SAHAM TONEY PARISH DESIGN GUIDE

STNP2036

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This guide has been prepared for Saham Toney Parish Council by the Saham Toney Neighbourhood Plan Work Group with the active contributions, input, oversight and advice of chartered landscape architect Lucy Batchelor-Wylam CMLI, to whom grateful acknowledgement and thanks is extended

1.0 INTRODUCTION

1.1 Saham Toney is a rural village and a civil parish in the Breckland District of Norfolk. The parish comprises not only the village of Saham Toney, but also Saham Hills, which has its own distinct history and character, together with a number of small hamlets. Much of the parish is open farmland or parkland. This guide applies to the whole parish and its use of the words 'village' and 'Saham Toney' are used interchangeably with 'parish' throughout.

1.2 The three volumes of the Saham Toney Parish Landscape Character Assessment (Lucy Batchelor-Wylam CMLI, January 2019) provide the core evidence on which preparation of this Guide has been based.

1.3 This guide is intended to be used by:

- Planners, as supplementary guidance and as a material consideration alongside the Saham Toney Neighbourhood Plan;
- Property developers and architects to guide them towards the type of design that will be seen as acceptable by the village; and
- Any other person or organisation involved in the development process.

1.3 This guide does not comprise a set of rigid formulae to be followed slavishly. In the specific context of a particular development, various guidelines may conflict and some will be more appropriate than others.

1.4 Many of the guidance principles herein relate particularly to new development, but also apply for conversions, extensions or any other type of land use change that involves a need to address design issues.

1.5 Recognising the length and broad scope of this guide, throughout the document, each issue of critical importance is denoted as a "Key Point" and highlighted in a text box, thus:

✳ **KEY POINT**

1.6 The most relevant policies of the Saham Toney Neighbourhood Plan are referenced thus throughout:
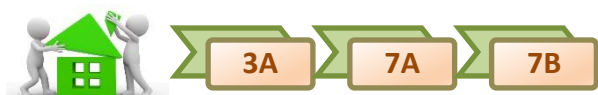
It is the responsibility of users of this guide to confirm if any other policies apply.

2.0 PURPOSE OF THIS GUIDE

2.1 The overall purpose of this document is to provide design guidance for development in the Parish of Saham Toney, with the principle aim of ensuring design is of a good standard, and retaining and enhancing the distinctiveness of the local environment.

❋ **KEY POINT 1:**
The Saham Toney Neighbourhood Plan seeks to ensure the village continues to grow and thrive by embracing new developments which conserve, reinforce and enhance the best aspects of its character

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2.2 The more general purpose of this Guide is:

a) To expand on the policies of the Saham Toney Neighbourhood Plan and to guide users in their application;

b) To raise awareness of the locally distinctive characteristics of the Parish of Saham Toney, as informed by the Parish Landscape Character Assessment, parts 1-3, January 2019;

c) To guide the design of all development within the Parish, in a way that reflects, harmonises with, and reinforces the best aspects of the local character of its buildings, spaces and landscape setting, such that it makes a positive contribution to the "look and feel" of the parish;

d) To promote understanding and awareness of the importance of local design distinctiveness;

e) To promote variety in design while maintaining coherence, both within a particular development, and across the Parish as a whole;

f) To guide the design of all developments in the Parish with due regard to their setting;

g) To contribute to the townscape of Saham Toney in a way that promotes villager pride in the place where they live;

h) To reduce unsympathetic development by providing a parish-specific tool for the Local Planning Authority, where necessary, to seek improvements to design proposals submitted with planning applications and refuse those which lack sufficient regard to this guide;

i) To promote public spaces and routes that are attractive, safe and uncluttered, and which work effectively for all in society, including children, disabled and elderly people;

j) To promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport;

k) To aid crime prevention by providing defensible private and communal spaces, and active, overlooked streets;

l) To promote sustainable design and use of resources, particularly locally produced building materials;

m) To promote energy efficiency, reduce carbon footprints and exploit the potential for solar gain by orientating buildings appropriately.

2.3 The ultimate aim is for Saham Toney to be a pleasant, safe and attractive place to live with a vibrant sense of community, aided by good design.

2.4. Moreover, the purpose of this design guide is to promote design that is specific to Saham Toney and which achieves the aims expressed in Key Point 2:

✳ **KEY POINT 2:**
All design shall:
   a) **Enhance and expand upon the village vernacular as described in this Guide, such that it gains more prominence over the less attractive and more uniform designs introduced in the latter 20th and early 21st centuries;**

   b) **Ensure development contributes positively to the landscape and particularly respects sensitive areas;**

   c) **Wherever applicable, address the flood risk issues faced in parts of the parish by attenuating, mitigating or avoiding that risk.**

2.5 This Design Guide, together with the Neighbourhood Plan that it supports, aims to foster implementation of the following principles in the design of all development in the Parish:

KEY PRINCIPLES FOR DESIGN IN SAHAM TONEY

- Good design is a prerequisite for development to be permissible;

- The built environment should work in combination with Saham's natural environment;

- Good design means not just creating attractive, functional and durable buildings, but also green, wildlife-friendly areas around them;

- Design must seek to enhance the lives of people living in Saham Toney;

- New development should be designed to fit into the life and texture of the area in which it is located, and should seek to enhance the character of that area;

- As well as intrinsic value, good design has social and economic value too, and must contribute to the achievement of sustainable, resilient development with the lowest possible environmental impact;

- Creative solutions should be sought to ensure that good design remains compatible with affordability;

- Respect for Saham's heritage and character is fundamental to local distinctiveness;

- Working with the parish vernacular character should not result in outcomes that are simply pastiche or over-nostalgic;

- Today's design should seek to become Saham's future's heritage;

- The application and implementation of good design may differ between smaller and larger development sites, but is not less important on one scale than the other; and

- Lower density developments are a valid and appropriate contribution to good design in Saham Toney's rural context.

3.0 PLANNING STATUS OF THIS DOCUMENT

3.1 This document supports the Saham Toney Neighbourhood Plan, and shall be applied in conjunction with all relevant policies of that Plan, particularly Policies 3A: Design and 8H: Design of Sustainable Drainage Systems. It has been formally adopted by Saham Toney Parish Council and hence is to be used as a material consideration in planning decisions relating to development in the Parish.

3.2 Adherence to this Design Guide does not mean that development proposals will necessarily be approved, since other planning policy considerations may make a proposal unacceptable.

3.3 The guidance given is concerned with the manner in which development is carried out. That notwithstanding, planning practice guidance highlights that poor or inadequate design is one reason a local planning authority may decide to refuse a planning application.

3.4 This Design Guide does not replace Building Regulations or other regulatory building codes.

✳ **KEY POINT 3:**
This Design Guide applies to all development in the Parish of Saham Toney, whether residential or non-residential; new-build or renovation, extensions or alterations

4.0 THE NATIONAL DESIGN GUIDE

4.1 This document addresses specific design requirements for Saham Toney and is the key guidance document. Additionally, in October 2019 the Government published the National Design Guide, which provides more general information on best practice. It is not the intention to replicate that guidance herein, but where appropriate to rural development on a generally small scale, it shall be considered to supplement the more specific advice given herein. The topics dealt with by the National Design Guide are illustrated in Figure 1. This guide is structured in the same way and seeks to address each of the relevant National guide topics to the extent that there are Saham-specific considerations that relate to each one.
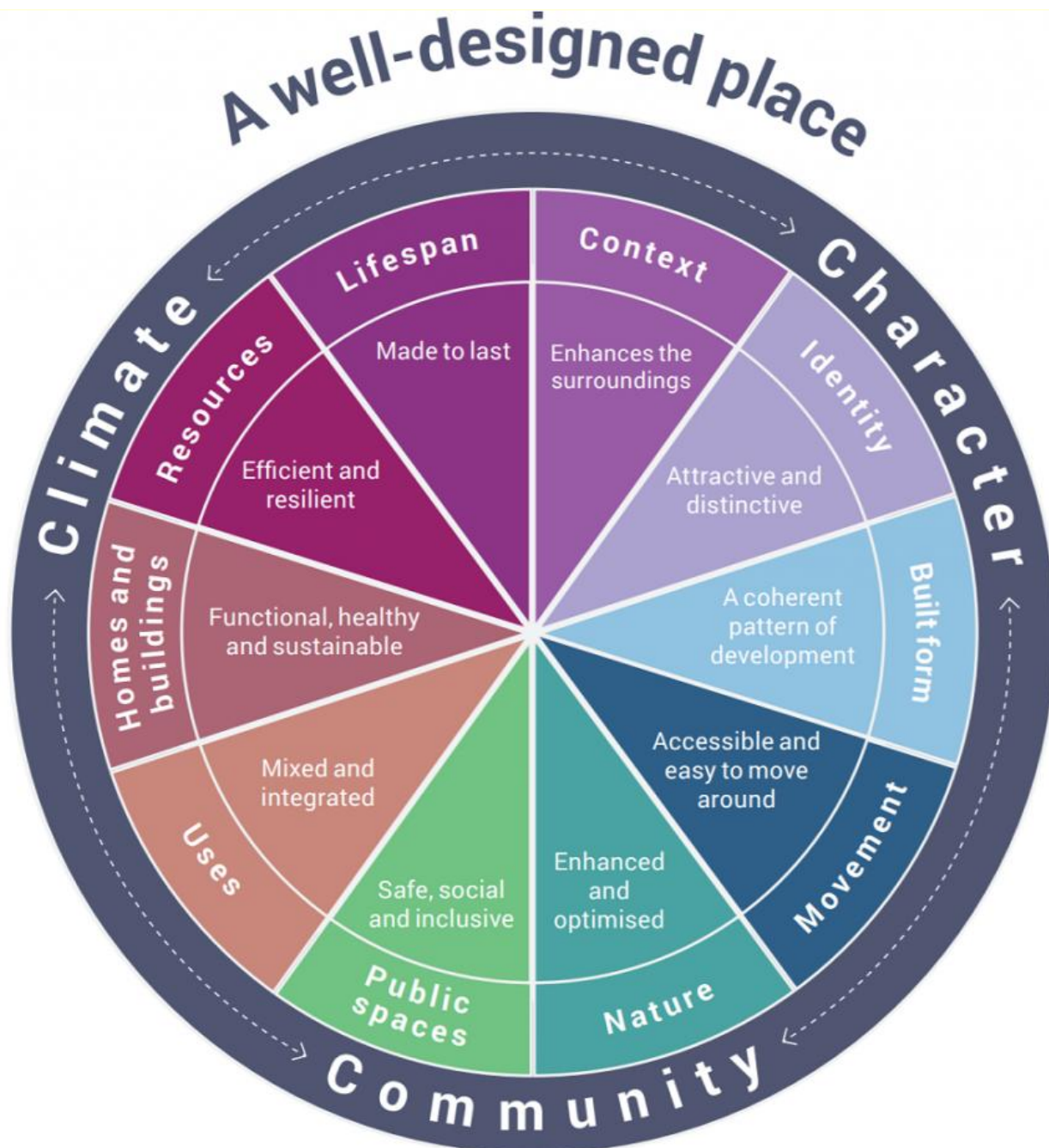
Fig. 1: The ten characteristics of a well-designed place

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843468/National_Design_Guide.pdf

5.0 CONTEXT: DESIGN TO ENHANCE THE SURROUNDINGS

Context: National Design Guide Highlights

Understand and relate well to the site, its local and wider context

Value heritage, local history and culture

| 3A | 6 | 7A | 7B |

> ✳ **KEY POINT 4:**
> **An understanding of the Saham Toney Landscape Character Assessment is fundamental to making design decisions that will work successfully**

5.1 The Saham Toney Landscape Character Assessment (Lucy Batchelor-Wylam CMLI, January 2019, comprising three parts, which may be downloaded at https://www.stnp2036.org/village-character-assessment-info.html), helps identify the different characteristics of landscape across the parish and serves as a background to this design guide in terms of context and setting for development.

