

F E R G U S O N  
P L A N N I N G

MERTOUN ESTATE OFFICE EXPANSION

MERTOUN ESTATE FARMS LTD

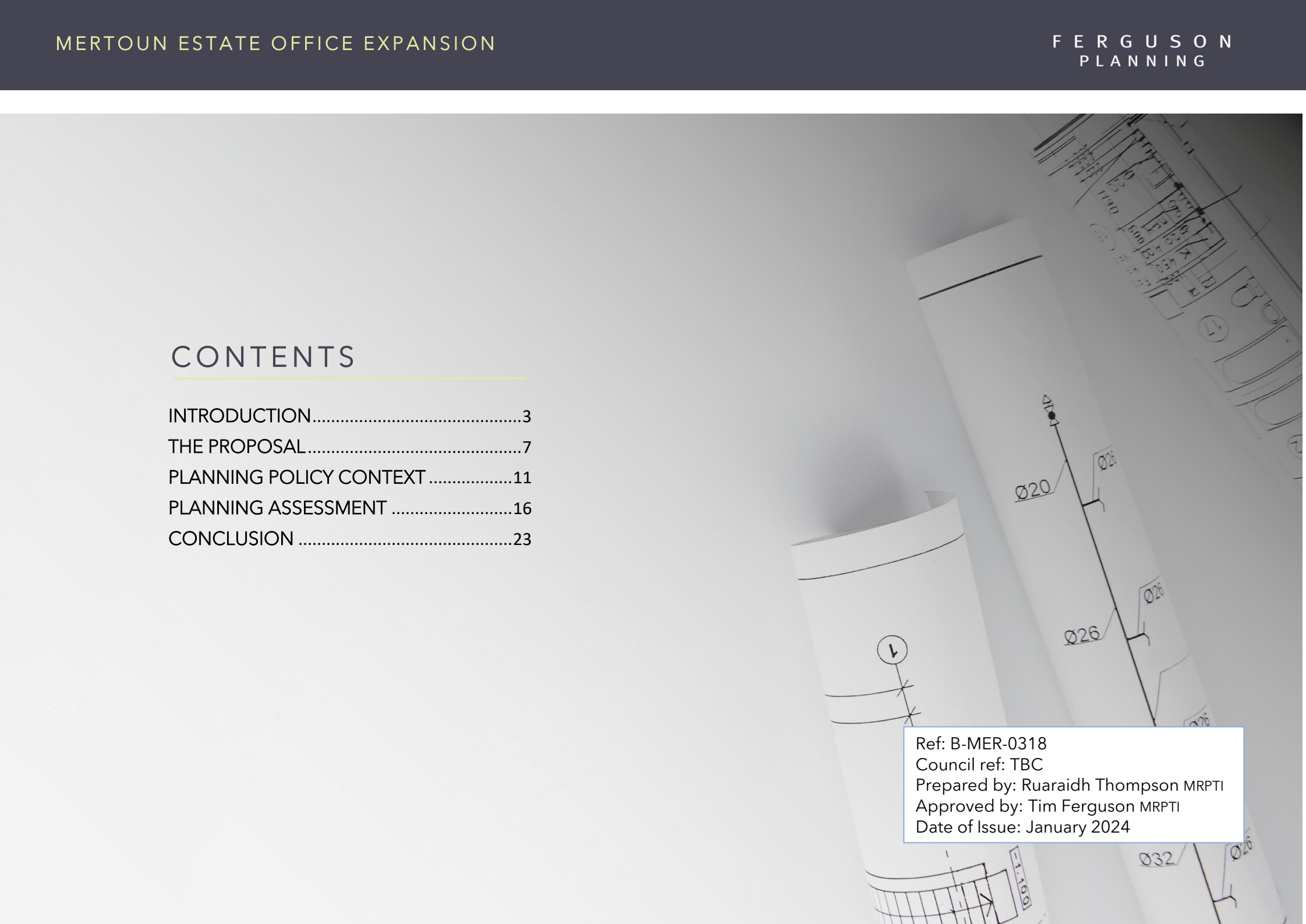
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JANUARY 2024

## CONTENTS

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INTRODUCTION.....	3
THE PROPOSAL.....	7
PLANNING POLICY CONTEXT .....	11
PLANNING ASSESSMENT .....	16
CONCLUSION .....	23



