

# APPENDIX I: Caithness Settlement Hierarchy and Facilities Assessment

FACILITIES / SETTLEMENT	HOUSING GROUPS INCLUDING RURAL ESTATE BUILDINGS	TOWNSHIPS AND OTHER SMALL RURAL COMMUNITIES (possibly with 1 facility)	OTHER VILLAGE	KEY VILLAGE (with range of facilities)	SMALL LOCAL CENTRE	GROUP CENTRE	AREA OR SUB-REGIONAL CENTRE	REGIONAL CENTRE						
	Numerous, e.g.	Numerous, e.g. Murkle, Uibster, Westerdale, Mey	Assessment	Numerous, e.g. Dunnet, John O'Groats, Latheron/Latheronwheel	Assessment	Lybster, Reay, Watten	Assessment	Castletown, Halkirk	Assessment	Thurso, Wick	Assessment	Thurso/Wick combined	Assessment	INVERNESS
Service Population	< 50	50 - 150		100 - 500		250 - 1000		1000 - 3000		5000 - 20000		10,000 - 100,000	32,100	500,000 - 250,000
Service Area	unspecified sq. km.	1 - 5 sq. km.		1 - 5 sq. km.		1 - 25 sq. km.		50 - 100 sq. km.		500 - 1,000 sq. km.		1,000 - 5,000 sq. km.		?
Centre Distance	1 - 5 minutes	1 - 5 minutes		up to 10 minutes		up to 15 minutes		up to 15 minutes		up to 30 minutes		up to 60 minutes		Up to 2 hours ?
Job Opportunities	Agriculture/estate work/processing/sports/recreation/tourism	Agriculture/crofting		Agriculture/crofting		Agriculture/crofting, estate work, tourism plus small scale light industrial activity		Small industrial estate (<2 ha.)	X HALKIRK CASTLETOWN ?	Industrial estate (2 - 5ha.)		Industrial estate (>5ha.)		Major industrial/ trading estate (50 ha.), with distribution/ transit warehousing
								Scattering of small businesses		Area/locality administrative offices		Business park	X WICK	Various business park/ light industrial opportunities around periphery
										Small /medium scale office accommodation		Main public administration offices (e.g. Health Board, Council, SNH)		
												Service/distribution jobs, major hotel		
Commercial Services		Shop/ community post office		Shop/ community post office	X LATHERONWHEEL X SCRABSTER	Shop		General store		Small supermarket (500 - 2000 sq.m. g.f.a.)		Supermarket (> 2,000 sq.m. g.f.a.)		Several supermarkets (>2,000 sq.m. g.f.a.)
				Small hotel public house	X CANISBAY	Community post office	X REAY	Limited range of specialist shops/services (<5 outlets)		Range of specialist shops/services (5 to 10 outlets)		Range of specialist shops/services (> 30 outlets)		Large range of specialist shops and services (>100 outlets)
						Small hotel/public house	X REAY	Sub-post office		Restaurants		Range of financial and professional services		Department stores, shopping mall
						Small filling station	X LYBSTER	Filling station	X HALKIRK	More than one public house/small hotel		Range of public houses/hotels/ restaurants/ tourist attractions		Retail Park
								Tourism/crafts outlet	X HALKIRK X CASTLETOWN	Bank (at least part time)		Auction market/ slaughterhouse	?	Major insurance/banking institutions
								Restaurant/small hotel		Filling station/vehicle repairs/M.O.T.		Large tourist information centre		Public administration & company headquarters (incl construction firms)
												Full service garage/car sales		Major conference and exhibition centre
														Many vehicle franchise dealerships
Housing	Limited additions to group	Infill within boundary		Range of infill sites within boundary		Mixed including rented accommodation		Land allocated		Range of land allocated		Choice of sites/allocated land (all tenures)		Town expansion areas
								Range of infill sites		Sheltered or amenity accommodation for elderly.		Sheltered, Residential Home(s)		Volume building
Community/ Recreation Facs.	Post box	Church/ hall		Church/ hall	? LATHERON/ LATHERONWHEEL	Primary school		Surgery (part time)		Health centre, dental service (at least part time)		General Hospital, health clinic dental practice		General/specialist/teaching hospitals
		telephone kiosk & post box		Small play area	X CANISBAY	Church		Primary School		Secondary school		Further education college		University
						Hall		Police station (part time)		Nursery school		2 or more primary schools		2 or more secondary schools
						Kick-pitch/play area	X REAY	Community/Church hall		Library (part time)		Branch library		Main library/ archive centre
								Small park/equipped play area		Churches (most denominations)		Veterinary service		Major leisure centre/ indoor sports venue
								Cemetery		Veterinary service (part time)		Full time emergency service bases		Outdoor sports stadium
										Emergency services (part time)		Purpose built indoor sports/ leisure/ community centre	X	Large regional park
										Cemetery		Curling/skating facility	X	Multi-screen cinema complex
										Golf course, tennis courts/bowling green		Performance/ arts centre/ museum/ gallery/ cinema	X	Theatre/concert hall/major arts centre
										Community/sports hall	X THURSO X WICK	Major park/playing fields/athletics track	X	
										Swimming pool		Main post office		
										Local park/playing field				
										2 or more equipped play areas				
Infrastructure	Access to Unclassified road	Access to 'C' class road		Access to 'B' class road		Access to 'B' class road possibly 'A' class		Access to at least 'B' class road possibly 'A' class		Access to strategic road network (trunk/'A' class road)		At or close to hub of strategic road network (trunk/'A' class)	?	Access to motorway network
						Infrequent bus service		Daily bus service		Bus service (at least to largest centre)		Bus station/ terminus, village/ town service bus		Regional airport
						Sewage settlement tank	? WATTEN	Settlement tank, possibly primary treatment	? CASTLETOWN	Sewage treatment works (primary treatment)	? THURSO WICK	Railway station, airport/airstrip, ferry terminal/harbour		Major public transport interchange
										Small waste recycling facility		Refuse tip/re-cycling centre.	X	Large harbour
												Sewage treatment works (secondary treatment)	X	Cycle path network
														Park and ride facilities



