Regular inspections will help to identify unauthorised developments and reduce the need for enforcement actions.

## 6.3 Maintenance

The lack of regular maintenance and early action "stitch in time" repairs to traditional buildings has become a matter of national concern. Historic Scotland has recently published a report on A Scottish 'Monument Watch', The case for a Proactive

Maintenance Scheme for Traditional Buildings in Scotland. This report states that:

"...it is generally accepted that the physical condition of Scotland's buildings is a cause for concern. For example, the Scottish House Condition Survey 2010 found that almost 60% of all dwellings had disrepair to critical elements of their fabric, over half of which were in need of urgent attention. This figure rises to 76% for traditional dwellings which account for almost half a million homes in Scotland, over 90% in private tenure. Similarly, the Scottish Small Towns Report estimates that every town has instances of serious disrepair, with between 50 - 80% of the building stock requiring some form of maintenance."

The report identifies the urgent need for a national proactive buildings maintenance strategy to address critical factors including physical condition, public safety, climate change, energy efficiency, carbon emissions, sustainable practice, skilled workforce and education and awareness.

The Council and its partners will seek to implement many of these maintenance recommendations, where possible, including:

- Organising public awareness raising events on maintenance and best conservation practice throughout the life of the Townscape Heritage Initiative Scheme;
- Dissemination of clear and concise guidance; and
- Availability of specialist advice and grant assistance where eligible.

# 7. Energy Efficiency and Traditional Buildings

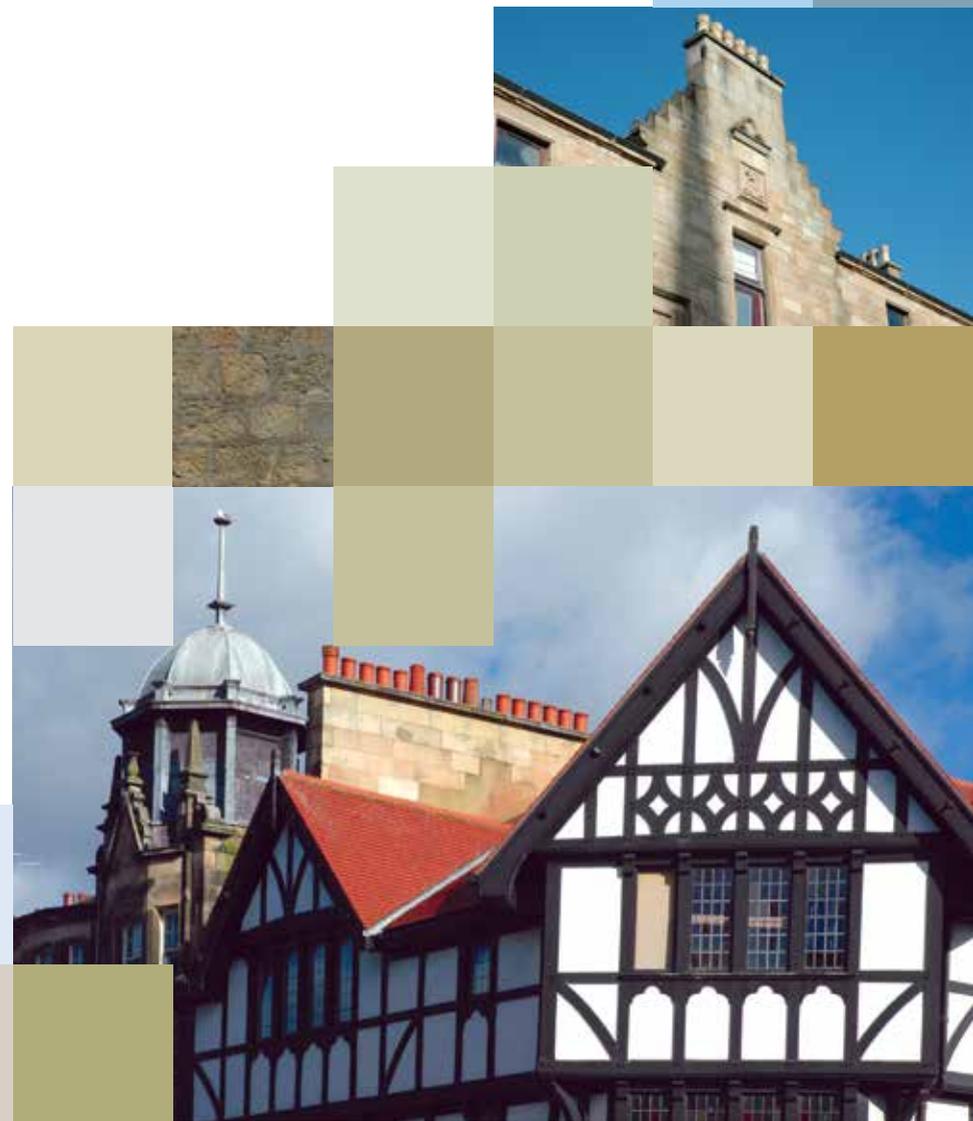
In recent years, Historic Scotland has undertaken extensive research into alternative means of improving the energy efficiency properties of traditional buildings, working in partnership with other agencies and academic institutions. Their findings confirm that traditional buildings have benefits in terms of environmental sustainability, including their longevity, thermal mass, locally-sourced materials and natural ventilation. This information is playing an increasing role in influencing maintenance and refurbishment projects and shaping policy.