Fig. 2: Cover sheets of the Saham Toney Landscape Assessment, parts 1-3

5.2 The Landscape Character Assessment divides the parish into five rural character areas and six village character areas. Part one describes the landscape features that distinguish each area. Building on that information, part two assesses the sensitivity of each area to future development, with a particular focus on eight settlement fringe areas. Part three identifies 10 key views that are especially valuable in visual terms. Maps taken from the Assessment to identify the various areas and views are given in Figures 3 to 6.
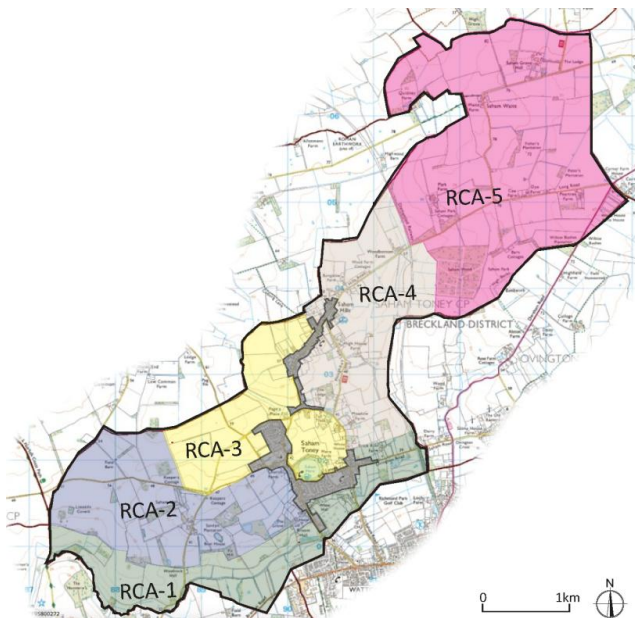
Fig. 3: Rural Character Areas
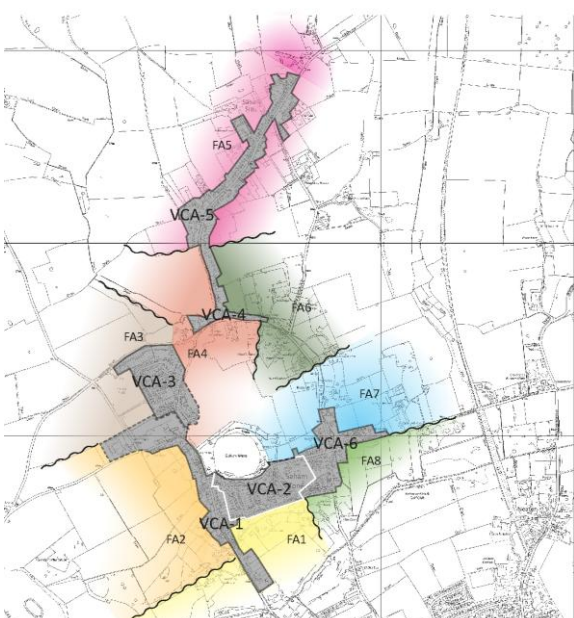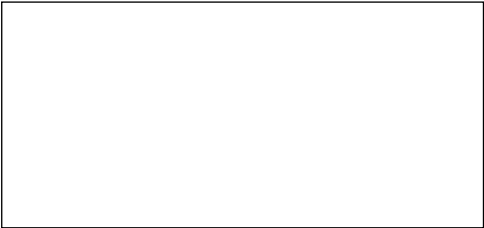
Fig. 5: Settlement Fringe Areas
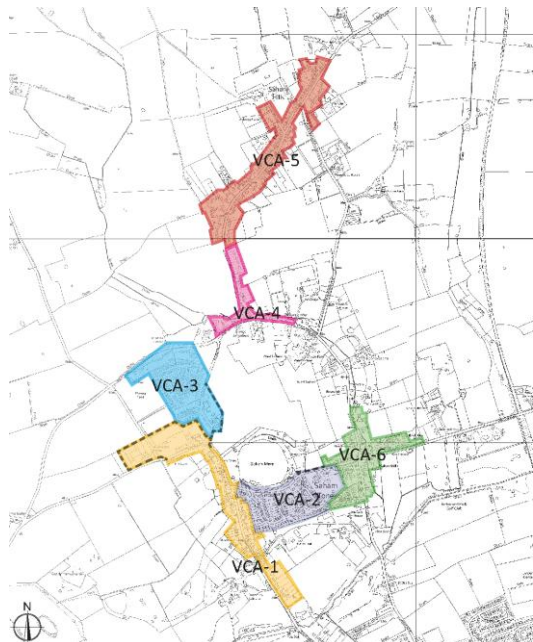
Fig. 4: Village Character Areas

Fig. 6: Key Views

RCA: Rural character area	VCA: Village character area	FA: Settlement fringe area
KEY		

Background maps: © Ordnance Survey	**KEY TO FIGURES 3-6**
Scale: 1 grid square = 1km	

5.3 In addition to Key Point 5, the main findings of the Landscape Character Assessment are summarised in Appendix 1 of this Guide, and its overall conclusions as pertinent to design, are as follows:

a) It is important to conserve the rural character of much of the parish, and to avoid urbanising influences;

b) The relatively substantial infilling of settlement clusters that took place in the late 20th and early 21st century diluted the parish vernacular character;

c) Design should respect and be sympathetic to the principle characteristics of a site's landscape character area, while not further diluting the parish vernacular character;

d) Settlement has a 'strung out' pattern comprising various distinct clusters, each with their own character, and the open spaces between those settlement clusters play a key role in the way parish character is experienced;

e) Local character is very much defined by settlement distribution along the curving network of rural roads and lanes and its multi-focal pattern;

f) Preventing coalescence of settlement clusters is essential to conserving parish character;

g) Distinctiveness is strongest where historic buildings and farmsteads remain dominant features in the street scenes and landscape, and where there is interaction with topography and open space. Preservation of open spaces and the historic buildings and their settings is of primary importance to retain the special character of Saham Toney, and the design of future development should be sympathetic to these sensitivities;

h) Wherever possible, opportunities shall be taken to implement the landscape management and enhancement objectives set out in the Parish Landscape Character Assessment;

i) The Parish includes a range of designated and non-designated heritage assets, the significance and setting of which, design must pay special attention to. Details can be found in Policy 6 of the Neighbourhood Plan;

5.4 The Neighbourhood Plan designates 10 Key Views, which are to be preserved. See Figure 6 and Policy 7B of the Neighbourhood Plan for details;

5.5 Full requirements with regard to landscape character preservation are given in Neighbourhood Plan Policy 7A.

5.6 Saham Toney has a long history, with evidence of settlement at least 6000 years ago. For those interested, a timeline of village development and an outline of what remains today from the various stages of that process, can be found in the document "Background Information for an Historic Area Assessment", which is published in support of the Neighbourhood Plan.

5.7 The village has a number of designated and non-designated heritage assets, the conservation of which is managed by Policies ENV 07 and ENV 08 of the Local Plan, and Policy 6 of the Neighbourhood Plan, all of which shall be used to guide any design changes to those buildings, along with the various Historic England guidelines the policy references.

Table 1: List of the Parish's Heritage Assets (Refer to Neighbourhood Plan Policy 6 for more details)	
Designated heritage assets	**Non-designated heritage assets**
1. St George's Church; 2. Brick Kiln Farmhouse, Ovington Road; 3. Gardener's Cottage; 4. Meadow Farmhouse, Chequers Lane; 5. Page's Place; 6. Park Farmhouse, Hills Road; 7. Post-Mediaeval barn, Richmond Road; 8. Saham Hall Farmhouse; 9. The Lodge, Chequers Lane; 10. The Old Rectory, Richmond Road; 11. White Hall, Richmond Road	1. Saham Hills Methodist Church, Hills Road; 2. Broom Hall, Richmond Road; 3. Wisteria (formerly Alms) Cottage, opposite the Old Rectory; 4. Windmill. Bristow's Tower Mill, Ovington Road; 5. Hunt's Farm; 6. Parkers Church of England Primary School; 7. The Terrace, Richmond Road; 8. The Old Bell Inn; 9. Saham College, Richmond Road

5.8 Particular care, attention and sensitivity needs to be applied when designing development that may affect the significance or setting of a heritage asset. Where possible, design should not only conserve those aspects, but also enhance them. If in doubt about possible impacts and how to deal with them, Historic England may be consulted.

🏛 Significance: The value of an asset to this and future generations because of its heritage interest

Which also derives from:

🏛 Setting: The surroundings in which a heritage asset is experienced

> **USEFUL REFERENCE** 👆 Good Practice Advice Note 3: The Setting of Heritage Assets (Historic England)

5.9 Throughout the village a wide range of buildings and landscape forms reflect its gradual and organic evolution. Section 6 highlights the aspects of built form that most positively contribute to village character – its vernacular – and design that draws on that will by definition show respect for heritage in its widest sense.

Vernacular design is covered in Section 6: Identity

6.0 IDENTITY: ATTRACTIVE AND DISTINCTIVE DESIGN

Identity: National Design Guide Highlights

- Respond to existing local character and identity
- Well-designed, high quality and attractive
- Create character and identity

2E 3A 3B 7B 7E 7F

Vernacular design:

✓ The re-use of materials and styles embedded in the culture of Saham Toney

✓ The creative adaptation of those materials and styles to suit the specifics of a site and its function

☒ Not simply old, nostalgic or pastiche

> ✱ **KEY POINT 7:**
>
> **How buildings are detailed can have a considerable impact on their final appearance, hence good design of external elevations is important, and shall have full regard for the village vernacular character described in this section, leading to its reinforcement and enhancement.**
>
> **Vernacular materials and styles are derived from evidence provided by the Parish Landscape Character Assessment.**

6.1 Walls and Their Materials

6.1.1 Historically the traditional building material in the village was clay lump, using clay extracted from local pits, and many of the oldest buildings that remain are of this form. Over the last 60-70 years brick has become predominant and is expected to be the principal material for external walls. Across the Parish, walls predominantly comprise red, followed by yellow or grey/buff brick, as the following examples illustrate:

Fig. 7: Vernacular palette for brick walls

6.1.2 Decorative features incorporated in brick facades are a simple but attractive addition:

Fig. 8: Decorative inserts in brick walls

6.1.3 Sometimes decorative quoins are included on corners, chimneys and around windows and doors and as shown below, make attractive features which are encouraged:

Fig. 9: Decorative quoins in a brick facade

6.1.4 Flint is an attractive feature that adds character when used as facings and in flush-work, in combination with bricks. Where adopted, ideally this should comprise local black flint.