## APPENDIX II

### Landscape Character Assessment

#### Background

The Planning Acts require Development Plans to indicate measures for the conservation of the natural beauty and amenity of each area. This may be achieved by:

- ❑ positively guiding development to preferred locations where landscape capacity, services and other planning considerations are most favourable;
- ❑ policy protection of or regard for acknowledged features ranging from National Scenic Areas such as the Dornoch Firth, to maintenance of open seaward views from important visitor routes, and safeguarding of prized local assets such as amenity woodland;
- ❑ promoting good quality design, including incorporation of suitable guidelines to assist developers;
- ❑ restoration of derelict or otherwise spoiled landscapes through appropriate environmental programmes or land management mechanisms; and
- ❑ enhancement and interpretation of landscape features.

The Council's strategic landscape conservation policies are set out in L3 and 4 of the Highland Structure Plan, approved by the Scottish Ministers in March 2001. As Local Plans must conform to the provisions of the Structure Plan it is important to assess and understand the character of the landscape, its quality and relationship with land use activities.

#### Caithness & Sutherland Landscape Assessment

A detailed appraisal of landscape character and change in Caithness and Sutherland was completed a Scottish Natural Heritage consultant in September 1997. It is the latest in national programme carried out with the benefit of a steering group comprising officials from the Highland Council Planning Service, Caithness & Sutherland Enterprise, the Forestry Authority and S.N.H.

The aim is to promote a general understanding of the Caithness and Sutherland landscape, particularly the range and type of landscape character and the forces for change acting upon these. As a broad based study, it highlights the key landscape issues in relation to pressures for development and other land use change. It does not state where, or in what form, landscape development and change should take place. It is intended as a guide to the preparation of landscape policies and consideration of future proposals.

#### Landscape Character Types

The study has identified fifteen different landscape character types and six subtypes. These are described, the key forces for change are analysed and guidance given in each case. The detailed scope of guidance is set out in the full report (260 pp). The Area Planning and Building Control Manager has a copy. Additional copies are available from Scottish Natural Heritage, North West Region.

#### Potential Uses

The study can be used to inform planning consultations and Public Local Inquiries where landscape considerations are an issue. They can also be used to help the Area Planning and Building Control Manager to advise potential applicants how to integrate a proposed new house in the countryside into its surroundings. In preparing the new Caithness Local Plan it has been used as one of a range of criteria to help identify broad areas with various levels of sensitivity to and appropriateness for development.

## APPENDIX III

### Castlehill/Shelly Hill, Castletown: Development Guidelines For New Housing

In order to achieve the layout and design embodied in the Framework Plan, the Council will apply the following principles to its development:

- Supporting Policies and Standards for residential development and open space indicated in the Local Plans General Policies Annex; and
- more specific development guidelines indicated below.