It is commonly accepted that a large proportion of existing buildings will remain in use throughout the next 50 years. Additionally, the challenge of carbon reduction targets set by Scottish Ministers – 80% reduction in carbon emissions by 2050 – means that owners of traditional properties require education and guidance. In the case of listed buildings and properties in conservation areas, particular sensitivities are required to ensure that physical adaptations do not compromise special character and appearance.

The Council will address these requirements through awareness raising events and dissemination of appropriate material. The Council will also investigate the potential to work in partnership with Historic Scotland on climate change projects where funding and suitable buildings are available.

Forthcoming supplementary design guidance on Listed Buildings and Conservation areas will include a specific section on energy efficiency and climate change adaptations.

While this guide is under preparation, property owners can be directed to sources of information – see Section 8.3



# 8. Contacts and Sources of Further Guidance

## 8.1 For guidance on preparing and submitting a planning application contact:

**Falkirk Council**  
Development Services,  
Abbotsford House,  
David's Loan,  
Bainsford,  
Falkirk FK2 7YZ

Planning application advice:

Tel 01324 504950  
dc@falkirk.gov.uk

Conservation design advice:

Tel 01324 504715  
planenv@falkirk.gov.uk

## 8.2 For general background information:

### Scottish Government

[www.scotland.gov.uk/topics/planning](http://www.scotland.gov.uk/topics/planning)

General information on planning including Scottish Planning Policy and Planning Advice Notes 71, Conservation Area Management and PAN 52, Planning and Small Towns.

### Historic Scotland

[www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

General information and policies on key subjects relating to the historic environment including designation, sources of funding, climate change and world heritage.

## 8.3 For information on Energy Efficiency

### Historic Scotland

[www.historic-scotland.gov.uk/index/heritage/technicalconservation/conservation-research.htm](http://www.historic-scotland.gov.uk/index/heritage/technicalconservation/conservation-research.htm)

Assistance, publications and technical advice on a wide range of technical work on energy efficiency in traditional buildings.

### Changeworks

<http://www.changeworks.org.uk/householders/technical-guides-for-energy-improvements/475/>

Good practice guides to their Energy Heritage, Renewable Heritage and Tenements Projects provide residents and business owners of traditional and historic homes with the information they need to make them more energy efficient in an acceptable way.

## 8.4 For information on Maintenance

### Historic Scotland

[www.historic-scotland.gov.uk/publicationsresults.htm](http://www.historic-scotland.gov.uk/publicationsresults.htm)

Helpful guides are available free from Historic Scotland or for download include "Maintaining your home - A short guide for homeowners" and Sash and Case Windows - A short guide for homeowners. A series of INFORM guides are also available with detailed advice on conservation, repair and maintenance of a wide range of traditional building elements such as timber floors, all types of glass and glazing, iron gates and railings etc.

<http://conservation.historic-scotland.gov.uk/scotmonumentwatchfull.pdf>

A Scottish 'Monument Watch', The case for a proactive maintenance scheme for traditional buildings in Scotland. Final report, October 2012.



