

**AECOM**



DESIGN GUIDANCE AND CODES

# TIVETSHALL

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FINAL REPORT UPDATE  
MARCH 2022



## Quality information

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## Revision History

Revision	Revision date	Details	Name	Position
10	16-03-2022	Report update	Jimmy Lu	Senior Urban Designer
9	10-12-2021	Report update	Jimmy Lu	Senior Urban Designer
8	16-09-2021	Report update	Jimmy Lu	Senior Urban Designer
7	06-09-2021	Review	Francis Shaw	Locality
6	01-09-2021	Report update	Jimmy Lu	Senior Urban Designer
5	27-08-2021	Comments	Alyson Read	QB
4	25-08-2021	Review	Ben Castell	Director
3	25-08-2021	Report update	Jimmy Lu	Senior Urban Designer
2	12-07-2021	Report update	Jimmy Lu	Senior Urban Designer
1	16-06-2021	Comments	Alyson Read	QB
0	10-05-2021	Research, site visit, drawings	Jimmy Lu	Senior Urban Designer

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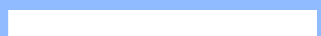
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Introduction

01





# 01. INTRODUCTION

**This section provides context and general information to introduce the project and its location**

## 01.1 Introduction

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

The Parish was designated as a neighbourhood plan area in July 2020, and the Neighbourhood Plan Steering Group is making good progress in the production of the Tivetshall Neighbourhood Plan. Tivetshall Parish Council has requested to access professional advice on design guidance and codes to influence the design

of any upcoming new developments and conversions in the Neighbourhood Plan Area. The objective is to ensure that they remain sympathetic to the Parish's rural character and setting.

The recommendations made in this report are based on observations on the Neighbourhood Plan Area as a whole, but they may be more relevant in some areas of the neighbourhood area than others. The elements that are more general are referred to as design guidelines. Other elements that are more prescriptive or set out parameters are the design codes.

## 01.2 Objectives

This report's main objective is to develop design guidelines and codes for the Neighbourhood Plan to inform the design of future planning applications and developments in Tivetshall. In particular, it elaborates on key design elements that were agreed with the Neighbourhood Plan Steering Group, namely:

**1** Preserving the historic and rural character, the architectural diversity and linear settlement pattern

**2** Providing a range of tenure types and housing forms

**3** Promoting sustainable development and conversions

**4** Improving parking

**5** Preserving green and open spaces and the Parish's rural setting

## 01.3 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 Parish. The following steps were agreed with the Group to produce this report:

- Initial online meeting, virtual site visit, and follow-up site visit;
- Preparation of design principles and guidelines to be used to inform the design of the Parish and future developments;
- Draft report with design guidelines and codes; and
- Final report.

## 01.4 Area of study

The existing Parish of Tivetshall in South Norfolk was created by the recent merging of two parishes, Tivetshall St Margaret to the north and Tivetshall St Mary to the

south. The most populated area of the Neighbourhood Plan area stretches along School Road, The Street, Rectory Road, Green Lane, Mill Road and smaller clusters dispersed across the rest of the Parish.

The Parish is located approximately 20 km south of Norwich, 40 km north-east of Bury St Edmund, and 40 km north of Ipswich. It is surrounded by the parishes of Aslacton, Great Moulton, and Wacton to the north; Pulham Market and Dickleburgh and Rushall to the east; Burston and Shimpling to the south; and Gissing to the west. The A140 (Norwich Road and Ipswich Road) defines most of its eastern boundary. At the 2011 census the population was 295 for Tivetshall St Margaret and 296 for Tivetshall St Mary, for a combined population of 591 within the newly formed parish of Tivetshall.

Tivetshall features buildings from a variety of construction periods and architectural styles but is dominated by the local Norfolk vernacular style. Although it doesn't have a Conservation Area, the Parish has a total of

34 listed buildings and structures, 18 and 16 in Tivetshall St Margaret and Tivetshall St Mary respectively. Listed buildings include the Grade I listed Church of St Margaret and the Grade II\* listed remains of the Church of St Mary. Other local features and landmarks (either listed or unlisted) include: the Old Ram pub, the railway crossing on Station Road, Village Hall, Tivetshall Primary School, and the maltings of Simpsons Malt.