#### Overall

The development should aim to incorporate the use of flagstone in different ways. There is an opportunity for demonstration of the use of this locally available material in a modern housing development. This could help boost the local market, which would be more sustainable in the longer term and help to create more jobs in the industry. It should include a gateway/entrance feature showing the use of the stone in the construction of a low wall, pillars and a traffic calming measure. Within the development the construction of houses of traditional appearance is encouraged although this does not rule out adapted timber frame buildings. The construction of buildings entirely from stone is not advocated, therefore. Occasional use in wall features and boundary enclosures would be welcomed. Low walls along the frontage boundaries should be consistent in their appearance from plot to plot.

The use of flagstone in driveways and paths is also preferred.

**Density:** should not exceed 10 dwellings per hectare.

#### **Plot Ratio**

A maximum plot ratio of 30% (expressed as total building floorspace divided by plot area) will be permitted.

#### **Building Lines**

- 10 metres minimum from rear of house to rear boundary.
- 10 metres minimum from front of house to front boundary (after accounting for public footpath provision).
- 1 metre minimum at the sides, but 2 metres minimum if windows are proposed on these elevations

#### **Form**

- Buildings should have a rectangular plan.
- Underbuilding should be kept to a minimum.
- Single and 1<sup>1</sup>/<sub>2</sub> storeys should predominate with 2 storey maximum.
- A southerly orientation should be sought.
- Storm porches/extensions should have similar proportions/finishes to the houses.

#### **Gable, Roof Pitches & Roof Design Features**

- The overall width of a gable should not be more than 2.5 times the height of wall from ground to eaves level and not less than the height of wall from ground to eaves level.
- A strong 45° pitch is preferred, with all properties achieving 40 - 55°.
- Slate is preferred but artificial slate or small tiles of smooth blue/grey/black finish are

acceptable.

- Large overhanging eaves are unacceptable.
- Ridge vents should be used.
- Box dormers are not acceptable.
- Chimney stacks should be located on gable walls central to the roof ridge line.

#### **Walls**

- Stone and/or wet dash harling are preferred.
- Feature panels of artificial stone or other ornamental materials are not acceptable.
- Windows and door openings should have a vertical emphasis.
- Windows should be small and set back from the face of the wall.
- Colour should be in the range of white/grey/buff.

#### **Boundaries**

- In front garden areas where boundary enclosures are proposed they should be constructed from flagstone and not exceed 1 metre in height. Alternatively the gardens be grassed and not enclosed.
- Screen and link walls should be of stone or harled with a stone coping.
- Post and wire fencing or hedging is acceptable on minor boundaries.
- Modern ranch panelling and chain link fences should be avoided.

#### **Ancillary Facilities**

Outbuildings, sheds, bin storage, bunkers and drying greens should be provided to the rear and screened as appropriate from adjacent development.

**The Council will impose appropriate planning conditions and, if required, enter into a Section 75 Agreement, to ensure that these standards are adhered to.**

## APPENDIX IV

### Halkirk Development Guidelines

The Council will require all development proposals, including extensions, to make a sympathetic contribution to maintaining character of the village by conforming to:

- Supporting Policies and Standards for residential development and open space indicated in the Local Plans General Policies Annex; and
- more specific development guidelines indicated below.

#### 1. All Housing Areas

**Density:** should not exceed 10 dwellings per hectare. For guidance, the number of houses per 3 hectare grid square should be in the range of 25-30. This is equivalent to 4-5 per 0.5 hectare block.

#### Plot Ratio

A maximum plot ratio of 30% (expressed as total building floorspace divided by plot area) will be permitted.

#### Form

- Buildings should have a rectangular plan.
- Underbuilding should be kept to a minimum.
- Single and 1½ storeys should predominate.
- Storm porches/extensions should have similar proportions/finishes to the houses.

#### Gable, Roof Pitches & Design Features

- The overall width of a gable should not be more than 2.5 times the height of wall from ground to eaves level and not less than the height of wall from ground to eaves level.
- The roof pitch should be in the range 35° - 55° and ideally be between 40° and 45°. Large overhanging eaves should be avoided. As such the roof will be more effective against wind and rain and should require less maintenance, as well as provide additional usable space.
- Slate is preferred but artificial slate or small tiles of smooth blue/grey/black finish are acceptable.
- Box dormers are not acceptable.
- Where chimney stacks are proposed their location on gable walls central to the roof ridge line is preferred.