# Appendix 1: Falkirk Town Centre Conservation Area Management Plan



## Appendix 2: Listed Buildings in Falkirk Town Centre Conservation Area

### Category A

High Street, Old Parish Church including  
burial ground, boundary wall & railings

High Street, Falkirk Town Steeple

### Category B

Falkirk Parish Churchyard Gate

High Street, Old Parish Church, Churchyard

2 High Street & 1 Newmarket Street, Royal  
Bank Buildings

High Street, 1 - 9 Kirk Wynd, & 25, 27, 29  
Manor Street, Royal Bank

100, 100a High Street

102 & 104 High Street

106 - 112 High Street

High Street, Cross Well

124 - 128 High Street

138 - 140 and 140A High Street

142 - 146 High Street

148 - 154 High Street

113 - 117 High Street

129 - 131 High Street

147, 149 High Street & 2 Cow Wynd

Kings Court, East Side and North Side of  
Bean Row at Rear of 9 Cow Wynd, Offices

Lint Riggs, West Side (Even Nos.) 20 - 24  
High Street and Newmarket Street, Lint  
Riggs

Lint Riggs, East Side (Odd Nos.), 32 - 34  
High Street & Newmarket Bar, Lint Riggs

West Bridge Street, West Church

Hope Street and West Bridge Street, Sheriff  
Court House Buildings

Hope Street, Public Library

1 Hope Street, St Francis - Xavier RC  
Church,

Newmarket Street, Wellington Statue

25 - 29 Newmarket Street & 20 Vicar Street,  
Royal Bank Buildings

39 - 43 Vicar Street, Bank of Scotland

45 - 47 Vicar Street, Former Post Office  
(Front Block Only)

29 - 35 (Odd Nos) Vicar Street, Chambers

52 - 58 (Even Nos.) Vicar Street

Kerse Lane, Orchard Hotel

Cow Wynd, Tattie Kirk

### Category C

Newmarket Street, South African War  
Memorial

Newmarket Street, St. Andrews Church of  
Scotland, including halls

1 Bank Street and 19, 21 Kirk Wynd -  
Former Co - op Department Store

12 - 14 Newmarket Street, Social Work  
Department, (Former Municipal Buildings)

16, 18 Newmarket Street and 1, 3 Glebe  
Street, Christian Institute

24 - 38 Vicar Street, Corner of Newmarket  
Street and 2 - 12 Melville Street

9 - 11 Vicar Street

4 - 8 High Street, Royal Hotel

86, 88 High Street & Kirk Wynd

122 High Street

130 High Street

132 - 136A High Street

105 - 111 High Street (Wilson's Buildings)

119 - 121 High Street

123 - 127 High Street

137 - 139 High Street & 1 Cow Wynd,  
Falkirk and Counties T.S.B.

151 - 155 High Street

157 - 161 & 163 High Street

Princess Street and Park Street, Technical Institute

5 Booth Place

7 Booth Place

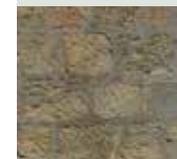
20 - 24 (Even Nos.) Newmarket Street

42 - 46 (Even Nos.) Newmarket Street

42 - 44 Vicar Street, 1 - 9 Melville Street (Odd Nos.)

46 - 50 (Even Nos.) Vicar Street

25 & 27 Vicar Street & 4 - 6 Princes Street



## Appendix 3: Historic Windows: Repair and Replacement

Historic windows make a significant contribution to the character and appearance of Falkirk Town Centre Conservation Area. The Falkirk Town Centre Conservation Area Appraisal (2010) identifies inappropriate window replacement and installation of unsuitable ancillary fittings including extract vents in the glazing as contributing factors to the erosion of character to the area.

Key features that contribute to the design and form of historic windows include style, proportions, pattern of glazing, historic and decorative glazing, dimensions of frames and astragals/glazing bars, materials, and method of opening. In Falkirk town centre, the predominant type of windows are timber framed sash and case windows. The quality of skill and materials employed in the manufacture of historic windows means that they are extremely durable, many having been in place for a century or more.

Historic windows can be readily repaired and refurbished to provide improved standards of comfort. Proprietary systems for draught proofing can be effectively and discretely installed to combat rattling windows and draughts, minimise dust and dirt ingress, improve sound and thermal efficiencies without excessive expenditure in comparison to removal and replacement of windows.

Recent research has demonstrated that bringing integral window shutters back into use and hanging heavy curtains can significantly reduce heat and energy bills – See Section 8.3.