Local publicly accessible areas of green and open space include the Green, playing field, and the church yards of St Margaret and St Mary. The Parish has one pub, a post office, a primary school, and a village hall which hosts a twice monthly community cafe with crafts and other social events. With the closing of the railway station on Station Road in 1966, the closest train station is now 7 km south in Diss. The Parish has two bus stops on the A140 and one on Moulton Road, a limited service that has no route through the village.

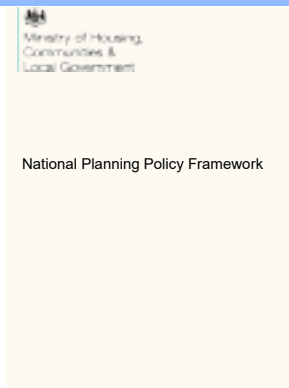


## 01.5 National planning policy and design guidance

This report must be read alongside a number of planning policy and design guidance documents whose content applies to Tivetshall. A brief summary of the relevant documents is provided hereafter.

2021

### National Planning Policy Framework MHCLG



Development needs to consider national level planning policy guidance as set out in the National Planning Policy Framework (NPPF) and the National Planning Policy Guidance (NPPG). In particular, NPPF Chapter 12: Achieving well-designed places stresses the creation of high-quality buildings and places as being fundamental to what the planning and development process should achieve. It sets out a number of principles that planning policies and decisions should consider ensuring that new developments are well-designed and focus on quality.

2019

### National Design Guide MHCLG

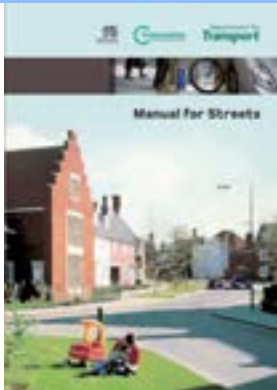


The National Design Guide (Ministry of Housing, Communities and Local Government, 2019) illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice.



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 but that do place the needs of pedestrians and cyclists first.

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, but can also provide useful prompts and questions for planning applicants to consider during the different stages of the design process.

2021

### National Model Design Code MHCLG



This report provides detailed guidance on the production of design codes, guides and policies to promote successful design. It expands on 10 characteristics of good design set out in the National Design Guide. This guide should be used as reference for new development.

Context  
analysis

02





## 02. CONTEXT ANALYSIS

**This section outlines the broad physical, historic and contextual characteristics of Tivetshall. It analyses the settlement patterns, built forms, street layout, open space, and parking arrangements in the Neighbourhood Plan area.**

### 02.1 Settlement patterns and built forms

The Parish is largely rural, dominated by open space, and sparsely built. Most properties are detached dwellings and bungalows, with a minority of semi-detached dwellings. The most populated part of the village is centred around the village green which straddles the boundary between the two parishes.

Settlement patterns in the village are overwhelmingly linear, closely following the organic layout of the country roads that form the armature of the settlement. Most properties are arranged along School Road, Green Lane, Rectory Road and The Street on a one-plot depth configuration. As a result, most properties either back onto or face open space. Properties vary greatly in terms of parcel sizes, building setback, front garden arrangements, and architecture, but are usually arranged to face the roads in an informal and organic pattern. This arrangement is occasionally interrupted by

stretches of open space with opportunities for long-distance views into the open countryside. Some buildings, especially farmsteads, are arranged into small clusters served by a common access. There are small clusters of identical semi-detached social housing/bungalows from the 20th Century on Green Lane, School Road, and Rectory Road that display more regular patterns and styles.

Outside of the main settlement, the linear arrangement of properties is found at a smaller scale along sections of Lodge Road, Ram Lane, Bonds Road, Moulton Road and Hales Street, including the Simpsons Malt complex. The rest of the Parish is dominated by isolated dwellings and farmsteads.





