Shouldham

Design Codes and Guidance

Final report

August 2024

Delivering a better world

Quality information

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Revision History

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1	05/07/2024	Draft	Jack Wilton-Cooley	Graduate Urban Planner
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3	05/08/2024	Locality review	Jack Wilton-Cooley	Graduate Urban Planner
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Contents

Introduction

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1. Introduction

1.1 About this document

Through the Ministry of Housing, Communities and Local Government (MHCLG) Neighbourhood Planning Support Programme led by Locality, AECOM was commissioned to provide design support to Shouldham Parish Council.

As the National Planning Policy Framework (NPPF) (paragraph 131) notes, 'good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities' see page 6).

Research, such as for the Government's Commission for Architecture and the Built Environment (now part of the Design Council; see, for example, *The Value of Good Design*[1]) has shown that good design of buildings and places can improve health and well-being, increase civic pride and cultural activity, reduce crime and anti-social behaviour and reduce pollution.

This document aims to offer guidance in future development that promotes good design, respects and preserves local characteristics, whilst encouraging modern and innovative design.

Following an analysis of the Neighbourhood Area, a set of architectural and design qualities will be identified. This set of qualities combined with good design practice will form the design guidelines that development within Shouldham should follow in order to comply with this parish-wide design guide document.

Figure 01: View north on Westgate Street.

Figure 02: Listed semi-detached dwellings on Westgate Street.

1. Available at: https://www.designcouncil.org.uk/our-resources/archive/reports-resources/value-good-design/

The NPPF 2023, paragraph 132 states that:

'*Plans should… set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area's defining characteristics. Neighbourhood plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development…*'

The Government is placing significant importance on the development of design guidance in order to set standards for design upfront and provide key principles regarding how sites should be developed.

Therefore this report's main objective is to develop design codes to sit alongside the Neighbourhood Plan to inform design proposals within Shouldham Parish and ensure that they remain sympathetic to the surrounding character. In particular it elaborates on key design elements that were agreed with the Neighbourhood Plan Steering Group, namely:

- Preserving the character and context of Shouldham as a historic village;
- Ensuring that any new development is sensitively set within the village and upholds its traditional vernacular; and
- Supporting a landscape-led approach to upholding design standards within the village.

Therefore this document seeks to harness an understanding of how quality design can sensitively incorporate the best aspects of Shouldham's overall character into any future development.

Chapter 1 provides a brief summary of the scope of this report in relation to National and Local Policy while outlining the wider spatial context relating to the Neighbourhood Area. An assessment of the study area's existing character is included which acts as a baseline for the Design Guidance and Codes.

Chapter 2 presents a set of parish-wide design guidance. These have been informed and shaped by analysis of the Neighbourhood Area with the aim of guiding future development of any scale within Shouldham.

Chapter 3 provides a checklist for all applicants to consider a proposals' fundamental design principles applicable to all contexts.

1.2 Planning policy context

This section summarises the relevant design policy and guidance produced at national and local levels which have informed this design guidance and codes document. It specifies how the relevant policies and guidelines have been incorporated in the production of the design codes included in this document. Any application for new development should be familiar with these documents.

1.2.1 National planning policy and guidance

The following section summarises key relevant policy and guidance documents at both the national and local level.

2011 - Kings Lynn & West Norfolk Local Plan 2026

Borough Council of Kings Lynn & West Norfolk

The purpose of the Local Plan is to set out the long-term plans for the borough Kings Lynn & West Norfolk. In order to steer and shape new development through the Core Strategy Document, which forms one part of the Local Development Framework.

The 2016 Site Allocations and Development Management Policies Plan (SADMP) gives effect to complement the adopted Core Strategy. It will guide development and change in the borough until 31st March 2026. It replaces the remaining 'saved' policies of the 1998 King's Lynn & West Norfolk Local Plan.

Emerging Local Plan 2016-2036

Borough Council of Kings Lynn & West Norfolk

All councils must have a local plan in place by 2023. By law, the local plan must be reviewed every 5 years. The plan is currently under examination at the time of writing. The Draft Cabinet Local Plan Review Document 2021. Shouldham is categorised as a rural village in the Local Plan.

2020 - Building for a Healthy Life

Homes England

Building for a Healthy Life (BHL) is the new (2020) name for Building for Life, the government-endorsed industry standard for well-designed homes and neighbourhoods. The new name reflects the crucial role that the built environment has in promoting wellbeing. The BHL toolkit sets out principles to help guide discussions on planning applications and to help local planning authorities to assess the quality of proposed (and completed) developments.

2019 - National Design Guide

MHCLG

The National Design Guide (Ministry of Housing, Communities and Local Government 2019) illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice.

2007 - Manual for Streets

Department for Transport

Development is expected to respond positively to the Manual for Streets, the Government's guidance on how to design, construct, adopt and maintain new and existing residential streets. It promotes streets and wider development that avoid car dominated layouts and place the needs of pedestrians and cyclists first. A revision of the document was under preparation at the time of writing this report.

1.3 Process

Following an inception meeting and a site visit with members of the Neighbourhood Plan Steering Group, AECOM carried out a high-level assessment of the Neighbourhood Area. The following steps were agreed with the group to produce this report:

STEP 1

Inception meeting with the Neighbourhood Plan Steering Group

STEP 2

Site visit to Shouldham Parish and guided walk

STEP 3

Preparation of design principles and guidelines

STEP 4

Initial draft report with design guidelines and codes sent to the Steering Group

STEP 5

Review and revision of report followed by submission to Locality for comments

STEP 6

Final report sent to Steering Group.

Figure 03: Lane with gravel drive.

Figure 04: Detached house on Westgate Street.

1.4 Area of study

Shouldham is a rural village and Civil Parish in the Kings Lynn & West Norfolk Borough, located approximately nine miles south from Kings Lynn. According to census data, as of 2021 the parish had a population of 653. The village is surrounded by several other small settlements, such as Marham to the east of the parish.

