



## MORAY LOCAL REVIEW BODY

25 FEBRUARY 2021

### SUMMARY OF INFORMATION FOR CASE No LR250

**Planning Application 20/01059/APP – Retain installed uPVC windows at Craigmhor, 67 St Leonards Road, Forres**

#### **Ward 8 – Forres**

Planning permission in principle was refused under the Statutory Scheme of Delegation by the Appointed Officer on 12 November 2020 on the grounds that:

The application fails to comply with the following policies (Moray Local Development Plan Policies EP9 & DP1) and should be refused for the following reasons:

- The proposal is contrary to Policy EP9 Conservation Areas as the removal of original timber windows and replacement with modern UPVC units located on the principal elevations would fail to preserve or enhance the character of the building or conservation area.
- By introducing modern UPVC windows into the conservation area, the proposal is considered to be contrary to Policy DP1 Development Principles as the appearance and material finish of the windows is not appropriate to the established traditional character of the surrounding area.

Documents considered or prepared by the Appointed Officer in respect of the above planning application are attached as **Appendix 1**.

The Notice of the Review, Grounds for Review and any supporting documents submitted by the Applicant are attached as **Appendix 2**.

No Further Representations were received in response to the Notice of Review.





# Location plan for Planning Application Reference Number : 20/01059/APP







## **APPENDIX 1**

# **DOCUMENTS CONSIDERED OR PREPARED BY THE APPOINTED OFFICER**





The Moray Council Council Office High Street Elgin IV30 1BX Tel: 0300 1234561 Email: development.control@moray.gov.uk

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100296010-001

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

## Description of Proposal

Please describe accurately the work proposed: \* (Max 500 characters)

Retain installed uPVC windows

Has the work already been started and/ or completed? \*

☐ No ☐ Yes - Started ☒ Yes – Completed

Please state date of completion, or if not completed, the start date (dd/mm/yyyy): \*

28/02/2019

Please explain why work has taken place in advance of making this application: \*  
(Max 500 characters)

The company who installed the windows were to apply for permission, which they did however they installed new windows before the application was determined. The application was refused. The applicant was unaware of this, did not have the opportunity to appeal and was issued with an enforcement notice. The applicant appealed the enforcement notice however it was upheld. The reporter suggested that a second planning application could be submitted in the interest of natural justice.

## Applicant or Agent Details

Are you an applicant or an agent? \* (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

☐ Applicant ☒ Agent

## Agent Details

Please enter Agent details

Company/Organisation:	Wittets Ltd		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Cynthia	Building Name:	
Last Name: *	McKay	Building Number:	26
Telephone Number: *	01343 543237	Address 1 (Street): *	Hay Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Elgin
Fax Number:		Country: *	Scotland
		Postcode: *	IV30 1NQ
Email Address: *	cm@wittets.co.uk		

Is the applicant an individual or an organisation/corporate entity? \*

☒ Individual ☐ Organisation/Corporate entity

## Applicant Details

Please enter Applicant details

Title:	Mr	You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	Craighmor
First Name: *	S	Building Number:	67
Last Name: *	Waterson	Address 1 (Street): *	St Leonards Road
Company/Organisation		Address 2:	
Telephone Number: *		Town/City: *	Forres
Extension Number:		Country: *	UK
Mobile Number:		Postcode: *	IV36 1DW
Fax Number:			
Email Address: *	cm@wittets.co.uk		



## Site Address Details

Planning Authority:

Moray Council

Full postal address of the site (including postcode where available):

Address 1:

CRAIGMHOR

Address 2:

67 ST LEONARDS ROAD

Address 3:

Address 4:

Address 5:

Town/City/Settlement:

FORRES

Post Code:

IV36 1DW

Please identify/describe the location of the site or sites

Northing

858604

Easting

304374

## Pre-Application Discussion

Have you discussed your proposal with the planning authority? \*

☐ Yes ☒ No

## Trees

Are there any trees on or adjacent to the application site? \*

☐ Yes ☒ No

If yes, please mark on your drawings any trees, known protected trees and their canopy spread close to the proposal site and indicate if any are to be cut back or felled.

## Access and Parking

Are you proposing a new or altered vehicle access to or from a public road? \*

☐ Yes ☒ No

If yes, please describe and show on your drawings the position of any existing, altered or new access points, highlighting the changes you proposed to make. You should also show existing footpaths and note if there will be any impact on these.

## Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? \*

☐ Yes ☒ No

## Certificates and Notices

CERTIFICATE AND NOTICE UNDER REGULATION 15 – TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (SCOTLAND) REGULATION 2013

One Certificate must be completed and submitted along with the application form. This is most usually Certificate A, Form 1, Certificate B, Certificate C or Certificate E.

Are you/the applicant the sole owner of ALL the land? \*

☒ Yes ☐ No

Is any of the land part of an agricultural holding? \*

☐ Yes ☒ No

## Certificate Required

The following Land Ownership Certificate is required to complete this section of the proposal:

Certificate A

## Land Ownership Certificate

Certificate and Notice under Regulation 15 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013

Certificate A

I hereby certify that –

(1) - No person other than myself/the applicant was an owner (Any person who, in respect of any part of the land, is the owner or is the lessee under a lease thereof of which not less than 7 years remain unexpired.) of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application.

(2) - None of the land to which the application relates constitutes or forms part of an agricultural holding

Signed: Cynthia McKay

On behalf of: Mr S Waterson

Date: 21/08/2020

☒ Please tick here to certify this Certificate. \*

## Checklist – Application for Householder Application

Please take a few moments to complete the following checklist in order to ensure that you have provided all the necessary information in support of your application. Failure to submit sufficient information with your application may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

- a) Have you provided a written description of the development to which it relates? \* ☒ Yes ☐ No
- b) Have you provided the postal address of the land to which the development relates, or if the land in question has no postal address, a description of the location of the land? \* ☒ Yes ☐ No
- c) Have you provided the name and address of the applicant and, where an agent is acting on behalf of the applicant, the name and address of that agent? \* ☒ Yes ☐ No
- d) Have you provided a location plan sufficient to identify the land to which it relates showing the situation of the land in relation to the locality and in particular in relation to neighbouring land? \*. This should have a north point and be drawn to an identified scale. ☒ Yes ☐ No
- e) Have you provided a certificate of ownership? \* ☒ Yes ☐ No
- f) Have you provided the fee payable under the Fees Regulations? \* ☒ Yes ☐ No
- g) Have you provided any other plans as necessary? \* ☒ Yes ☐ No

Continued on the next page

A copy of the other plans and drawings or information necessary to describe the proposals (two must be selected). \*

You can attach these electronic documents later in the process.

- ☒ Existing and Proposed elevations.
- ☐ Existing and proposed floor plans.
- ☐ Cross sections.
- ☒ Site layout plan/Block plans (including access).
- ☐ Roof plan.
- ☐ Photographs and/or photomontages.

Additional Surveys – for example a tree survey or habitat survey may be needed. In some instances you may need to submit a survey about the structural condition of the existing house or outbuilding. ☐ Yes ☒ No

A Supporting Statement – you may wish to provide additional background information or justification for your Proposal. This can be helpful and you should provide this in a single statement. This can be combined with a Design Statement if required. \* ☒ Yes ☐ No

You must submit a fee with your application. Your application will not be able to be validated until the appropriate fee has been Received by the planning authority.

## Declare – For Householder Application

I, the applicant/agent certify that this is an application for planning permission as described in this form and the accompanying Plans/drawings and additional information.

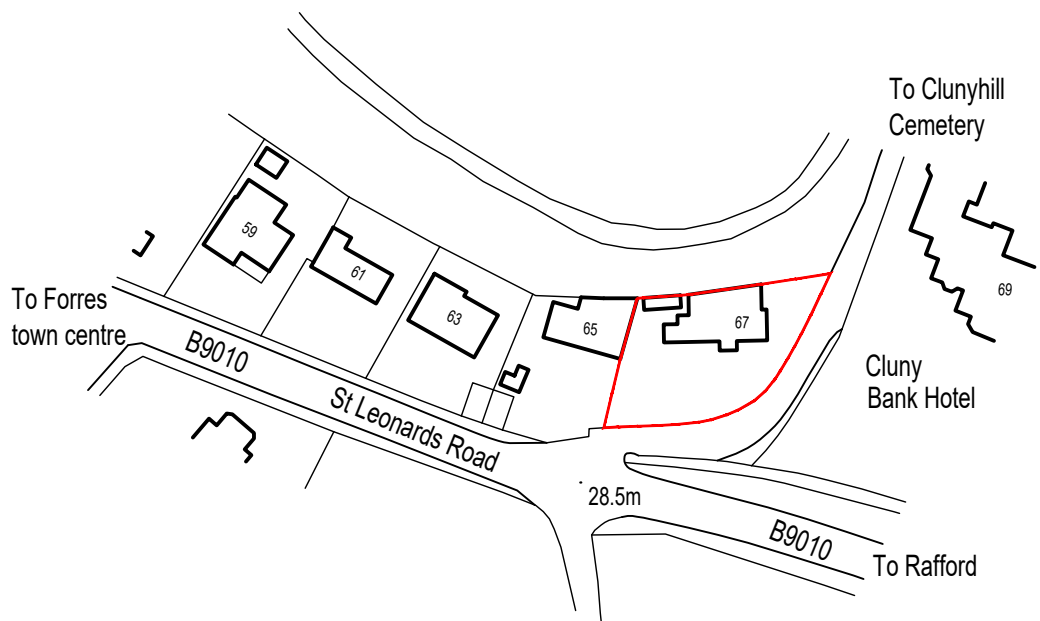
Declaration Name: Mrs Cynthia McKay

Declaration Date: 24/08/2020





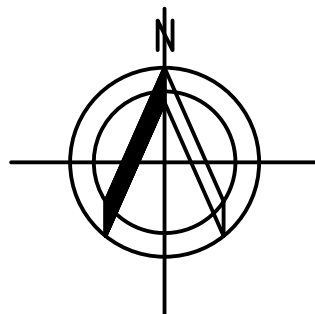
USE GIVEN DIMENSIONS ONLY  
DO NOT ASSUME – ASK  
COPYRIGHT RESERVED



Application to retain uPVC windows  
at Craighmor, 67 St Leonards  
Road, Forres, For Mr S Waterson