#### Walls

- Facing materials should be chosen for their durability and weather resistant qualities.
- The use of natural stone and/or harling is encouraged.
- Use of garish colours to be avoided and should generally be in the range of white/grey/buff.
- Feature panels of artificial stone or other ornamental materials are not acceptable.
- Windows and door openings on the existing street and lane frontages should have a vertical emphasis.

#### Boundaries

- The conservation and reconstruction of traditional local boundary materials is encouraged.

- Retain existing stone walls or rebuild if set back as appropriate.
- Co-ordinated frontage and boundary treatment, particularly along existing road frontages is preferred.
- Fences and walls should not exceed 1m in front gardens and 2m in rear gardens.
- Modern ranch panelling and chain link fences are not appropriate.

#### Ancillary Facilities

Outbuildings, sheds, bin storage, bunkers and drying greens should be provided to the rear and screened as appropriate from adjacent development.

#### Access:

Standards to be advised by the Area Roads and Transport Service. These will vary across the village depending upon:

- the width of existing lanes;
- the number of existing accesses; and
- the standard or nature of existing footpath provision.

Developers will also be expected to enter into formal Agreements to contribute towards minor road/pedestrian safety improvements, including traffic calming measures (see policies 3, 4 & 16 in Halkirk Statement).

### **Public Open Space & Minor Road Improvements**

In accordance with policies 3,4 and 17 in the Halkirk Statement, developers will be expected to enter into formal Agreements to contribute towards the provision of open space, recreational facilities and minor road/pedestrian safety improvements. Developer contributions are on the basis of the following: -

- up to 2 apartment - £200 per house
- 3/4 apartments - £400 per house
- 5/6 apartments - £600 per house
- 7 + apartments - £800 per house

[*Definition of apartment* – living room/lounge, dining room, family room, bedroom or study]

### **Services**

- Developers will be responsible for consulting the North of Scotland Water Authority for specific water and drainage requirements.
- Developers will be responsible for consulting with the electricity and telephone companies for the provision of these services.
- Remaining overhead services will be undergrounded as development proceeds.

## **2. Gap Sites in Crescent, Sinclair, Church, George, Camilla & Bridge Streets**

The scale, details and materials of new houses and extensions in gap sites on the frontages of these streets should harmonise with existing traditional properties and accord with the guidance outlined under 1 above. In addition, **new houses** should:

- maintain as far as possible the original or established street frontage line;
- in appropriate cases, maintain the traditional streetscape relationship of footpath,

- grass/landscape strip, house and rear garden;
- preferably have off street parking behind the building line;
- in Camilla Street and other locations where lay-bys are required along the frontage, these should be a minimum of 2.5 metres in width with a further 1.5 metres for pedestrians.

## **3. Development on Backland and Lane Frontages**

In addition to the guidelines indicated in 1. above the following will apply to development on the backland areas and frontages of Church and Sinclair Lanes, as identified in the Framework Plan: -

### **Building Lines**

- 10 metres minimum from rear of house to rear boundary.
- 6 metres minimum from front of house to front boundary (after accounting for any widening of lanes and public footpath provision).
- 1metre minimum at the sides, but 2 metres minimum if windows are proposed on these elevations

**Access** will be subject to availability of adequate visibility at junctions.

- Single accesses serving more than four dwellings should be provided to adoption standards.
- Shared access points onto Bridge Street, Church Lane, and Sinclair Lane will be required wherever possible.
- Indicative points of access and preferred road layouts are shown on the Framework Plan.

These should be provided to adoption standards (an absolute minimum of 3.3m wide and 3.7m wide if the access exceeds 40 metres in length) incorporating a footpath, 1.5 m. wide minimum, and suitable turning area.

- Application of management techniques that reduce the volume and speed of traffic, including use of shared surface culs-de-sac will be advised in appropriate cases.

**Street Lighting** within internal layouts will be provided by the developer to adoption standards.

***The Council will impose appropriate planning conditions and, where appropriate, enter into a Section 75 Agreement, to ensure that these standards are adhered to.***

# APPENDIX V

## Draft Design Guidelines for Lybster Conservation Area

### General

The Council will seek to maintain and enhance the historic qualities of Lybster Conservation Area. It will seek to avoid unnecessary demolition or unsympathetic alterations to historic property. It will encourage the continued active and appropriate use of buildings and their setting.

### Original Building Features

Renovation and reconstruction must seek to retain original building features. Existing stone walls and traditional pointing should be retained and maintained. Where repairs are necessary, they should be carried out in natural stonework to match.