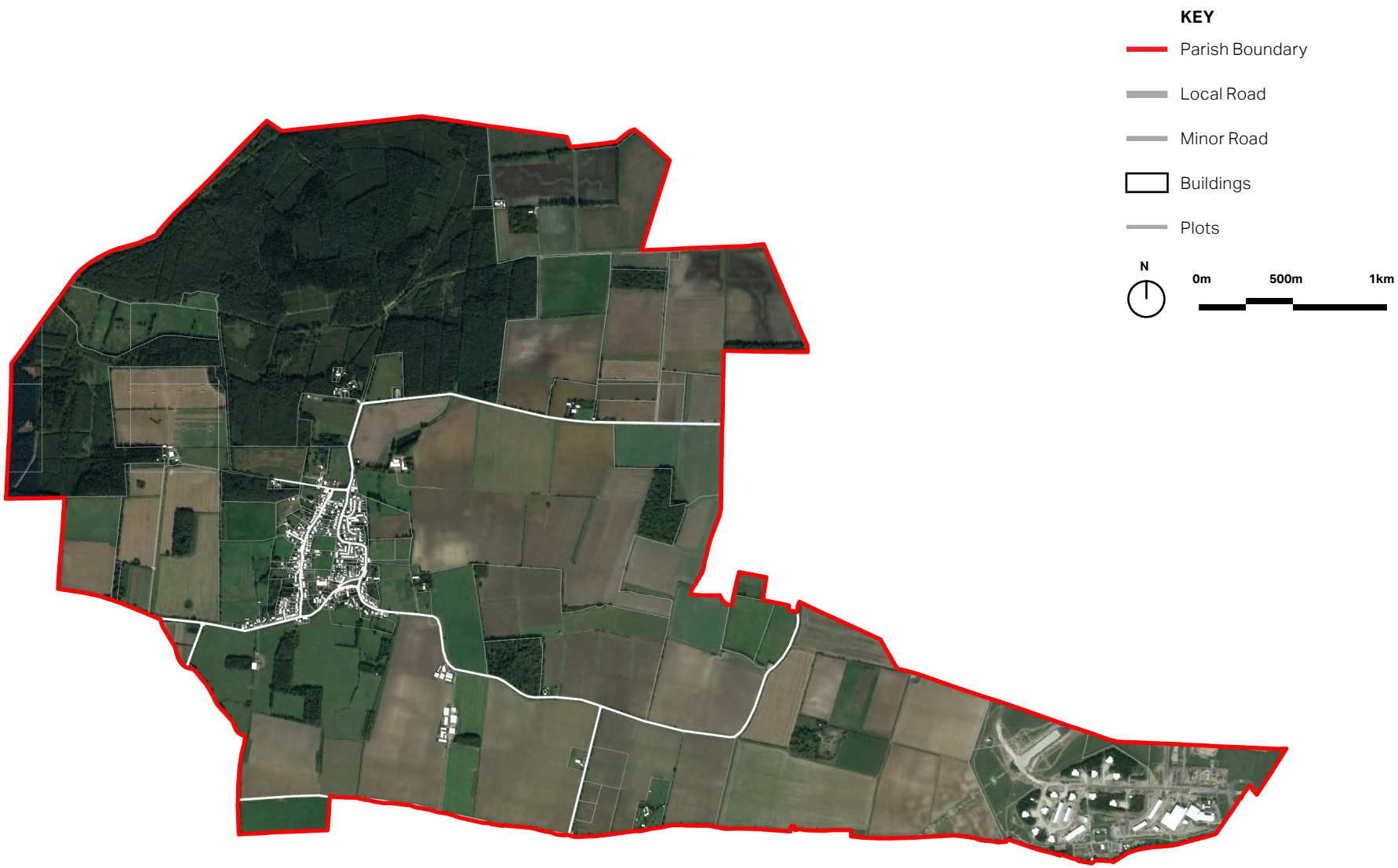
Shouldham is accessed from Kings Lynn via Lynn Road (A10), which runs south-east to the A134 to Mundford, or Lynn Road (A47) to Norwich which runs parallel. The A10 also runs south to Cambridge, linking to the M11. The nearest railway station is five miles west in Watlington accessed by car only via the A134. Kings Lynn railway station is accessed via the number 39 bus or car via A134 and A10.

Shouldham benefits from some services such as St Martin Primary School, All Saints Church and the King's Arms Shouldham Pub. There is also a Village Hall and various sports clubs north of the parish. There are no grocery stores in Shouldham, but there is a post office. The closest supermarket is Downham Market 8.8 miles south-west, but only accessible by car.

Figure 05: View west on the Village Green.

Figure 06: Row of terraced cottages on Westgate Street.

Figure 07: Aerial overview of Shouldham Parish.



Neighbourhood area context analysis

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2. Neighbourhood area context analysis

This chapter details the local context and key characteristics of Shouldham by exploring its heritage, built environment, connectivity, vernacular and surrounding landscape.

2.1 History & heritage

2.1.1 Early history

The name Shouldham derives from the small rivulet of water through the parish. The Saxon name for stream is 'should', and 'ham' for home, which later developed to Shouldham.

Shouldham lays in a hollow, and when approached from the west, the view of the village church and Shouldham Forest is distinct to the district. The fenland resources of Shouldham mean that the parish was occupied from as early as the Mesolithic period of prehistory.

The parish has a long history and was certainly well established by the time of the Norman Conquest; its population, land ownership and productive resources being extensively detailed in the Domesday Book of 1086. Also of note are the two churches: St Margaret's and All Saints'. St Margaret's was still standing in 1519 but fell from use at some time thereafter. In 1840 its ruins were rediscovered after lowering a hill in a field adjoining the All Saints' Church.

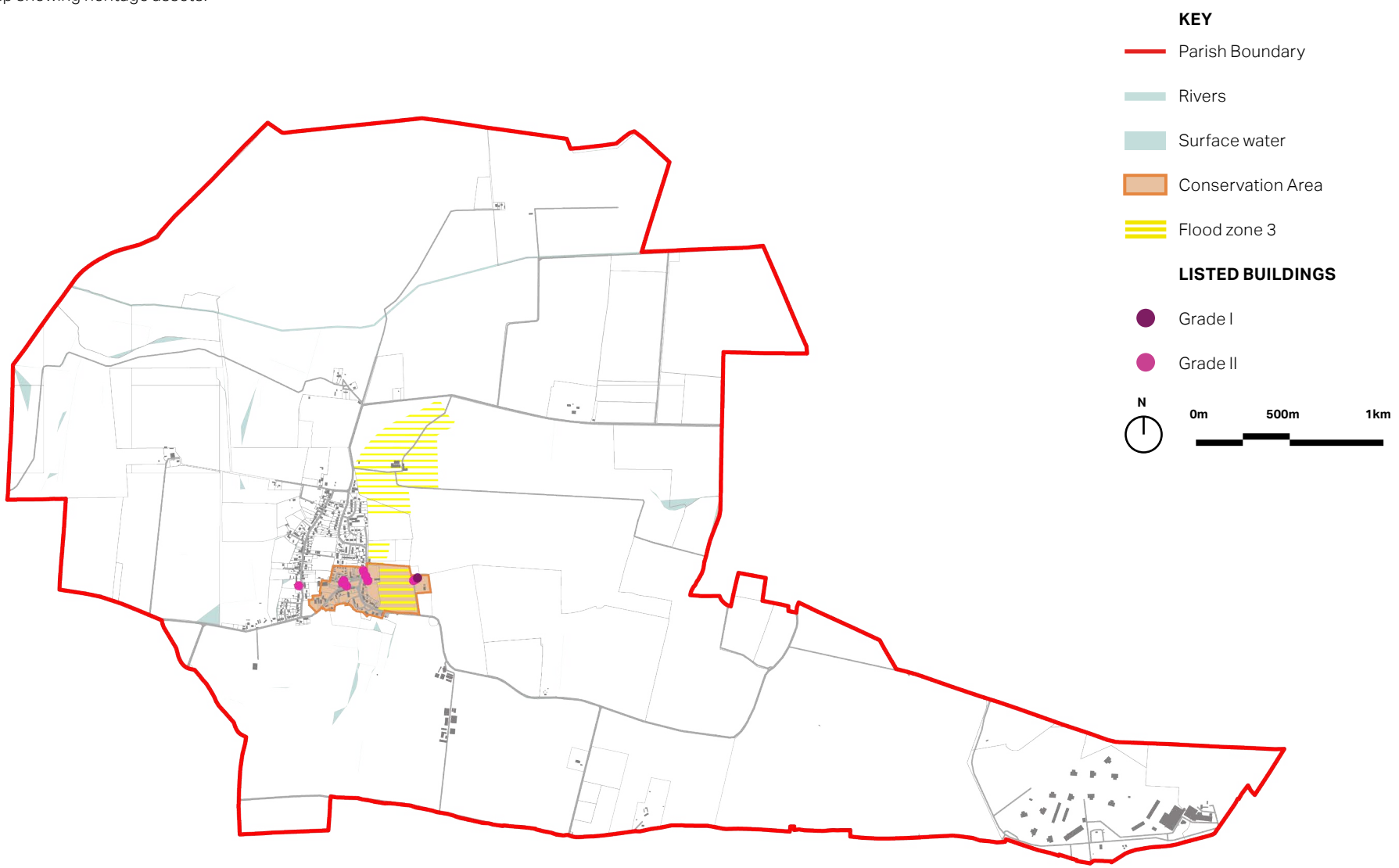
The surviving All Saints' Church is built from a mixture of carrstone and flint. The tower appears to be one of the earliest features, dating to the late 13th/early 14th century. The modern appearance of the nave owes much to a restoration in 1870 but this work left the splendid 15th century nave roof intact. This special roof has alternating large and small hammerbeams and features hammerposts bearing carved angels. This Grade I Listed Building falls in the parish conservation area which covers the south-east boundary of the village.