## LOCATION PLAN

10 0 10 20 30 40 50m  
1:1250



# WITTETS

## ARCHITECTS

26 Hay St, Elgin, Moray IV30 1NQ

T 01343 543237

e info@wittets.co.uk

F 01343 540542

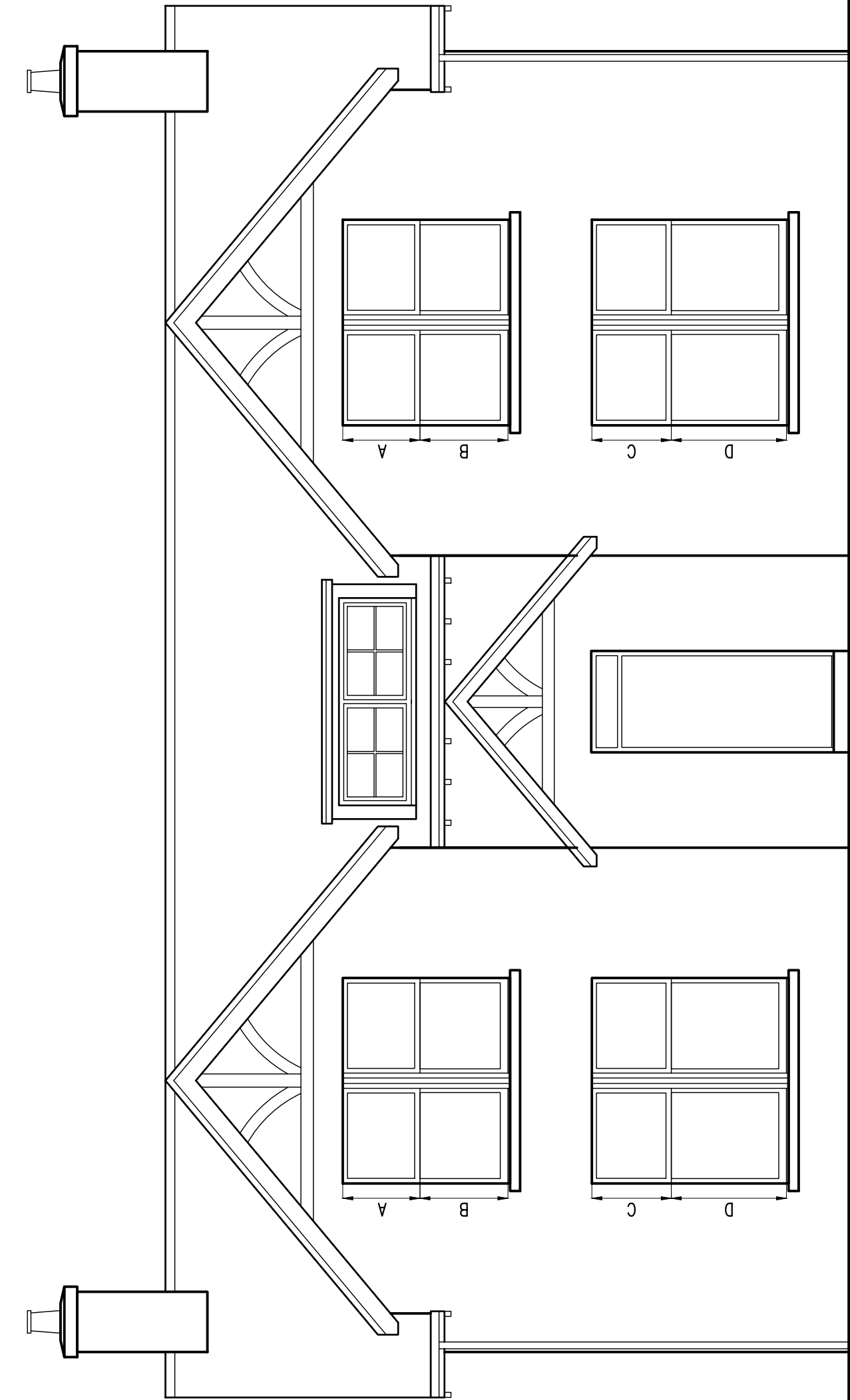
www.wittets.co.uk

1:1250 • A4

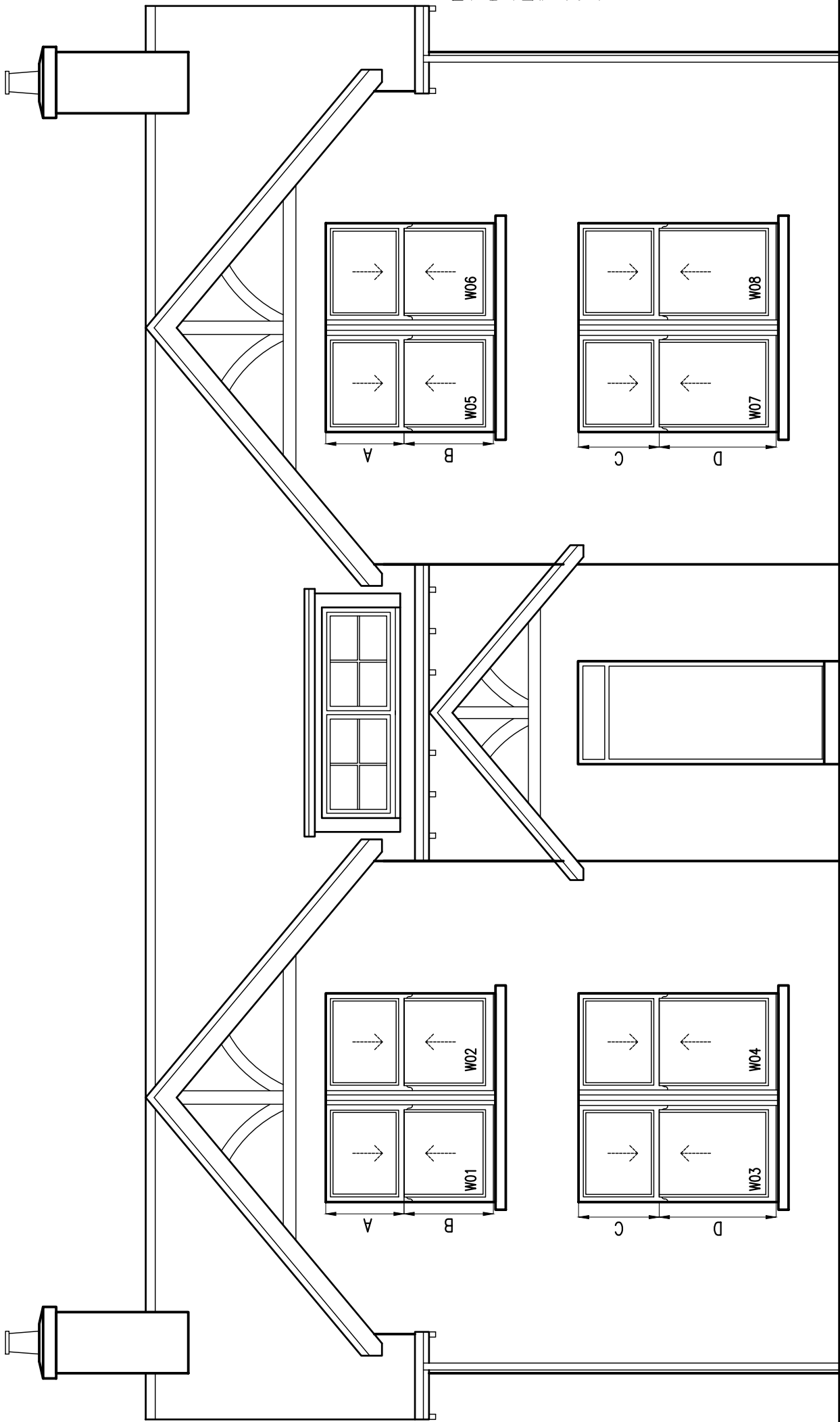
Aug 2020

20:43:LP





EXISTING SOUTH ELEVATION

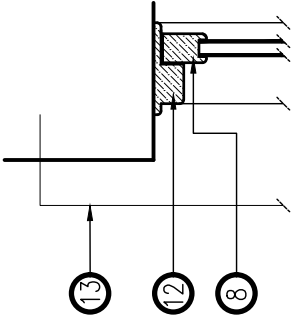


PROPOSED SOUTH ELEVATION

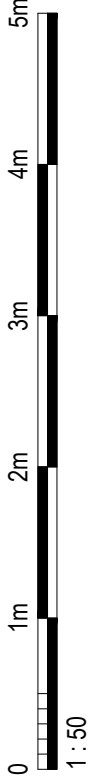
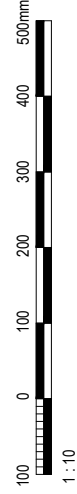
NOTES:  
1. No white uPVC framed windows installed to be retained.  
2. Window proportions match the existing windows. Dimension 'A' on existing windows match dimension 'A' on new windows and same for dimension 'B'.  
3. Window opening operation matches the existing windows with sliding sashes.  
4. Windows have traditional horns.



1. Stone lintel.
2. Top uPVC window frame surround.
3. Top sash window frame.
4. Top sash double glazed unit.
5. Sash fastener.
6. Top sash window frame and bottom sash window frame behind.
7. Horns.
8. Bottom sash double glazed unit.
9. Sash lift
10. Top sash block.
11. Bottom sash window frame.
12. Bottom window frame.
13. Stone sill.
14. Rendered wall.
15. Stove quoin reveal.



Window section & plan  
Scale 1:10



**WITTETS**  
**ARCHITECTS**

26 Hay St, Elgin, Moray IV30 1NQ  
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e info@wittets.co.uk www.wittets.co.uk

Application to retain uPVC windows  
at Craighmor, 67 St Leonards Rd  
Forres, For Mr S Waterson

PLANNING  
Existing and Proposed Elevations

1:50 ● A2 Aug 2020

20:43:01







## Design Statement

**20:43 Planning Application to retain windows installed to Craighmor, 76 St Leonards Road, Forres for Mr S Waterson**

### History

The dwelling was purchased by the applicant who has undertaken careful modernisation and restoration of the property to bring it up to modern living standards and thermal efficiency. These improvements will extend the life of the traditional property for generations to come. The replacement of the original windows was part of this work.

The company who installed the uPVC windows were to apply for planning permission, which they did however they proceeded to install the new windows before the application was determined. The application was subsequently refused. The applicant was unaware of this and as a result did not have the opportunity to appeal. An enforcement notice was subsequently issued to the applicant. The applicant appealed the enforcement notice however it was upheld. The reporter suggested that a second planning application could be submitted in the interest of natural justice.

### Design Statement

Although uPVC frames have been used, care has been taken in the design and detailing of the new windows to replicate the detailing, proportion, opening method and colour of the existing windows. This retains the style and character of the existing sash and case windows both from a distance and up close as follows;

- The new windows have no additional astragals or mullions which were not present on the original windows.
- The proportion of the top sash and bottom sash match the existing windows in terms of scale and size.
- The existing windows were painted white, the new windows are also white.
- The window opening operation is by sliding sash to both sashes.
- The windows are fitted with horns.
- The internal sash fasteners and sash lifts are visible as would be on the existing windows.
- There are no uPVC sills to the windows and the frame is slender.

The dwelling is set back from St Leonards Road, accessed off the side road leading to Clunyhill Cemetery. It is also at a higher ground level than the public road. There is a high wall and hedge restricting views to the dwelling. As the windows have traditional proportions, sliding sash operation and are painted white it is near impossible to determine if these are original windows or what the frame material is when viewed from the public road/pavement. The windows do not therefore have a detrimental affect on the character of the dwelling or area. The Reporter for the appeal reference ENA-300-2017 also mentions this with the following statement '*During my site inspection I noted that the new windows were of a very high quality and from even a short distance away are virtually indistinguishable from the originals*'.

This is further supported by a survey of windows on the North side of St Leonards Road included at the end of this statement. The survey shows that the frame material is not the main factor in assessing if a window is detrimental to the character of the area. The opening method and colour have a more obvious impact on the character as they make a window stand out as not in keeping with traditional style.

Looking at the North side of St Leonards Road which is within the conservation area the type of windows are as listed in the survey below. There is a varied mix of window styles from modern uPVC to original timber windows. Very few, if any of the other properties with uPVC windows have the same level of design and detailing as the windows installed to the applicant's property. As a consequence the poorly designed uPVC windows to other properties stand out as modern windows which are not in keeping with the traditional style in the area.

From this survey it is clear that uPVC windows are now well established in the area. This has been acknowledged by the Reporter under appeal ref ENA-300-2017 where he states *'other windows in the area are of a variety of styles, many being obviously UPVC that do not replicate originals. Such windows are now established as part of the appearance of the conservation area'*.

### **Conclusion**

- As there are many other properties with uPVC windows within the conservation area the character of the area includes this window frame. It cannot be argued that uPVC frames are not in keeping with the character of the area.
- Some properties with uPVC windows have planning permission (see below) to install uPVC windows within the conservation area with the reasons that it is not deemed detrimental, it cannot therefore be justified to refuse this planning application on those grounds.
- The survey has shown that correctly proportioned white window frames with sash and case operation are the key design features when looking at a window and deciding if it is of traditional design and in keeping with the character. The applicant's windows have better design than some of the timber windows and most if not all of the uPVC windows on St Leonards Road.