### Harmonisation

Where new construction is involved profile sheet cladding; artificial stone cladding; UPVC windows or similar artificial materials should not be used.

### New Buildings

New development must be integrated sympathetically into the area in terms of scale, design and materials and must respect and contribute to the character of the area.

### Extensions and Alterations

These must also aim to harmonise with the existing buildings in terms of scale, design and materials and should respect the pattern and form of the original layout of buildings and their the relationship between existing buildings.

### Details

The original **roof pitches, ridge lines and skew** should be retained. Roof pitches should range between 45° and 55°. The traditional roofing material is likely to be West Highland slate, Welsh slate or local Caithness slate. Second hand slate, used with re-used slate of the best of the original slate, will be sought. New slate must be from a natural source and as close a match as possible to the original in terms of texture, thickness and grading.

**Chimneys** are important visual features and should be retained, repaired or re-instated to match if missing or required to be rebuilt.

Traditional cast iron **guttering** is recommended but an acceptable alternative is cast aluminium.

Existing **windows and door openings** should not be enlarged. The proportions of traditional openings should be vertical in emphasis. Traditional multi pane glazing and traditional timber doors should be used. Modern replacements are not generally acceptable.

### Shop fronts

(see also the separate guidelines)

Shop fronts should be designed in sympathy with their historic and architectural street setting. Designs should also relate to the building of which it is part, rather than to achieve uniformity of design with adjoining shops. Signs and signboards should not dominate a facade but should be in scale with and designed as an integral part of the individual shop. The use of internally illuminated signs and signs with coloured plastic backing and lettering will be discouraged. Alternatively, the use of spotlighting may be considered acceptable on premises open to the public during the hours of darkness, such as restaurants and public houses.

# APPENDIX VI

## Design Guidelines for Thurso Conservation Area

### 1. Introduction

1.1 The Highland Council, as local planning authority, has a duty to protect and enhance the special character of the Conservation Areas within its area. This can be achieved through sensitive control of development, as well as positive improvement schemes such as:

- the implementation of appropriate traffic management schemes;
- the rationalisation of direction signs;
- the removal of overhead supply lines and other eyesores;
- the selection of street furniture of good design;
- the retention of mature trees; and
- the planting of new trees where appropriate.

1.2 The following sections are intended to give advice and guidance on the repair, maintenance, alteration or new development within Thurso Conservation Area. This is in order to establish standards for evaluating development proposals and to ensure that proposals will harmonise with the existing character and scale of the Area by avoiding designs which are unrelated and unsympathetic.

### 2. Background

2.1 The Conservation Area of Thurso, designated in 1970 and classified by the Secretary

of State in 1985 as outstanding, covers the early phases of the town's growth from mediaeval times until the development of the New Town. The earliest known part, known later as the Fishertown was clustered around Old St. Peter's Kirk. Few of the original cottages from the Fishertown remain, but the inter war replacement housing adheres to the original layout and due regard has been given to providing shelter. The next phase of development focuses on the 17th and 18th century houses in the streets near the harbour, Rotterdam Street and the Town Hall Square. The development of the New Town followed in 1799 to a severe grid plan by Sir John Sinclair of Ulbster (1745-1835).

2.2 There are some 90 listed properties in the Conservation Area. Only one, Old St. Peter's Church and Burial Ground, Wilson Lane is at Category A. The list also contains a number of buildings which feature as key elements in the structure of Sir John Sinclair's classical New Town. There are also some fine early 17th century residential groups.

2.3 The 1987 Local Plan refers to the proposal to extend the boundary of the Conservation Area to include properties on the north side of Olrig Street, St. Andrew's Church and the Bank of Scotland. The policies contained in the following section and the outstanding classification would also apply to this extension.

### 3. Statutory Powers

3.1 Under the Town and Country Planning (Scotland) Act 1997 the Council, as local planning authority, has statutory powers to ensure the maintenance of the character of the Conservation Area.

3.2 Powers are available for the control of the demolition and the alteration of listed buildings within the Conservation Area. Proposals for works that materially affect the appearance and character of these buildings must be the subject of an application for listed building consent to the Council. There are also powers for the control of the demolition of unlisted buildings in the Conservation Area. As with listed buildings, these cannot be demolished without, first of all, obtaining the necessary consent from the Council.