Additionally, Colt's Hall, which was built in the post medieval period in around 1830 is Grade II Listed and demonstrates the conservation area's properties of architectural interest. It has a gault brick facade but is otherwise made from reused clunch and carrstone.

The most recent archaeological record for Shouldham relates to World War One and World War Two military sites. The RAF base at Marham extends into Shouldham parish.

Figure 08: Planted front garden in Shouldham village.

Figure 09: Map showing heritage assets.



2.1.2 Listed buildings & scheduled monuments

Shouldham features a collection of well preserved listed assets which underpin the village's vibrant historic character. These include:

Scheduled Monuments:

- Medieval settlement remains west of All Saints Church
- Shouldham Priory with associated water management features, a section of a Roman road and a Bronze Age urnfield

Listed Buildings:

- Church of All Saints: Grade I
- Colts Hall & Colts Hall Barn: Grade II
- Former National School and Boundary Wall: Grade II
- Spar: Grade II
- House South of Spar: Grade II
- Alexandra Cottages: Grade II

Figure 10: Colts Hall Barn.

Figure 12: Church of All Saints.

Figure 11: Spar and House South of Spar.

Figure 13: Former National School and Boundary Wall.

2.2 Settlement Pattern

Shouldham lies near the western escarpment of a chalk ridge that rises above the fens to the west and runs north/south between the coast and Breckland. The village is surrounded by farmland and wooded areas. To the north and west of the parish there are extensive woodlands known as Shouldham Warren.

The conservation area boundary is drawn closely to The Green and its immediate hinterland but extends to include the church and the intervening open space. It excludes Shouldham hall to the north, surrounded with a modern residential estate, Westgate Street to the west. The latter though part of this historic settlement, contains modern infill development and does not have the same visual cohesion and strong form as the conservation area from which it is separated by the open fields.

The shape and the size, the way one enters it and the relationship between space and buildings are combined to make The Green a more memorable place. The two roads leading to The Green, Lynn Road from the west and Norwich Road from the east are both gently curved allowing groups of building, open spaces, walls and trees, and The Green to be seen from multiple viewpoints. The conservation area is divided into four parts, each with a distinct character: The Green, the church and the open space separating it from the present village, Norwich Road, and Lynn Road

Figure 14: Overview of Shouldham village's layout

Many buildings surrounding The Green contain a mixed character of local gault brick, Carrstone, Clunch and flint, eight of which are Grade II Listed. The area also includes Grade I Listed Buildings such as Church of All Saints at the end of Church Road.

Many of the unlisted buildings also contribute to the special character of the conservation area but are not officially designated.

After post war developments, Shouldham consisted of primarily residential estates centred around Shouldham Hall, the new primary school and infill houses in Westgate and Lynn Road.

Figure 15: Post-war infill in Shouldham.

Figure 17: Semi-detached dwellings set back from the road on Eastgate Street.

Figure 16: Post-war development on the settlement edge.

Figure 18: Detached cottage on Eastgate Street.

2.3 Landscape

Shouldham is mostly surrounded with narrow belts of greensands and gault clays running across from north to south, sandwiched between the chalk high ground to the east and the low lying Kimmeridge clays to the west. Most of the materials used in older vernacular buildings and later buildings in 18th and 19th century include chalk, carrstone, red brick, gault brick, red clay pantiles, colour washed brick, flint or render contributing to the unique character of the area.

A conifer woodland is located to the west of the village which is visible when traveling on Westgate Street due to the unbuilt gaps and relatively low-rise dwellings. Deciduous woodland can also be found to the north of the village which is designated as a priority habitat area. A priority habitat area for lowland fens is also located immediately west of Westgate Street.

Shouldham Warren is a substantial woodland nature reserve in the north of the parish, much of the northernmost part of the park which uploads towards a central plateau and is covered by conifers.

A large swathe of the northern portion of the parish is covered by Flood Zones 2 and 3. There are also areas of significant surface water flood risk which covers an area adjacent to Westgate Street. There is also an area at risk of flooding between All Saint's Church and Eastgate Street, which is in agricultural use.

Figure 19: Surrounding landscape view of Shouldham.

Figure 20: Shouldham Road.

2.4 Key Views

The following views have been identified across the parish by the Shouldham Neighbourhood Plan Steering Group. These views are to be included in the Neighbourhood Plan for protection (see page 21).

Key views consider both valued built heritage assets and areas of high landscape quality. These views are considered important for Shouldham's identity.

Figure 21: View 8 - From bend of Norwich Rd (near church) towards the village.

Figure 22: View 8a - From Church Drive towards the village.

Figure 23: View 8B - From Cunnington Barns, off Norwich Road, towards the village.

Figure 24: View 9 - From Village Green to the church.

Figure 25: View 10 - From Shouldham Road by mud lay-by, looking across the village towards the church.

Figure 26: View 11A - From Eastgate Street by Victoria Hall's drive entrance looking towards the church.

Figure 27: View 13 - From Westgate Street looking along Orchard Lane.

Figure 28: View 11 - From Eastgate Street across Colts Barn garden looking towards the church.

Figure 29: View 12A - From Eastgate Street by Victoria Hall's Drive entrance, to show wall.

Figure 30: 12 - From Eastgate Street by Victoria Hall's Drive entrance looking towards the church.

Figure 31: View 14 - From Westgate Street looking along driveway between numbers 29 & 37.