### **Other Planning Permissions**

- Under planning permission ref 17/01078/APP the planning officer comments as follows on the use of uPVC windows *'Replacing 3 timber framed shop windows (fixed) with UPVC will not harm the character or appearance of this building or the surrounding conservation area. In addition the windows to the first floor are a mix of white uPVC and grey metal frame'*.
- Under planning permission ref 13/01413/APP – approval to replace timber windows with uPVC windows the planning officer comments as follows *'given the age of the property, and proposed window design, the applicant's proposals will preserve the area's character'*.

### **St Leonards Road conservation area property survey**

No 65: It is difficult to determine from the public pavement if the windows are timber frame or uPVC due to the house being secluded, at a distance from the road and having white colour. The applicant has confirmed these are original timber windows.

No 63: Windows appear to be either timber or uPVC frames in white. Although there is division of the window with astragals and mullions it is clear that the windows have a modern opening method.

No 61: Windows are clearly uPVC white frames due to the proportions and opening method.

No 59: Windows are clearly uPVC mahogany frames due to the colour, proportions and modern opening method.

No 57: It is difficult to determine frame material from the roadside, it is thought to be timber in white. The first floor windows have a modern opening method and style.

No 55: Windows are clearly uPVC frames from a distance due to their golden oak colour, design, gold bar mullions, proportions and opening operation.

No 53: Windows are clearly uPVC frames from a distance due to their golden oak colour, design, gold bar mullions, proportions and opening operation.

No 51: Difficult to determine the frame type, thought to be timber with a mix of white and brown colour.

No 49: Clearly white uPVC windows due to the proportions and opening method.

No 47: Timber framed, mahogany colour windows.

No 45: It is difficult to tell from the public pavement what the frame is made of as the dwelling is set back from the road and the window frames are white. The proportions and opening method can be established, these are not traditional sash and case.

No 43: : It is difficult to tell from the public pavement what the frame is made of as the dwelling is set back from the road and the windows frames are white. The proportions and opening method can be established and are not traditional sash and case.

No 41: Timber, green, traditional.

No 39: Timber, white, traditional.

No 37: It is difficult to tell what the frame material is from the public pavement due to distance, white painted windows and sash and case operation to some of the windows. Some of the windows are clearly uPVC frames. Some windows look to have planted astragals which would suggest uPVC frames.

No 33: Clearly uPVC white windows due to the design, proportions and opening operation.

No 31: Clearly uPVC white windows due to the design, proportions and opening operation.

No 29: Timber, white, traditional.

No 27: Timber, white, traditional.

No 25: Timber, white, traditional.

No 23: Timber, white, traditional.

No 21: Timber, brown, top hung modern opening.

No 19: Clearly white uPVC frames, due to proportions, modern opening method.

No 17: Clearly uPVC mahogany frames with no window division and modern opening method.

No 15: Clearly uPVC golden oak frames due to proportions and opening method.

No 13: Timber, white, traditional design.

No 11: Timber, white, traditional design

No 7-9: uPVC white windows to ground floor and a mix of white uPVC and grey metal frames to upper floors.

No 1: The first floor windows are white uPVC modern windows. Traditional timber widows to ground floor.



# **Consultee Comments for Planning Application 20/01059/APP**

## **Application Summary**

Application Number: 20/01059/APP

Address: Craigmhor 67 St Leonards Road Forres Moray IV36 1DW

Proposal: Retain installed uPVC windows at

Case Officer: Craig Wilson

## **Consultee Details**

Name: Mr CL Consultations

Address: Environmental Health, Council Offices, High Street Elgin, Moray IV30 1BX

Email: clconsultations@moray.gov.uk

On Behalf Of: Contaminated Land

## **Comments**

Approved unconditionally



## **REPORT OF HANDLING**

<b>Ref No:</b>	20/01059/APP	<b>Officer:</b>	Craig Wilson
<b>Proposal Description/ Address</b>	Retain installed uPVC windows at Craigmhor 67 St Leonards Road Forres Moray		
<b>Date:</b>	11.11.2020	<b>Typist Initials:</b>	LMC

### **RECOMMENDATION**

<b>Approve, without or with condition(s) listed below</b>		<b>N</b>
<b>Refuse, subject to reason(s) listed below</b>		<b>Y</b>
<b>Legal Agreement required e.g. S,75</b>		<b>N</b>
<b>Notification to Scottish Ministers/Historic Scotland</b>		<b>N</b>
<b>Hearing requirements</b>	<b>Departure</b>	<b>N</b>
	<b>Pre-determination</b>	<b>N</b>

### **CONSULTATIONS**

<b>Consultee</b>	<b>Date Returned</b>	<b>Summary of Response</b>
Contaminated Land	03/09/20	No objection or comment.

### **DEVELOPMENT PLAN POLICY**

<b>Policies</b>	<b>Dep</b>	<b>Any Comments (or refer to Observations below)</b>
PP3 Infrastructure and Services		
EP8 Historic Environment		
EP9 Conservation Areas		
DP1 Development Principles		

### **REPRESENTATIONS**

Representations Received		NO
Total number of representations received		
Names/Addresses of parties submitting representations		
Summary and Assessment of main issues raised by representations		
Issue:		
Comments (PO):		

## OBSERVATIONS – ASSESSMENT OF PROPOSAL

Section 25 of the 1997 Act as amended requires applications to be determined in accordance with the development plan i.e. the adopted Moray Local Development Plan 2020 (MLDP) unless material considerations indicate otherwise. The main planning issues are considered below:

### **Background**

This is a resubmission of a previously refused application to replace windows at Craigmhor, St Leonards Road, Forres, application 18/00223/APP refers. A separate enforcement case was opened, 18/00258/ENF refers and an enforcement notice served on the owners/applicants. No appeal against the planning application was made instead an appeal was made against the enforcement notice. The appeal was subsequently dismissed by the reporter as the grounds for appeal were not competent or justified.

In the reporters closing remarks he said that it is open to the council to allow a second application for the windows to be submitted, with a subsequent opportunity for review in the event of that also being dismissed.

### **Impact of the proposed development conservation area residential amenity (DP1, EP8, EP9, &PP3)**

This application proposes removal of original timber windows to Craigmhor, St Leonards Road and their replacement with double glazed UPVC window units.

Forres town has an abundance of traditional architecture that combines to provide its distinctive character. In recognition of its historic heritage, the heart of the town and St Leonards Road is designated as a Conservation Area.

### **Assessment of Replacement Windows**

The original timber windows were removed and replaced with UPVC units without the necessary planning permission. No contact had been made with the Development Management section for pre-application advice on replacement windows prior to the work being carried out in a designated Conservation Area. The replacement of UPVC window units which have no value or historic basis in terms of their contribution to the character of Forres conservation area.

The assessment of this application was required to take account of Moray Local Development Plan 2020 Policies EP9: Conservation Areas DP1: Developer Requirements and national guidance published by Historic Environment Scotland, in relation to replacement windows: Managing Change in the Historic Environment - Windows.

The Moray Local Development Plan 2020 and the guidance on replacement windows and doors were approved by Moray Council as the Council's agreed position and approach to protecting our heritage assets. National guidance on replacement windows has been established for over 30 years and Council policy guidance is in accordance with this.

Policy EP9 requires new development within Conservation Areas to preserve and enhance the character and appearance of the subject area, having regard to scale, height, materials, colour, detailed design and use. Policy DP1 requires new developments to be sensitively sited, designed and serviced appropriate to the amenity of the existing property and wider locality.

The Council's policies on replacement windows in conservation areas sets out a presumption in favour of retaining original or historic windows that are repairable and can achieve improvements in thermal efficiency through secondary glazing or draught-stripping. This indicates that replacement will be accepted where the windows are beyond repair or are modern replacements. It recommends that the replacement windows are exact copies, or are near copies where the timber sections can accommodate double-glazing units. The Council's guidance states that there may be opportunities



for installing slim-profile double-glazed units into existing sashes where historic glass no longer survives. It also recommends that the replacements should be made in timber and that applications for UPVC replacements will not be supported on principal or street facing elevations.

It is worth noting that all of the repair options listed above would have been significantly more economical than any replacement windows regardless of whether these were timber or UPVC, and could have enabled the existing timber windows to survive with double glazing inserted into existing timber frames.

In support of the proposed application the applicant has submitted a character appraisal of surrounding properties in the conservation area, making case that there are other properties with similar UPVC windows. The preparation of the replacement windows and doors guidance was intended to provide a pragmatic and consistent approach to dealing with the replacement of historic unauthorised UPVC window units in Conservation Areas. From review, the UPVC windows in highlighted buildings have been installed for more than 4 years and would be immune from any planning control despite the damage caused to the character of the conservation area.

The vast majority of historic properties along St Leonards Road retain timber windows on the front or street elevations. Timber windows and doors play an important role particularly in vernacular architecture where they are the dominant elements. Where building frontages have been modified with modern uPVC framing it is accepted that this plays a part in eroding the appearance and architectural character of the historic streetscape leading to the erosion of historic fabric. However, in this case the essential character of the Conservation Area has been preserved and the predominant window material, contributing to the character of the road, is timber and not UPVC.

The style of UPVC windows installed do not match the existing or originals in terms of appearance with external trickle vent detail visible or material finish and are contrary to the above policy provisions and guidance in relation to replacement windows and doors.

## **Conclusion**

The retention of timber sash and case windows replicating the historic style of windows is an important way of preserving the historic appearance and fabric of the building and the character of the Conservation Area. Modern day standards of insulation can be applied to historic buildings whilst minimising changes to its character and it is therefore important to ensure that alterations to buildings are as historically accurate as possible. Relevant Moray Development Plan Policies, guidance and national policy guidance enable change and do not preclude it. There are opportunities to improve the thermal efficiency of traditional buildings whether through repairs or new windows provided appropriate traditional materials are used. The replacement windows guidance is clear on this subject and states that the use of non-traditional materials such as UPVC on principal elevations will not be acceptable in a Conservation Area.

The proposed uPVC replacement windows would be damaging to the special architectural and historic interest of the building. In addition these would be out of character and damaging to the attractive and well preserved maintained appearance of the conservation area in which Craigmhor is located. The retrospective windows UPVC windows will not preserve or enhance the character or appearance of the Conservation Area.

## **OTHER MATERIAL CONSIDERATIONS TAKEN INTO ACCOUNT**

None

## **HISTORY**

Reference No.	Description
---------------	-------------

18/00223/APP	Replace existing timber windows with UPVC sliding casement windows at Craigmhor 67 St Leonards Road Forres Moray IV36 1DW			
	<b>Decision</b>	Refuse	<b>Date Of Decision</b>	23/03/18

ADVERT			
<b>Advert Fee paid?</b>	<b>Yes</b>		
<b>Local Newspaper</b>	<b>Reason for Advert</b>	<b>Date of expiry</b>	
Forres Gazette	Planning application affecting LB/CA	29/09/20	
PINS	Planning application affecting LB/CA	29/09/20	

DEVELOPER CONTRIBUTIONS (PGU)	
<b>Status</b>	<b>N/A</b>

DOCUMENTS, ASSESSMENTS etc. *		
* Includes Environmental Statement, Appropriate Assessment, Design Statement, Design and Access Statement, RIA, TA, NIA, FRA etc		
Supporting information submitted with application?	YES	
Summary of main issues raised in each statement/assessment/report		
Document Name:	Design Statement	
Main Issues:	Supporting statement providing background to project and examination of proposal in context of conservation area	

S.75 AGREEMENT		
Application subject to S.75 Agreement		NO
Summary of terms of agreement:		
Location where terms or summary of terms can be inspected:		

DIRECTION(S) MADE BY SCOTTISH MINISTERS (under DMR2008 Regs)			
Section 30	Relating to EIA		NO
Section 31	Requiring planning authority to provide information and restrict grant of planning permission		NO
Section 32	Requiring planning authority to consider the imposition of planning conditions		NO
Summary of Direction(s)			



**MORAY COUNCIL  
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997,  
as amended**

**REFUSAL OF PLANNING PERMISSION**

**[Forres]  
Application for Planning Permission**

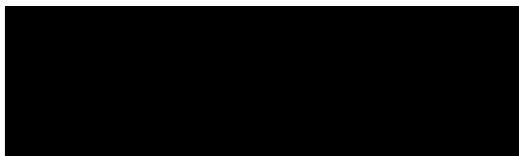
TO Mr S Waterson  
c/o Wittets Architects  
26 Hay Street  
ELGIN  
Moray  
IV30 1NQ

With reference to your application for planning permission under the above mentioned Act, the Council in exercise of their powers under the said Act, have decided to **REFUSE** your application for the following development:-

**Retain installed uPVC windows at Craigmhor 67 St Leonards Road Forres Moray**

and for the reason(s) set out in the attached schedule.