Double glazing may be acceptable where it can be demonstrated that the sealed double glazing unit can be inserted into the historic window frames without prejudicing their appearance on the basis that there would be no loss of historic glass.

Secondary glazing may be an alternative where double glazing is not appropriate. This comprises an independent internal window in addition to the historic or replacement window. The meeting rails and frames of secondary windows should be as slim as possible to allow them to be undetectable behind existing rails.

Replacement of historic windows will only be acceptable where it can be demonstrated that they have deteriorated beyond practical repair. In such cases, the replacement windows must replicate the historic design exactly in terms of materials, proportions, profiles and dimensions of frames and glazing bars/astragals and method of opening. This would include details such as mouldings and horns. Any other original window features such as stained, leaded or etched glass and historic ironmongery should be salvaged and re-used.

Where historic windows have been replaced with windows of an inappropriate design or materials, grant aid will be available through the THI / CARS Scheme to owners to replace these windows with a design that replicates or matches a documented original pattern or is in keeping with the building or conservation area.

### The need for planning permission and/or listed building consent

Repairs to historic windows using the original materials to match the historic design do not require either Planning Permission or Listed Building Consent.

The installation of double glazing in historic or replica window frames of windows in listed buildings requires listed building consent.

The installation of double glazing in historic or replica window frames of windows in unlisted buildings in a conservation area requires planning permission only where there is a material change (\*see below) to the appearance of the window.

The installation of secondary glazing in listed buildings will require listed building consent.

The replacement of an historic window in a listed building will require Listed Building Consent. Replacement will generally only be supported where it can be demonstrated that the historic windows have deteriorated beyond practical repair. Planning permission would also be required where there is a material change (\*see below) to the appearance of the window.

The replacement of a historic window on an unlisted building within a conservation area requires planning permission only where there is a material change (\*see below) to the appearance of the window. The replacement window may incorporate sealed double glazing units.

Reinstatement of the original window design in a listed building will require both Listed Building Consent and Planning Permission; for un-listed property in conservation areas Planning Permission will be required.

The removal of historic decorative and stained glass in a listed building will require both Listed Building Consent and Planning Permission; for un-listed property in conservation areas Planning Permission will be required.

A material change is where there is an alteration to the design, material, size, method of opening, or proportions of the window including an increase in the size/thickness of the frames and removal of glazing bars [astragals] or horns. It also covers removal of historic glass, replacement of clear glazing with obscure glazing, and introduction of ventilation/louvers in the glazing.

Certificate of Lawfulness. An application can be made to the Council for a Certificate of Lawfulness where written confirmation is required that proposals do not constitute a 'material change' to the appearance of the window and that Planning Permission is not required.



## Appendix 4: Shop Fronts

Further advice on the repair of traditional windows can be found in the following Historic Scotland publications, available to download from the Historic Scotland website:

<http://www.historic-scotland.gov.uk/index/heritage/technicalconservation/conservationpublications.htm>

- **Inform Guide – Maintaining Sash and Case Windows**
- **Sash and Case Windows – A Short Guide for Homeowners**
- **Energy Efficiency**
- **Managing Change in the Historic Environment: Windows**

Technical papers by Historic Scotland on recent research into the energy performance of windows and different types of double glazing can also be downloaded.:

- **Tech Paper 1:**  
Thermal Performance of Traditional Windows – Rev.10
- **Tech Paper 9:**  
Slim-profile double glazing

Well designed shop fronts not only add to the attractiveness of conservation areas, but they support economic regeneration by creating a positive shopping experience which in turn brings added footfall and increased sales turnover.

The fundamental purpose of a shop front is to attract the attention of shoppers. The application of suitable signage and paint finishes, combined with attractive entrances and inviting window displays attract customers. Shopping areas can be positively enhanced if historic shop fronts are restored or reinstated. Well designed contemporary shop fronts also add to the historic streetscape in cases where a traditional design is not appropriate.

The Falkirk Town Centre Conservation Area Appraisal (2010) identifies an inconsistency in the quality and design of the existing shop fronts in the town centre. While groups of historic shop fronts have survived in some streets, there are many examples of replacement shop fronts which do not respect traditional character, proportions or materials. In some cases, original shop fronts are hidden by more recent alterations and additions. In many cases, the style of the replacement shop front is not related to the architectural style of the parent building.