Figure 32: View 15 - From Lamson's Lane

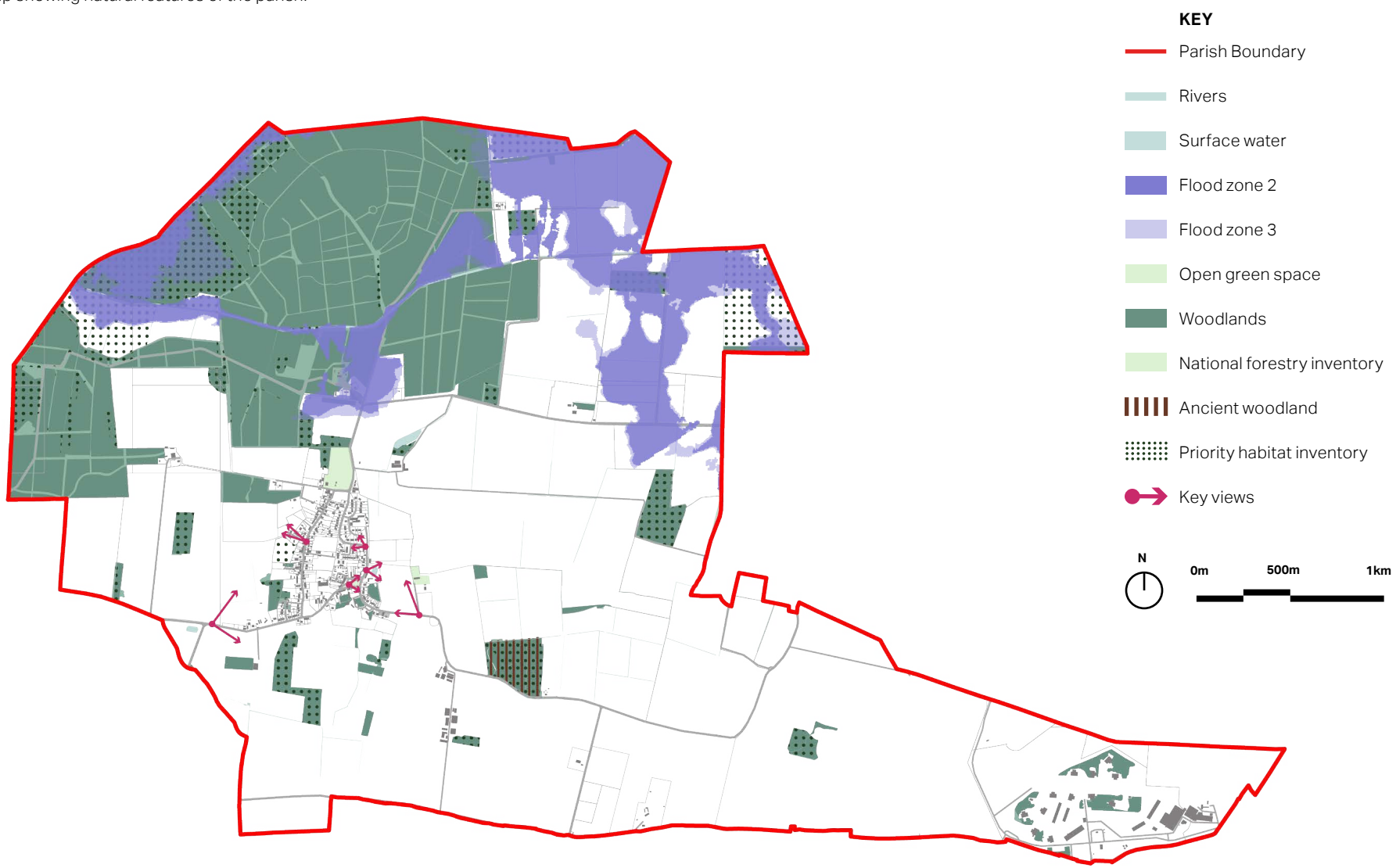
Figure 33: View 16 - From Westgate Street looking along Willow Court driveway.

Figure 34: View 17 - From Lamson's Lane looking into The Paddocks.

Figure 35: View 18 - From the Bowls Club looking along Fairstead Drove to the forest.

Figure 36: View 18A - From drive entrance to Warren Oaks looking along Fairstead Drove to the forest.

Figure 37: Map showing natural features of the parish.



2.5 Material palettes & architectural details

Figure 38: Carrstone (sandstone) boundary wall.

Figure 39: Clunch with galleting (spalls = small stones pushed into the mortar).

Figure 40: Chalk (limestone) boundary wall.

Figure 41: Clunch stone on boundary wall with brick border.

Shouldham's material palette is typical of Norfolk and displays a mix of flint, carrstone, and chalk. Both limestone and sandstone were traditionally sourced locally, with exposed limestone stratas in small areas west of King's Lynn and Downham Market. Sandstone sequences can be found at the Dersingham and Sandstone formations. More detail can be found in Historic England's 'Building Stones of England'[2]. Gallating (**figures 38 & 39**) and clunch stone walls are also typical in the area.

Brick rubble facades can also be found across the village which was a more affordable building material than stone or solid brick. Lime mortar was in common use until the 19th century due to its suitability for softer building materials such as porous natural stone.

2 See here: https://historicengland.org.uk/images-books/publications/building-stones-england-norfolk/bse-norfolk/

Figure 42: Representative colour palette found throughout Shouldham.

Building walls

Flint with blonde brick trim

Mixed stone gable wall with brick rubble

Chalk stone with redbrick trim

Red brick

Blonde brick

Weatherboarding (contemporary)

Fenestration

Georgian sash windows

Timber porch

Powder coated uPVC casement windows

Dormer windows

Roof windows

Roofs

Red clay pantiles

Grey concrete pantiles

Slate tiles

Figure 43: Representative architectural features and materials found throughout Shouldham.

Design guidance & codes

3

3. Design Guidance & Codes

This section sets out the principles that will influence the design of potential new development and inform any alterations to existing properties in the Neighbourhood Area. Where possible, local images are used to exemplify the design guidelines and codes.

3.1 Introduction

The Design Guidance and Codes should be applied within the entire NA, inclusive of all cul-de-sacs and lanes feeding from the main routes such as Hallfields, Woodward Cl, Ryes Cl and Orchard Lane. Guidance and codes will be applied particularly in the following ways:

1. As a guide for applicants, developers or landowners reflecting the ambitions of the community in Shouldham;
2. As a reference point, embedded in policy, against which to assess planning applications. This report should be discussed with applicants during any pre-application discussions;
3. As a guide for the Parish Council when commenting on planning applications, ensuring that the parish-wide design guidance is complied with; and
4. As a tool to promote community-backed development and inform comments on planning applications.

3.2 Neighbourhood Area Design Guidance & Codes:

The Design Guidance and Codes have been divided into two themes relating to the scale of context. *Theme A: Village* refers to design principles and practices which will impact on a larger scale, influencing the visual amenity and quality of the wider settlement as a whole. *Theme B: Plot* scale refers to design principles which are particularly relevant within the individual curtilage.

"Codes" are key considerations or measurable and mandatory rules for design and will be included in **bold**, while "Guidance" is suggestive best practice or additional explanatory text.

The Design Guidance and Codes are outlined as follows:

Theme A: Village

- A.01 Street Scene
- A.02 Unbuilt Gaps and Roofline
- A.03 Heritage Assets

Theme B: Plot

- B.01 Height, Scale, and Massing
- B.02 Materials and Details
- B.03 Boundary Treatments
- B.04 Extensions, Modifications, and Outbuildings
- B.05 Parking
- B.06 Sustainable Building Features
- B.07 Sustainable Drainage Systems

Theme A: Village

A.01 Street Scene

Creating a varied, and visually rich street scene with a rural and informal atmosphere of alternating setbacks and orientations is important in Shouldham to protect the rural and informal atmosphere.

i. **Developments with multiple units should provide a variety of designs and dwelling types to create a varied streetscape.**

ii. **The setback and orientation of individual dwellings should be slightly varied to produce an informal and organic layout** which coheres with the existing built environment of the village.

iii. A variety of high quality architectural details and features will be supported where they create a visually rich street scene.

iv. **Dwellings must have a street addressing frontage where fenestration engages with the street edge,** ensuring passive surveillance of the street and an active frontage.

v. Blank facades which are visible from the street are discouraged. **Buildings should create visual interest via decorative architectural features, use of rich and high quality materials, landscape features and planting, or fenestration.**

vi. **Buildings should be architecturally varied by incorporating features** such as bays, expressive rooflines and porches. **Some buildings may be used as landmarks within a development, these should have a unique and identifiable quality.**

vii. **Architectural design should reflect local design references, consider its natural and built context and reflect and reinforce local distinctiveness.**

Figure 44: Example of modern development in Shouldham offering a variety of house types, creating a more organic feel.

Figure 45: Example of staggered setbacks on Westgate Street, contributing to an informal feel.