Date of Notice: **12 November 2020**



**HEAD OF ECONOMIC GROWTH AND DEVELOPMENT**

Economy, Environment and Finance  
Moray Council  
Council Office  
High Street  
ELGIN  
Moray  
IV30 1BX

**IMPORTANT**  
**YOUR ATTENTION IS DRAWN TO THE REASONS and NOTES BELOW**

**SCHEDULE OF REASON(S) FOR REFUSAL**

By this Notice, Moray Council has REFUSED this proposal. The Council's reason(s) for this decision are as follows: -

The application fails to comply with the following policies (Moray Local Development Plan Policies EP9 & DP1) and should be refused for the following reasons:

- The proposal is contrary to Policy EP9 Conservation Areas as the removal of original timber windows and replacement with modern UPVC units located on the principal elevations would fail to preserve or enhance the character of the building or conservation area.
- By introducing modern UPVC windows into the conservation area, the proposal is considered to be contrary to Policy DP1 Development Principles as the appearance and material finish of the windows is not appropriate to the established traditional character of the surrounding area.

**LIST OF PLANS AND DRAWINGS SHOWING THE DEVELOPMENT**

The following plans and drawings form part of the decision:-

Reference	Version	Title
20:43:LP		Location plan
20:43:01		Existing and proposed elevations

**NOTICE OF APPEAL**  
**TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997**

If the applicant is aggrieved by the decision to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may require the planning authority to review the case under section 43A of the Town and Country Planning (Scotland) Act 1997 within three months from the date of this notice. The notice of review should be addressed to The Clerk, Moray Council Local Review Body, Legal and Committee Services, Council Offices, High Street, Elgin IV30 1BX. This form is also available and can be submitted online or downloaded from [www.eplanning.scotland.gov.uk](http://www.eplanning.scotland.gov.uk).

If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably

beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part 5 of the Town and Country Planning (Scotland) Act 1997.





## **APPENDIX 2**

# **NOTICE OF REVIEW, GROUNDS FOR REVIEW & SUPPORTING DOCUMENTS**







The Moray Council Council Office High Street Elgin IV30 1BX Tel: 0300 1234561 Email: [development.control@moray.gov.uk](mailto:development.control@moray.gov.uk)

Applications cannot be validated until all the necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

ONLINE REFERENCE 100296010-002

The online reference is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the planning Authority about this application.

## Applicant or Agent Details

Are you an applicant or an agent? \* (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

☐ Applicant ☒ Agent

## Agent Details

Please enter Agent details

Company/Organisation:	Wittets Ltd		
Ref. Number:		You must enter a Building Name or Number, or both: *	
First Name: *	Cynthia	Building Name:	
Last Name: *	McKay	Building Number:	26
Telephone Number: *	01343 543237	Address 1 (Street): *	Hay Street
Extension Number:		Address 2:	
Mobile Number:		Town/City: *	Elgin
Fax Number:		Country: *	Scotland
		Postcode: *	IV30 1NQ
Email Address: *	cm@wittets.co.uk		

Is the applicant an individual or an organisation/corporate entity? \*

☒ Individual ☐ Organisation/Corporate entity

## Applicant Details

Please enter Applicant details

Title:	<input type="text" value="Mr"/>	You must enter a Building Name or Number, or both: *
Other Title:	<input type="text"/>	Building Name: <input type="text" value="Craigmhor"/>
First Name: *	<input type="text" value="S"/>	Building Number: <input type="text" value="67"/>
Last Name: *	<input type="text" value="Waterson"/>	Address 1 (Street): * <input type="text" value="St Leonards Road"/>
Company/Organisation	<input type="text"/>	Address 2: <input type="text"/>
Telephone Number: *	<input type="text"/>	Town/City: * <input type="text" value="Forres"/>
Extension Number:	<input type="text"/>	Country: * <input type="text" value="UK"/>
Mobile Number:	<input type="text"/>	Postcode: * <input type="text" value="IV36 1DW"/>
Fax Number:	<input type="text"/>	
Email Address: *	<input type="text" value="cm@wittets.co.uk"/>	

## Site Address Details

Planning Authority:	<input type="text" value="Moray Council"/>
Full postal address of the site (including postcode where available):	
Address 1:	<input type="text" value="CRAIGMHOR"/>
Address 2:	<input type="text" value="67 ST LEONARDS ROAD"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text"/>
Address 5:	<input type="text"/>
Town/City/Settlement:	<input type="text" value="FORRES"/>
Post Code:	<input type="text" value="IV36 1DW"/>

Please identify/describe the location of the site or sites

Northing	<input type="text" value="858604"/>	Easting	<input type="text" value="304374"/>
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## Description of Proposal

Please provide a description of your proposal to which your review relates. The description should be the same as given in the application form, or as amended with the agreement of the planning authority: \*  
(Max 500 characters)

Retain installed uPVC windows

## Type of Application

What type of application did you submit to the planning authority? \*

- ☒ Application for planning permission (including householder application but excluding application to work minerals).
- ☐ Application for planning permission in principle.
- ☐ Further application.
- ☐ Application for approval of matters specified in conditions.

What does your review relate to? \*

- ☒ Refusal Notice.
- ☐ Grant of permission with Conditions imposed.
- ☐ No decision reached within the prescribed period (two months after validation date or any agreed extension) – deemed refusal.

## Statement of reasons for seeking review

You must state in full, why you are seeking a review of the planning authority's decision (or failure to make a decision). Your statement must set out all matters you consider require to be taken into account in determining your review. If necessary this can be provided as a separate document in the 'Supporting Documents' section: \* (Max 500 characters)

Note: you are unlikely to have a further opportunity to add to your statement of appeal at a later date, so it is essential that you produce all of the information you want the decision-maker to take into account.

You should not however raise any new matter which was not before the planning authority at the time it decided your application (or at the time expiry of the period of determination), unless you can demonstrate that the new matter could not have been raised before that time or that it not being raised before that time is a consequence of exceptional circumstances.

See separate statement

Have you raised any matters which were not before the appointed officer at the time the Determination on your application was made? \*

☐ Yes ☒ No

If yes, you should explain in the box below, why you are raising the new matter, why it was not raised with the appointed officer before your application was determined and why you consider it should be considered in your review: \* (Max 500 characters)

Please provide a list of all supporting documents, materials and evidence which you wish to submit with your notice of review and intend to rely on in support of your review. You can attach these documents electronically later in the process: \* (Max 500 characters)

Ena/300/2017 - Decision notice 20/01059/APP - Design statement 20/01059/APP - Waterson Planning Model 1-20 43 01 - Existing and Proposed Elevations - A2 20/01059/APP - Waterson Planning Model 1-20 43 LP - Location Plan - A4 20/01059/APP - Decision notice 20/01059/APP - Report of handling 20/01059/APP - Reasons for Review 13/01413/APP - Report of handling 17/01078/APP - Report of handling

## Application Details

Please provide the application reference no. given to you by your planning authority for your previous application.

20/01059/APP

What date was the application submitted to the planning authority? \*

24/08/2020

What date was the decision issued by the planning authority? \*

12/11/2020

## Review Procedure

The Local Review Body will decide on the procedure to be used to determine your review and may at any time during the review process require that further information or representations be made to enable them to determine the review. Further information may be required by one or a combination of procedures, such as: written submissions; the holding of one or more hearing sessions and/or inspecting the land which is the subject of the review case.

Can this review continue to a conclusion, in your opinion, based on a review of the relevant information provided by yourself and other parties only, without any further procedures? For example, written submission, hearing session, site inspection. \*

☒ Yes ☐ No

In the event that the Local Review Body appointed to consider your application decides to inspect the site, in your opinion:

Can the site be clearly seen from a road or public land? \*

☒ Yes ☐ No

Is it possible for the site to be accessed safely and without barriers to entry? \*

☒ Yes ☐ No

## Checklist – Application for Notice of Review

Please complete the following checklist to make sure you have provided all the necessary information in support of your appeal. Failure to submit all this information may result in your appeal being deemed invalid.

Have you provided the name and address of the applicant? \*

☒ Yes ☐ No

Have you provided the date and reference number of the application which is the subject of this review? \*

☒ Yes ☐ No

If you are the agent, acting on behalf of the applicant, have you provided details of your name and address and indicated whether any notice or correspondence required in connection with the review should be sent to you or the applicant? \*

☒ Yes ☐ No ☐ N/A

Have you provided a statement setting out your reasons for requiring a review and by what procedure (or combination of procedures) you wish the review to be conducted? \*

☒ Yes ☐ No

Note: You must state, in full, why you are seeking a review on your application. Your statement must set out all matters you consider require to be taken into account in determining your review. You may not have a further opportunity to add to your statement of review at a later date. It is therefore essential that you submit with your notice of review, all necessary information and evidence that you rely on and wish the Local Review Body to consider as part of your review.

Please attach a copy of all documents, material and evidence which you intend to rely on (e.g. plans and Drawings) which are now the subject of this review \*

☒ Yes ☐ No

Note: Where the review relates to a further application e.g. renewal of planning permission or modification, variation or removal of a planning condition or where it relates to an application for approval of matters specified in conditions, it is advisable to provide the application reference number, approved plans and decision notice (if any) from the earlier consent.

## **Declare – Notice of Review**

I/We the applicant/agent certify that this is an application for review on the grounds stated.

Declaration Name: Mrs Cynthia McKay

Declaration Date: 18/12/2020





## Reasons for Review

### **20:43 Planning Application to retain windows installed to Craighmor, 67 St Leonards Road, Forres for Mr S Waterson**

This review is requested based on the following key points:

- The background to this planning application.
- The established character of the area.
- The recent approval of uPVC windows to another property within the conservation area.

#### **Background**

The comments in the report of handling refer to repair and replacement of the original windows being preferred and possibly more economical. This was not an option for the applicant as the windows were removed without their knowledge or permission. The applicant had the right intentions in applying for planning permission but due to no fault of their own, they find themselves in this position.

In addition, the planning application is for permission to retain the uPVC windows as installed. Retaining and repairing the original windows is not possible and is not a consideration of this planning application.

#### **Character of area & material**

The planning officer's comments in relation to other properties with uPVC windows on St Leonards' Road makes reference to a time period of 4 years and that these properties would be immune from planning control. The length of time that other uPVC windows have been installed is irrelevant, the fact that they are present and are an established character of the area is relevant.

I also note that the Planning Officer states that Replacement Windows and Doors Guidance was intended to be for a consistent approach to replacement windows within the conservation area. The planning approval of replacement uPVC windows to other properties in the Conservation Area would contradict that statement, in particular, planning permission reference 17/01078/APP and 13/01413/APP.