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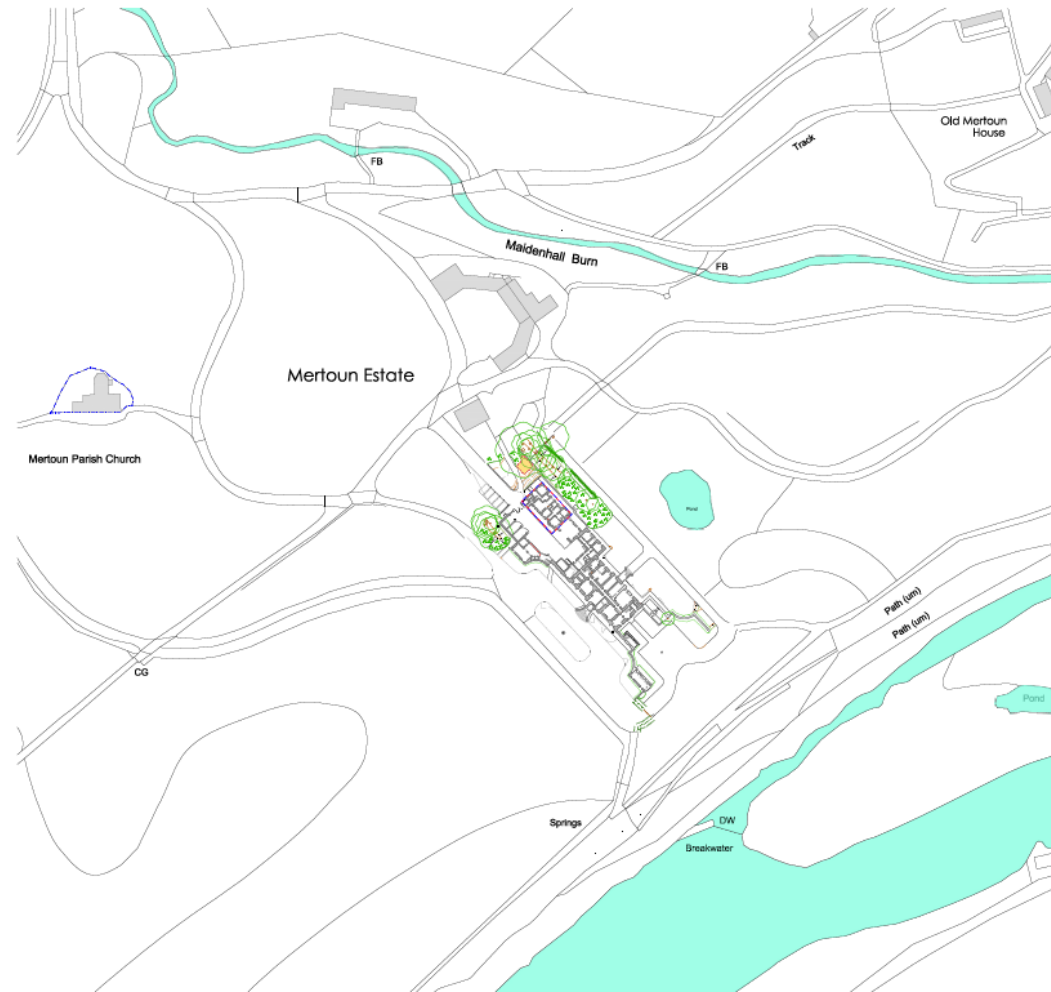
F E R G U S O N  
P L A N N I N G

MERTOUN ESTATE OFFICE EXPANSION  
INTRODUCTION

## INTRODUCTION

- 1.1. This Planning Statement, prepared by Ferguson Planning, is submitted to Scottish Borders Council on behalf of the Applicant Mertoun Estate Farms Ltd. This Statement supports Applications for both Planning Permission and Listed Building Consent for Change of Use of butler's flat (Class 9) to office (Class 4) with wider internal alterations and external vents serving bathroom extractor systems at the existing Mertoun Estate Office, St Boswells, Melrose, TD6 0EA.
- 1.2. The application site is located 2.5 kilometres to the north-east of St Boswells and within the Mertoun Estate which extends to over 7,000 acres.
- 1.3. The application site sits adjacent to Mertoun House, a Category A Listed Building (HES ref: LB15110). The principal House was built under the direction of the Architect Sir William Bruce, dedicated in June 1703 although construction is understood to have continued until 1707. A south wing was added by the Architects Burn and Byrce in a period of work 1843-47. The north wing subject of this Application was added by Gibson and Gordon in 1913-16.
- 1.4. The Estate contains a small number buildings, beyond Mertoun House, including a number of residential cottages and Mertoun Kirk, a Category B Listed Building (HES ref: LB15108) which dates from 1658 A.D. A second Category B Listed Building Old Mertoun House (HES ref: LB15111) dating from 1677 A.D. lies to the east of the site. Further context is provided within **Figure.1.**
- 1.5. The proposal is contained entirely to the existing estate office, cook's flat, and butler's flat which sit north of the coach house and date from the early 20th century. The exterior of the building is constructed in dressed sandstone elevations and hipped roof finished in natural slate. Three chimney stacks, constructed in sandstone to match the elevations, protrude from the roof pitches. Windows are set in timber frames.
- 1.6. The application site is not an environmentally designated site or part of an environmentally designated site. The nearest environmental designation is understood to be the River Tweed which is designated as both a Site of Special Scientific Interest (SSSI) and Special Area of Conservation. At closest point, the environmental designations stand approximately 155 metres distant from the site to the south.
- 1.7. Within the application site, the majority of ground floor is in use as the estate office, as existing. The floor plan includes an open plan workspace together with a single cellular space and a meeting room. A section in the south is in use as cook's apartment. A hallway with utility room provides access to residential space upstairs, while a disused game larder sits separate in the north-east corner.
- 1.8. The first floor comprises a flat which is now disused, previously kept for the use of a butler. The annexe incorporates a kitchen, bathroom, toilet (WC and handwash basin) and three other rooms previously used as living and bedrooms.

- 1.9. Together with the Heritage Statement, this Planning Statement supports both the Application for Planning Permission and Listed Building Consent. The two statements are complementary to each other and should be read in conjunction.