A.02 Unbuilt Gaps and Roofline

Shouldham is characterised by its rural setting which commands medium-range views to the surrounding landscape which is comprised by agricultural land and mature woodland. Retaining outward landscape views between buildings and over rooflines will ensure that medium and long distance views are protected and the village's visual connection to the countryside is maintained.

i. **Developments which involve the creation of new streets or routes must create instances of generous unbuilt gaps which allow for unbroken sight-lines into the surrounding landscape**, particularly toward mature woodland.

ii. **Infill development must seek to retain existing outward views where possible** by limiting the width of the dwelling to ensure short gaps between the new and existing properties.

iii. Where unbuilt gaps are not possible, **proposals should consider height, orientation and overall mass to ensure some level of landscape view is retained.**

iv. **Developments should avoid rooflines positioned at the same height and angled repeated over multiple dwellings in a row. Rooflines should seek to complement views,** especially where they are in proximity to a listed or unlisted heritage asset or another landmark.

v. Varied rooflines are encouraged as they make housing more visually appealing and distinctive. **The scale of the roof should be in proportion to the dimensions of the building with subtle changes to avoid monotonous elevations.**

Figure 46: Example of an unbuilt gap which creates a sight-line through a laneway to undeveloped backland.

Figure 47: Another example of an unbuilt gap which creates a sight-line through a laneway to undeveloped backland.

Figure 48: Alexandra Cottages, grade II listed.

Figure 49: Grade II listed former National School & Grade II listed Colt's Hall to background.

A.03 Heritage Assets

Shouldham is a historic village with a conservation area at its core and a large offering of valued heritage buildings. Local vernacular features can be found in abundance and the restrained material palette creates a cohesive atmosphere.

New development proposals in the village should reflect the historic character of Shouldham by considering the following measures:

i. **Development should make reference to local vernacular features found in listed heritage assets** (see page 22-23).

ii. **Development must not impede existing valued views and sight-lines to local landmarks and listed buildings, nor should they directly physically impede them** (see page 18-21).

iii. **Development which involves the creation of new streets or the alteration of existing streets or routes should align new streets to take best advantage of high quality viewing points to local landmarks and listed buildings.**

iv. **Development should create new short-distance views of landmark buildings where possible** to help create memorable routes and places.

Theme B: Plot

B.01 Height, scale, and massing

Due to the consistent scale and form of individual buildings, Shouldham has a harmonious built environment where All Saints' Church is the tallest and most prominent structure in the village. This is typical of the local context and reinforces the rural setting.

i. **Buildings should generally not exceed two storeys in height,** dormers are acceptable when the roof height coheres with the surrounding roofscape.

ii. **Roof styles should typically comprise of gable roofs or hipped roofs. Roof angles should typically not be steeper than 45 degrees** and should generally mirror the angle of neighbouring roofs (except in cases where neighbouring roofs are steeper than 45 degrees).

iii. **Buildings should maintain a plot coverage ratio[1] of less than 0.5** to maintain the low density urban grain of the village.

iv. **Infill dwellings should respect the scale and mass of surrounding properties** to avoid overwhelming the streetscape.

v. **Dwellings should not be of an excessive mass/size,** Shouldham is predominantly comprised of modest residential scale buildings and new development should reflect this. **Buildings with a larger footprint should break up their overall form to resemble a collection of smaller buildings rather than one large single structure.**

1 Plot ratio is a tool to help control the bulk and mass of buildings. It expresses the amount of floorspace in relation (proportionally) to the site area, and is determined by the gross floor area of the building (s) divided by the site area (figure 50).

Figure 50: Illustrative map of Shouldham's individual plot coverage which is generally under 0.5 (less than half of each plot is covered by the building's ground floor footprint)

Figure 51: Successful example of a dwelling with a larger footprint which is broken up into several sections and therefore does not overwhelm the streetscape.

B.02 Materials and Details

Shouldham abounds with traditional architectural styles, typical of its rural Norfolk context. Contemporary development has been achieved in recent years in a manner which is sensitive to its prevailing vernacular. The following design codes are intended to ensure that future development continues in such a manner.

i. **Design in new developments should reflect high quality design references within Shouldham's natural and built environmen**t and make a valuable contribution to the character of the area.

ii. **Architectural designs should typically follow a traditional style,** however contemporary design may be appropriate when vernacular features are incorporated.

iii. **Fenestration must consider the surrounding size, symmetry, profile and rhythm of the surrounding area** to retain consistency and quality.

iv. **Blank facades or buildings which ignore their street or corner frontage should be avoided.**

v. **New development must reflect the surrounding roofline and reflect high quality materials within the local context.** Furthermore, slight variation in the height, pitch and slope of the roofline is permitted.

vi. **Where colour is applied to a building facade, a muted tone should be used** which refers to the existing colour palette outlined on page 22-23.

vii. **Architectural details, including windows, doors, porches, roofs and building materials should reflect local patterns, particularly those in adjacent buildings.**

viii. Where possible, the use of wooden windows and doors is preferred. However, the use of uPVC windows and doors is permissible, provided colour choices sit well with the prevailing palette outlined on page 22-23.

Figure 52: Laneway in Shouldham exemplifying the natural and warm material palette.

Figure 53: Example of a gable end displaying a mix of vernacular materials such as clunch and red brick.

Figure 54: Example of a low rise hedge boundary treatment to the front of a property.

Figure 55: Low rise solid wall as boundary treatment.

B.03 Boundary treatments

Shouldham as a rural village has a high quality green network. Permeable and natural boundary treatments facilitate a wider habitat area for local wildlife and contribute to the rural feel.

i. Natural boundary treatments are preferred, such as hedges, shrubs and trees.

ii. Mature trees and hedges should be retained wherever possible during redevelopment.

iii. Boundary treatments to the front of the property should be low enough in height to sustain sight-lines across the street and improve passive surveillance.

iv. Tall wooden or iron fences are discouraged, **grass verges should be provided where the plot depth allows for this**

v. Concrete kerbs, posts, and bollards are discouraged due to their urbanising effects.

vi. Smooth rendered boundary walls in monochrome colours are discouraged as these do not cohere with the surrounding material palette and rural atmosphere.

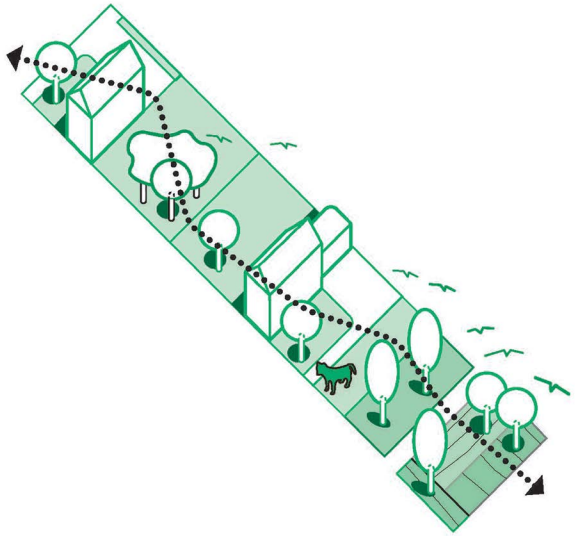


Figure 56: Illustrating diagram outlining the green network moving from undeveloped natural land through private residential gardens. Displaying a broad habitat area for wildlife.

B.04 Extensions and modifications

Guidance for extensions, renovations, and change of use – retaining any positive attributes of the original structure and protecting evidence of previous uses (e.g., barn use) & guidance for garages/ outbuildings.