3.3 Other powers exist as follows:

- (a) To bring under Special Control, certain classes of development which would otherwise be 'permitted' without formal planning consent through a Direction Under Article 4 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992.
- (b) To define the Conservation Area as an Area of Special Advertisement Control. This will have the effect of strengthening the controls over advertisement that may otherwise detract from the special character and appearance of the Conservation Area. It should be noted that all advertisements on listed buildings require Listed Building Consent.
- (c) To control tree felling, lopping, topping, etc. As a consequence, no trees within the Conservation Area may be felled, topped, lopped or trimmed without six weeks notification of intent to the Council. Pollarding of trees will be strictly controlled.

## **4. Design Guidelines**

### **General**

4.1 The following guidelines will apply generally throughout the Conservation Area. It is essential that the character of the Area should be maintained and enhanced by the proper layout and design of new buildings and extensions. Any new development will require careful consideration and each will be considered on its merits. An architect should draw up plans and, in all cases, advice may be sought from the Director of Planning and Development. Where a site is considered to be of significant importance, the Council will produce a site brief setting out the form of development considered suitable for the site.

### **Roofs**

4.2 Particular attention should be paid to retaining original roof pitches, ridge lines and skews. All existing chimney stacks and pots should also be retained and maintained in a good state of repair. Wires, aerials, satellite dishes and vent pipes should not be allowed to clutter the roofline. Where proposals involve new development or extensions, roofs should preferably be pitched, ideally at an angle of 45 degrees, but within the limits of 35 to 55 degrees and should be covered with natural slate, particularly where a listed building is concerned.

### **Dormer windows**

4.3 Dormer windows should reflect the traditional styles and should not dominate the roof but be of a scale appropriate to the building and slated to match the rest of the roof. It is also

desirable that they collectively do not occupy more than 50% of the roof elevation and that they are below the ridge of the roof.

### **Walls**

4.4 Existing stone walls and traditional pointing should be retained and maintained. Where repairs are necessary, they should be carried out in natural stonework to match. Where new walls are proposed, they should preferably be constructed to match the existing dwellinghouse. Multicoloured artificial stone, cedar or other timber and PVC facing materials are unacceptable and should not be used. Feature panels associated with windows and doors are also discouraged. Colour washing or painting of expansive areas is generally discouraged, although colours should match traditional local stone work or be white or off white. Features such as door frames, window margins and corner stones could be picked out in other colours agreed by the Director of Planning and Development.

### **Windows**

4.5 Existing window openings should not be enlarged and proposed wall openings should be vertical in emphasis, with the ratio of solid to void being in favour of the solid. Traditional multi-pane glazing will be encouraged and where these are original features of listed buildings they should be retained or replicated. Replacement with modern glazing will require the approval of the local planning authority.

### **Doors**

4.6 Existing door openings and doors should be retained or replicated, especially on front

elevations. New doors should be of traditional and simple design, panelled or vertical timbered.

### **Outbuildings**

4.7 Such structures should complement the main building, and adopt a similar roof pitch, external wall finish and roof slates. Greenhouses and garden sheds should be sited unobtrusively. The latter will be acceptable if clad in timber lining.

### **Shop Fronts**

(See also the separate Guidelines)

4.8 While recognising the needs of the commercial sector, the Council would wish to see shop fronts designed in sympathy with their historic and architectural street setting. Designs should also relate to the building of which it is part, rather than to achieve uniformity of design with adjoining shops. Signs and signboards should not dominate a facade but should be in scale with and designed as an integral part of the individual shop. The use of internally illuminated signs and signs with coloured plastic backing and lettering will be discouraged as they detract from the architectural quality of the Area. Alternatively, the use of spotlighting may be considered acceptable on premises open to the public during the hours of darkness, such as restaurants and public houses.

## APPENDIX VII

### Design Guidelines for Wick Pulteneytown and Harbour Area

#### General

The Council will seek to maintain and enhance the historic qualities of Lower Pulteneytown. It will seek to avoid unnecessary demolition or unsympathetic alterations to historic property. It will encourage the continued active and appropriate use of buildings and their setting.

**The Lower Pulteneytown Grid Iron** (the area bounded by Harbour Quay; Martha Terrace; Miller, Street; and Bank Row)

The building line must be retained at the heel of the pavement and at the street corner and not set back for visibility splays or turning splays.

#### Original Building Features

Renovation and reconstruction must seek to retain original building features such as the traditional doorway arches; granite kerbstones; flagstone courtyards and pavements and Caithness stone walls.