Fig. 10: Flint facings and inserts

6.1.5 Rendered finishes may be used in a limited way but should not be visually dominant, and their specification should include long term treatments to prevent algae growth, discolouration and degradation.
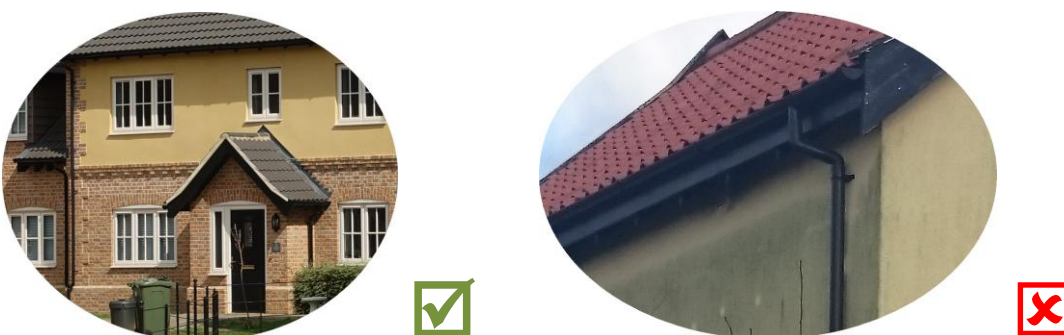
Fig. 11: Good and poor (discoloured) use of render

6.1.6 Timber cladding has started to feature in some recent designs but is not part of the village vernacular, particularly when painted black or if it dominates a building's public facade.
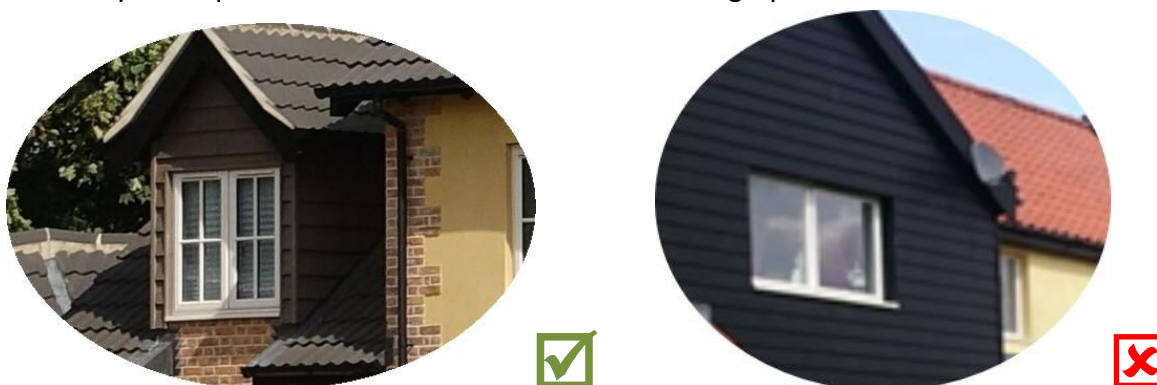
Fig. 12: Suitable and unsuitable use of timber cladding

> ✳ **KEY POINT 8:**
> **Brick facades selected from the vernacular palette and incorporating flint, quoins and decorative inserts are preferred for external facades**

6.2 Roofs and Their Materials

6.2.1 The height and pitch of roofs shall be sympathetic to a building's structural design and to neighbouring properties. Roofs on extensions or alterations should be sympathetic to the original dwelling.

6.2.2 Roofs are predominantly set parallel to streets, and houses often have non-uniform roof lines.

6.2.3 Traditional materials commonly found on roofs include plain tiles but more often pantiles[1] - both red and black versions are seen.

Fig. 13: Vernacular palette for roofs

6.2.3 Chimney stacks with chimney pots should be encouraged for both functional use and to add visual interest. Some older buildings and more modern estate houses feature ornate chimney stacks which add visual interest and such features, where appropriate, are encouraged.

Fig. 14: Typical decorative chimneys

> ✳ **KEY POINT 9:**
> **Red or black pantiles are the preferred roof solution to reinforce the vernacular character of the parish. Decorative chimneys are encouraged**

6.3 Windows and Doors

6.3.1 Windows are to be in keeping with the house design and should reflect vernacular styles, means of opening, proportions and glazing bar patterns. Windows are most commonly multi-pane, often with a bowed head to add interest. Window frames are usually painted white or of natural coloured stained wood.

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[1] 'S' shaped tiles with single laps

Fig. 15: Typical windows

6.3.2 Dormer windows are seen on traditional cottages and houses in the village and their use is encouraged, if appropriate as a method of reducing the height of a dwelling.

Fig. 16: Typical dormer windows

6.3.3 External decoration around windows is a common feature and is encouraged in new designs.

Fig. 17: Typical decoration around windows

6.3.4 Entrance doors should be in keeping with the house design and be consistent with window style. Their visual appeal and practicality can both be enhanced by the inclusion of porches which are a common feature, often timber framed and open, with tiled roofs. The examples below show how this traditional design feature has been successfully carried through from older buildings to new-builds:

Fig.18: Entrance porch examples

6.3.5 Timber windows and doors are preferred to plastic, but the latter are not explicitly excluded.

> ✳ **KEY POINT 10:**
> **Windows, doors and their surrounds are a prominent feature of a building's façade and should be selected to enhance visual appeal**

6.4 Vernacular but Distinctive Design

6.4.1 The housing stock in the village has a mixed character so uniformity in design and materials for new housing should be avoided.

6.4.2 Bespoke, contemporary architectural styling will be supported as part of the evolving built tradition, particularly where it complements the character of a particular setting. In such cases the use of traditional vernacular materials remains the preference: their use is not incompatible with contemporary architecture. Where contemporary designs are adopted, they shall draw on the local qualities of landscape, historic features and buildings to reinforce local distinctiveness. Good examples of such designs in both new and restored buildings are given in Figure 19.

6.4.3 Design that draws upon the vernacular character of Saham Toney will be supported. A bespoke approach that responds to local context and makes use of vernacular materials is required to maintain and enhance local distinctiveness.

Fig.19: Vernacular design examples in modern buildings

6.5 Height, Massing and Scale

6.5.1 Buildings should be designed at an appropriate scale in the context of the character area in which they are sited: inflating traditional domestic forms to a significantly larger scale will not be supported.

6.5.2 Throughout Saham Toney, residential properties are one, one and a half or two storeys in height. New buildings shall respect the contextual scale and height of their specific location. Where appropriate, a coherent mix of well-integrated storey heights should be adopted, having regard to the overall size of a development and the prevalent height of buildings, trees and other features in the surrounding area.

6.5.3 Having regard to the fact that the Neighbourhood Plan promotes a housing mix with an emphasis on properties with 1, 2 or 3 bedrooms, the height of a dwelling should be consistent with its occupancy.

6.5.4 Given the fact that village demographics show a higher than average proportion of older residents, every opportunity shall be taken to provide sufficient single storey properties.

6.5.5 Residential housing densities throughout the parish are low, as evidenced by

a) The Parish Landscape Character Assessment, which highlights that the Parish has low-density housing set within open spaces;

b) Policy 3B of the Neighbourhood Plan and its supporting text.

New development shall respect and reflect this fact, in accordance with the criteria given in Policy 3B of the Neighbourhood Plan.

> ✳ **KEY POINT 11:**
> **Height, massing and scale of development shall be consistent with the existing townscape**

6.6 Summary of the Village Character Vernacular

SUMMARY OF THE VILLAGE CHARACTER VERNACULAR:
External walls:
☑ **Favoured option: red brick inset with local flint**
☑ **Alternate options: yellow or grey / buff brick; partial use of white or pale-coloured render**
☑ **Features that are encouraged: decorative inserts and quoins**

Roofs:
☑ **Favoured option: red clay or concrete pantiles**
☑ **Alternate options: black or grey pantiles**
☑ **Features that are encouraged: decorative chimneys**

Windows and doors:
☑ **Favoured option: multi-pane windows with white or stained wood frames: timber doors; brick / timber entrance porches**
☑ **Alternate options: dormer windows**
☑ **Features that are encouraged: decoration around window frames**

Built form:
☑ **Spread out settlement clusters separated by rural spaces**
☑ **Low density residential housing**
☑ **A mix of one, one and a half, and two-storey buildings**
☑ **Dwellings set back from the roadside**
☑ **Roofs predominantly set parallel to the street, with a degree of non-uniformity**
☑ **Height, massing and scale consistent with existing townscape**

6.7 Building Setting, Landscaping and Private Gardens

6.7.1 The best-designed building can look out of place if not properly integrated into its setting; hence sensitive design of the spaces around buildings is essential to preserve local character.

6.7.2 A site's overall design shall take account of its skyline and any notable landmarks therein, and enhance it wherever possible. Fig. 20 illustrates preferred and non-preferred approaches in this respect.

6.7.3 Policy 7B of the Neighbourhood Plan specifies ten Key Views to be preserved and where possible enhanced when designing new development. Those views are described in assessed in Part Three of the Village Landscape Character Assessment, January 2019 and indicated on Figure 6 of this guide.
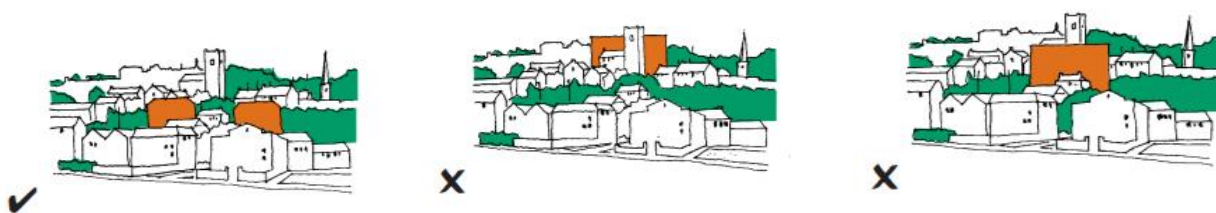
Fig. 20: Preferred and Non-Preferred Treatment of a Skyline with Landmark

6.7.4 New development shall be integrated into its landscape setting in a way that reduces its impact on nature and reinforces local distinctiveness. This can be achieved by such measures as:

a) Incorporating green spaces with planting that allows development to blend in with its landscape.

b) Using plant species that are common locally to help reinforce character.

c) Integrating new and existing development at their boundaries to maintain the continuity.

d) Including sympathetic screening. Screening can have as substantial an adverse effect on a landscape setting as the development it seeks to mitigate so, where it is necessary, it merits careful design.

e) Aiming to provide more than just standard turf and patio garden treatments.

6.7.5 The perimeter of a new development needs to be considered from the outset especially where it breaks into open countryside. Stark interfaces with adjacent farm or park land will not be supported. Landscaped buffers are generally desirable to help developments integrate with open countryside

6.7.6 Measures primarily designed to attenuate flood risk should be designed in a way that also enhances the attractiveness of a development.

6.7.7 Trees make an important contribution to the character of the village and its approaches. The planting of both hedges and trees shall be afforded importance in the design of any development. Appropriate indigenous species, planted in a natural rather than regimented arrangement shall be used for boundaries with the countryside. Planting of fruit trees in communal areas is encouraged.

6.7.8 Deciduous trees and climbers can filter heat and pollution in summer and allow low winter sunlight and so are preferred to coniferous tree planting.

6.7.9 Trees and woodland can play a key role in improved health and wellbeing. An appropriate number of trees to suit plot size should be planted in the garden of each new house, and in communal areas.

6.7.10 In larger developments, break up rooflines by creating space for larger scale native trees, with appropriate input from engineers in relation to foundation design as needed to enable this.

> ✳ **KEY POINT 12:**
> **Pay as much attention to the public and private surrounds of buildings as to the buildings themselves, to achieve a coherent, well-integrated development**

6.8 Boundary Treatments

6.8.1 Retention of existing natural boundary features to a site, including ditches, hedges and hedge-banks, and trees is to be ensured, other than where removal is necessary to provide access to a site, or where measures to enhance existing features are proposed.

6.8.2 Vegetated boundaries shall be retained and enhanced as much as possible, particularly those of intact hedgerows and trees.

6.8.3 Where new development borders established woodland it should include a 50 m wide planted buffer strip to protect the woodland and soften the settlement edge.

6.8.4 Street frontages should be coherent as well as attractive.

Fig. 21: A coherent and attractive street frontage

6.8.5 Residential boundary features should afford privacy to house occupants and at the same time be easy to maintain and attractive to passers-by.

6.8.6 The typical frontage treatment in the area is a front garden; the depth of frontage shall be designed in sympathy with the properties nearby.

6.8.7 Any distinctive front garden features such as walls, railings, gate piers or footpath tiles should be protected on older dwellings, and if appropriate to the area their inclusion in new designs is encouraged.

6.8.8 Close board fencing or similar may be used for enclosing back gardens; but will not be supported along the road side.

6.8.9 Overly ornamental species selection for frontages should be avoided: for example, suburban-looking shrubs with variegated or yellow leaves. Instead soft hedges, cottage garden style planting, and native or semi-native plantings are favoured.