There are 29 other properties within the conservation area on St Leonards Road. There are 13 which have obvious uPVC windows, 12 have timber windows and 4 are unknown. There is not vast majority of timber windows as noted by the Planning Officer in the report of handling.

There is more weight given to the choice of material for the window frame over design. A walk along St Leonard's Road clearly shows that the design of the window is a more obvious departure from maintaining the character of the area. When you look at a property that does not have a sensitive design or traditional opening method it is instantly noticeable and stands out even when it is timber frame. This indicates that the design and opening section is the key factor in determining if the windows achieve the goal of maintaining a traditional character of the area. These windows achieve that goal regardless of frame material.

It is understandable that Planning Policy looks to retain the traditional character of the area. The evidence of modern uPVC windows in other properties on St Leonards Road would suggest that planning policy has not been adhered to. The 'Replacement Windows and Doors Guidance' document has been established for 30 years however the majority of uPVC windows on St Leonards Road would all appear to have been installed much more recently. In particular two of the most prominent buildings on St Leonard's Road have uPVC windows that make barely any attempt to be traditional in style. There would appear to be no application of Planning Policy or Planning Enforcement on these other properties. Planning Permission has been granted within the last 3 years for original timber windows to be replaced with modern uPVC windows under planning permission ref 17/01078/APP. The Planning Officer under that application commented that the uPVC windows would not affect the traditional appearance or character of the area.

We fail to see why the retention of the uPVC windows to Craighmor is not permitted while all these other properties are permitted to retain their windows which are of a poorer design and more detrimental to the area.

It is also understood that Randolph Villa received planning permission for a modern uPVC flat roofed extension on a principle elevation. The uPVC windows to this are not traditional in any way. This is one of the most prominent buildings on St Leonards Road.

### **Precedent**

Planning Application Ref 17/01078/APP at 7 St Leonards Road, which is within the conservation area received planning permission to replace original timber windows with uPVC windows in 2017. The comments in the report of handling state the following:

*'Alternative materials such as UPVC and aluminium, in line with policy BE3, are not normally acceptable and should be justified for use on traditional properties. However, the form of the existing windows & doors within the building and in its immediate surroundings will be taken into consideration.'* *'As detailed above there are a mixture of window types on the principal elevation of this property. Replacing 3 timber framed shop windows (fixed) with UPVC will not harm the character or appearance of this building or the surrounding conservation area'.*

We fail to see how these replacement windows are considered to not harm the building or surrounding conservation area while the windows in this application are considered to harm the area.

### **Conclusion**

We consider that planning permission must be granted in this case otherwise planning policy is being applied inconsistently. It is not in anybody's interest to force the applicant to replace these windows as uPVC is so prevalent on St Leonard's Road and these windows do not detract from the area.

We also highlight the following;

- The existing dormer window to the front of Craighmor already has uPVC window frames installed some time ago before the applicant purchased the house. This window does not form any part of the various applications, enforcement notices and appeals and can remain in place.

- The enforcement notice does not require the side facing windows to be replaced. The enforcement officer noted that this is an inconsistent approach.



- Therefore this dwelling already has uPVC windows installed which will remain should this appeal not be successful. The expense involved in replacing the windows cannot be justified given the context of Craighmor itself and the surrounding properties.

With the approval of other uPVC windows to some properties and lack of enforcement on properties who have installed uPVC windows without permission, it is unjust to force the applicant to change these windows. The cost to replace the windows will be prohibitive.





## Design Statement

**20:43 Planning Application to retain windows installed to Craighmor, 76 St Leonards Road, Forres for Mr S Waterson**

### History

The dwelling was purchased by the applicant who has undertaken careful modernisation and restoration of the property to bring it up to modern living standards and thermal efficiency. These improvements will extend the life of the traditional property for generations to come. The replacement of the original windows was part of this work.

The company who installed the uPVC windows were to apply for planning permission, which they did however they proceeded to install the new windows before the application was determined. The application was subsequently refused. The applicant was unaware of this and as a result did not have the opportunity to appeal. An enforcement notice was subsequently issued to the applicant. The applicant appealed the enforcement notice however it was upheld. The reporter suggested that a second planning application could be submitted in the interest of natural justice.

### Design Statement

Although uPVC frames have been used, care has been taken in the design and detailing of the new windows to replicate the detailing, proportion, opening method and colour of the existing windows. This retains the style and character of the existing sash and case windows both from a distance and up close as follows;

- The new windows have no additional astragals or mullions which were not present on the original windows.
- The proportion of the top sash and bottom sash match the existing windows in terms of scale and size.
- The existing windows were painted white, the new windows are also white.
- The window opening operation is by sliding sash to both sashes.
- The windows are fitted with horns.
- The internal sash fasteners and sash lifts are visible as would be on the existing windows.
- There are no uPVC sills to the windows and the frame is slender.

The dwelling is set back from St Leonards Road, accessed off the side road leading to Clunyhill Cemetery. It is also at a higher ground level than the public road. There is a high wall and hedge restricting views to the dwelling. As the windows have traditional proportions, sliding sash operation and are painted white it is near impossible to determine if these are original windows or what the frame material is when viewed from the public road/pavement. The windows do not therefore have a detrimental affect on the character of the dwelling or area. The Reporter for the appeal reference ENA-300-2017 also mentions this with the following statement *'During my site inspection I noted that the new windows were of a very high quality and from even a short distance away are virtually indistinguishable from the originals'*.

This is further supported by a survey of windows on the North side of St Leonards Road included at the end of this statement. The survey shows that the frame material is not the main factor in assessing if a window is detrimental to the character of the area. The opening method and colour have a more obvious impact on the character as they make a window stand out as not in keeping with traditional style.

Looking at the North side of St Leonards Road which is within the conservation area the type of windows are as listed in the survey below. There is a varied mix of window styles from modern uPVC to original timber windows. Very few, if any of the other properties with uPVC windows have the same level of design and detailing as the windows installed to the applicant's property. As a consequence the poorly designed uPVC windows to other properties stand out as modern windows which are not in keeping with the traditional style in the area.

From this survey it is clear that uPVC windows are now well established in the area. This has been acknowledged by the Reporter under appeal ref ENA-300-2017 where he states *'other windows in the area are of a variety of styles, many being obviously UPVC that do not replicate originals. Such windows are now established as part of the appearance of the conservation area'*.

### **Conclusion**

- As there are many other properties with uPVC windows within the conservation area the character of the area includes this window frame. It cannot be argued that uPVC frames are not in keeping with the character of the area.
- Some properties with uPVC windows have planning permission (see below) to install uPVC windows within the conservation area with the reasons that it is not deemed detrimental, it cannot therefore be justified to refuse this planning application on those grounds.
- The survey has shown that correctly proportioned white window frames with sash and case operation are the key design features when looking at a window and deciding if it is of traditional design and in keeping with the character. The applicant's windows have better design than some of the timber windows and most if not all of the uPVC windows on St Leonards Road.

### **Other Planning Permissions**

- Under planning permission ref 17/01078/APP the planning officer comments as follows on the use of uPVC windows *'Replacing 3 timber framed shop windows (fixed) with UPVC will not harm the character or appearance of this building or the surrounding conservation area. In addition the windows to the first floor are a mix of white uPVC and grey metal frame'*.
- Under planning permission ref 13/01413/APP – approval to replace timber windows with uPVC windows the planning officer comments as follows *'given the age of the property, and proposed window design, the applicant's proposals will preserve the area's character'*.

### **St Leonards Road conservation area property survey**

No 65: It is difficult to determine from the public pavement if the windows are timber frame or uPVC due to the house being secluded, at a distance from the road and having white colour. The applicant has confirmed these are original timber windows.

No 63: Windows appear to be either timber or uPVC frames in white. Although there is division of the window with astragals and mullions it is clear that the windows have a modern opening method.

No 61: Windows are clearly uPVC white frames due to the proportions and opening method.

No 59: Windows are clearly uPVC mahogany frames due to the colour, proportions and modern opening method.

No 57: It is difficult to determine frame material from the roadside, it is thought to be timber in white. The first floor windows have a modern opening method and style.

No 55: Windows are clearly uPVC frames from a distance due to their golden oak colour, design, gold bar mullions, proportions and opening operation.

No 53: Windows are clearly uPVC frames from a distance due to their golden oak colour, design, gold bar mullions, proportions and opening operation.

No 51: Difficult to determine the frame type, thought to be timber with a mix of white and brown colour.

No 49: Clearly white uPVC windows due to the proportions and opening method.

No 47: Timber framed, mahogany colour windows.

No 45: It is difficult to tell from the public pavement what the frame is made of as the dwelling is set back from the road and the window frames are white. The proportions and opening method can be established, these are not traditional sash and case.

No 43: : It is difficult to tell from the public pavement what the frame is made of as the dwelling is set back from the road and the windows frames are white. The proportions and opening method can be established and are not traditional sash and case.

No 41: Timber, green, traditional.

No 39: Timber, white, traditional.

No 37: It is difficult to tell what the frame material is from the public pavement due to distance, white painted windows and sash and case operation to some of the windows. Some of the windows are clearly uPVC frames. Some windows look to have planted astragals which would suggest uPVC frames.

No 33: Clearly uPVC white windows due to the design, proportions and opening operation.

No 31: Clearly uPVC white windows due to the design, proportions and opening operation.

No 29: Timber, white, traditional.

No 27: Timber, white, traditional.

No 25: Timber, white, traditional.

No 23: Timber, white, traditional.

No 21: Timber, brown, top hung modern opening.

No 19: Clearly white uPVC frames, due to proportions, modern opening method.

No 17: Clearly uPVC mahogany frames with no window division and modern opening method.

No 15: Clearly uPVC golden oak frames due to proportions and opening method.

No 13: Timber, white, traditional design.

No 11: Timber, white, traditional design

No 7-9: uPVC white windows to ground floor and a mix of white uPVC and grey metal frames to upper floors.

No 1: The first floor windows are white uPVC modern windows. Traditional timber widows to ground floor.



## **REPORT OF HANDLING**

<b>Ref No:</b>	20/01059/APP	<b>Officer:</b>	Craig Wilson
<b>Proposal Description/ Address</b>	Retain installed uPVC windows at Craigmhor 67 St Leonards Road Forres Moray		
<b>Date:</b>	11.11.2020	<b>Typist Initials:</b>	LMC

### **RECOMMENDATION**

<b>Approve, without or with condition(s) listed below</b>	<b>N</b>
<b>Refuse, subject to reason(s) listed below</b>	<b>Y</b>
<b>Legal Agreement required e.g. S,75</b>	<b>N</b>
<b>Notification to Scottish Ministers/Historic Scotland</b>	<b>N</b>
<b>Hearing requirements</b>	<b>Departure</b> <b>N</b>
	<b>Pre-determination</b> <b>N</b>

### **CONSULTATIONS**

<b>Consultee</b>	<b>Date Returned</b>	<b>Summary of Response</b>
Contaminated Land	03/09/20	No objection or comment.

### **DEVELOPMENT PLAN POLICY**

<b>Policies</b>	<b>Dep</b>	<b>Any Comments (or refer to Observations below)</b>
PP3 Infrastructure and Services		
EP8 Historic Environment		
EP9 Conservation Areas		
DP1 Development Principles		

### **REPRESENTATIONS**

Representations Received		NO
Total number of representations received		
Names/Addresses of parties submitting representations		
Summary and Assessment of main issues raised by representations		
Issue:		
Comments (PO):		

## OBSERVATIONS – ASSESSMENT OF PROPOSAL

Section 25 of the 1997 Act as amended requires applications to be determined in accordance with the development plan i.e. the adopted Moray Local Development Plan 2020 (MLDP) unless material considerations indicate otherwise. The main planning issues are considered below:

### **Background**

This is a resubmission of a previously refused application to replace windows at Craigmhor, St Leonards Road, Forres, application 18/00223/APP refers. A separate enforcement case was opened, 18/00258/ENF refers and an enforcement notice served on the owners/applicants. No appeal against the planning application was made instead an appeal was made against the enforcement notice. The appeal was subsequently dismissed by the reporter as the grounds for appeal were not competent or justified.