General considerations

i. **The character of the existing building, along with its scale, form, and materials and details should be taken into consideration** when preparing proposals for alterations and/or extensions.

ii. **External extensions should respect or enhance the visual appearance of the original building' and the character of the wider street scene.**

iii. **Extensions should be subordinate in terms of scale and form** and should not be visually dominant or taller than the existing building.

iv. **In those areas of the village street scene which contain many examples of historic / traditional development roofing materials should be selected from orange or red pantiles or grey / blue Welsh slate.**

v. **Extensions should be recessed or in line with the existing building facade and should use lower ridge and eaves levels** to ensure that the length and width of the extension are less than the dimensions of the original building.

vi. **Extensions should be designed using materials and details to match the existing building or alternatively, use contrasting materials and details with a contemporary design approach.** However, in either case, extensions should create an overall harmonious composition and a strong degree of unity with the original building.

Figure 57: Negative example of a front extension which disrupts the existing building line and creates a substantial loss of front garden space and therefore contributes to surface water runoff.

Figure 58: Positive example of an extension which reflects the style and rhythm of the original dwelling and neighbouring dwellings while retaining the consistent building line.

vii. Extensions should safeguard the privacy and daylight amenity of neighbouring properties.

viii. Extensions should retain on-site parking capacity and a viable garden area to meet the needs of future occupiers.

ix. Side extensions should be set back from the main building along the street elevation. The roof of the extension should harmonise with that of the original building; flat roofs should be avoided. Side windows should also be avoided unless it can be demonstrated that they would not overlook neighbouring properties.

x. Flat roofs should be avoided; although a flat roof extension on a non-heritage asset would be acceptable for a relatively very small extension that will not be seen from the public highway or a footpath.

xi. Although double storey rear extensions are not common as they usually affect neighbours' access to light and privacy, sometimes the size and style of the property allows for a two- storey extension. In these cases, the roof form and pitch should reflect the original building and sit slightly lower than the main ridge of the building.

xii. Windows should match the general orientation, proportion and alignment of other windows in the same buildings, as well as reflect the patterns of adjacent properties.

xiii. Windows should have a consistent colour, thickness of frame and quality across the whole building elevation, particularly where incorporated in an extension.

xiv. Window frames and doors in a new build house should be of a traditional style, such as top/bottom hung sash windows, or where incorporated in an extension, the new window frames and doors should complement the design used in the original building.

xv. Servicing arrangements should have a specific and attractive enclosure of sufficient size for all the necessary bins, this avoids the blocking of pavements with bins and makes the public realm more attractive.

xvi. External lighting schemes should be of a low intensity and only used when necessary for accessibility reasons, to protect Shouldham's 'Dark Skies'. External lighting should be directional; high intensity lighting that floods the plot should not be used.

Conversions

xvii. External additions should be subordinate in scale to the original or primary form of the building.

xviii. Extensions should be designed to match or compliment the existing facade material of the structure.

xix. Modifications must retain evidence of a structure's previous use where possible.

xx. Modifications must respect or enhance the appearance of the original building and the wider scene.

xxi. Street facing facades should be free of domestic add-ons such as satellite dishes, external lighting, and hanging baskets.

xxii. Extensions should have a minimal impact on the surrounding landscape by using natural screening where possible and an unobtrusive material palette which blends with surrounding land uses.

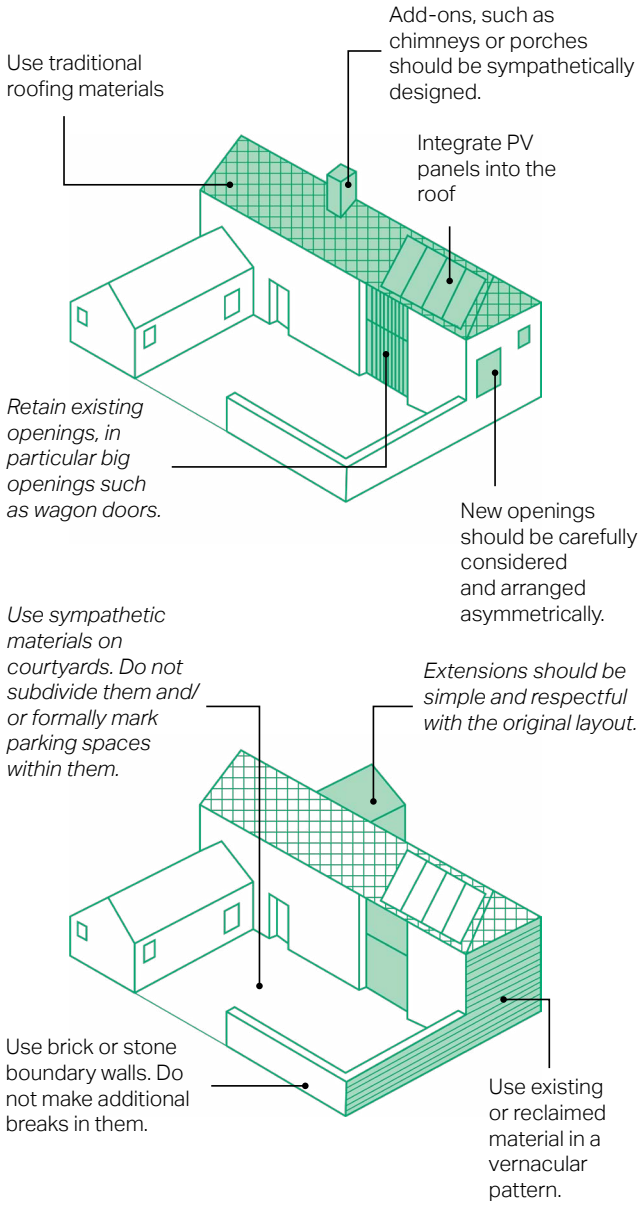


Figure 61: Acceptable examples of potential alterations made during conversion.

Figure 62: Example of a potential barn conversion site within the Neighbourhood Area.

Outbuildings/ Garages

xxiii. **Should be finished in high quality materials**, avoiding the use of uPVC panels where possible.

vii. **Should maintain a minimum separation distance of 2-3 metres from their adjoining dwelling.**

viii. **Should be unobtrusive in scale and should not overwhelm their adjoining dwelling.**

ix. **Should be positioned to the side of the property,** further back on the plot where possible.

x. **Must not visually impose on neighbouring properties or detract from the street scene.**

xi. **Should be designed in a style reflective of or complimentary to their adjoining dwelling.**

xii. **Should be incorporated into a broader landscape strategy.**

Figure 63: Positive example of a garage outbuilding which is designed in the same style as the adjoining dwelling.

Figure 64: Positive example of a garage outbuilding which is unobtrusive and set back on-plot.

B.05 Parking

On-plot parking will be preferable, particularly to the side of the dwelling which can protect the street scene & visitor parking for multi-unit developments.

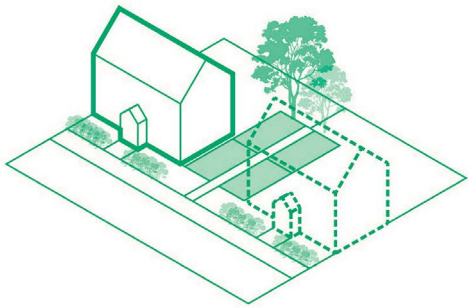
i. **Internal garage widths must be of a sufficient size (3.7m minimum**) to accommodate for car parking, allowing ample room for the driver's door to open with sufficient clearance on the passenger side, as well as bicycle parking and residential storage.

ii. Ensure manoeuvring areas for car parking does not dominate the street frontage, allowing for a generous front garden.