7.0 BUILT FORM: A COHERENT PATTERN OF DEVELOPMENT

Built Form: National Design Guide Highlights

Compact form of development

Appropriate building types and forms

Destinations

| 1 | 2E | 3A | 3B | 3C | 3E | 3F | 7A |
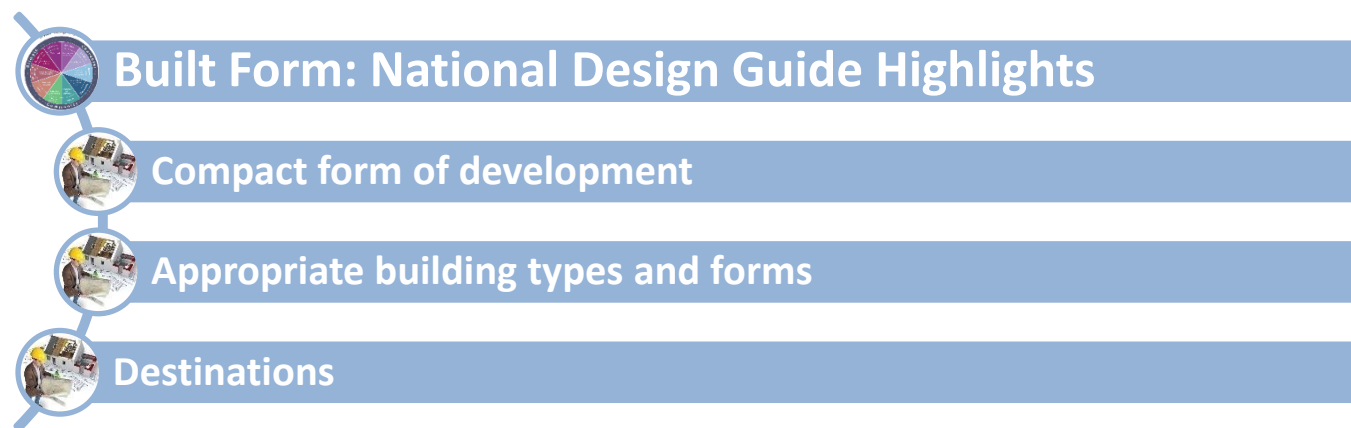
General Considerations

7.1 As noted by the Parish Landscape Character Assessment, understanding the evolution of the settlement, and its relationship with the landscape helps to understand how future change might best be assimilated and integrated. Settlement in Saham Toney is historically focused on the higher valley sides around the ancient Mere, beyond the marshy lands along Watton Brook. Over time, a series of tracks serving medieval farms were added to the Roman road system, and these developed into the permanent network of distinctive small lanes that endure to this day and give the village its characteristic dispersed form.

7.2 Being a small rural village with limited infrastructure and very few services, it will not always be practical to locate development in locations easily accessible by walking or cycling, but where practical, opportunities to reduce private car use shall be taken.

7.3 The approach to residential development densities and the justification for these being relatively low, principally due to village character, landscape sensitivity and flood risk is explained in Policy 3B of the Neighbourhood Plan and is not repeated here. Compact developments with an urban layout are not appropriate for Saham Toney.

7.4 Residential development must satisfy requirements in the Neighbourhood Plan for a housing mix that meets village needs. In doing so, solutions that also provide an attractive and coherent mix of building types and styles are encouraged.

Site Layout

7.5 The Neighbourhood Plan includes masterplanning of some of its allocated sites and those provide useful examples of how other small-medium size sites may be effectively laid out.

7.6 Site layout shall relate well to the existing patterns of development in the surrounding area, but creative solutions that improve character are welcomed.

7.7 Site layout shall relate appropriately to the orientation of the landform and topography, particularly in the adaptation of building mass and elevations to sloping street frontages (which will occur for developments on parts of Pound Hill, Ploughboy Lane and Hills Road particularly).

7.8 Linear developments may be acceptable, particularly for sites of 3-5 dwellings on small plots, but more generally site layout should provide have a more varied form.

7.9 The layout and massing of development should take account of factors such as daylight and sunlight, wind, temperature and frost pockets.

Landscape Integration

7.10 Careful consideration should be given to a site's integration and interface with its surroundings particularly when that comprises open countryside. Stark interfaces with open countryside shall be avoided. Native boundary tree belts and hedges that integrate with the surrounding network of vegetation can be very effective in assimilating development as well as having benefits for biodiversity.

7.11 On sloping sites, the creation of level sites by the use of large areas of cut and fill or retaining structures shall be avoided. More imaginative solutions should be sought, as illustrated below, but note: such solutions shall be compliant with criterion P3A.5 of Neighbourhood Plan Policy 3A: Design – in this respect a dwelling "cut into" a slope with two storeys above the highest point of the land and one below, is classed as a three-storey dwelling.
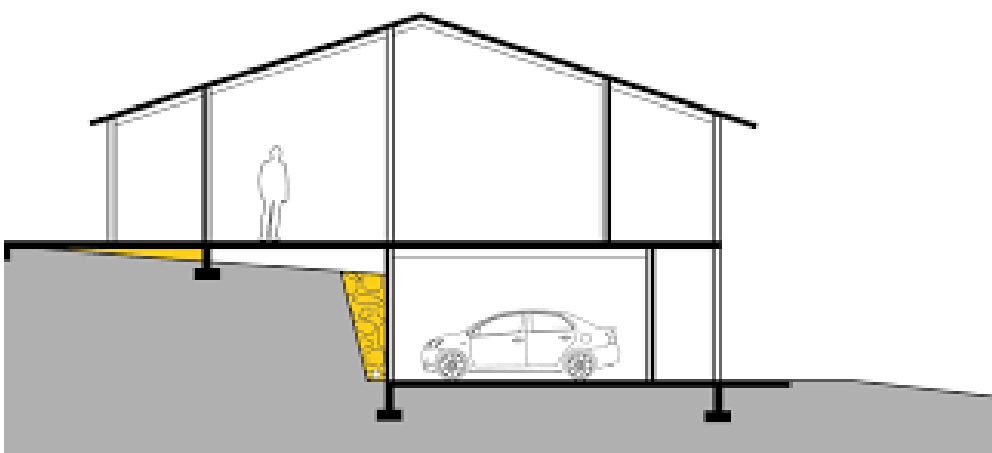
Fig. 22: Sloping site solution that avoids extensive cut and fill

On-Site Streets and Access

7.12 Buildings should front onto streets, rather than turn their backs onto them.

Fig. 23: Houses should not "turn their backs" on the street, as seen on the left in this example

7.13 Roadside verges and planting are a good way to soften the visual impact of streets and footways.

Fig. 24: Good and poor examples of street design

7.14 Access to the rear of dwellings from public spaces, including alleys, should be avoided as this unnecessarily mixes public and private space and can encourage crime: a block layout, with gardens in the middle, may be a good way of ensuring this.

7.15 Width between buildings is a key factor and needs to be considered in relation to function and aesthetics.

7.16 Developments should be designed with regard to their effect on traffic speeds. Changes in materials or 'gateways' at the entrance to streets running through a development can be used to alert motorists to the need to reduce speed. Smaller corner street radii will encourage more careful vehicle movement.

Fig. 25 Examples of traffic calming by a simple change in road surface

Interface with The Existing Road Network

7.17 The guidance provided in paragraphs 7.18 to 7.25 is informed by the findings of the Parish Landscape Character Assessment.

7.18 The main roads and rural lanes of the Parish have different characters, and sites along them need appropriate design solutions to reflect that.

7.19 Changes and repairs to existing roads and lanes resulting from site development should maintain the rural nature of the parish and avoid standardisation and urbanisation resulting from the installation of inappropriate surfaces, kerbs or street furniture.

7.20 Site entrance roads should incorporate either a rumble strip or a change of road surface to create a symbolic barrier highlighting that one is leaving the public highway and helping to deter casual intrusion by non-residents. The change in road surface can be as simple as a strip of granite sets.

7.21 Rigorously applied highway standards can have a sizeable adverse impact in rural areas. Discretion should be used to limit their application particularly where new access points are created onto existing roads. A minimal approach to features such as signage, concrete kerbing and safety railings is recommended.

7.22 Where development is adjacent to village lane, it should be set back from the carriageway and assimilated behind hedges, to preserve the character of the lane.

7.23 Village lanes have a special rural character that warrants preservation. They have no footways, no street lighting and very little signage. They are generally bordered by grass verges with hedges. They form important landscape features in the parish, are valuable as wildlife habitats and are historically noteworthy. New development shall not dominate or adversely affect the character, setting or value of any of these lanes.

Fig. 26: Typical village lanes

7.24 Hedges along lanes enhance the rural feel and their loss should be resisted. Visual spays for access to and from developments shall be positioned to minimise hedge loss.

7.25 New footways on existing lanes may be inappropriate / impractical owing to their narrow width. Hence alternative solutions to pedestrian safety should be sought, for example by routing a footpath for general use through a development site.

7.26 Trod footways may be a cost-effective solution to connect a site with other parts of the village.

Village Dark Skies and Lighting

7.27 Full regard shall be given to maintaining Saham Toney's dark skies. This does not mean lighting is unacceptable in all cases, but does require it to be designed and installed in a manner that avoids light pollution. Hence thought must be given to the type and position of lighting sources, both internal and external.

7.28 Traditional street lighting is not supported by Policy 3E of the Neighbourhood Plan. Throughout the entire parish there are only sixteen such street lights (on the Amys Close development), and to add more would be out of keeping with village character as well as causing light pollution and dilution of the dark skies that villagers value. Other forms of external lighting, particularly if they aid the safety and security of those on foot, may be acceptable, providing it can be shown that they would avoid glare, sky-glow, light-spill, light trespass or clutter (i.e. bright, confusing or excessive grouping of light sources). Low energy, low wattage bulbs shall be used and hoods or shields fitted where practical. Exterior lights shall be angled or directed to avoid spill up into the sky or out of the site.

7.29 Conspicuous street light columns or lighting fitted above head height will not be supported. Low bollard style lighting or lights set into pavers are examples of solutions that may be acceptable subject to a review of their design and layout. Innovative technology developments that allow the provision of lighting without harming dark skies will be supported.

Fig. 27: Example of bollard lighting for pedestrians

7.30 Lighting design should always proceed in parallel with careful site appraisal, planning and landscape design.

7.31 Internal lighting can also contribute to light pollution, for example from the glow produced behind large areas of glazing, which are often employed in contemporary house designs. The impact of such proposals on the surrounding dark landscapes can be notably adverse. Proposals for expansive glazing should therefore balance the need for light, solar gain and views, with limiting impact on surroundings.

8.0 MOVEMENT: ACCESSIBLE AND EASY TO MOVE AROUND

Movement: National Design Guide Highlights

A clear structure and hierarchy of connected streets

Well-considered parking, servicing and utilities infrastructure for all users

3A ⟩ 3C ⟩ 3D ⟩ 7E ⟩ 7F
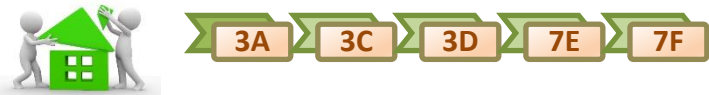
8.1 Although much of the National Design Guide advice on this topic relates to larger, urban development and has less relevance to the small-scale, rural development anticipated in Saham Toney, should larger sites come forward, the National Design Guide Principles on movement shall be applied in an appropriate way to their design. That notwithstanding, other aspects of this topic are relevant to Saham Toney, as described below.

8.2 For smaller residential sites up to 6 dwellings, or elsewhere if there is no opportunity to provide more than one access / egress point to a site, mews, courtyards or cul-de-sacs may be acceptable solutions.

8.3 Given the lack of pedestrian footways in the village, every opportunity shall be taken to provide pedestrian routes through a development to reduce the need for people to walk along existing roads.