In the reporters closing remarks he said that it is open to the council to allow a second application for the windows to be submitted, with a subsequent opportunity for review in the event of that also being dismissed.

### **Impact of the proposed development conservation area residential amenity (DP1, EP8, EP9, &PP3)**

This application proposes removal of original timber windows to Craigmhor, St Leonards Road and their replacement with double glazed UPVC window units.

Forres town has an abundance of traditional architecture that combines to provide its distinctive character. In recognition of its historic heritage, the heart of the town and St Leonards Road is designated as a Conservation Area.

### **Assessment of Replacement Windows**

The original timber windows were removed and replaced with UPVC units without the necessary planning permission. No contact had been made with the Development Management section for pre-application advice on replacement windows prior to the work being carried out in a designated Conservation Area. The replacement of UPVC window units which have no value or historic basis in terms of their contribution to the character of Forres conservation area.

The assessment of this application was required to take account of Moray Local Development Plan 2020 Policies EP9: Conservation Areas DP1: Developer Requirements and national guidance published by Historic Environment Scotland, in relation to replacement windows: Managing Change in the Historic Environment - Windows.

The Moray Local Development Plan 2020 and the guidance on replacement windows and doors were approved by Moray Council as the Council's agreed position and approach to protecting our heritage assets. National guidance on replacement windows has been established for over 30 years and Council policy guidance is in accordance with this.

Policy EP9 requires new development within Conservation Areas to preserve and enhance the character and appearance of the subject area, having regard to scale, height, materials, colour, detailed design and use. Policy DP1 requires new developments to be sensitively sited, designed and serviced appropriate to the amenity of the existing property and wider locality.

The Council's policies on replacement windows in conservation areas sets out a presumption in favour of retaining original or historic windows that are repairable and can achieve improvements in thermal efficiency through secondary glazing or draught-stripping. This indicates that replacement will be accepted where the windows are beyond repair or are modern replacements. It recommends that the replacement windows are exact copies, or are near copies where the timber sections can accommodate double-glazing units. The Council's guidance states that there may be opportunities



for installing slim-profile double-glazed units into existing sashes where historic glass no longer survives. It also recommends that the replacements should be made in timber and that applications for UPVC replacements will not be supported on principal or street facing elevations.

It is worth noting that all of the repair options listed above would have been significantly more economical than any replacement windows regardless of whether these were timber or UPVC, and could have enabled the existing timber windows to survive with double glazing inserted into existing timber frames.

In support of the proposed application the applicant has submitted a character appraisal of surrounding properties in the conservation area, making case that there are other properties with similar UPVC windows. The preparation of the replacement windows and doors guidance was intended to provide a pragmatic and consistent approach to dealing with the replacement of historic unauthorised UPVC window units in Conservation Areas. From review, the UPVC windows in highlighted buildings have been installed for more than 4 years and would be immune from any planning control despite the damage caused to the character of the conservation area.

The vast majority of historic properties along St Leonards Road retain timber windows on the front or street elevations. Timber windows and doors play an important role particularly in vernacular architecture where they are the dominant elements. Where building frontages have been modified with modern uPVC framing it is accepted that this plays a part in eroding the appearance and architectural character of the historic streetscape leading to the erosion of historic fabric. However, in this case the essential character of the Conservation Area has been preserved and the predominant window material, contributing to the character of the road, is timber and not UPVC.

The style of UPVC windows installed do not match the existing or originals in terms of appearance with external trickle vent detail visible or material finish and are contrary to the above policy provisions and guidance in relation to replacement windows and doors.

## **Conclusion**

The retention of timber sash and case windows replicating the historic style of windows is an important way of preserving the historic appearance and fabric of the building and the character of the Conservation Area. Modern day standards of insulation can be applied to historic buildings whilst minimising changes to its character and it is therefore important to ensure that alterations to buildings are as historically accurate as possible. Relevant Moray Development Plan Policies, guidance and national policy guidance enable change and do not preclude it. There are opportunities to improve the thermal efficiency of traditional buildings whether through repairs or new windows provided appropriate traditional materials are used. The replacement windows guidance is clear on this subject and states that the use of non-traditional materials such as UPVC on principal elevations will not be acceptable in a Conservation Area.

The proposed uPVC replacement windows would be damaging to the special architectural and historic interest of the building. In addition these would be out of character and damaging to the attractive and well preserved maintained appearance of the conservation area in which Craigmhor is located. The retrospective windows UPVC windows will not preserve or enhance the character or appearance of the Conservation Area.

## **OTHER MATERIAL CONSIDERATIONS TAKEN INTO ACCOUNT**

None

## **HISTORY**

Reference No.	Description
---------------	-------------

18/00223/APP	Replace existing timber windows with UPVC sliding casement windows at Craigmhor 67 St Leonards Road Forres Moray IV36 1DW		
	<b>Decision</b>	Refuse	<b>Date Of Decision</b> 23/03/18

ADVERT		
<b>Advert Fee paid?</b>	<b>Yes</b>	
<b>Local Newspaper</b>	<b>Reason for Advert</b>	<b>Date of expiry</b>
Forres Gazette	Planning application affecting LB/CA	29/09/20
PINS	Planning application affecting LB/CA	29/09/20

DEVELOPER CONTRIBUTIONS (PGU)	
<b>Status</b>	<b>N/A</b>

DOCUMENTS, ASSESSMENTS etc. *		
* Includes Environmental Statement, Appropriate Assessment, Design Statement, Design and Access Statement, RIA, TA, NIA, FRA etc		
Supporting information submitted with application?	YES	
Summary of main issues raised in each statement/assessment/report		
Document Name:	Design Statement	
Main Issues:	Supporting statement providing background to project and examination of proposal in context of conservation area	

S.75 AGREEMENT		
Application subject to S.75 Agreement		NO
Summary of terms of agreement:		
Location where terms or summary of terms can be inspected:		

DIRECTION(S) MADE BY SCOTTISH MINISTERS (under DMR2008 Regs)			
Section 30	Relating to EIA		NO
Section 31	Requiring planning authority to provide information and restrict grant of planning permission		NO
Section 32	Requiring planning authority to consider the imposition of planning conditions		NO
Summary of Direction(s)			

## **REPORT OF HANDLING**

<b>Ref No:</b>	17/01078/APP	<b>Officer:</b>	Craig Wilson
<b>Proposal Description/ Address</b>	Replace roof and alterations to shop front at 7 St Leonards Road Forres Moray IV36 1DN		
<b>Date:</b>	23/08/17	<b>Typist Initials:</b>	FJA

### **RECOMMENDATION**

<b>Approve, without or with condition(s) listed below</b>	<b>Y</b>
<b>Refuse, subject to reason(s) listed below</b>	<b>N</b>
<b>Legal Agreement required e.g. S,75</b>	<b>N</b>
<b>Notification to Scottish Ministers/Historic Scotland</b>	<b>N</b>
<b>Hearing requirements</b>	<b>Departure</b>
	<b>Pre-determination</b>

### **CONSULTATIONS**

<b>Consultee</b>	<b>Date Returned</b>	<b>Summary of Response</b>
Building Standards Manager	19/07/17	Building warrant required

### **DEVELOPMENT PLAN POLICY**

<b>Policies</b>	<b>Dep</b>	<b>Any Comments (or refer to Observations below)</b>
PP1: Sustainable Economic Growth		
PP3: Placemaking		
EP9: Contaminated Land		
IMP1: Developer Requirements		
BE3: Conservation Areas		

### **REPRESENTATIONS**

Representations Received		NO
Total number of representations received		
Names/Addresses of parties submitting representations		
Summary and Assessment of main issues raised by representations		
Issue:		
Comments (PO):		

## OBSERVATIONS – ASSESSMENT OF PROPOSAL

Section 25 of the 1997 Act as amended requires applications to be determined in accordance with the development plan i.e. the adopted Moray Local Development Plan 2015 (MLDP) unless material considerations indicate otherwise. The main planning issues are considered below.

### Impact of proposed signage on the conservation area (BE3 & IMP1)

In considering applications in a conservation area, the 1997 Act directs planning authorities to ensure that new development will preserve and enhance the character and appearance of an area. The aim is to ensure that new development will enhance an area's quality and therefore experience of visitors and residents alike.

The proposal is to replace leaking roof to existing timber framed conservatory to the rear extension and alterations to shop frontage of 7 St Leonards Road, Forres. The building is constructed of sandstone with a slate roof and a mixture of window types including metal, Upvc and timber.

In order to preserve the character and appearance of the Conservation Area, replacement windows and doors on all elevations of unlisted traditional properties within conservation areas should match the original proportions, appearance, materials, and opening method. Appropriate timber sealed unit double glazing will normally be considered acceptable.

Alternative materials such as UPVC and aluminium, in line with policy BE3, are not normally acceptable and should be justified for use on traditional properties. However, the form of the existing windows & doors within the building and in its immediate surroundings will be taken into consideration.

As detailed above there are a mixture of window types on the principal elevation of this property. Replacing 3 timber framed shop windows (fixed) with UPVC will not harm the character or appearance of this building or the surrounding conservation area.

The alterations to replace the roof affect an extension to the rear of the shop that is of little architectural merit. Removing the substandard sheet plastic roof and replacing with slate will enhance this part of the building and is positive for the conservation area. In any case the alterations would not be readily visible from public vantage points.

On balance the proposed works are small scale and will have a neutral impact on this part of the conservation area. Application is recommended for approval.

### REASON(S) FOR DECISION

The Council's reason(s) for making this decision are:-

The proposal was considered to be in accordance with the development plan and there were no material considerations which outweighed the proposal's accordance with the development plan.

## OTHER MATERIAL CONSIDERATIONS TAKEN INTO ACCOUNT

### HISTORY

Reference No.	Description			
86/00956/FUL	Change of use of shop to office premises at Varis St Leonards Road Forres Moray			
	Decision	Permitted	Date Of Decision	11/02/87

ADVERT		
Advert Fee paid?	Yes	
Local Newspaper	Reason for Advert	Date of expiry
Forres Gazette	Planning application affecting LB/CA	15/08/17
PINS	Planning application affecting LB/CA	15/08/17

DEVELOPER CONTRIBUTIONS (PGU)	
Status	

DOCUMENTS, ASSESSMENTS etc. *		
* Includes Environmental Statement, Appropriate Assessment, Design Statement, Design and Access Statement, RIA, TA, NIA, FRA etc		
Supporting information submitted with application?		NO
Summary of main issues raised in each statement/assessment/report		
Document Name:		
Main Issues:		

S.75 AGREEMENT		
Application subject to S.75 Agreement		NO
Summary of terms of agreement:		
Location where terms or summary of terms can be inspected:		

DIRECTION(S) MADE BY SCOTTISH MINISTERS (under DMR2008 Regs)			
Section 30	Relating to EIA		NO
Section 31	Requiring planning authority to provide information and restrict grant of planning permission		NO
Section 32	Requiring planning authority to consider the imposition of planning conditions		NO
Summary of Direction(s)			



## **REPORT OF HANDLING**

<b>Ref No:</b>	13/01413/APP	<b>Officer:</b>	Craig Swankie
<b>Proposal Description/ Address</b>	Install replacement windows at Maradale 31 Tolbooth Street Forres Moray		
<b>Date:</b>	4.9.13	<b>Typist Initials:</b>	PAC

### **RECOMMENDATION**

<b>Approve, without or with condition(s) listed below</b>		<b>Y</b>
<b>Refuse, subject to reason(s) listed below</b>		<b>N</b>
<b>Legal Agreement required e.g. S,75</b>		<b>N</b>
<b>Notification to Scottish Ministers/Historic Scotland</b>		<b>N</b>
<b>Hearing requirements</b>	<b>Departure</b>	<b>N</b>
	<b>Pre-determination</b>	<b>N</b>

### **CONSULTATIONS**

<b>Consultee</b>	<b>Date Returned</b>	<b>Summary of Response</b>

### **DEVELOPMENT PLAN POLICY**

<b>Policies</b>	<b>Dep</b>	<b>Any Comments (or refer to Observations below)</b>
BE3: Conservation Areas	N	
H5: House Alterations and Extensions	N	

### **REPRESENTATIONS**

Representations Received			NO
Total number of representations received			
Names/Addresses of parties submitting representations			
Name		Address	
Summary and Assessment of main issues raised by representations			
Issue:			
Comments (PO):			

### **OBSERVATIONS – ASSESSMENT OF PROPOSAL**

#### **Proposals**

The application proposes the replacement of all doors and windows at 31 Tolbooth Street, Forres. The existing windows and rear door, double glazed with white painted timber frames will be replaced. The existing front door and side screen, currently brown timber double glazed will also be replaced. The proposed windows and doors are all double glazed; Golden Oak PVCU toughened sealed units.