**Fig 1:** Extract from 10427-CSY-XX-XX-D-A-1302(P02) Site Location Plan  
(Source: CSY Architects).

F E R G U S O N  
P L A N N I N G

MERTOUN ESTATE OFFICE EXPANSION  
THE PROPOSAL

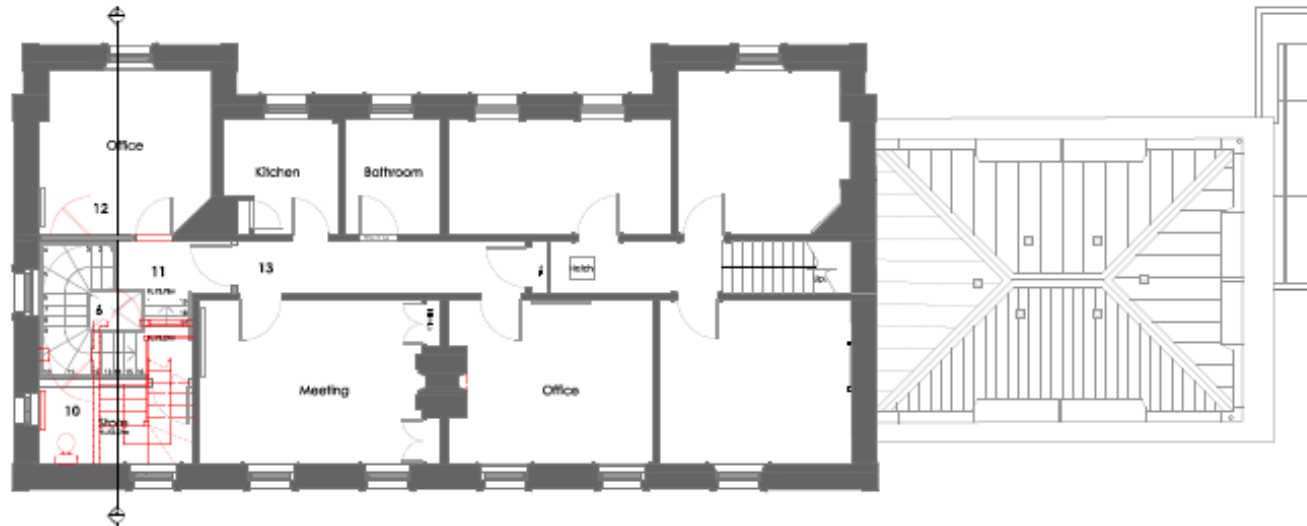
## THE PROPOSAL

- 2.1 The proposal is solely focused on the existing Mertoun Estate Office building. It seeks a Change of Use of butler's flat (Class 9) to office (Class 4) together with wider internal alterations and external vents serving bathroom extractor systems. Internal alterations included within the proposal are generally those required to modernise the space and deliver conversion to office use.
- 2.2 Mertoun House has always had a primary residential use. The estate office has long been sited on the application site in an arrangement that provided office floorspace on the ground floor and residential floorspace on the first floor. However, as patterns of life evolve so too do the demands on the use of buildings. Specifically, there is no longer a requirement for a live-in butler and space required to provide an appropriate residential apartment. At the same time, the effective management of the Estate and other interests has evolved to require more office staff and space to accommodate them.
- 2.3 It is proposed to Change the Use of the first floor and those parts of the ground floor that form part of the butler's flat, as well as the game larder, to office use (refer to **Figure.2.**). To enable the Change of Use, it is proposed to consolidate access through the existing entrance to the office and open internal access and stairwell to the butler's flat and game larder through the office.
- Ground Floor**
- 2.4 Physical alterations to the ground floor are varied but all slight in degree. The floor of the game larder is to be lowered to create a single level with the rest of the ground floor, as existing it sits significantly higher than the rest of the floor. The Larder itself will be converted to storage space for use of the office. A wall which sticks out to face the existing entrance is to be demolished to create a single hallway incorporating both the entrance and stairwell.
- 2.5 A second internal wall which protrudes into the open plan office workspace is proposed for demolition. This will give a more regular shape to the workspace and enable the conversion of the utility room within the butler's flat to a cellular office space.
- 2.6 The steps on the existing staircase are irregularly sized and pose a challenge to all those who are not in both robust health and fitness – they are proposed for removal and replacement with a regularly apportioned staircase which will be considerably more accessible. These works will enable the staircase to comply with the applicable regulations on non-domestic floorspace, which they would not as existing. To create space for the new staircase, it is proposed to move a wall slightly closer to the entrance, which would necessitate a handwash basin within a bathroom to be moved as well, an opportunity to modernise the fitting.
- 2.7 The existing external entrance doors to both the butler's flat and game larder would be retained but bolted in place.