8.4 Access routes in, out and through a development should be designed to be attractive as well as functional. Planting on an appropriate scale, particularly trees, should be integrated into street designs wherever possible, because it helps to soften the street scene while creating visual interest, improving the microclimate and providing valuable habitats for wildlife.

8.5 Trees and shrubs should not obstruct pedestrian sightlines. In general, driver sightlines also need to be maintained, although vegetation can be used to limit excessive forward visibility to limit traffic speeds. Slow growing species with narrow trunks and canopies above 2 m should be considered. Vegetation should not encroach onto the carriageways or footways.

8.6 Planting should be designed for minimal maintenance, and future maintenance should be considered when selecting species and their location. Evidence that buildings and walls have been built with foundations to allow for tree growth may be required.

8.7 Designers should start from a position of having no street furniture or markings and only introduce these elements when they serve a clear purpose. Where street furniture is included in a design it shall be laid out such that pedestrian routes along and across a street are kept clear, and be well designed and in sympathy with the character of a street.

8.8 To enhance village character, the Saham Toney Landscape Character Assessment recommends that the Local Highway Authority adopts a process of de-cluttering street signage as an integral part of their ongoing maintenance regime.

8.9 Permeable surfaces shall be used to minimise surface water run-off.

8.10 The paving of front gardens for vehicle hard-standings shall be avoided.

> ✳ **KEY POINT 13:**
> **Provide a rural character to shared access roads and private driveways. Large, unrelieved areas of tarmac, monolithic concrete, or geometric concrete pavers have an undesirable urbanising effect and are inappropriate to Saham Toney's rural setting**

> ✳ **KEY POINT 14:**
> **Many parts of the village are at risk of surface water flooding. The use of impermeable surfaces for streets and footways adds to this risk and shall not be adopted**

Design to mitigate surface water flood risk is covered in more detail in Section 9: Nature

8.11 Streets shall be designed to adoptable standards. Guidance given in the most up to date edition of "The Manual for Streets" shall be followed in the design of streets, footways and street furniture. Alternatives to formal adoption may require innovative arrangements to secure long-term landscape management. These may include the careful design of ownership boundaries, the use of covenants, and annual service charges on new properties.

8.12 Street design should take account of the need for maintenance, resistance to vandalism and access to underground services, and shall integrate parking.

8.13 Where and how vehicles are parked influences the feel of a place. Saham Toney has a network of narrow rural roads and lanes, and cars parked on them can lead to queuing and a need for overtaking in sometimes dangerous places. Therefore, the design and layout of parking should aim to balance the following factors:

a) Convenience;
b) Safety and security;
c) Cost;
d) Quality of the streetscape; and
e) Accommodating cars and other vehicles while at the same time recognising alternatives.

Ways to achieve satisfactory parking are described further in paragraphs 8.14 to 8.22.

8.14 Site design that incorporates off-street parking will be supported. On-plot parking is preferred for residential developments, to reduce risk of damage or theft. If that is not practical, parking in view of the home should be provided.

8.15 Where used, parking courts should be designed carefully and be overlooked with direct access to/from the surrounding dwellings, and should ideally serve no more than six dwellings.

8.16 The location and overall design of parking courts and bays in communal areas should encourage maximum use of the parking areas in order to minimise the potential for on-street parking problems. As well as taking into account design features such as security and landscaping, adequate bay sizes that are easy to enter and exit will increase the appeal and utilisation of the parking area.

8.17 Parking provision that provides off-street visitor parking, as well as adhering to the occupancy-based parking standards set out in the Local Plan, will be supported.

8.18 Parking provision that includes convenient and secure parking for cycles will be supported.

8.19 Designers are encouraged to provide garages large enough to accommodate a modern, family sized car and some storage.

8.20 Garages should be positioned in a way that allows them to be seen from the dwellings they serve.

8.21 Depending on development size, a mix of parking options such as garages, car ports, on-drive parking, street lay-bys and parking courts may sometimes offer a better overall result than a uniform solution.

8.22 Design solutions that make use of existing buildings and landscape features to shield views of parked areas will be supported.

9.0 NATURE: ENHANCED AND OPTIMISED

Nature: National Design Guide Highlights

Provide high quality, green open spaces with a variety of landscapes and activities, including play

Improve and enhance water movement

Support rich and varied biodiversity

| 3A | 7C | 7E | 7F | 8A |

9.1 Open Spaces

The parish of Saham Toney has a relatively small developed area and comprises mostly open arable farmland and private parklands. Many private gardens are large and housing densities are predominantly low. All of this contributes to an open look and feel to the parish, which is a fundamental aspect of parish character.

> ✳ **KEY POINT 15:**
> **Saham Toney has a very rural character. The provision of adequate, well-designed open green space in new developments is essential to maintain that character**

9.1.1 The design of all sites shall incorporate green open space and natural planting to a degree that is appropriate to the site size.

9.1.2 Open space simply comprising "left-over" land later buildings and streets have been laid out is not considered to be an acceptable solution.

9.1.3 Measures to create or enhance access to public open space or rights of way or the creation of new rights of way or public open space will be strongly supported.

9.1.4 The usability of new public open space should be balanced with any need to provide flood water attenuation measures.

9.1.5 Site design shall consider opportunities to incorporate public open spaces in order to provide opportunities for people to lead healthy lifestyles. Sport England's Active Design guidance is a useful reference in this respect.

9.1.6 There are very limited children's play areas in the village. Where potential exists, developers are encouraged to incorporate such areas in design, even should that go beyond the formal requirements of the Local Plan in this respect.

9.1.7 A site's natural features such as streams, wetlands, ponds and lakes, hills, trees, hedges and wildlife habitats shall be conserved, and where possible enhanced, in a way that retains a good relationship between development and its environment.

<div style="background-color: #5fd94f; text-align: center; padding: 10px;">
Publicly accessible open space is covered in Section 10
</div>

> ✳ **KEY POINT 16:**
> **Through its allocated sites, the Neighbourhood Plan promotes more development than the Local Plan specifies. In return it expects preservation and enhancement of the local environment. Hence developers are encouraged to go beyond adopted planning requirements to provide an appropriate level of village benefit, which may include landscape enhancement via provision of open space**

9.2 Sustainable Drainage System Design

In Saham Toney, as elsewhere, in times of heavy of prolonged rainfall, surface water sewers often operate at or near their capacity and are insufficient to cope with peak events. Hence drainage solutions shall avoid discharging into sewers other than in exceptional circumstance, where it is shown that no other solution is practical. The use of sustainable drainage systems (SuDS) is the preference of the Lead Local Flood Authority. For design requirements and guidance with regard to SuDS, reference shall be made to the separate Saham Toney SuDS Design Manual.

9.3 Environmentally-Friendly Design

Saham Toney has a wealth of varied wildlife, as shown in the records of the Norfolk Biodiversity Information Service and on the maps that form part of Policy 7D (Biodiversity and Habitats) of the Neighbourhood Plan. That policy and also Policy 7E of the Neighbourhood Plan (Green Infrastructure) promote preservation and enhancement of wildlife. By its nature, development tends disrupts and destroys natural habitats. To offset this, a range of wildlife friendly measures should be incorporated in the design of new developments.

9.3.1 The aim shall be to create an appropriate balance between the needs of people and nature, as illustrated in Figure 28.
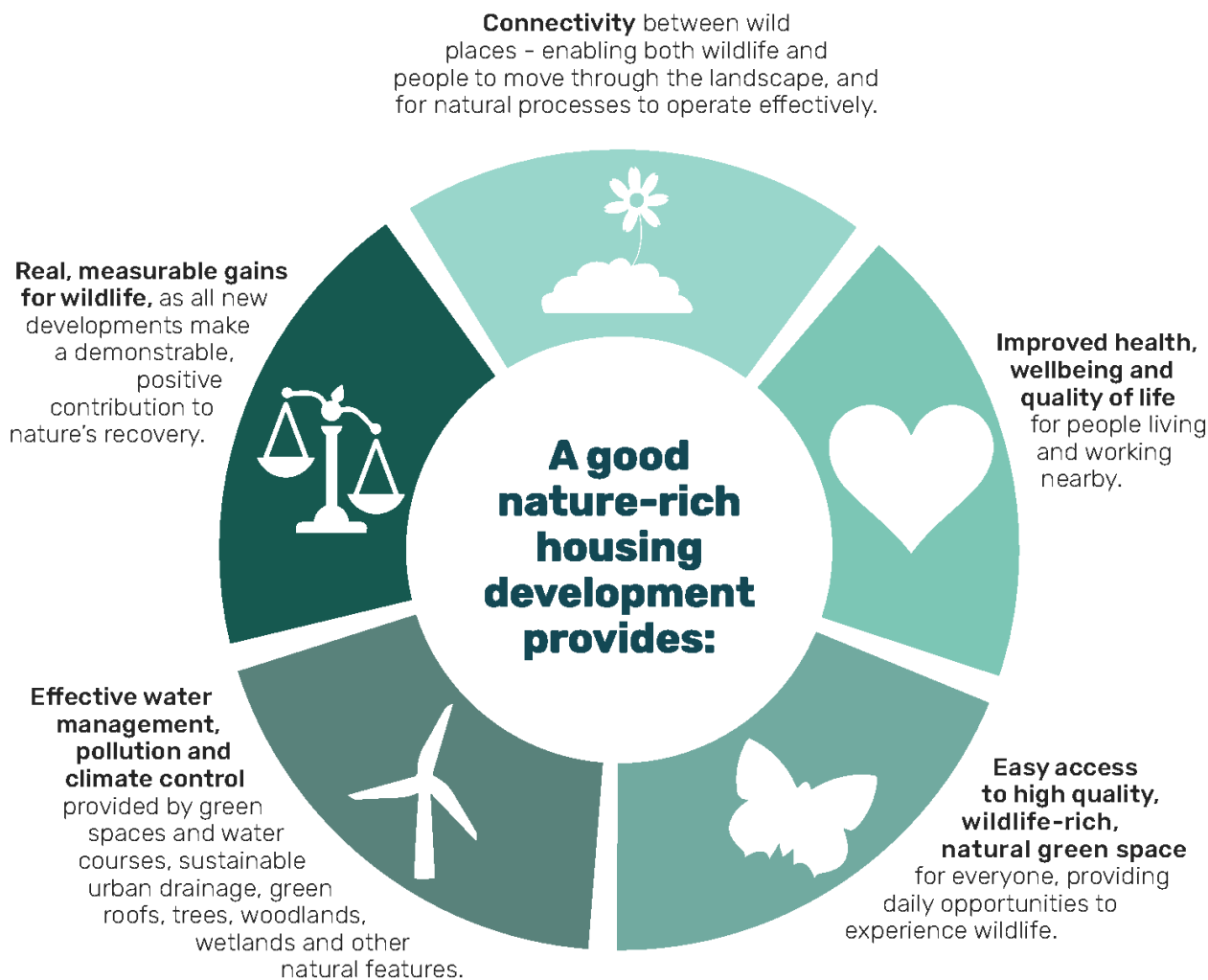
Fig. 28: Nature-rich development principles

9.3.2 Development should aim for minimal negative impact on the environment.

9.3.3 To assist in preserving and enhancing biodiversity in Saham Toney and to offset adverse effects of development on it, design shall incorporate features that are "wildlife friendly". These may include, but shall not be limited to the following:

a) Brick bird, bat and bug boxes, incorporated into new builds, or retro-fitted when making alterations to properties;

b) Hedgehog-friendly fence panels and gravel boards;

c) Green roofs, rain gardens, drainage swales and balancing ponds;

d) Wildflower verges rather than simply grass;

Some examples are given in Figure 29.