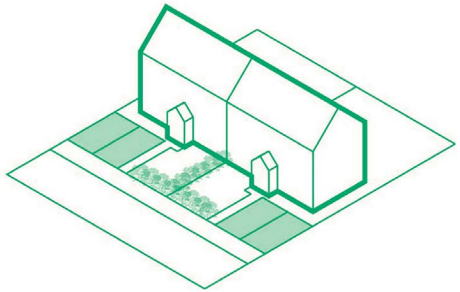
iii. **Driveways should be constructed from porous materials** to minimise surface water run-off, such as cobble, gravel or other permeable finishes.

iv. **Electric vehicle charging facilities should be incorporated into new development** as they are likely to substantially increase in mode share.

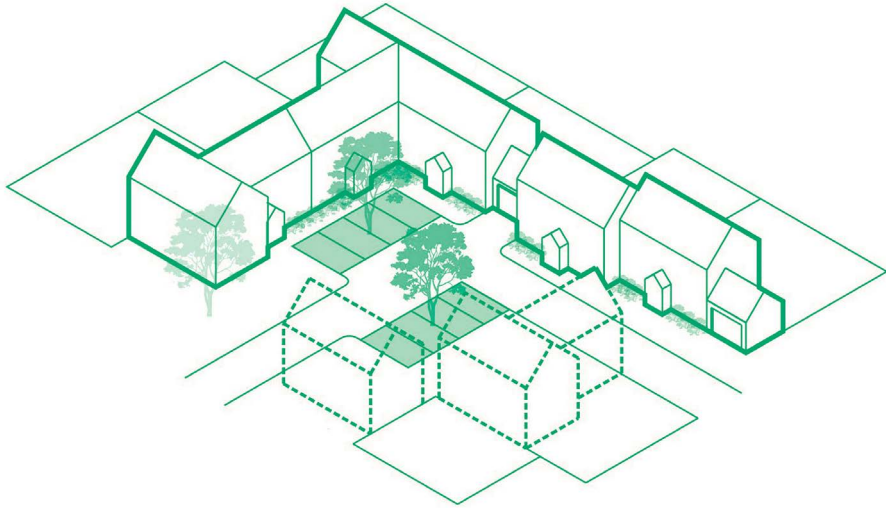
Acceptable on-plot garage parking provision.



Acceptable on-plot parking provided to the side of dwellings.



Acceptable on-plot parking provided to the front of dwellings.



Courtyard parking provision.

Figure 67: Examples of car parking typologies which may be appropriate in Shouldham.

B.06 Sustainable Features

Sustainable built features will be encouraged in all new development and retrofit to support King's Lynn and West Norfolk Borough Council's net zero target of 2035.

i. Consider airtight constructions to help reduce heat loss, improving comfort and protecting the building fabric. Airtightness is achieved by sealing a building to reduce infiltration which is sometimes called uncontrolled ventilation.

ii. Consider providing acoustic insulation to prevent the transmission of sound between active (i.e. living room) and passive spaces (i.e. bedroom), and attached dwellings.

iii. Provide thermal insulation for any wall or roof on the exterior of a building to prevent heat loss. Particular attention should be paid to heat bridges around corners and openings at the design stage.

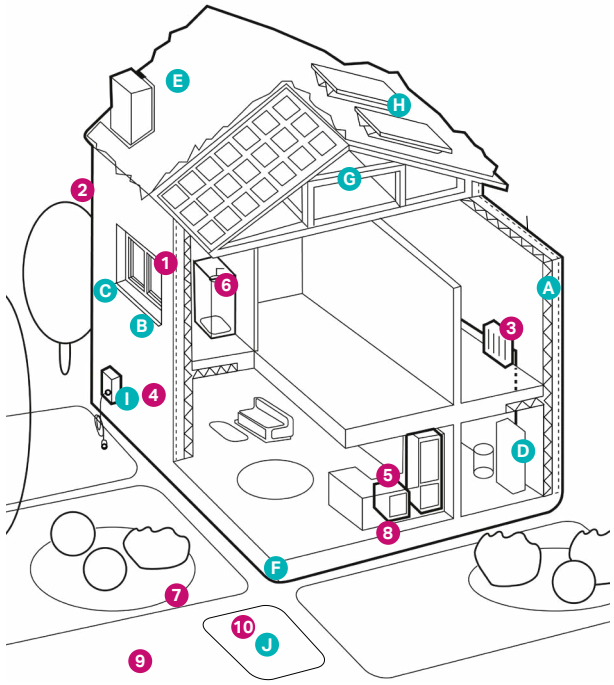


Figure 68: Diagram outlining the location of sustainable features within dwellings.

Existing homes

1. **Insulation** in lofts and walls (cavity and solid)
2. **Double or triple glazing with shading** (e.g. tinted window film, blinds, curtains and trees outside)
3. **Low- carbon heating** with heat pumps or connections to district heat network
4. **Draught proofing** of floors, windows and doors
5. **Highly energy-efficient appliances** (e.g. A++ and A+++ rating)
6. **Highly water-efficient devices** with low-flow showers and taps, insulated tanks and hot water thermostats
7. **Permeable green space (e.g. gardens and trees)** to help reduce the risks and impacts of flooding and overheating
8. **Flood resilience and resistance** with removable air back covers, relocated appliances (e.g. installing washing machines upstairs), treated wooden floors
9. **Permeable hardstanding** on driveways and surface parking
10. **Rainwater harvesting** collected from roofs and other above ground surfaces via a system of above ground pipes and tanks.

New build homes

A. **High levels of airtightness** ideally to Passivehaus standards

B. **Triple glazed windows and external shading** especially on south and west faces

C. **Low-carbon heating** and no new homes on the gas grid by 2025 at the latest

D. **More fresh air** with mechanical ventilation and heat recovery, and passive cooling

E. **Water management and cooling** more ambitious water efficiency standards, green roofs and reflective walls

F. **Flood resilience and resistance** e.g. raised electrics, concrete floors and greening your garden, permeable ground surfaces

G. **Construction and site planning** timber frames, sustainable transport options (such as cycling)

H. **Solar panels**

I. **Electric car charging point**

J. **Rainwater harvesting** collected from roofs and other above ground surfaces via a system of above ground pipes and tanks.

iv. Consider the thermal mass of building materials to even out variations in internal and external conditions, absorbing heat as temperatures rise and releasing it as they fall.

v. Development should provide thermal storage in construction elements, such as a trombe wall placed in front of a south facing window or concrete floor slabs that will absorb solar radiation and then slowly re-release it into the enclosed space. Mass can be combined with suitable ventilation strategies.

vi. Development should seek to include features which improve local habitat networks and increase levels of biodiversity such as: bird boxes, bee bricks, bug-houses, swift bricks and ponds.

vii. Development may maximise opportunities to enhance and create links between ecological networks and habitats of principal importance. Links should be created both on-site and, where possible, with nearby features.

viii. Development should consider the surrounding landscape and ecological connectivity of the area. Proposals should incorporate features to protect and enhance ecological corridors (or similar).

Figure 69: Example of a Swift brick under an eave.

Figure 70: Example of a hedgehog corridor within in a garden fence.

B.07 SuDS

Sustainable Drainage Systems (SuDS) are important for the management of rainwater and runoff within developed areas. These systems are designed to function in the following ways:

- Reduce runoff rates by facilitating infiltration into the ground or by providing attenuation that stores water to help slow its flow so that it does not overwhelm water courses or the sewer network;
- Improve water quality by filtering pollutants to help avoid environmental contamination:
- Attenuation and controlled release holds back the water and slowly releases it into the infrastructure network.
- In addition to managing water, and flood risk, SuDS can simultaneously create attractive green and natural spaces.