#### Harmonisation

Where new construction is involved profile sheet cladding; artificial stone cladding; UPVC windows or similar artificial materials should not be used.

#### New Buildings

New development must be integrated sympathetically into the area in terms of scale, design and materials and must respect and contribute to the character of the area.

#### Extensions and Alterations

These must also aim to harmonise with the existing buildings in terms of scale, design and materials and should respect the pattern and form of the grid iron layout of buildings and streets and the relationship between existing buildings.

#### Details

- **Chimneys** are important visual features and should be retained, repaired or re-instated to match if missing or required to be rebuilt.
- Traditional features such as **stone arches, corbelling and bands** are vital to the character and appearance of old buildings and should be retained, repaired or reinstated as above.
- Traditional **cast iron guttering** is recommended but an acceptable alternative is cast aluminium.
- The traditional **roofing material** is likely to be West Highland slate, Welsh slate or local Caithness slate. Second hand slate used with re-used slate of the best of the original slate will be sought. New slate must be from a natural source and as close a match as possible to the original in terms of texture, thickness and grading. Roof pitches should

match the existing which generally range between 43° and 47°.

- The proportions of traditional openings should be vertical in emphasis. **Windows** should be of traditional styles which can range from sliding sash and case to side hung casements, usually in a multi-glazed arrangement.
- **Doors** tend to be lined or panelled and new doors should seek to emulate this style.
- Where **harl** is appropriate a wet harl should be used.

#### Shop Fronts

(see also the separate Guidelines)

Shop fronts should be designed in sympathy with their historic and architectural street setting. Designed should also relate to the building of which it is part, rather than to achieve uniformity of design with adjoining shops. Signs and signboards should not dominate a facade but should be in scale with and designed as an integral part of the individual shop. The use of internally illuminated signs and signs with coloured plastic backing and lettering will be discouraged. Alternatively, the use of spotlighting may be considered acceptable on premises open to the public during the hours of darkness, such as restaurants and public houses.

## APPENDIX VIII

### Design Guidelines for Argyle Square in Wick

#### General

The Council will seek to maintain and enhance the historic qualities of Argyle Square. It will seek to avoid unnecessary demolition or unsympathetic alterations to historic property. It will encourage the continued active and appropriate use of buildings and their setting.

#### Original Building Features

Renovation and reconstruction must seek to retain original building features.

#### Harmonisation

Where new construction is involved profile sheet cladding; artificial stone cladding; UPVC windows or similar artificial materials should not be used.

#### New Buildings

New development must be integrated sympathetically into the area in terms of scale, design and materials and must respect and contribute to the character of the area.

#### Extensions and Alterations

These must also aim to harmonise with the existing buildings in terms of scale, design and materials and should respect the relationship between existing buildings.

#### Details

- Chimneys are important visual features and should be retained, repaired or re-instated to match if missing or required to be rebuilt.
- Traditional cast iron guttering is recommended but an acceptable alternative is cast aluminium.
- The traditional roofing material is likely to be West Highland slate, Welsh slate or local Caithness slate. Second hand slate used with re-used slate of the best of the original slate will be sought. New slate must be from a natural source and as close a match as possible to the original in terms of texture, thickness and grading. Roof pitches should match the existing which generally range between 40° and 55°.
- Dormer windows must reflect the traditional styles and should be of a scale appropriate to the building. They should not occupy more than 50% of the roof elevation and should be below the ridge line.
- Existing stone walls and traditional pointing should be retained and maintained. Where repairs are necessary, they should be carried out in natural stonework to match. Multicoloured artificial stone, cedar or other timber and PVC facing materials are not acceptable.
- Existing windows should not be enlarged. Windows should be of traditional styles which can range from sliding sash and case

to side hung casements, usually in a multi-glazed arrangement.

- Doors tend to be lined or panelled and new doors should seek to emulate this style.

#### Shop Fronts

(see also the separate Guidelines)

Shop fronts should be designed in sympathy with their historic and architectural street setting. Designs should also relate to the building of which it is part, rather than to achieve uniformity of design with adjoining shops. Signs and signboards should not dominate a facade but should be in scale with and designed as an integral part of the individual shop. The use of internally illuminated signs and signs with coloured plastic backing and lettering will be discouraged. Alternatively, the use of spotlighting may be considered acceptable on premises open to the public during the hours of darkness, such as restaurants and public houses.

