

---

**SUPPLEMENTARY PLANNING GUIDANCE: NEWSTEAD  
CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

**Report by Director, Infrastructure & Environment**

---

**PLANNING AND BUILDING STANDARDS COMMITTEE**

**8 JANUARY 2024**

---

**1 PURPOSE AND SUMMARY**

- 1.1 This report seeks adoption of the Newstead Conservation Area Appraisal and Management Plan as Supplementary Planning Guidance, following public consultation.**
- 1.2 A Conservation Area Appraisal and Management Plan (CAA & MP) aims to identify the special architectural and historic interest of a conservation area and provide guidance on its management. CAA & MPs are intended to provide clarity in the planning process, provide robust decision-making under adopted planning policy, inform local communities, promote the heritage of the area, and may assist funding applications. They fulfil the Council's statutory duty to review its area for conservation area designation and to formulate proposals for their preservation and enhancement. Newstead CAA & MP is the first of a proposed programme for review of all 43 conservation areas in the Scottish Borders.
- 1.3 The Draft Newstead CAA & MP was subject to public consultation for a period of 12 weeks from 22<sup>nd</sup> May – 14<sup>th</sup> August 2023. A public meeting was held on 13<sup>th</sup> June. Nine comments were received in response to the consultation. These responses have been reviewed and used to inform a finalised CAA & MP. This finalised CAA & MP (Appendix A) is recommended for adoption as Supplementary Planning Guidance.

**2 RECOMMENDATIONS**

- 2.1 I recommend that the Planning & Building Standards Committee:-**
  - a) Adopt the Newstead Conservation Area Appraisal and Management Plan as Supplementary Planning Guidance to the Local Development Plan.
  - b) Authorise the Chief Planning Officer to monitor and review the CAA & MP and to make such minor revisions as are necessary during its lifetime to ensure that the document remains up-to-date and consistent with any change in local circumstances and with prevailing planning policy.

### 3 BACKGROUND

- 3.1 A conservation area is defined in the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as “an area of special architectural or historic interest, the character of which is desirable to preserve or enhance”. There are currently 43 conservation areas in the Scottish Borders.
- 3.2 A Conservation Area Appraisal and Management Plan (CAA & MP) is divided into two sections, the Conservation Area Appraisal and the Management Plan:
- The Conservation Area Appraisal sets out the history of the area and identifies its special architectural and historic interest, including elements such as layout, views, landscape, trees, buildings, structures and spaces.
  - The Management Plan provides guidance on how that special character can be retained, whilst managing change. This includes development guidelines and enhancement opportunities.
- 3.3 Production of CAA & MPs meets the council’s statutory duty to “formulate and publish, from time to time, proposals for the preservation and enhancement of any parts of their district which are conservation areas” (Planning (Listed Buildings and Conservation Areas) (Scotland) 1997, sections 63). Policy EP9 of the adopted Scottish Borders Council Local Development Plan (2016) and proposed Local Development Plan also indicate that Supplementary Planning Guidance will be produced to facilitate the management of the historic environment, including conservation areas (para 1.5).
- 3.4 Scottish Government’s Planning Advice Note 71: Conservation Area Management (December 2004) advises that designation of a conservation area is a valuable tool in the protection of important areas, and that it should not be assumed that designation alone will secure protection and enhancement. PAN 71 states that “Review of existing areas is required and provides an opportunity to assess the justification for designation, consider the validation of boundaries, identify opportunities for enhancement and set management priorities.”
- 3.5 CAA & MPs are intended to provide clarity and transparency in the planning process, and assist robust decision-making, under adopted Local Development Plan Policy EP9. They also help inform local communities, promote the heritage of the area, and can support potential future funding applications.
- 3.6 Newstead Conservation Area was designated on 31 October 1985, and covers the historic village of Newstead. A Character Statement was adopted in 2012 and provides a short summary of the area’s history and character. There is no current adopted CAA & MP for the area.
- 3.7 The Newstead Conservation Area Appraisal and Management Plan proposed for adoption is the first in a programme of review for all 43 conservation areas in the Scottish Borders. The draft was approved for public consultation at Planning & Building Standards committee on 6<sup>th</sup> March 2023.