To improve the visual amenity of SuDS, the following codes should be considered in their design:

i. **Surface water should be managed as close to where it originates as possible.**

ii. **SuDS should create additional benefits beyond water management**, such as offering passive recreation opportunities, creating a landmark and increasing natural amenity with a high-quality landscaping.

iii. Some of the most effective SuDS are vegetated, using natural processes to slow and clean the water whilst increasing the biodiversity value of the area, see the Rain Garden Guide[2] for guidance on planting for rain gardens.

Figure 71: Positive example of a well landscaped SuDS pond in a new development in Shouldham.

Figure 72: Example of flooding issues in Shouldham Parish.

2 See here: https://raingardens.info/wp-content/uploads/2012/07/UKRainGarden-Guide.pdf

Checklist

4

4. Checklist

4.1 Checklist

Because the design guidelines and codes in this report cannot cover all design eventualities, this concluding section provides a number of questions based on established good practice against which the design proposal should be evaluated.

The checklist can be used to assess all proposals by objectively answering the questions below. Not all the questions will apply to every development. The relevant ones, however, should provide an assessment as to whether the design proposal has taken into account the context and provided an adequate design solution.

Figure 74: View north on Westgate Street.

1

General design guidelines for new development:

- Integrate with existing paths, streets, circulation networks and patterns of activity;
- Reinforce or enhance the established settlement character of streets, greens, and other spaces;
- Harmonise and enhance existing settlement in terms of physical form, architecture and land use;
- Relate well to local topography and landscape features, including prominent ridge lines and long-distance views;
- Reflect, respect, and reinforce local architecture and historic distinctiveness;
- Retain and incorporate important existing features into the development;
- Respect surrounding buildings in terms of scale, height, form and massing;
- Adopt contextually appropriate materials and details;
- Provide adequate open space for the development in terms of both quantity and quality;
- Incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features;
- Ensure all components e.g. buildings, landscapes, access routes, parking and open space, are well related to eachother and are complementary to eachother;
- Positively integrate energy efficient technologies;
- Make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation, and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours;
- Ensure that buildings are designed with management, maintenance and the upkeep of utilities in mind; and
- Seek to implement passive environmental design principles by, firstly, considering how the site layout can optimise beneficial solar gain and reduce energy demands (e.g. insulation), before specification of energy efficient building services and finally incorporate renewable energy sources.

2

Street grid and layout:

- Does it favour accessibility and connectivity? If not, why?
- Do the new points of access and street layout have regard for all users of the development; in particular pedestrians, cyclists and those with disabilities?
- What are the essential characteristics of the existing street pattern; are these reflected in the proposal?
- How will the new design or extension integrate with the existing street arrangement?
- Are the new points of access appropriate in terms of patterns of movement?
- Do the points of access conform to the statutory technical requirements?

3

Local green spaces, views and character:

- What are the particular characteristics of this area which have been taken into account in the design; i.e. what are the landscape qualities of the area?
- Does the proposal maintain or enhance any identified views or views in general?
- How does the proposal affect the trees on or adjacent to the site?
- Can trees be used to provide natural shading from unwanted solar gain? i.e. deciduous trees can limit solar gains in summer, while maximising them in winter.
- Has the proposal been considered within its wider physical context?
- Has the impact on the landscape quality of the area been taken into account?
- In rural locations, has the impact of the development on the tranquility of the area been fully considered?
- How does the proposal affect existing views which are important to the area and how are these views incorporated in the design?
- Can any new views be created?
- Is there adequate amenity space for the development?
- Does the new development respect and enhance existing amenity space?

3 (continued)

Local green spaces, views and character:

- Have opportunities for enhancing existing amenity spaces been explored?
- Will any communal amenity space be created? If so, how this will be used by the new owners and how will it be managed?
- Is there opportunity to increase the local area biodiversity?
- Can green space be used for natural flood prevention e.g. permeable landscaping, swales etc.?
- Can water bodies be used to provide evaporative cooling?
- Is there space to consider a ground source heat pump array, either horizontal ground loop or borehole (if excavation is required)?

4

Gateway and access features:

- What is the arrival point, how is it designed?
- Does the proposal maintain or enhance the existing gaps between settlements?
- Does the proposal affect or change the setting of a listed building or listed landscape?
- Is the landscaping to be hard or soft?

5

Building layout and grouping:

- What are the typical groupings of buildings?
- How have the existing groupings been reflected in the proposal?
- Are proposed groups of buildings offering variety and texture to the built environment?
- What effect would the proposal have on the streetscape?
- Does the proposal maintain the character of dwelling clusters stemming from the main road?
- Does the proposal overlook any adjacent properties or gardens? How is this mitigated?

5 (continued)

Building layout and grouping:

- Subject to topography and the clustering of existing buildings, are new buildings oriented to incorporate passive solar design principles, with, for example, one of the main glazed elevations within 30° due south, whilst also minimising overheating risk?
- Can buildings with complementary energy profiles be clustered together such that a communal low carbon energy source could be used to supply multiple buildings that might require energy at different times of day or night? This is to reduce peak loads; and/or can waste heat from one building be extracted to provide cooling to that building as well as heat to another building?

6

Building line and boundary treatment:

- What are the characteristics of the building line?
- How has the building line been respected in the proposals?
- Has the appropriateness of the boundary treatments been considered in the context of the site?

7

Building heights and roofline:

- What are the characteristics of the roofline?
- Have the proposals paid careful attention to height, form, massing and scale?
- If a higher-than-average building(s) is proposed, what would be the reason for making the development higher?
- Will the roof structure be capable of supporting a photovoltaic or solar thermal array either now, or in the future?
- Will the inclusion of roof mounted renewable technologies be an issue from a visual or planning perspective? If so, can they be screened from view, being careful not to cause over shading?

8

Household extensions:

- Does the proposed design respect the character of the area and the immediate neighbourhood, and does it have an adverse impact on neighbouring properties in relation to privacy, overbearing or overshadowing impact?
- Is the roof form of the extension appropriate to the original dwelling (considering angle of pitch)?
- Do the proposed materials match those of the existing dwelling?
- In case of side extensions, does it retain important gaps within the street scene and avoid a 'terracing effect'?
- Are there any proposed dormer roof extensions set within the roof slope?
- Does the proposed extension respond to the existing pattern of window and door openings?
- Is the side extension set back from the front of the house?
- Does the extension offer the opportunity to retrofit energy efficiency measures to the existing building?
- Can any materials be re-used in situ to reduce waste and embodied carbon?

9

Building materials and surface treatment:

- What is the distinctive material in the area?
- Does the proposed material harmonise with the local materials?
- Does the proposal use high-quality materials?
- Have the details of the windows, doors, eaves and roof details been addressed in the context of the overall design?
- Do the new proposed materials respect or enhance the existing area or adversely change its character?
- Are recycled materials, or those with high recycled content proposed?

9 (continued)

Building materials and surface treatment:

- Has the embodied carbon of the materials been considered and are there options which can reduce the embodied carbon of the design? For example, wood structures and concrete alternatives.
- Can the proposed materials be locally and/or responsibly sourced? E.g. FSC timber, or certified under BES 6001, ISO 14001 Environmental Management Systems?

10

Car parking:

- What parking solutions have been considered?
- Are the car spaces located and arranged in a way that is not dominant or detrimental to the sense of place?
- Has planting been considered to soften the presence of cars?
- Does the proposed car parking compromise the amenity of adjoining properties?
- Have the needs of wheelchair users been considered?
- Can electric vehicle charging points be provided?
- Can secure cycle storage be provided at an individual building level or through a central/ communal facility where appropriate?
- If covered car ports or cycle storage is included, can it incorporate roof mounted photovoltaic panels or a biodiverse roof in its design?

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