Typical brick bird box*	Typical built-in bat box*
Typical built-in bug box*	Hedgehog-friendly fence panel
Hedgehog-friendly gravel board	Wildflower verge
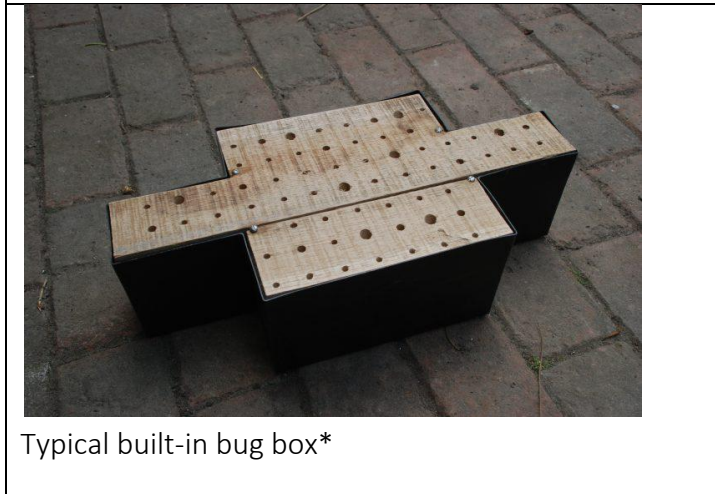
Fig. 29: Wildlife friendly features (Photos marked * courtesy of Bird Brick Houses® - www.birdbrickhouses.co.uk)

9.3.4 Construction should be planned to cause the least possible damage to the immediate environment. This may mean carrying out work at certain times of the year to avoid disturbing nesting birds or damaging trees for example.

10.0 PUBLIC SPACES: SAFE, SOCIAL AND INCLUSIVE

Public Spaces: National Design Guide Highlights

Create well-located, high quality and attractive public spaces

Provide well-designed spaces that are safe

Make sure public spaces support social interaction

| 3A | 3C | 7E | 7F |

10.1 Of the nine sites allocated in the Neighbourhood Plan, the largest as an area of approximately 1 hectare, and five of the sites have an area less than 0.5 hectares. Any others that may come forward are anticipated to be on a similar scale. Hence opportunities to create public spaces, other than streets and footways, may be limited. Nevertheless, most sites will include a degree of public space, and should adopt the following good practices for its design:

a) Be suitable for and open to all potential users;

b) Be accessible and meet the needs of the most vulnerable users;

c) Include natural elements such as planting and water;

d) Feel safe for home-owners, visitors and passer-by;

e) Be placed to allow natural surveillance from inside nearby buildings;

f) Encourage social interaction.

10.2 Making use of natural assets such as water, riversides, slopes, trees and other planting helps to create attractive public spaces and at the same time encourages biodiversity.

10.3 Public space should be designed with a purpose in mind, since space "left over" after development, without a function, is a wasted resource and will detract from a sense of identity, as well as being prone to abuse and vandalism, diminishing safety and security.

10.4 Reference shall be made to the guidance given in the most up-to-date published version of "Secured by Design" (an official police security initiative), which covers a wide range of aspects relating to crime prevention and security, including:

a) The layout of roads and footpaths;

b) Footpath design;

c) Communal areas;

d) Property boundaries and rear access;

e) Layout and identification of dwellings;

a) Parking;

b) Planting;

f) Door-set standards; and

g) Windows and roof-lights.

10.5 Open spaces must be designed with due regard for natural surveillance, and care should be taken to ensure that the security of a lone dwelling will not be adversely affected by the location of amenity space.

10.6 Communal areas, such as playgrounds and seating areas have the potential to generate crime, the fear of crime and anti-social behaviour. They should be designed to allow supervision from nearby dwellings with safe routes for users to come and go.

10.7 Boundaries between public and private space should be clearly defined and open spaces must have features which prevent unauthorised vehicular access. Communal spaces should not immediately abut residential buildings.

10.8 Where trees are to be used, careful consideration needs to be given to their location and how they are planted. Trench planting, irrigation pipes and urban tree soils will increase the chance of trees establishing themselves successfully, thereby minimising maintenance and replacement costs.

11.0 USES: MIXED AND INTEGRATED

Uses: National Design Guide Highlights

A mix of uses

A mix of home tenures, types and sizes

Socially inclusive
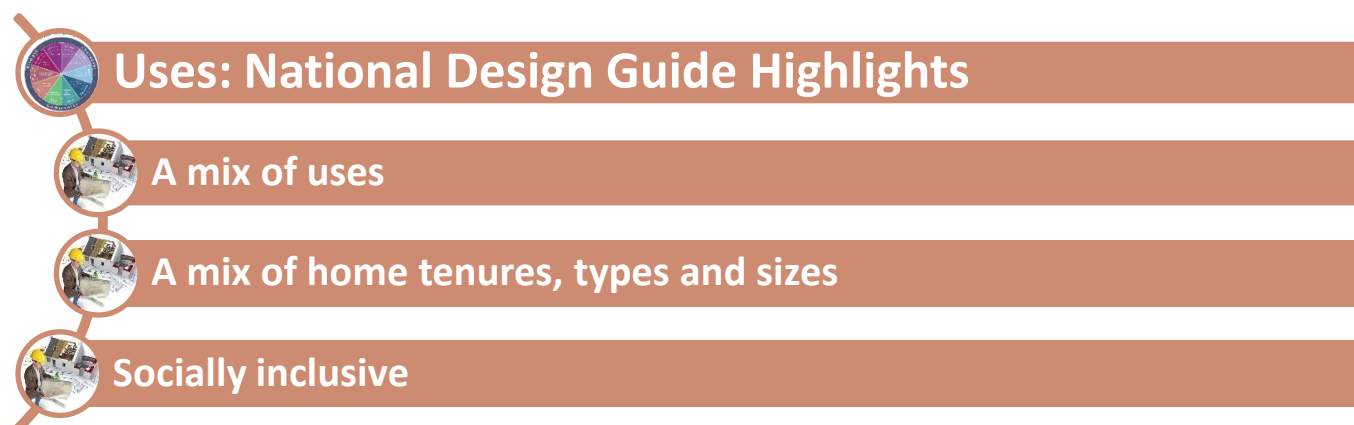
11.1 The need to comply with Policy 2E of the Neighbourhood Plan, Housing Mix, offers an opportunity to integrate a coherent mix of housing types in a development.

11.2 Where different tenures are proposed, they should be well-integrated and designed throughout to the same level of quality, such that no tenure type is disadvantaged or stands out as inferior.

11.3 The Neighbourhood Plan allocates small to medium-scale residential housing sites, but if larger developments come forward that lend themselves to the incorporation of local services and facilities, their design should be guided by the National Design Guide.

12.0 HOMES & BUILDINGS: FUNCTIONAL, HEALTHY AND SUSTAINABLE

Homes & Buildings: National Design Guide Highlights

Healthy, comfortable and safe internal and external environment

Well-related to external amenity and public spaces

Attention to detail: storage, waste, servicing and utilities

 3A

12.1 in addition to the specific guidelines below, the National Design Guide shall be referred to, as it provides good guidance for a number of aspects of this topic which is appropriate to Saham Toney and hence is not repeated herein.

12.2 Design should take appropriate account of the Lifetime Homes standard and incorporate at the time of construction features that provide flexibility and adaptability over a building's lifetime.

12.3 Developers and designers should liaise with utility companies when the layouts of the buildings and streets are being set out. Ideally this should be prior to the submission of a planning application. Where streets are to be adopted, it will be necessary to ensure that all legal documentation required by the utility companies is completed as soon as is possible.

12.4 The availability and location of existing services should be identified at the outset. The requirements for new apparatus should be taken into account in the layout and design of the streets, and a balance should be struck between the requirements of the utility companies and other objectives. The locations of any existing trees or shrubs, and proposals for new planting, will require special consideration with regard to routing of utilities.

12.5 Where possible, all utility apparatus should be laid in corridors throughout a site. This will facilitate the installation of the services and any future connections as the development proceeds. Consideration should be given to the use of trenches and ducts to facilitate this.

12.6 All cabling and associated equipment for all utilities required for any new development shall be placed underground.

12.7 Where there is the potential to do so as part of a development a programme to re-site existing overhead wires underground should be explored.

12.8 While it is understood that there is a balance between the cost of development and the features that can be provided, there are a range of items that can be built in from the outset at low cost that will be helpful to occupants and at the same time, in a small way, would be likely to increase a property's appeal to buyers. All such features are encouraged and the list below is not intended to be exhaustive, but to serve as examples:

- Power points in garages or externally specifically for recharging electric vehicles;
- Fibre broadband cabling run to Wi-Fi sockets throughout a property rather to just one point;
- Pre-installed entry points for satellite dish cabling;
- LED lamps;
- Smart meters;
- Water butts and other water conservation items;
- Insulated outdoor taps;
- TV aerial points in a range of rooms;
- USB charging points built into electrical sockets;
- Self-cleaning glazing units.

12.9 At the time of this Guide's publication (May 2020) Covid-19 has a significant impact on how we all live, work and take recreation. At the time of writing, it is impossible to know for how long and to what extent that impact will continue, but for as long as it does, design should take account of both the opportunities and limitations that could create, and incorporate adaptations that respond to a greater need for public and individual safety.

> ❋ **KEY POINT 18:**
> **Incorporating convenience features at the design stage is likely to be at lower cost than retro-fitting them and will likely increase a property's saleability**

13.0 RESOURCES: EFFICIENT AND RESILIENT

Resources: National Design Guide Highlights

Follow the energy hierarchy

Selection of materials and construction techniques

Maximise resilience

3A

13.1 Use of Energy Resources

13.1.1 As a general principle, design shall follow the energy hierarchy as set out in the National Design Guide and buildings shall be designed to have low energy consumption. Design measures that conserve energy can also reduce carbon output and so assists combat global warming.

13.1.2 Measures shall be introduced to help building occupiers minimise their consumption of energy, particularly energy from carbon emitting, finite fossil fuels.

13.1.3 The use of micro-generation energy installations (see 13.2) can help reduce consumption of fossil fuels. However, these installations may be highly visible in the landscape and street scene, sometimes

significantly changing the appearance of a building or its setting. Therefore, as a first step it is advisable to consider measures to reduce energy use and improve energy efficiency before thinking about renewable energy installations.

13.1.4 All pipes should be insulated to ensure that heat gets to where it is wanted rather than being lost under floors or in roof spaces.

13.1.5 Capturing warmth from sunlight to help heat a building is known as passive solar gain. This should be exploited wherever possible within an appropriate design.
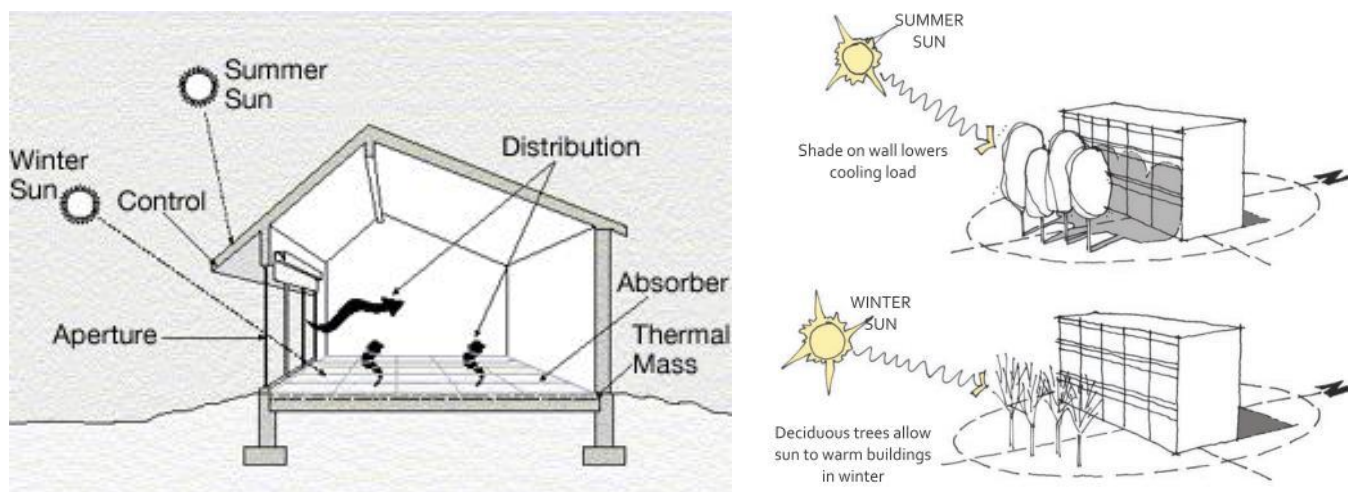
Fig. 30: Passive solar gain principles

13.1.6 Where practical, the longer elevations of a house should be orientated towards the sun and the principal rooms placed on the sunny side of the house. In a development of more than one house, there needs to be a balance between optimal positioning for passive solar gain, and a layout which fits in with the character of the area.