### Site Details

31 Tolbooth Street, Forres is located within the Forres Conservation Area. The single storey, detached property has 9 windows to be replaced and two doors, including a side screen at the front door. The property is set back from the road and is not a listed building.

### Policy Assessment

Policy H5 requires any alterations to a property to be suitable in terms of style, materials, scale and proportions. The policy aims to safeguard the amenity of the surrounding area. As the windows and doors are all being replaced in the same style, and neighbouring properties share a similar window design the proposals will not adversely affect the areas amenity

Policy BE3 requires any development within a conservation area to preserve or enhance the areas traditional character and appearance. Given the age of the property, and proposed window design, the applicant's proposals will preserve the areas character.

The application is approved

### REASON(S) FOR DECISION

The Council's reason(s) for making this decision are:-

The proposal complies with the relevant provisions of the development plan and there are no other material considerations that indicate otherwise.

### OTHER MATERIAL CONSIDERATIONS TAKEN INTO ACCOUNT

### HISTORY

Reference No.	Description			
13/01018/ID	Renew (replace) existing windows and doors with new double glazed units at Maradale 31 Tolbooth Street Forres Moray IV36 1PH			
	Decision	Withdrawn	Date Of Decision	14/08/13

### ADVERT

Advert Fee paid?	Yes		
Local Newspaper	Reason for Advert	Date of expiry	
Forres Gazette	Planning application affecting LB/CA	03/09/13	
PINS	Planning application affecting LB/CA	03/09/13	



DEVELOPER CONTRIBUTIONS (PGU)		
Status	N/A	

DOCUMENTS, ASSESSMENTS etc. *		
* Includes Environmental Statement, Appropriate Assessment, Design Statement, Design and Access Statement, RIA, TA, NIA, FRA etc		
Supporting information submitted with application?		NO
Summary of main issues raised in each statement/assessment/report		
Document Name:		
Main Issues:		

S.75 AGREEMENT		
Application subject to S.75 Agreement		NO
Summary of terms of agreement:		
Location where terms or summary of terms can be inspected:		

DIRECTION(S) MADE BY SCOTTISH MINISTERS (under DMR2008 Regs)			
Section 30	Relating to EIA		NO
Section 31	Requiring planning authority to provide information and restrict grant of planning permission		NO
Section 32	Requiring planning authority to consider the imposition of planning conditions		NO
Summary of Direction(s)			



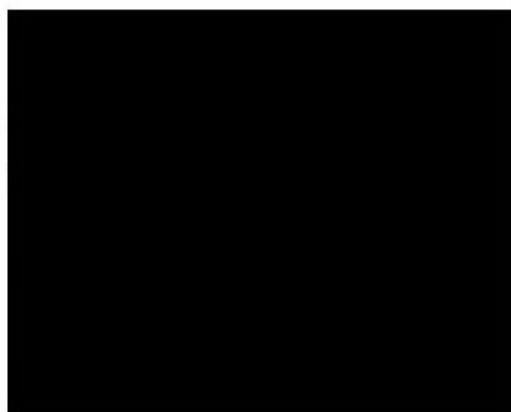


**MORAY COUNCIL  
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997,  
as amended**

**REFUSAL OF PLANNING PERMISSION**

**[Forres]  
Application for Planning Permission**

TO

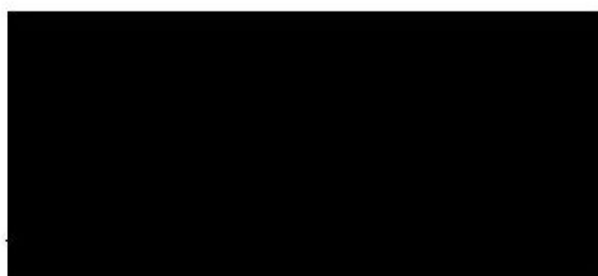


With reference to your application for planning permission under the above mentioned Act, the Council in exercise of their powers under the said Act, have decided to **REFUSE** your application for the following development:-

**Retain installed uPVC windows at Craigmhor 67 St Leonards Road Forres  
Moray**

and for the reason(s) set out in the attached schedule.

Date of Notice: **12 November 2020**



**HEAD OF ECONOMIC GROWTH AND DEVELOPMENT**

Economy, Environment and Finance  
Moray Council  
Council Office  
High Street  
ELGIN  
Moray  
IV30 1BX



**IMPORTANT**  
**YOUR ATTENTION IS DRAWN TO THE REASONS and NOTES BELOW**

**SCHEDULE OF REASON(S) FOR REFUSAL**

By this Notice, Moray Council has REFUSED this proposal. The Council's reason(s) for this decision are as follows: -

The application fails to comply with the following policies (Moray Local Development Plan Policies EP9 & DP1) and should be refused for the following reasons:

- The proposal is contrary to Policy EP9 Conservation Areas as the removal of original timber windows and replacement with modern UPVC units located on the principal elevations would fail to preserve or enhance the character of the building or conservation area.
- By introducing modern UPVC windows into the conservation area, the proposal is considered to be contrary to Policy DP1 Development Principles as the appearance and material finish of the windows is not appropriate to the established traditional character of the surrounding area.

**LIST OF PLANS AND DRAWINGS SHOWING THE DEVELOPMENT**

The following plans and drawings form part of the decision:-

<b>Reference</b>	<b>Version</b>	<b>Title</b>
20:43:LP		Location plan
20:43:01		Existing and proposed elevations

**NOTICE OF APPEAL**  
**TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997**

If the applicant is aggrieved by the decision to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may require the planning authority to review the case under section 43A of the Town and Country Planning (Scotland) Act 1997 within three months from the date of this notice. The notice of review should be addressed to The Clerk, Moray Council Local Review Body, Legal and Committee Services, Council Offices, High Street, Elgin IV30 1BX. This form is also available and can be submitted online or downloaded from [www.eplanning.scotland.gov.uk](http://www.eplanning.scotland.gov.uk).

If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably

beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part 5 of the Town and Country Planning (Scotland) Act 1997.





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Decision by Trevor A Croft, a Reporter appointed by the Scottish Ministers

- Enforcement Notice appeal reference: ENA-300-2017
- Site address: Craigmhor, St Leonard's Road, Forres, IV36 1DW
- Appeal by Mr Scott Waterston against the enforcement Notice dated 18 March 2019 served by Moray Council
- The alleged breach of planning control: The removal of 8 x 2 pane traditional style timber sash and case windows in the principal elevation of Craigmhor, St Leonard's Road, Forres and replacement with 8 UPVC double glazed windows without planning permission
- Date of site visit by Reporter: 26 June 2019

Date of appeal decision: 29 August 2019

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## Decision

I dismiss the appeal. Subject to any application to the Court of Session, the enforcement Notice takes effect on the date of this decision, which constitutes the determination of the appeal for the purpose of Section 131(3) of the Act.

## Preliminary matter

The two grounds of appeal (d) and (e) relate to the serving of the Notice. In the appellant's submissions reference is made to other matters concerning the design of the windows under appeal, other windows in the locale and the handling of an associated planning application. I am unable to consider these under the two grounds appealed. I submitted a further information request to see if that was the appellant's intention but neither his response nor the council's comment on that added significantly to the original submissions. My determination of the appeal is therefore based on the original submissions.

## Reasoning

1. The appeal against the enforcement Notice was made on the following grounds as provided for by section 130(1) of the Town and Country Planning (Scotland) Act 1997:

(d) When the Notice was issued it was already too late to take enforcement action.

(e) The Notice was not properly served on everyone with an interest in the land.



Ground (d): When the Notice was issued it was already too late to take enforcement action

2. Section 124(1) of the Act sets out the time limits for enforcement action. To be immune from enforcement action by virtue of ground (d), it must be demonstrated that the works against which the Notice has been served were substantially complete four years prior to the date of service. In this case the notice was served in March 2019 after the works took place in February 2019. The appeal under ground (d) therefore fails.

Ground (e) The Notice was not properly served on everyone with an interest in the land.

3. Enforcement Notices were issued on 18 March 2019 to Mr Scott Waterston and Mrs Anja Waterston. The council states that before doing so it had conducted a search that confirmed the property was in the ownership of Mr and Mrs Waterston. I have no evidence that there is any other interest in the property or any claim that the Notices were not delivered appropriately. The appeal under ground (e) also fails.

4. As both grounds pled have failed I must dismiss the appeal.

5. The appellant stated in his submission that an associated application for planning permission for the windows was badly handled by the window company and agent and that he was effectively deprived of an opportunity to appeal to the local review body. He is pursuing this through other channels. Whilst lack of knowledge of the law and planning procedures is no defence against carrying out relevant work without planning permission, the fact of his being deprived of the review opportunity, through no fault of his own or the planning authority, may be a potential injustice.

6. During my site inspection I noted that the new windows were of a very high quality and from even a short distance away are virtually indistinguishable from the originals. Photographs enclosed with submissions show this. In addition two new windows, both facing south and not seen from the front of the house, were omitted from the Notice, creating an inconsistent approach. Other windows in the area are of a variety of styles, many being obviously UPVC that do not replicate originals. Such windows are now established as part of the appearance of the conservation area.