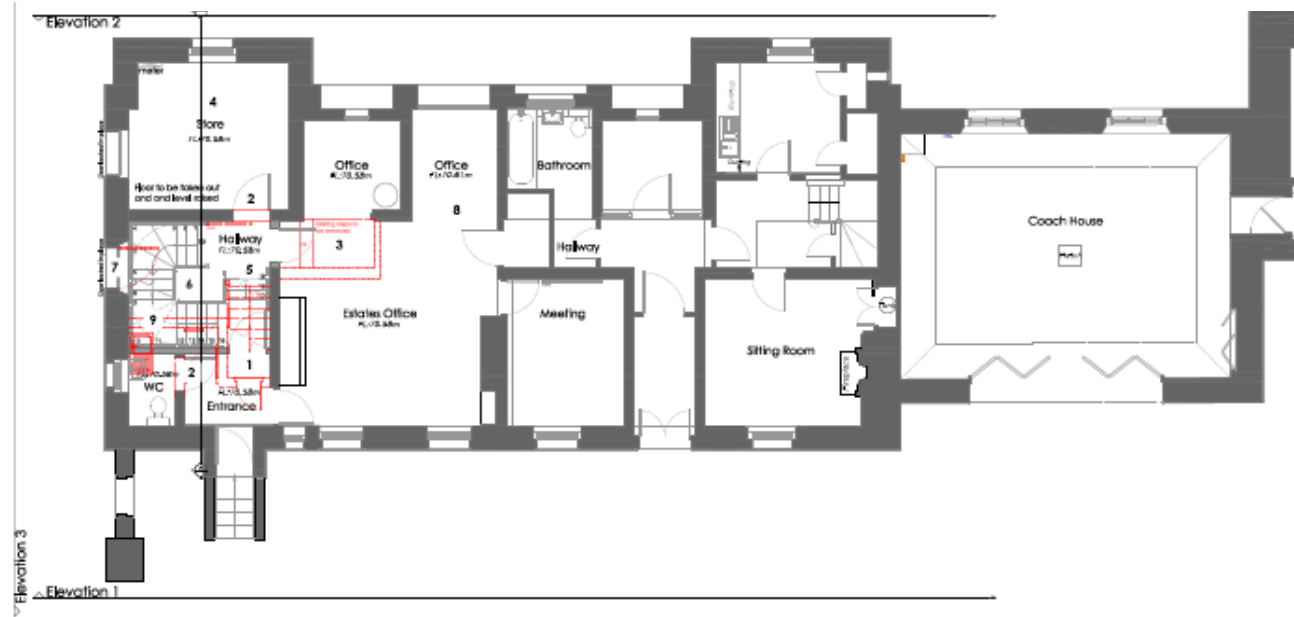


**First Floor**

- 2.8 Physical alterations to the first floor are more limited. The removal and replacement of the staircase is also relevant to the first floor. A new landing would be created and the head of the staircase opening to doors both left and right.
- 2.9 The single room on the right would provide storage space, converted from the existing toilet. The existing doorway to the left would be removed to allow for three new steps to meet the existing floor level. These works would require the door to an existing room to be removed and wall made good with a new door further up the wall, meeting with the retained floor level.
- 2.10 The first floor kitchen and bathroom would be retained while all three other rooms (living and bedrooms) would be converted. The largest would serve as a meeting room while the other two would accommodate new office space.
- 2.11 External alterations are limited to the replacement of a small number of slates with 3 no. roof vents serving bathroom extractor fans. The vents themselves will be made in polyester and finished in powder coating to match the colour of existing natural slate. No other external alterations are proposed.



**Proposed First Floor Plan**



**Proposed Ground Floor Plan**

Fig 2: Extract from 10427-CSY-XX-XX-D-A-2303(P07) Proposed Plans, Elevations, and Sections (Source: CSY Architects).

F E R G U S O N  
P L A N N I N G

MERTOUN ESTATE OFFICE EXPANSION  

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PLANNING POLICY CONTEXT

## PLANNING POLICY CONTEXT

3.1 Sections 25 & 37(2) of the Town and Country Planning (Scotland) Act 1997 (as amended) require that Applications for Planning Permission are determined in accordance with the Development Plan and other material considerations.

3.2 National Planning Framework 4 sets out national planning policies and is part of the development plan. Scottish Borders Local Development Plan (2016) sets out the local planning policy context.

### **NATIONAL PLANNING FRAMEWORK 4 (2023)**

3.3 The National Planning Framework 4 was adopted in February 2023. It is part of the development plan for the purpose of sections 25 and 37 of the Act. The document addresses national planning policy and the Government's approach to achieving a net zero sustainable Scotland by 2045.

3.4 National Planning Framework 4 establishes "six overarching spatial principles". The principle which is most pertinent to the proposed development is Conserving and Recycling Assets. This principle is defined as the "productive use of existing buildings, places, infrastructure and services, locking in carbon, minimising waste, and building a circular economy". The adopted text confirms that the strategy and policies "grow a circular economy and make best use of embodied carbon by conserving and recycling assets, including by encouraging sustainable design and the wise use of resources."

3.5 **Policy 7 Historic Assets and Places** addresses context commensurate with that of the application site in criterion c). Policy provides that "development proposals for the reuse, alteration, or extension of a Listed Building will only be supported where they will preserve its character, special architectural or historic interest, and setting. Development proposals affecting the setting of a Listed Building should preserve its character, and its special architectural or historic interest."

3.6 **Policy 14 Design Quality and Place** establishes that "development proposals will be designed to improve the quality of an area whether in urban or rural locations and regardless of scale".