13.1.7 Further advantage of solar gain can be taken by using solar control glass in windows.

13.1.8 A design with a significant amount of south-facing glass should only be proposed if the appearance is in keeping with the character of the area and the heat dynamics are fully understood, such that it does not lead to over-heating.

13.2 Domestic Renewable Energy
13.2.1 This guidance focuses on providing some simple advice on ways to reduce any impacts from household micro-generation installations in relation to the immediate built environment.

13.2.2 The Local Planning Authority should be contacted before undertaking any work to establish whether planning permission or listed building consent is required for a specific project and to seek advice on building regulations requirements.

13.2.3 New developments offer the opportunity to consider the inclusion of solar panels as part of the overall design, for both electricity and hot water generation. Photovoltaic panels are available in different colours and a range of designs that can be used to provide a contemporary design or match more traditional materials and finishes. Thought should be given as to how to avoid panels obtruding on the

appearance on a building itself or the area it which it is located in general. See Figures 31 and 32 for examples.
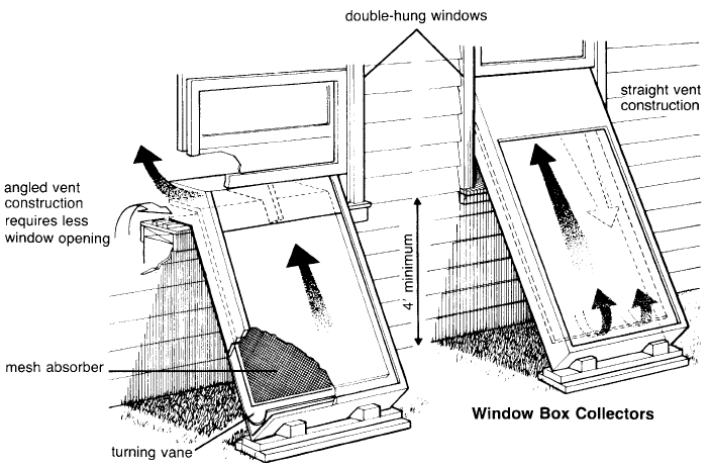

Fig. 31: Typical solar panel installation can appear obtrusive

Fig. 32: Solar panels designed to look like roof tiles

13.2.4 Solar heating collectors are available that can be incorporated into a new or existing roof in much the same way as a roof light, or incorporated into ground level window frames.

Fig. 33: Roof light and window box solar heat collectors

13.2.5 Consideration of the positioning of panels can help minimise any visual impact by retaining the balance and appearance of a house; for example, by lining the panels up with windows and matching the size of the panels to existing features.

13.2.6 Outbuildings or extensions can be good locations for solar panels, or freestanding panels within a garden may offer a good solution, especially in the case of older vernacular buildings.

Fig. 34: Solar panels on an outbuilding are less obtrusive

13.2.7 Wind speeds in the local area are typically low to moderate and hence a wind turbine is unlikely to be the most effective form of renewable energy generation, particularly on a small-scale domestic basis.

13.2.8 If used, turbines should be sited so as not to break a skyline. Impact in this respect can be minimised if a turbine is set against a backdrop of trees or group of buildings.

13.2.9 The likely noise produced by a turbine shall be considered with regard to potential impact on the tranquility of neighbouring properties and surrounding countryside.

13.2.10 It shall be ensured that the turbine shadow will not cause a flicker effect on neighbouring windows.

13.2.11 Turbine height shall be selected to be in proportion to neighbouring buildings.

13.2.12 Ground source heat pumps use a buried ground loop which transfers heat from the ground into a building to provide space heating, generally with under-floor heating, and sometimes to pre-heat hot water.

13.2.13 Water source heat pumps use temperature differences in a similar way to extract heat from a body of water via a heat exchanger.

13.2.14 Air source heat pumps are mounted directly on an external wall to make use of the ambient air as a heat source.
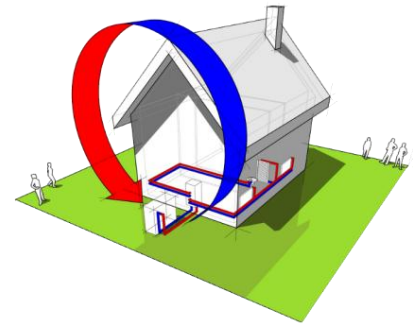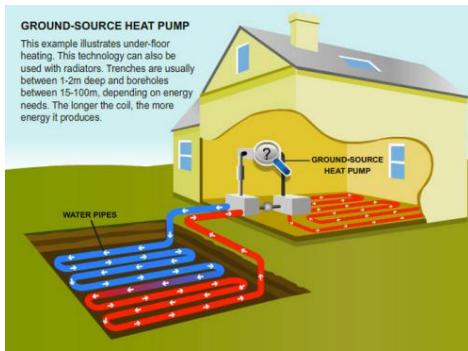
Fig. 35: Types and principles of heat pump (ground; water; air)

13.2.15 Before digging trenches to install ground source heat pumps, check with Norfolk County Council archaeology service to ensure there are not likely to be any archaeological remains that would be damaged by the works. Also consider whether trenching work may cause damage to a habitat that is of high wildlife value. In such cases it could be better to install the pipes vertically using a borehole.

13.2.16 Air source heat pumps should be positioned carefully to avoid detrimental visual impacts on a building particularly if it is a designated or a non-designated heritage asset. Detailed design issues such as pump location, colour relative to the building, reflectivity and size should be considered.

13.2.17 Due consideration shall be given to possible noise nuisance arising from the operation of an air source heat pump.

13.3 Selection of Materials and Construction Techniques

13.3.1 Wherever possible development should make use of advances in construction or technology that enhance performance, quality and attractiveness.

13.3.2 Designs should incorporate features that reduce the environmental impact of development. Support will be given to schemes that take a comprehensive approach to the use of sustainable materials.

13.3.3 Materials shall be selected to have as low as possible impact upon the environment.

13.3.4 Materials used shall be of high quality, durable, and ideally sourced locally and of low ecological / environmental impact.

13.3.5 It is recommended that all materials meet the following requirements:

a) Easy to maintain;
b) Safe for purpose;
c) Durable;
d) Sustainable (including the manufacturing process and energy use); and
e) Appropriate to the local character.

13.3.6 For streets and footways, natural materials such as stone, whether crushed or cut into setts, or shingle dressings are preferred. Tumbled concrete setts in muted, natural colours would be acceptable but only across single driveways or otherwise small areas.

13.3.7 When choosing construction materials and products, consideration should be given to the amount of energy used in manufacture and transport, and any pollution caused at extraction and processing sites.

13.3.8 The use of local and reclaimed materials is encouraged wherever possible, together with the use of local labour and the selection of materials that are environmentally certified, such as FSC timber.

13.4 Reducing Energy Consumption in Older Buildings

As well as designing new buildings to have low energy use, opportunities to reduce energy consumption should also be considered when making alterations to existing properties or implementing changes of use, as described in the following guidance.

13.4.1 Care should be taken when applying modern energy conservation measures when altering or renovating older[2] buildings, because they function more closely with the environment than modern buildings in that while they may allow a little damp in, by virtue of draughts that can also get in, the damp is generally dispersed into the atmosphere. Attempts to make such buildings function as a modern building by trying to make it impermeable to damp and cold can result in damp problems.

13.4.2 It will be advisable to discuss matters such as damp proofing and insulation with a surveyor experienced in the care of older buildings prior to implementing any changes to ensure that they will achieve the end goal rather than adding to any problem.

13.4.3 In an older building it is desirable for any roof insulating material to be vapour-permeable to allow any damp to pass through. Hemp and sheep's wool insulation are ideal for this.

13.4.4 In older buildings draught proofing of doors and windows, and openings such as letter boxes can make rooms feel warmer. Sash windows can be draught proofed so that they still operate effectively but let in a lot less unwanted air.

13.4.5 If vapour-producing rooms such as kitchens and bathrooms are effectively draught proofed then mechanical ventilation in the form of a fan may be required to remove the damp air from the room.

13.4.6 In older houses built with single glazed windows, although their replacement with double or triple glazing will make a house feel warmer and reduce energy loss, it may not always be a viable option on cost grounds or in listed buildings for legal reasons. Thick curtains, shutters and secondary glazing are alternative, cheaper, energy conservation measures that could be considered.

13.4.7 It has been reported that UK's current energy-saving retrofit strategy will not deliver long-term climate targets. More ambitious solutions should be adopted wherever practical and possible. One example is the Energiesprong ("energy leap") approach, first applied in the Netherlands and now being adopted in parts of the UK. Energiesprong is a set of standards that when implemented, result in net zero energy dwellings, with performance guaranteed for 30 years. Costs are covered over the long term by energy savings and reduced home maintenance costs. The standards are typically achieved by retrofitting:

   a) New thermally efficient facades, creating an airtight and insulated shell around an existing property;

   b) A solar PV roof, sized to generate as much energy as the property consumes;

   c) An energy hub, with air of ground source heating and optional batteries, which enable the home to provide energy to the grid.
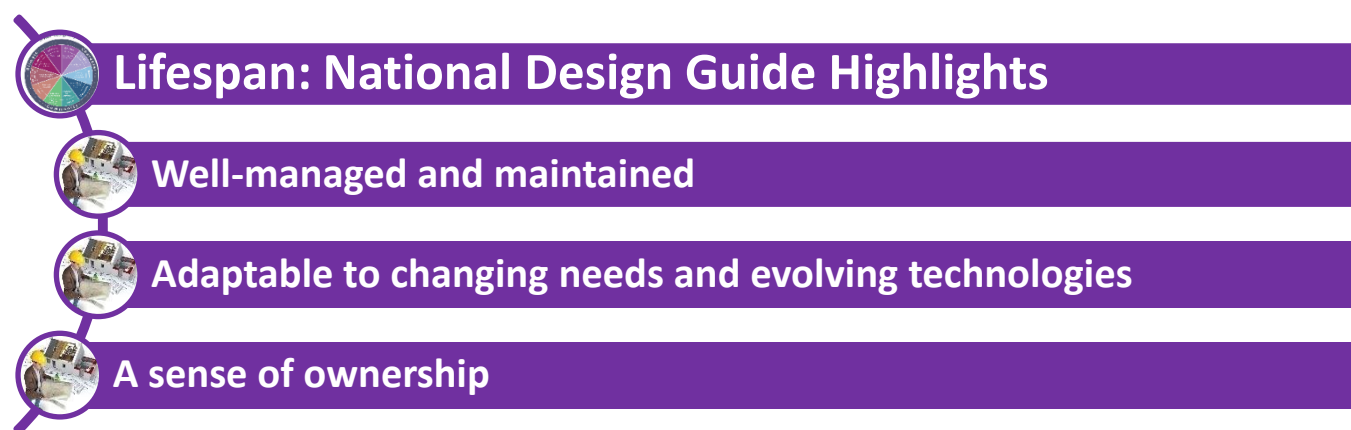
13.5 Provisions for Electric Vehicles

13.5.1 Although the Neighbourhood Plan encourages sustainable and active forms of transport, given the context of Saham Toney's rural location, limited public transport availability and distance from many services and facilities, it is inevitable that there will be a continued reliance on vehicles. The Government encourages the use of electric vehicles and plans to ban the sale of petrol and diesel vehicles during the Plan period. In anticipation of an increasing number of electric vehicles, all new developments should include sufficient dedicated electric charging points to cater for the expected number of vehicles. The provision of electric vehicle charging stations should also be considered where public buildings are newly developed or undergo significant renovations.