## APPENDIX IX

### List of Housing Groups

NAME	LOCATION
Achastle	ND232345
Achies, Harpsdale	ND134551
Achnavast	ND079642
Achscrabster Farm	ND083638
Ackergill	ND352531
Almster, Buckies Hill	ND117632
Altnabreac	ND030408
Appat Hill, Scotscalder	ND100541
Balnabruich	ND155297
Banniskirk, Georgemas	ND159587
Bardnaclavan Cotts, Westfield	ND071648
Bardnaugh Farm, Shebster	ND036646
Barnaclavan Place, Janetstown	ND083653
Bilbster	ND280530
Bilbster Mains	ND282533
Borgie Mains, Castletown	ND198650
Borrowston	ND328438
Brabsterdorran	ND231605
Bridge of Forss	ND037687
Bridge of Isauld, Reay	NC976651
Bridge of Lyth	ND294628
Brims Road, Forss	ND057695
Broubster Village (Ruins)	ND037596
Buckies, Buckies Hill	ND110633
Buldoo Cottages, Dounreay	NC998672
Buleney, Harpsdale	ND122559
Burnside House	ND159688

Burnside, Durrans	ND194637
Calder Bridge, Loch Calder	ND091599
Calder Mains Farm	ND094599
Carsgoe, Weydale	ND139633
Church View	ND333447
Clyth	ND273362
Cottages /Old School, Weydale	ND147647
Crown Square, Murkle	ND165686
Dale Farm Cottages, Westerdale	ND133534
Dorrery Lodge	ND074550
Dounreay Post Office	ND002674
E of former Post Office, Weydale	ND156648
East Clyth	ND307393
East of Bilbster	ND282529
East of Swiney Mains	ND235355
Elzy Farm	ND385521
Forss Mains	ND038690
Gaustiquoy	ND347507
Geise Houses, Geise	ND107649
Glenburn	ND264361
Glengolly Farm, Thurso	ND102661
Haimer, East Duncan's Hill	ND146674
Harpsdale Mains	ND125559
Harpsdale	ND134566
Haster	ND326512
Heathfield Farm, Thurso	ND105668
Hill of Calder	ND095585
Hill of Clindraig, Murkle	ND170680
Hillhead	ND257355
Howe Cottages	ND298625
Isauld Farm Cottages, Reay	NC977653
Killimster	ND317570

Latheronwheel	ND186328
Lieurary Mains, Lieurary	ND073628
Longhill, Hill of Forss	ND076672
Longland Quarries, Hill of Forss	ND308675
Lybster Holdings, Forss	ND024685
Lythmore Cottages	ND054662
Mains of Odrig, Castletown	ND183666
Mains of Watten	ND252563
Market Hill	ND353527
Markethill	ND163302
Mayfield, SE of Dixonfield	ND163659
Mill Lade	ND362484
Milton	ND347508
Murkle, South of A836	ND163681
N. Calder Farm, Hill of Sour	ND111615
NE of Clayhusbandry, Murtle	ND142682
Newton of Swiney	ND243360
North of Newport	ND132248
North of Smithy Cottage	ND222352
Old School, Bridge of Murkle	ND155682
Oldhall House	ND206566
Oust Cottages	ND063656
Papigoe	ND383516
Parkside	ND256364
Quarryside, Castletown	ND179682
Reiss Lodge	ND340546
Roadside Cottage	ND380720
Roadside, Georgemas	ND154608
Rockhill	ND360489
S. Strathcoul, Harpsdale	ND114550
Sandside Harbour, Reay	NC957660
Sandside House, Reay	NC952652
Scarben Cottages	ND254667

School Place, Forss	ND046690
Scrabster Mains Farm Cottages	ND097695
SE of Millhill Bridge, Castletown	ND202672
Skiall Farm, Achreamie	ND022672
Skinnet, Halkirk	ND127617
Square of Keiss	ND356620
Stain	ND346607
Staxigoe	ND384524
Stemster	ND038657
Stemster Mains	ND182598
Strathmore Lodge, Westerdale	ND102479
SW of Bridge of Westfield	ND055641
SW of Heathfield Farm, Thurso	ND102665
Swinney	ND233354
Swinney Mains	ND235355
Thurdistoft Farm, Castletown	ND210677
Thuster Mains	ND302519
Upper Dounreay Cottages	NC998660
Upper Geise, Glengolly	ND097659
Victoria Villa	ND343541
West Dunnet	ND213714
West Murkle	ND157695
West of Reiss	ND329551
Wester Odrig, Castletown	ND214648
Westfield Lodge	ND063641
Whaligoe	ND320404