### **SCOTTISH BORDERS LOCAL DEVELOPMENT PLAN (2016)**

3.7 Local planning policy relevant to the proposed development is contained within the Scottish Borders Local Development Plan (2016). Key policies include:

- **Policy PMD1: Sustainability**
- **Policy PMD2: Quality Standards**
- **Policy ED7: Business, Tourism, and Leisure in the Countryside**
- **Policy HD3: Protection of Residential Amenity**
- **Policy EP7: Listed Buildings**

### **Policy PMD1: Sustainability**

3.8 The preparation of the Local Development Plan was heavily informed by the acknowledged "need for action on climate change" and the Council's Environmental Strategy, which sit behind the 'support and encouragement of sustainable development' across

the Borders. Policy PMD1 sets out the “*sustainability principles which underpin all the Plan’s policies*” and that the Council expects to inform development proposals and planning decisions:

- a) the long term sustainable use and management of land
- b) the preservation of air and water quality
- c) the protection of natural resources, landscapes, habitats, and species
- d) the protection of built and cultural resources
- e) the efficient use of energy and resources, particularly non-renewable resources
- f) the minimisation of waste, including waste water and encouragement to its sustainable management
- g) the encouragement of walking, cycling, and public transport in preference to the private car
- h) the minimisation of light pollution
- i) the protection of public health and safety
- j) the support of community services and facilities
- k) the provision of new jobs and support to the local economy
- l) the involvement of the local community in the design, management, and improvement of their environment.

### **Policy PMD2: Quality Standards**

3.9 The Policy sets out a range of sustainability, placemaking and design, accessibility and open space / biodiversity requirements, whereby the proposal must:

- Take appropriate measures to maximise the efficient use of energy and resources, in terms of layout, orientation, construction and energy supply;
- Make provision for sustainable drainage;

- Incorporate appropriate measures for separate storage of waste and recycling;
- Incorporate appropriate landscaping to help integration with the surroundings;
- Create a sense of place, based on a clear understanding of context;
- Be of a scale, massing and height appropriate to the surroundings;
- Be finished externally in materials, the colours and textures of which complement the highest quality of architecture in the locality;
- Be compatible with, and respect, the character of the surrounding area, neighbouring uses and neighbouring built form;
- Be able to be satisfactorily accommodated within the site;
- Provide for appropriate boundary treatments to ensure attractive edges, and to help integration with the surroundings;
- Incorporate access for those with mobility difficulties;
- Not have an adverse impact on road safety in terms of the site access;
- Incorporate adequate access and turning space for vehicles including those used for waste collection purposes; and
- Retain physical or natural features which are important to the amenity or biodiversity of the area.

**Policy ED7: Business, Tourism, and Leisure in the Countryside**

3.10 Policy ED7, as set out below, is the primary policy to consider in determination of the application.

*"Business, Tourism and Leisure*

*Proposals for business, tourism, or leisure development in the countryside will be approved and rural diversification initiatives will be encouraged provided that:*

- a) the development is to be used directly for agricultural, horticultural, or forestry operations, or for uses which by their nature are appropriate to the rural character of the area; or*
- b) the development is to be used directly for leisure, recreation, or tourism appropriate to a countryside location and, where relevant, it is in accordance with the Scottish Borders Tourism Strategy and Action Plan;*
- c) the development is to be used for other business or employment generating uses, provided that the Council is satisfied that there is an economic and/or operational need for the particular countryside location, and that it cannot be reasonably accommodated within the Development Boundary of a settlement.*

*In addition the following criteria will also be considered:*

- a) the development must respect the amenity and character of the surrounding area;*
- b) the development must have no significant adverse impact on nearby uses, particularly housing;*
- c) where a new building is proposed, the developer will be required to provide evidence that no appropriate existing building or brownfield site is available, and*

*where conversion of an existing building of architectural merit is proposed, evidence that the building is capable of conversion without substantial demolition and rebuilding;*

- d) the impact of the expansion or intensification of uses, where the use and scale of development are appropriate to the rural character of the area;*
- e) the development meets all other siting, and design criteria in accordance with Policy PMD2; and*
- f) the development must take account of accessibility considerations in accordance with Policy IS4.*

*Where a proposal comes forward for the creation of a new business including that of a tourism proposal, a business case that supports the proposal will be required to be submitted as part of the application process."*

**Policy HD3: Protection of Residential Amenity**

3.11 The Policy states that *"development that is judged to have an adverse impact on the amenity of existing or proposed residential areas will not be permitted. To protect the amenity and character of these areas, any development will be assessed against:*

- a) the principle of the development, including where relevant, any open space that would be lost; and*
- b) the details of the development itself particularly in terms of:*
  - i. the scale, form, and type of development in terms of its fit within a residential area,*
  - ii. the impact of the proposed development on the existing and surrounding properties particularly in terms of overlooking, loss of privacy and sunlight provisions. These considerations apply especially in*

*relation to garden ground or 'backland' development,*

- iii. *the generation of traffic or noise,*
- iv. *the level of visual impact."*

### **Policy EP7: Listed Buildings**

- 3.12 The Council will support development proposals that conserve, protect, and enhance the character integrity, and setting of Listed Buildings.
- 3.13 Internal or external alterations and extensions to Listed Buildings, or new developments within their curtilage, must meet the following criteria:
- a) be of the highest quality;
  - b) respect the original structure in terms of setting, scale, design and materials, whilst not inhibiting contemporary and/or innovative design;
  - c) maintain, and should preferably enhance, the special architectural or historic quality of the building;
  - d) demonstrate an understanding of the building's significance.

### **OTHER MATERIAL CONSIDERATIONS**

#### **PROPOSED LOCAL DEVELOPMENT PLAN (2023)**

- 3.14 It is understood that notice of intention to adopt the Scottish Borders Proposed Local Development Plan (2023) was served on the Scottish Government on 13th December 2023. This followed submission for Examination in July 2022 and the issue of the Report of Examination prepared by July 2023.