## **4 NEWSTEAD CAA & MP PUBLIC CONSULTATION**

- 4.1 The draft Newstead Conservation Area Appraisal & Management Plan was subject to a 12 week public consultation. This included a community drop-in event and public meeting at Newstead Village Hall on 13<sup>th</sup> June. Residents, Newstead Village Community Trust, Melrose & District Community Council and other relevant stakeholders were notified of the consultation by email or letter. Posters were displayed in the area. The council's website, social media and a press release were used to advertise the consultation more widely. Hard copies of the report were available at Melrose Library and Council Headquarters. Comments were invited on the draft document via the Council's consultation portal, Citizen Space.
- 4.2 Nineteen people attended the drop-in event and public meeting, including Newstead residents and representatives from Newstead Village Community Trust.
- 4.3 Nine responses to the public consultation were received; seven from individuals living in Newstead and two from organisations (Melrose & District Community Council (MDCC) and Historic Environment Scotland (HES)).
- 4.4 Melrose & District Community Council and Historic Environment Scotland both welcomed the document. A number of themes arose in the consultation responses, including the application, robustness and benefit of conservation area status, future development, the importance of surrounding countryside, greenspaces and trees, availability of specialist tradespeople, and community engagement. A summary of comments received are set out in Appendix B, alongside the Council's response.
- 4.5 The consultation responses have informed the proposed final Newstead Conservation Area Appraisal and Management Plan (Appendix A). A text version of the document showing the changes made to the draft is included in Appendix C.

## **5 IMPLICATIONS**

### **5.1 Financial**

There are no costs attached to any of the recommendations contained in this report.

### **5.2 Risk and Mitigations**

The CAA & MP fulfils the Council's statutory duty to publish proposals for the preservation and enhancement of the conservation area. It is intended to provide useful guidance to owners, developers, planners and Scottish Borders Council to improve decision-making, ensuring that the special architectural and historic interest of Newstead conservation area is properly considered when changes are made. The CAA & MP will guide change and help preserve and enhance the area for current and future communities and visitors. The CAA & MP is an important planning document, designed to improve clarity, reduce uncertainty and ensure robust decision-making.

### 5.3 **Integrated Impact Assessment**

An Integrated Impact Assessment Scoping has been undertaken and a copy is included at Appendix D. The Newstead CAA & MP Supplementary Planning Guidance is not a strategic document. It provides additional guidance to support decision-making as part of the adopted Local Development Plan Policy EP9, which has been through its own assessment and adoption processes. It seeks to preserve and enhance the special architectural and historic interest of the existing built environment in Newstead through the planning process. No adverse equality implications have been identified.

### 5.4 **Sustainable Development Goals**

The CAA & MP contributes to the UN Sustainable Development Goal to 'Make cities and human settlements inclusive, safe, resilient and sustainable' through protection of cultural heritage. The document provides guidance on how to preserve and enhance the character of the conservation area, including its rural setting. The CAA & MP seeks to manage change to ensure a strong sense of place and quality environment is retained. It also provides advice on how to improve energy efficiency, install renewable energy technology and adapt to climate change whilst seeking to preserve and enhance the character and appearance of the conservation area. The document similarly also advises on how biodiversity can be protected and enhanced within the conservation area and its setting. The CAA & MP is intended to provide clarity in planning decision-making through increasing public access to information.

### 5.5 **Climate Change**

The CAA & MP seeks to preserve and enhance the special architectural and historic interest of Newstead Conservation Area and its setting. In so doing, it seeks to conserve buildings which contribute to the character of the area. This helps reduce waste and retain the embodied carbon of existing buildings. The document seeks to protect the area's unique character and sense of place, which is of benefit to heritage tourism and recreation. It includes guidance on how to protect and enhance biodiversity where relevant to the conservation area, and design guidance on how to improve energy efficiency, install renewable energy, adapt to climate change and install EV charging points whilst seeking to preserve and enhance the special architectural and historic interest of the conservation area.

### 5.6 **Rural Proofing**

The CAA & MP provides supplementary guidance to adopted Local Development Plan Policy EP9, and therefore this section is not applicable (this section should only be completed if this is a new or amended policy or strategy).

### 5.7 **Data Protection Impact Statement**

There are no personal data implications arising from the proposals contained in this report.

### 5.8 **Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to the Scheme of Administration or the Scheme of Delegation as a result of the proposals within this report.

## 6 CONSULTATION

6.1 The Director (Finance & Procurement), the Director (Corporate Governance), the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

### Approved by

**Name:**  
**John Curry**

**Title:**  
**Director – Infrastructure & Environment**

### Author(s)

Name	Designation and Contact Number
Sanne Roberts	Heritage & Design Officer, <a href="mailto:heritage@scotborders.gov.uk">heritage@scotborders.gov.uk</a> , 01835 825139

### Background Papers:

Appendix A – Proposed Newstead Conservation Area Appraisal and Management Plan.

Appendix B – Summary of Consultation Response.

Appendix C – Version showing proposed amendments from the consultation draft.

Appendix D - Integrated Impact Assessment Stage 1 Report.

**Previous Minute Reference:** Planning & Building Standards Committee Meeting, 6<sup>th</sup> March 2023

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Ian Aikman can also give information on other language translations as well as providing additional copies.

Contact us at Ian Aikman – [iaikman2@scotborders.gov.uk](mailto:iaikman2@scotborders.gov.uk)