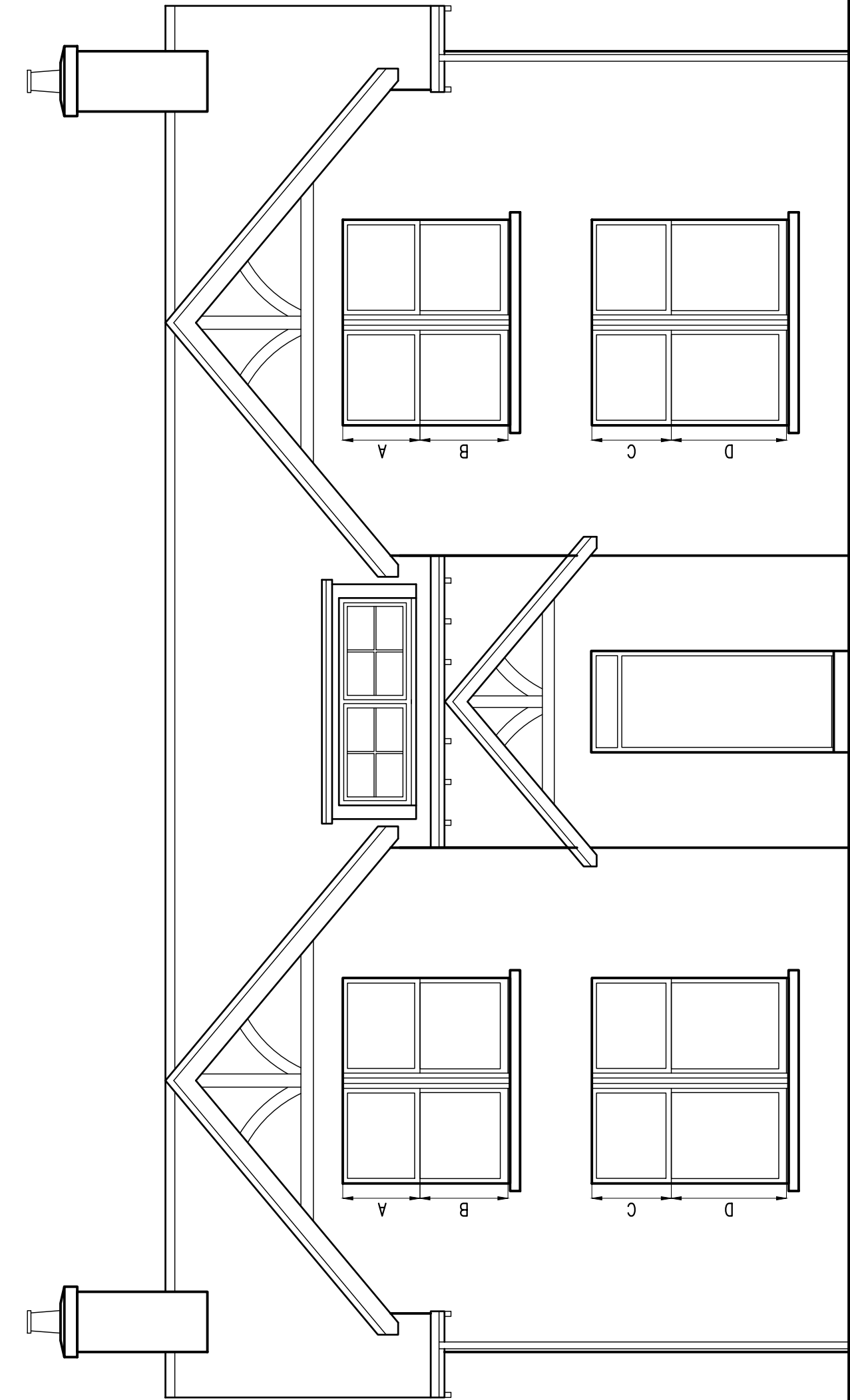
7. In the interests of natural justice it is open to the council to allow a second planning application for the windows to be submitted, with a subsequent opportunity for review in the event of that also being dismissed.

8. None of these comments affect my decision on the appeal.

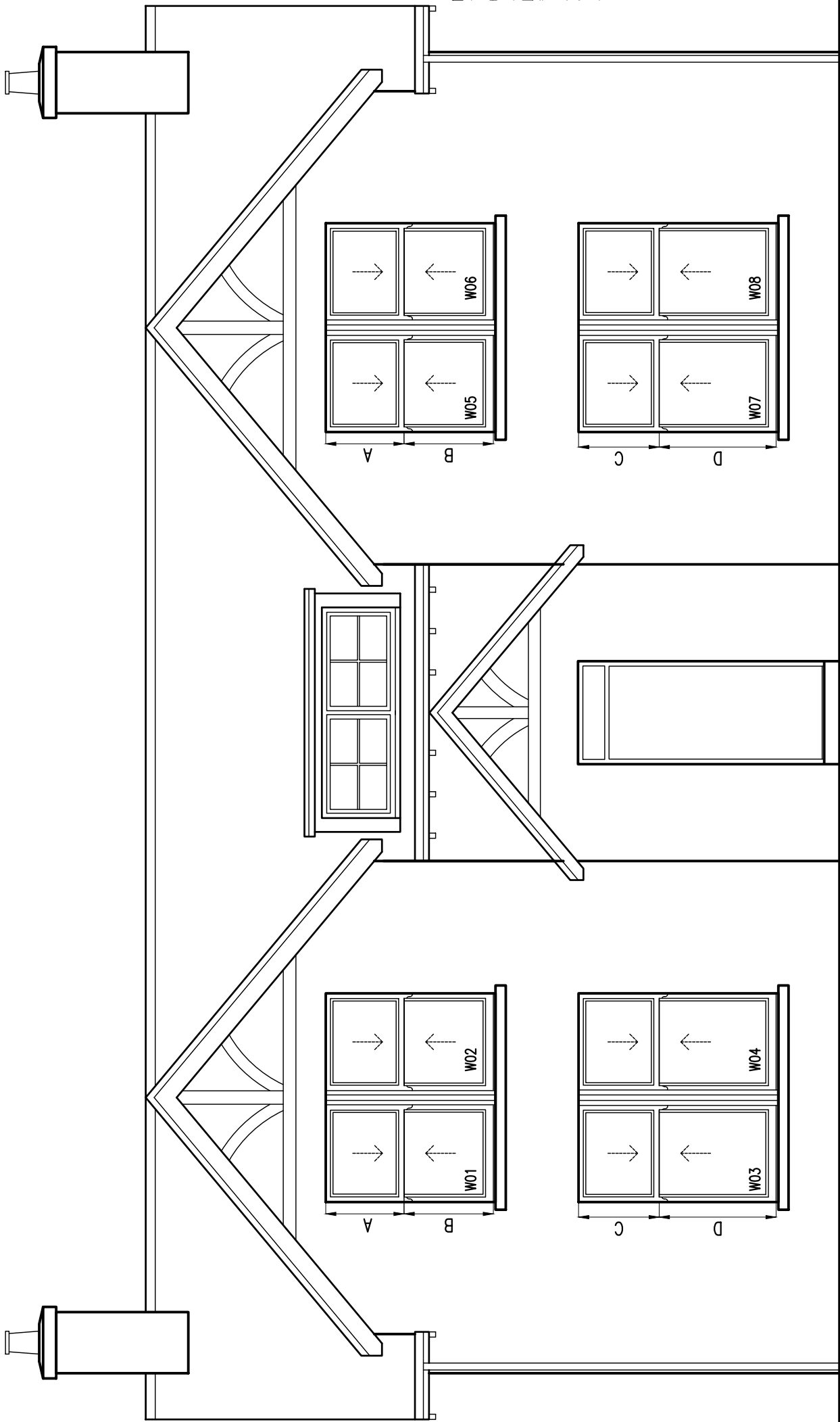
*Trevor A Croft*

Reporter





EXISTING SOUTH ELEVATION

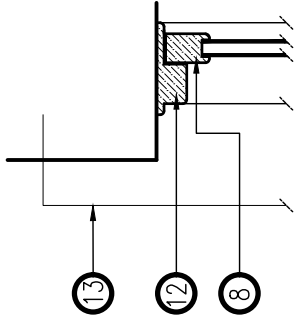


PROPOSED SOUTH ELEVATION

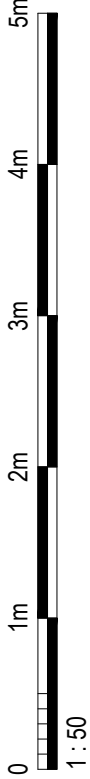
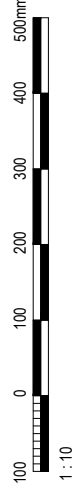
NOTES:  
1. 8No white uPVC framed windows installed to be retained.  
2. Window proportions match the existing windows. Dimension 'A' on existing windows match dimension 'A' on new windows and same for dimension 'B'.  
3. Window opening operation matches the existing windows with sliding sashes.  
4. Windows have traditional horns.



1. Stone lintel.
2. Top uPVC window frame surround.
3. Top sash window frame.
4. Top sash double glazed unit.
5. Sash fastener.
6. Top sash window frame and bottom sash window frame behind.
7. Horns.
8. Bottom sash double glazed unit.
9. Sash lift
10. Top sash block.
11. Bottom sash window frame.
12. Bottom window frame.
13. Stone sill.
14. Rendered wall.
15. Stove quoin reveal.



Window section & plan  
Scale 1:10



**WITTETS**  
**ARCHITECTS**

26 Hay St, Elgin, Moray IV30 1NQ  
T 01343 543237 F 01343 540542  
e info@wittets.co.uk www.wittets.co.uk

Application to retain uPVC windows  
at Craighmor, 67 St Leonards Rd  
Forres, For Mr S Waterson

PLANNING

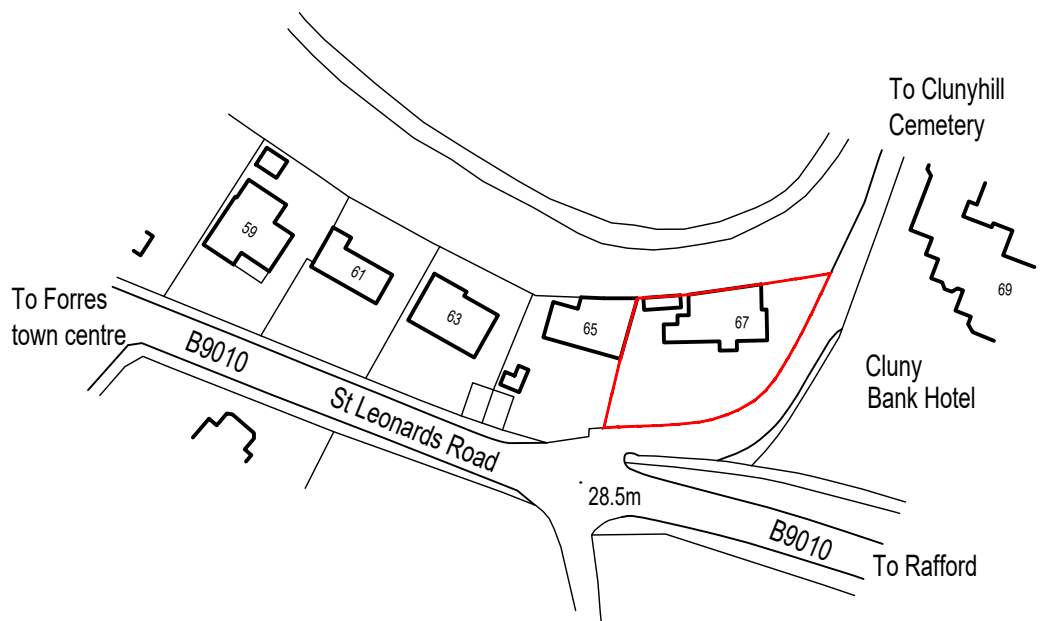
Existing and Proposed Elevations

1:50 ● A2 Aug 2020

20:43:01



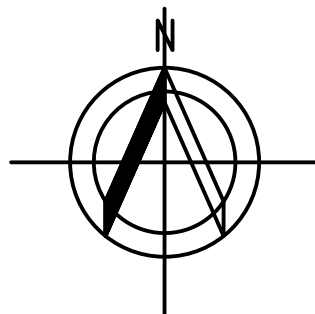
USE GIVEN DIMENSIONS ONLY  
DO NOT ASSUME – ASK  
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Application to retain uPVC windows  
at Craighmor, 67 St Leonards  
Road, Forres, For Mr S Waterson

## LOCATION PLAN

10 0 10 20 30 40 50m  
1:1250



# WITTETS

## ARCHITECTS

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www.wittets.co.uk

1:1250 • A4

Aug 2020

20:43:LP