3.15 The Proposed Local Development Plan retains the character of currently adopted planning policy. Slight revisions are introduced to the adopted text of both Policy ED7 and EP7.

3.16 The text of Proposed Policy ED7 adds a new paragraph addressing development proposals which "comes forward for the creation of a new business". While not entirely irrelevant, the proposal is for expansion of an existing business and so the text of the proposed is not pertinent.

3.17 Similarly, the text of Proposed Policy EP7 adds a new paragraph detailing the policy approach to "enabling development". The proposal is for the direct renovation and reuse of an existing building and does not represent enabling development.

F E R G U S O N  
P L A N N I N G

MERTOUN ESTATE OFFICE EXPANSION  

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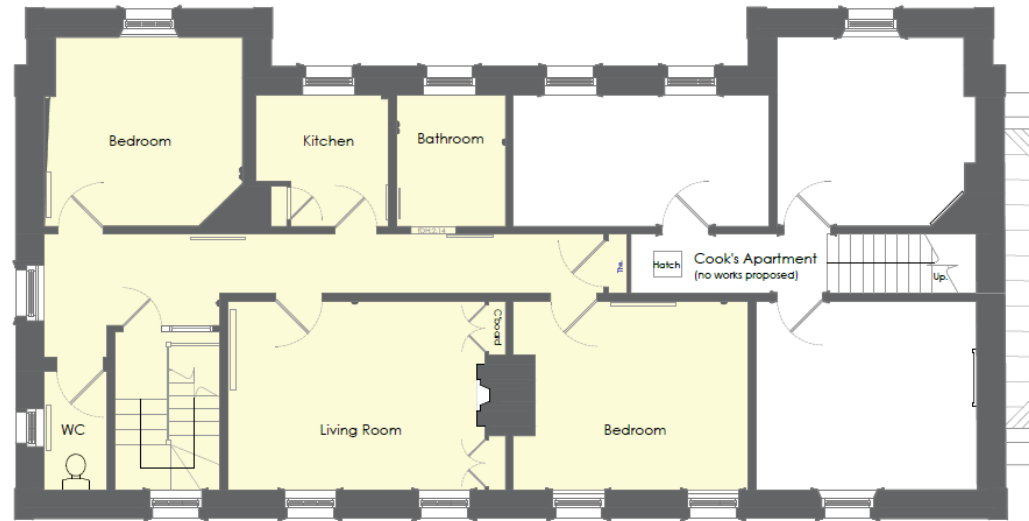
PLANNING ASSESSMENT



## PLANNING ASSESSMENT

### Principle of Development

- 4.1 The proposal is for Change of Use of butler's flat (Class 9) to office (Class 4) with wider internal alterations and external vents serving bathroom extractor systems. The proposal would provide new employment space for the Applicant to lead and manage their business from. As the proposal is for the direct use of an existing business established on-site, it is considered to accord with criterion c) of Policy ED7.
- 4.2 The Mertoun Estate has always been managed from an office on the application site. The Estate office employs several people on-site, in addition a number of people undertaking core work remotely without regular visiting the office. Therefore, the existing building houses an established business which represents an existing employer. The intention of the Applicant is to increase the number of staff who work on-site, including a small number of additional staff which would represent new employment.
- 4.3 The existing business is inextricably linked to the estate office at Mertoun House. It is essential that the estate office is located on the Estate to enable effective administration of land under management.
- 4.4 While the Estate owns the application site, its boundaries do not extend as far as St Boswells. Therefore, an alternative premises would have to be leased from a third party. Far from securing the future of the business; the financial burden of leasing space from a third party would represent a direct threat to long term viability.
- 4.5 In addition to the lack of operational practicality, it is noted that neither the Local Development Plan nor Proposed Local Development Plan identify any sites for provision of employment space or retention of existing employment space within Development Boundaries defined for either Clintmains or St Boswells. The only employment space identified on the St Boswells inset map is the Charlesfield Industrial Estate, which does not sit within the Development Boundary and therefore does not satisfy the policy requirement in criterion c) of Policy ED7.
- 4.6 The proposal would make use of an existing building which already accommodates an established business, expansion of which would be enabled by the Change of Use (extent visible in **Figure 3**). The established business already operates without creating an impact on the amenity and character of the surrounding area. The Applicant is fully committed to retaining this record. The proposal does not include new building or emission of noise, odour, or other effluent. On this basis, it is considered that the proposal respects the amenity and character of the application site and its surroundings, satisfying supporting criterion a) of Policy ED7.



First Floor Plan



Ground Floor Plan

Fig 3: Extract from 10427-CSY-XX-XX-D-A-2304(P03) Change of Use Plan (Source: CSY Architects).