Traditional shop fronts follow simple design principles by applying careful detailing and good quality materials to correct proportioning and positioning within the overall building.

Where historic shop fronts have been replaced with frontages of an inappropriate design or materials, grant aid will be available through the THI /CARS Scheme to owners to replace these with a design that replicates or matches a documented original pattern or is in keeping with the building or conservation area.

Further detailed design guidance on shop fronts is provided by Falkirk Council in the Supplementary Planning Guidance Note on Shop Fronts available in hard copy from Development Services or downloadable at [http://www.falkirk.gov.uk/services/development/planning/planning\\_and\\_environment/supplementary\\_planning\\_guidance/PDFs/shopfronts.pdf](http://www.falkirk.gov.uk/services/development/planning/planning_and_environment/supplementary_planning_guidance/PDFs/shopfronts.pdf)

Historic Scotland has produced a short guide on maintenance and repair of traditional shop fronts for shop owners entitled *Traditional Shopfronts: a Short Guide for Shop Owners*, downloadable at <http://www.historic-scotland.gov.uk/shopfronts.pdf>



## Appendix 5: Glossary of Terms

### Shopfronts

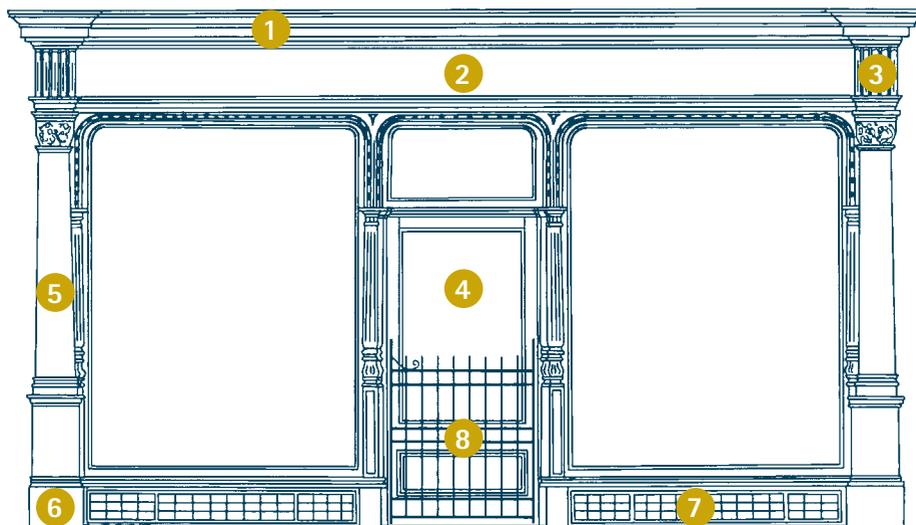


Illustration courtesy of Historic Scotland

#### 1. Cornice:

The top section of the fascia which is located between the shop and the building above. It can be richly decorated with mouldings or embellishments. Usually of timber or stone, it often incorporates a protective layer of lead for weather-proofing.

#### 2. Fascia:

A flat or angled horizontal board, that extends across the width of the whole shop. It carries the signage.

#### 3. Console Bracket:

A decorative feature which marks the end of the fascia. May be of classical design although other styles are often adopted.

#### 4. Doors:

Traditional shop doors are framed and panelled with fanlights above incorporating glazed lights. Glazed lights often incorporate decorative glass and can be fitted with hopper mechanisms to allow for inward opening for ventilation purposes.

#### 5. Columns and Pilasters:

Provide the visual framework for the frontage. Columns are often round or half rounded, plain and fluted. Pilasters are flat panels that project from the wall, with a shaft and base which projects slightly from the wall but is generally not structural in nature. May be decorated or plain, often with fluting or reeding and can be of timber, stone or cast iron.

#### 6. Plinth:

Base of a pilaster. May be timber or stone.

#### 7. Stallriser:

The area between the window sills of the shop front and ground level. Sometimes decorative, they can be constructed of timber, stone or other durable finishes. Glass blocks are often incorporated to permit natural light into a basement.

#### 8. Security:

Measures applied typically include decorative gates across the entrance lobby, removable shutters and grilles.