14.0 LIFESPAN: MADE TO LAST

Lifespan: National Design Guide Highlights

Well-managed and maintained

Adaptable to changing needs and evolving technologies

A sense of ownership

14.1 While opinions may vary and there is no specific standard to determine the minimum lifespan of a building, it is reasonable to suggest that houses should be designed for at least 50 years, and commercial / public buildings for somewhat longer than that. This must be taken into account when designing a new building.

14.2 It is a requirement of the Neighbourhood Plan Design policy that new developments shall incorporate features that provide flexibility and adaptability for all potential users at all stages of their occupancy. The Lifetime Homes Standard sets out criteria that should be adhered to in order to satisfy this requirement.

14.3 The potential consequences of climate change must also be considered in relevant aspects of a building's design, for example its heating, flood resilience and water storage features.

14.4 A well-designed building should be flexible to the changing needs of its users over time, without needing to undergo multiple renovations.

14.5 The durability of materials to wear and tear, particularly those exposed to the elements is an important consideration.

14.6 The design intent should be to make a building more usable, by more people, over a longer period of time and at lower cost by incorporating from the outset features that help achieve that objective.

15.0 ADDITIONAL GUIDELINES FOR REFURBISHMENTS, REPLACEMENTS, CONVERSIONS AND EXTENSIONS, AND NON-RESIDENTIAL DEVELOPMENTS

15.1 New extensions and additions to buildings shall respect the character and setting of the original building.

15.2 Where new extensions are proposed adjacent to traditional ones, consider the group as a whole, using scale, form, colour, and materials to link new and old.

15.3 Extensions shall respect the scale and massing of the parent structure and adjacent buildings and not detract from the street scene as a whole.

15.4 When refurbishing existing buildings, whenever possible, features such as windows should be retained or replaced like-for-like. Where this is not possible, they should be replaced by an alternative that does not detract from the existing character of the building.

15.5 In general the same principles shall be applied to non-residential buildings as to residential ones, but it is not the intention that larger non-residential buildings should attempt to mimic housing design. Nevertheless, it is anticipated that most commercial, leisure, tourist or retail development will be of a small-scale rural type and it is expected that such developments should adopt a similar palette of vernacular materials and styles as residential developments where practical and appropriate.

16.0 DESIGN AND ACCESS STATEMENTS

16.1 It is a nationally mandatory requirement that proposals for major development[3] must include a Design and Access Statement. Developers are strongly encouraged to use such a statement to explain how the design principles on which a proposal is based comply with the requirements of the Saham Toney Neighbourhood Plan and this Design Guide, and how those will be reflected in its layout, density, scale, landscape and visual appearance.

16.2 The statement should explain how the design principles were evolved from the relevant policy, site and area appraisal (including reference to the Saham Toney Landscape Assessment), and consultation.

16.3 While not mandatory it is also encouraged that proposals for minor development should include a Design and Access Statement. Alternatively, as a minimum, a proposal should include an appropriate level of detail to explain how the design policies of the Neighbourhood Plan have been addressed.

16.4 The level of detail required will depend on the scale and sensitivity of the development. A statement relating to an application to build or alter a single house can be brief and straightforward. Describing the context, for example, might involve a simple sketch of the house and the buildings on each side of it, and a short description of the general character of the street. The design statement for a development on a large and sensitive site would need to be detailed and comprehensive.

16.5 As a minimum a Design and Access Statement for proposals in Saham Toney should outline:

a) The policy background, identifying all relevant policies, development briefs, design guides, standards and regulations;

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[3] Defined as proposals for 10 or more dwellings; buildings with a floor space of 1,000 m^2 or greater; or development on sites of 1 hectare or more

b) The context, including a site and area appraisal (illustrated with diagrams, and with reference to the Saham Toney Landscape Assessment), summaries of relevant studies, and reports of any relevant consultations;

c) The principles behind the proposed site layout;

d) The proposed housing mix and tenure;

e) Landscaping proposals;

f) The design principles which have been formulated in response to the policy background and this design guide, the site and its settings and the purpose of the development, and an outline of how these will be reflected in the development's layout, density, scale, landscape and visual appearance;

g) The way in which parish vernacular styles and materials are incorporated in the design;

h) A summary of the surface water drainage system design;

i) A summary, where relevant, of how any heritage impact has been mitigated;

j) Provision of open space;

k) Wildlife-friendly features incorporated in the design;

l) Parking provision;

m) A description of any engagement and consultation undertaken with stakeholders.

APPENDIX 1: KEY AREA CHARACTERISTICS IDENTIFIED BY THE SAHAM TONEY LANDSCAPE CHARACTER ASSESSMENT

RURAL CHARACTER AREAS (See Figure 3)	
AREA	**KEY CHARACTERISTICS**
RCA-1	• Low lying, gently rolling valley bottom below the 40m contour along the Watton Brook • Soils are seasonally wet, sands loams and peats with high water table. • Land use dominated by meadows, used for hay and grazing. • Forms of enclosure are gappy and scrubby hedges, and trees along ditches. • Visual experience is varied. Open within the valley bottom, trees edge the skyline on the upper valley sides to the north. More intimate where small field systems endure to the east side of the village. • Little settlement, which is instead is found on higher land, the exception being Ovington Road • Lack of public access
RCA-2	• Gently sloping farmlands between 40 and 60m AOD with sandy, easily worked soils • Arable estate farmlands, with a strongly rural and unified feel. Parkland provides setting for Saham Hall. • Wooded feel from frequent belts, plantations and small woodlands. No ancient woodlands. Oaks stud the field boundaries and parkland trees have skyline presence. • Straight sided large arable fields with network of narrow straight lanes. • No settlement other than the Hall and its associated cottages • Unified estate style with flint facing, brick quoins and ornate chimneys. Flint features in walls. • Sense of scenic well managed countryside. Quiet and tranquil feel. Long views possible.
RCA-3	• Flat or very gently sloping • Land use is entirely arable farmland (cereals) • Simple, open farmland dominates. No woodlands. Hedges sometimes present. Roadsides often un-hedged, or hedges present behind narrow verges. Ash trees in hedgerows. • Large open fields with straightened boundaries. • No settlement but views across open farmland to village edges of Ashill and Saham Toney are part of the visual experience • Expansive views across large fields, under big skies • No particular landmarks but poplar trees have skyline impact.
RCA-4	• Gently sloping valley side on the east side of the parish. • Land use is often pasture in the lower parts and arable farmland on the more elevated areas • Where there is a network of hedges and trees that creates an intimate feel. Opens out to long views when absent. • Finer grain to the landscape, smaller field sizes than seen elsewhere. Strong sense of time depth. • Settlement scattered along the west side of the area, often integrated within well vegetated settings but some stark edges. • Disused railway embankment is a strong linear feature in the east • Vernacular materials are red brick and render houses, large decorative chimneys. Pantile roofs, some black-coloured.
RCA-5	• Elevated plateau farmland in the far northeast of the parish • Land use is arable farmland with a well-managed feel. • Large woodland at Saham Wood (Ancient woodland) as well as regular plantations and

	coniferous shelter belts. • Regularised landscape with geometric feel to the grid of lanes, fields have straight boundaries • Settlement found in the form of scattered farms, some on the site of ancient manors and the location of medieval deer park • Vernacular materials are red brick and render houses with pantile roofs, some black glazed.

VILLAGE CHARACTER AREAS (See Figure 4)	
AREA	**KEY CHARACTERISTICS**
VCA-1	• Linear development along Richmond Road, generally one plot deep. Plot depths vary. • Main road is busy and carries traffic from Watton to Ashill and other outlying villages • Historical dwellings are scattered, in small clusters along the Richmond Road. Now much infilled with substantial 20th additions, all generally following the ribbon pattern • No open space or public realm but opens out at junction with Bell Lane, and important node where adjoins space in front of St. George's. Important for orientation. • Trees west of the mere provide a strong green edge • Settlement edges are hard to experience from the highway but appear backed by well vegetated edges. • Glimpses of church tower heading north along Richmond Road provide a series of key views to this landmark
VCA-2	• Modern, compact, estate-type development dating from the 1980/90s. • Served by two estate roads - Amy's Close and Bellmere Way/Mere Close - each displaying a unified built form type. • Dwellings on Amy's Close have a particularly uniform appearance with little variation in house type or materials. • Curved estate roads - no through roads with no connectivity • Strong green edges of the Mere provide a well-defined edge, and provide containment, preventing views to the north. • No public open space within the estates but large area of open space adjacent at the village hall. • Mature trees play a role on the skylines along boundaries to the north and south, but trees within the estates are smaller scale and more suburban in character.
VCA-3	• Slightly elevated and gently rolling landscape north of the Mere along Pound Hill between St. George's church and Page's Lane. • Shallow soils over chalk, adjoining land use is both arable and unenclosed pastures. • Comprises some older properties along Pound Hill, including the schoolhouse, but larger area is covered by unified 1970s bungalow estate development. • The tracts of open arable land provide extensive views and are key to sense of place. • Land bounding to the north provides separation between different clusters of settlement. • Notable views to tower of St George's church along southerly route on Pound Hill.
VCA-4	• Flat and gently rolling landscape associated with a small stream • Shallow soils over chalk, adjoining land use is both arable and unenclosed pastures. • Features an ancient manor at Pages Place indicating the long-settled nature of this area, as well as a number of attractive cottages displaying traditional vernacular finishes.

	• Low density dwellings along the southern end of Hills Road and along the north side of Chequers Lane.
	• Farmsteads are found at intervals along the southern side of Chequers Lane with large scale buildings and a sometimes commercial purpose and character, with associated visual intrusion.
	• The tract of open arable land to the west of Hills Road provides extensive views.
	• Rural feel maintained owing to little modern development and maturity of vegetated curtilages and edges which contribute positively to rural character.
VCA-5	• Elevated fringes of the plateau, indented with small streams. Heavier land - clayey and loamy soils over chalky boulder clay. Poorly drained meadows along tributary stream.
	• Settlement pattern is strongly linear, gaps between historic scattered farmsteads and cottages since in filled with 20th century bungalows and houses. Important open space around Ploughboy Lane.
	• Built form type mixed - older cottages and occasional farmsteads within 20th century additions
	• No public open spaces, but footpath offers access to countryside from Coburg Lane. Undeveloped meadows adjacent to Ploughboy Lane contribute to character.
	• No landmarks as such, but Chapel is notable in the streetscape.
	• Contained visual experience often, longer views along streetscape where Hills Road straightens out and over countryside at either end of the cluster.
	• Ornamental garden frontages and boundary treatments create a suburban feel at points in the streetscape.
VCA-6	• Well vegetated, small scale pastoral valley bottom landscape provides setting. Tree belts line small fields.
	• Low-lying village edge separated from Watton only by a narrow belt of undeveloped land. Golf course occupies much of the valley bottom.
	• Linear settlement pattern where older cottages and 1970/80s housing sit side by side. A recent small estate has been added at Labybird Lane. Farms and holdings west of Cley Lane.
	• Settlement edges well integrated with well vegetated landscape. Enclosure from hedges and tree belts creates sense of intimacy. Long views are not obtained.
	• A number of vernacular buildings are seen, small scale brick and flint cottages and a works building. Narrow plot frontages for older properties.
	• Mill tower is local landmark, but not easily seen in the landscape owing to well wooded nature. View from the west from Ovington Road.