- 4.7 Firstly, it must be noted that the only existing dwelling within 55 metres is Mertoun House itself which is within the control of the Applicant. It should also be noted that the next closest existing dwellings stand to the north on land significantly higher than the application site and separated by a copse of mature trees. The footings of the application site stand 71 metres AOD, in comparison the footing of the nearest existing dwelling stands at 76 metres AOD. The height differential and mature trees will continue to safeguard those dwellings and their occupants from any impact on residential amenity, satisfying supporting criterion b) of Policy ED7.
- 4.8 The application site represents an existing building and the proposal does not include a new building. Therefore, supporting criterion c) of Policy ED7 is considered to be satisfied.
- 4.9 Change of Use of a redundant butler's flat to extend an existing Estate office is considered to be an appropriate intensity of use in the local area, satisfying supporting criterion d) of Policy ED7.
- 4.10 Policy PMD2 requires that new development represents high quality design, integrates into the local landscape, and is sustainable. The proposal is minimal in nature as it would reuse an existing building, would not consent new built form beyond an existing footprint, while also delivering new employment floorspace. On this basis the proposal would accord with supporting criterion e) of Policy ED7.
- 4.11 The proposal provides for safe and appropriate vehicle access to the site. The proposal incorporates space for parking and turning cars on as little hardstanding surface as achievable and sets parking space off from the envelope of the Listed Building to preclude impact on the asset. Therefore, the proposal is considered to accord with supporting criterion f) of Policy ED7.
- 4.12 The Conserving and Recycling Assets principle of NPF4 is also considered relevant. The proposal represents a new productive use for an under-used existing building. Both new employment floorspace and ultimately new jobs would be created without relying on further extraction of minerals (e.g. stone, sand etc.) or other natural resources and recycling an existing asset. Therefore, the principle of development is strongly consistent with the spatial principles set out in NPF4.
- 4.13 The proposal is for Change of Use of butler's flat (Class 9) to office (Class 4) with internal alterations and external vents serving bathroom extractor fans. Extension of established office uses within existing buildings, is supported by principal criterion c) of Policy ED7 and as all supporting criteria are satisfied the principle of development is considered to be acceptable.
- 4.14 It is considered that the principle of development has been fully justified by accordance with Policy ED7 of the LDP, bolstered by the strong consistency demonstrated with the NPF4 spatial principle – Conserving and Recycling Assets. Additionally as the proposal represents the long term sustainable use of an existing building (criterion a), the protection of built and cultural resources (criterion d), the efficient reuse of resources (criterion e), and the provision of new jobs (criterion k), it is considered to accord with Policy PMD1.

**Listed Building**

- 4.15 The site forms part of the designation of the Category A Listed Building (HES ref: LB15110). The application site is constructed in dressed sandstone with hipped roof clad in natural slate and dates from the early 20th Century. The existing building within the application site has been confirmed to be the work of Architects Gibson and Gordon, while earlier work to the house is attributed to Burn and Bryce and originally to Sir William Bruce. The significance of the listing is attributable to the quality of the design and the examples it provides of leading design from the periods in which each element originates.
- 4.16 The application site is divided into distinct parcels comprising the butler's apartment, Estate office, together with the game larder, while the cook's apartment sits adjacent. Access is not possible internally between each parcel or the game larder and use of external doors is necessary to walk between each parcel.
- 4.17 A Floor Plan from 1913, prepared by Gibson and Gordon, has been identified which shows the north wing as a single parcel orientated around a central corridor. Entrance is illustrated through the north elevation directly to the corridor with internal rooms accessible from the central passage. At its south extent the corridor terminated into the adjacent coach house, from which internal access could be taken to the principal house.
- 4.18 Both an initial Floor Plan (dated 1950) and a finalised Floor Plan (1953) prepared by Lindsay have been identified. The earlier plan shows retention of the north wing in full together with the internal doorway to the coach house. However, the later plan shows the doorway to the coach house closed off. It appears therefore that access to the principal house via the central passage was closed before the conclusion of Lindsay's renovation in 1956. The central corridor is walled up in a further two locations, it is unknown whether this occurred before or after 1956 but seems to have been completed before listing of the asset in June 1971.
- 4.19 The proposal has been informed by the evolution of the built fabric throughout the period from 1913. The proposal includes removal of one walled up section of the central corridor. The furthest north delineation would be removed to connect the butler's apartment with the Estate office. Additionally, the walled up doorway which divides the game larder from the central corridor will be reopened and treated with an operable door. Both alterations will retain original fabric and contribute towards restoration of the internal layout as designed at concept.
- 4.20 While the proposal would restore internal access between the butler's flat, Estate office, and game larder (uniting all three within the office space); it is not possible at this time to remove the other two walled up sections of the central corridor. The cook's apartment continues to be required which necessitates continued delineation of the central corridor and therefore retention of both walled up sections. While this arrangement is not ideal in heritage terms, it is existing and the proposal would not exacerbate or reinforce the delineation.
- 4.21 Similarly, the wall that sticks out to face the existing entrance is only partly original, including the existing doorway that has been created which has been opened in original fabric. While much of this fabric is non-original, its removal is essential for the proposed partial restoration of the space's layout and unification of the office, butler's

flat, and game larder. Without removing the partly non-original wall, it would not be possible to provide the space with an entrance without routing through the game larder. This alternative would either prevent use of the Larder as storage space or, should the Larder be subdivided, significantly reduce space available for storage. Both of these options are considered unacceptable and less preferable to the removal of the partly non-original wall.