### Windows

The Component Parts of a Sash and Case Window

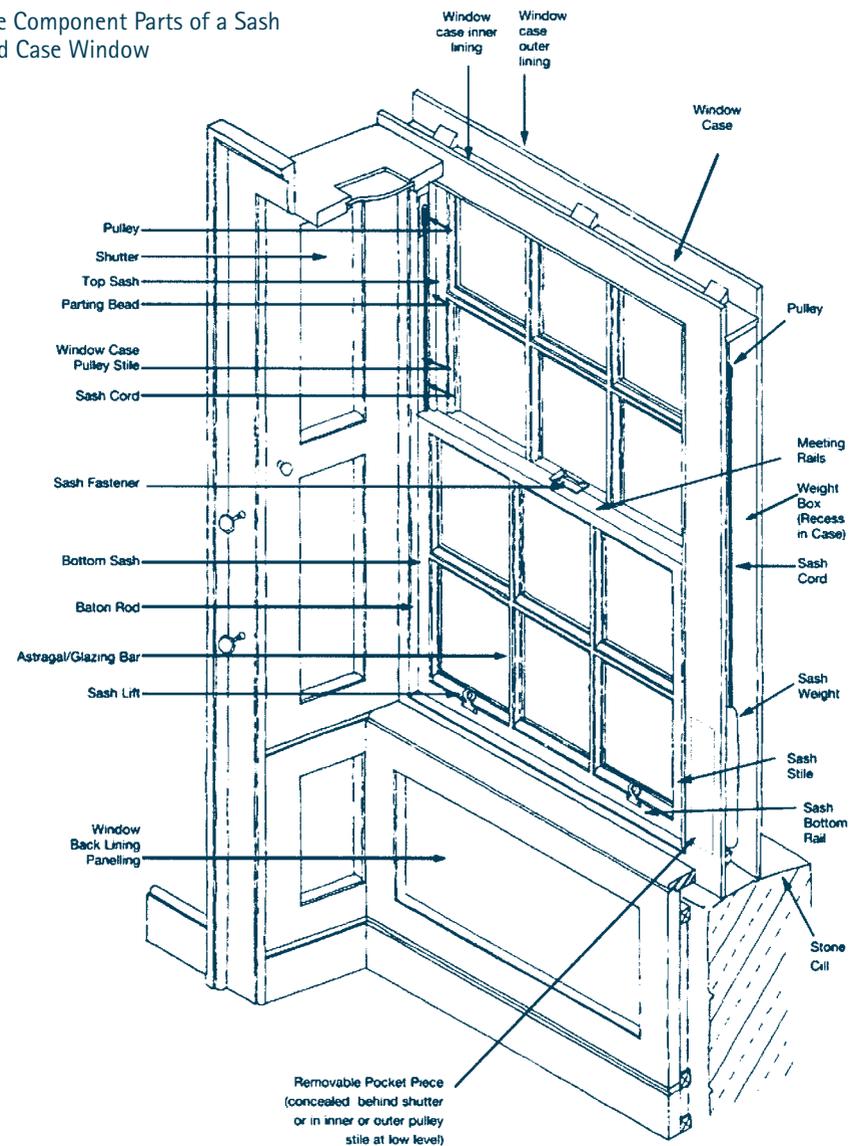


Illustration courtesy of Historic Scotland

## Historic Windows

This term, used by Historic Scotland, includes original windows and subsequent alterations/ replacements that contribute to the historic interest of a building as evidence of changing fashions and technology. For example following the significant reduction in window tax in 1845 technological advances led to the manufacture of large panes of glass. As a result, fewer subdivisions, and larger, heavier panes of glass became common. Windows glazed with single panes of plate glass in each sash became popular in many areas, while window designs with a single pane of plate glass in the lower sash and small panes in the upper sash also emerged. The term also includes newer well-detailed windows that have been based on the historic design.

## Astragal or Glazing Bar

An astragal is a glazing bar that divides a window into smaller panes of glass. In timber sash and case windows it is normally moulded and narrower than the main frame.

## Historic Glass

This is a broad term that includes a variety of decorative glass including stained, leaded, frosted

and etched glass. It also covers glass that is original to the building where this has special characteristics including curved glass.

## Horns

Horns are extensions of the lower part of side frames of the top sashes of late Victorian and Edwardian windows that were used to strengthen the lower joints of the top sashes following the introduction of large sheets of glass. Georgian and early Victorian windows did not have horns.