- 4.22 Removal of the staircase is required to provide an adequate entrance to first floor accommodation. It should be noted that the staircase comprises concrete construction (likely laid by Diespecker) and is not original to the 1913-16 origins.
- 4.23 The first floor toilet (WC and handwash basin) is considered not to represent a significant element of the Listed Building. Replacement of the staircase requires the space to be reshaped – losing length but gaining width. Reuse of the space for storage is considered to represent the efficient reuse of space which requires to be reorganised and preserves part of the room tucked in adjacent to the staircase which forms part of the original layout of the application site.
- 4.24 Similarly, relocation of the door serving the room furthest north on the first floor is necessary due to the replacement of the staircase. Opening a new doorway represents a limited removal of fabric which will retain the useability of the room. An exploration of possible options has failed to identify an alternative which would prevent loss of the room as useable space.

- 4.25 In order to obtain a Building Warrant, it is necessary to serve bathrooms with extractor fans. The proposal attempts to serve this requirement in the least intrusive manner possible. External fan units mounted on external elevations have been deliberately avoided to safeguard impact on the Listed Building. Instead, it is proposed to deliver air extraction by installation of three vents in the roof. Installation will require the removal of slates but will avoid drilling or creating openings in original fabric. Vents will be powder coated to match the colour of existing roof slates, which will surround them. It is considered that the vents will appear as inconspicuous when viewing the asset. They will be installed in the roof, far above the line of sight in the human scale, and will not be immediately apparent (to the untrained eye) even when standing back to view the roof especially. Therefore, they are considered to represent an appropriate design solution.
- 4.26 It must be noted that the nature of the proposal is minimal and limited in scale. However, it is considered to deliver disproportionate benefits to the Listed Building. The proposal would unite the butler's flat, Estate office, and game larder and remove non-original delineations which have subdivided this part of the House, including one of the three walled up sections of the original central corridor. First floor alterations would create useable office space while preserving the character of the Listed Building and minimising intrusion into the fabric. Therefore, the proposal is considered to represent development of the highest quality possible within the current profile of the Estate and to satisfy criterion a) of Policy EP7.

- 4.27 The proposal does not include any structural alterations or alterations to any load bearing structures. No removal of external fabric is proposed, with alterations limited to replacement of slates with vents for extractor fans. Therefore, the proposal is considered to satisfy criterion b) of Policy EP7.
- 4.28 External alterations included in the proposal are very limited (restricted to small section of the lower roof only) and are considered to have no impact on the architectural quality of Mertoun House. As described above, the proposal would partly restore the original layout of the house including a section of the original central corridor. Therefore, the historic quality of the Listed Building would be enhanced and criterion c) of Policy EP7 is considered to be satisfied.
- 4.29 Mertoun House is a Category A Listed Building, the north wing of which is an early 20th Century extension dating from 1913-16. The priority of both the Applicant and Project Architect – CSY Architects – is to minimise intervention in the built fabric, especially external, while delivering useable space. The proposal completely avoids external alterations and targets internal alterations on non-original fabric.
- 4.30 The staircase and walled up section of central corridor are considered to represent a majority of removals between them and both represent non-original fabric, although further removals also represent non-original fabric. The proposal is considered to be appropriate and sympathetic as it completely avoids removal of pre-1913 built fabric and largely avoids removal of pre-1916 fabric as well, conserving the appearance, character, and layout of the Listed Building, which is considered to satisfy criterion d) of Policy EP7.
- 4.31 The proposal is considered to represent appropriate work to a Listed Building which is consistent with the ethos and listed criteria of Policy EP7. Therefore, the proposal is considered to be acceptable in heritage terms and accord with Policy EP7.
- 4.32 The appropriate design manifests additionally in the long term adaptability of buildings and spaces (criterion g), a sound understanding of the context and architectural style of the Listed Building (criterion h), retains scale, mass, height, and represents appropriate density in the alteration of an existing building (criterion i), retains the high quality exterior construction and finish of the Listed Building (criterion j), is compatible with surroundings (criterion k), and is comfortably accommodated within the site (criterion l). Therefore, it is considered that the proposal accords with Policy MPD2.

F E R G U S O N  
P L A N N I N G

MERTOUN ESTATE OFFICE EXPANSION  
CONCLUSION

## CONCLUSION

- 5.1. Ferguson Planning has been appointed by the Applicant to submit Applications for Planning Permission and Listed Building Consent for Change of Use of butler's flat (Class 9) to office (Class 4) with wider internal alterations and external vents serving bathroom extractor systems at Mertoun House, St Boswells, Melrose, TD6 0EA.
- 5.2. The proposal represents the Change of Use, renovation, and reuse of an under-used existing building, in which an established business is already based and employs a small number of people. The Change of Use would allow the business to expand and generate modest new employment without requiring new development or demolition of the existing building.
- 5.3. The existing business already operates without impacting upon residential amenity or local character. It is has been demonstrated that it is necessary for the business to operate on the Estate and it is noted that no employment land (existing or prospective) is allocated in either St Boswells or Clintmains. Therefore, the principle of development is considered to be acceptable in accordance with Policy ED7.
- 5.4. The proposal is considered to represent appropriate work to a Listed Building in accordance Policy EP7. External alterations have been limited to very minor alterations and the external appearance of Mertoun House would be materially unchanged. Internal alterations are targeted on non-original fabric and alterations to fabric pre-dating 1913 have been avoided. The proposal retains the appearance, character, and layout of this part of the Listed Building and is considered to give body to a well considered and mature design, in accordance with Policy EP7.
- 5.5. It is considered that the proposal is in accordance with relevant adopted policy of the Local Development Plan and is not afflicted by any other material considerations. It is respectfully requested that Planning Permission and Listed Building Consent are granted.



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