## Meeting Rail or Transom

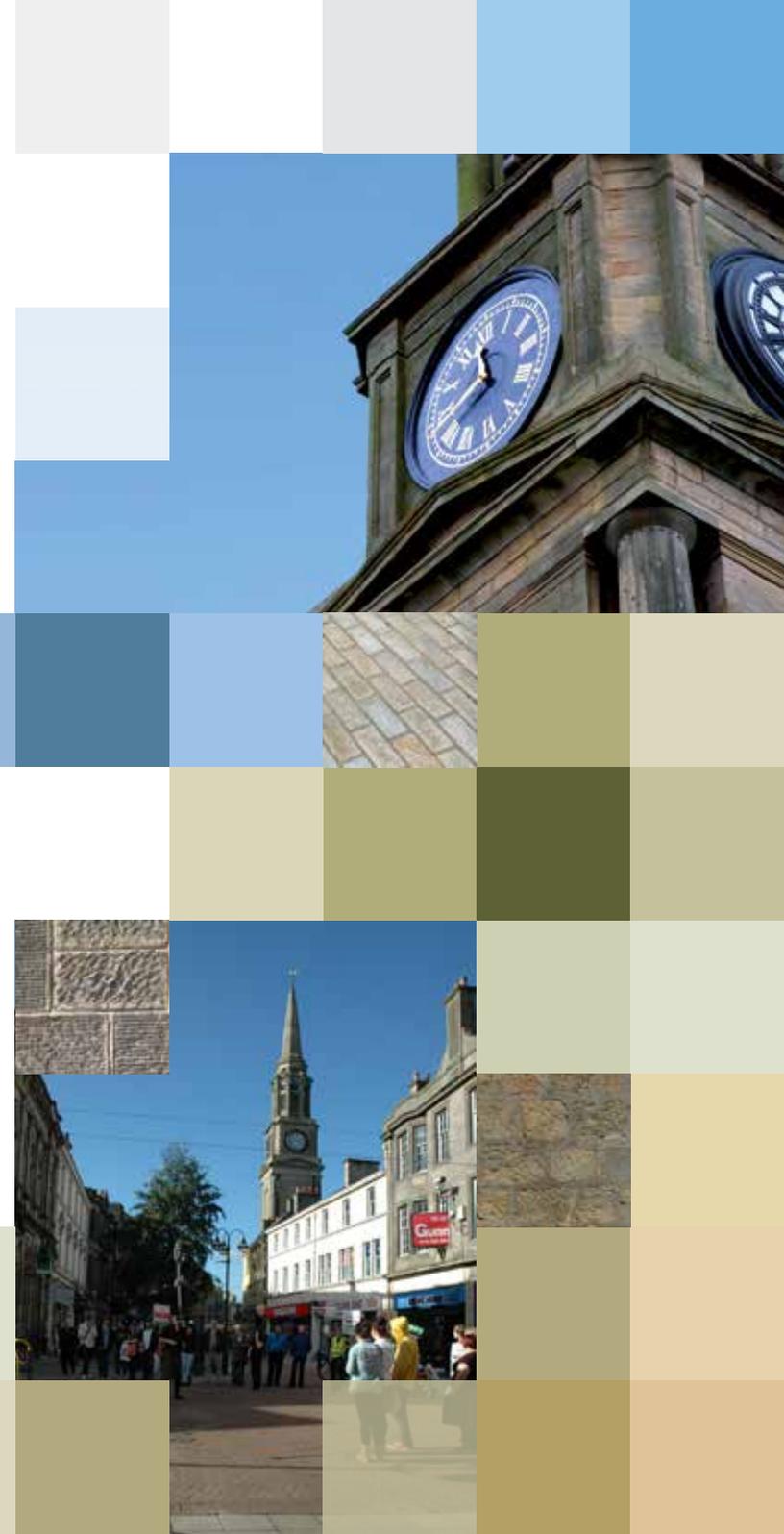
This is where the top and bottom sashes meet.

## Mullion

A vertical division between the lights of a window. This may be in stone or timber. The removal of mullions to increase the glazing area of a window is not appropriate in listed buildings or buildings in conservation areas and would be considered as a material change requiring listed building consent and or planning permission.

## Replica Window Frame

A new window frame that replicates the original design and uses the same material.





Falkirk Council