## 02.2 Streets and public realm

As a rural parish Tivetshall has a sparse road network. Most roads are narrow country roads that follow an organic and sinuous pattern and are bordered by ditches, hedges, and trees. This arrangement has greatly influenced the linear settlement pattern of the village, with The Street, Rectory Road and Green Lane forming the spine along which most dwellings are clustered. Except for a few sections of Station Road, School Road, Green Lane, Thwaites Oak Close, Moulton Road and the A140 west side, most roads do not have pavements.

Roads in the village are typically enclosed by landscaped hedges, and more occasionally low masonry walls and timber fences. They are also subject to a 30-mph speed limit in the centre of the village, whereas other parts of the village vary between 40-60mph. The sparse road network is complemented by a series of

footpaths that link the village with the open countryside and neighbouring settlements. The only major roads in the Parish are Station Road (B1134) and the A140 formed by Norwich Road and Ipswich Road.



**Figure 03:**  
Most roads in the Parish are rural lanes with no pavements  
(credit: Peter Leonard)

**Figure 04:**  
The Street is the main road in the village and has had a strong influence on its linear settlement pattern (credit: Peter Leonard)

## 02.3 Open spaces

The Parish is dominated by open fields interspersed with small woodland areas. Due to its layout, the village also offers direct connections with the open countryside. Areas of open space in the Parish include the Green, the Village Hall, playing field, and the church yards of St Mary's and St Margaret. Almost all roads throughout the village are punctuated by areas of open space that offer direct access and views into the open countryside, thus giving the settlement a spacious character. Areas of woodland, hedges, and mature trees partly shelter the village from approaching roads and contribute to its integration into the rural landscape.



F.5



F.6



F.7



F.8

**Figure 05:**  
The Green serves as a focal point in the village (credit: Peter Leonard)

**Figure 06:**  
Church yard of St Margaret, located on Gissing Road outside the main settlement (credit: Peter Leonard)

**Figure 07:**  
Play area behind the Village Hall (credit: Peter Leonard)

**Figure 08:**  
Ancient meadow Lodge Road (credit: Alyson Read)



## 02.4 Building heights and roofline

Due to the dominance of detached properties and the architectural diversity, there is no unified roofline in Tivetshall, but rather an ever-evolving roofline composed of different roof heights, orientations, and materials that emphasises the rural and informal nature of the settlements. A few clusters of identical social housing semi-detached units, however, form a more regular roofline. Buildings are typically one- or two-storey in height and sit below the tree canopy. The most notable exception is the Simpsons Malt silos, which are visible across open fields. Many buildings have retained the traditional high-pitched pantile or thatched roofs commonly found in the region. Most roofs have simple gabled ends while a minority of buildings have hip roofs, cross gables, and gabled porches.

**Figure 09:**  
Inward view showing the roofline sitting below the tree canopy  
(credit: Peter Leonard)

**Figure 10:**  
Varying roof heights, shapes, and orientations at the junction of  
Station Road and Mouton Road (credit: Alyson Read)

**Figure 11:**  
Varying roof heights on Lodge Road (credit: Alyson Read)



F.9



F.10



F.11

## 02.5 Vehicle parking

Residential vehicle parking is predominantly on private properties in the form of driveways, front gardens, or garage buildings at the side of dwellings. Certain road sections support informal on-street kerbside parking. For example, some council dwellings on Green Lane and School Road are arranged around crescents with wide grassed areas that support kerbside or echelon on-street parking. Informal kerbside parking can also be observed on The Street and Rectory Road. On many properties, parked cars are screened by landscaped hedges and front garden vegetation that help soften the impact of cars on the rural character. All commercial properties such as the Simpsons Malt complex, community buildings and the pub have their own outdoor car parks.

**Figure 12:**  
Parking garage and driveway at Croft House, The Street (credit: Peter Leonard)

**Figure 13:**  
Echelon parking on a service road, Green Lane (credit: Peter Leonard)

**Figure 14:**  
School Road parking crescent, with off-street driveway parking in the background (credit: Peter Leonard)



F.12



F.13

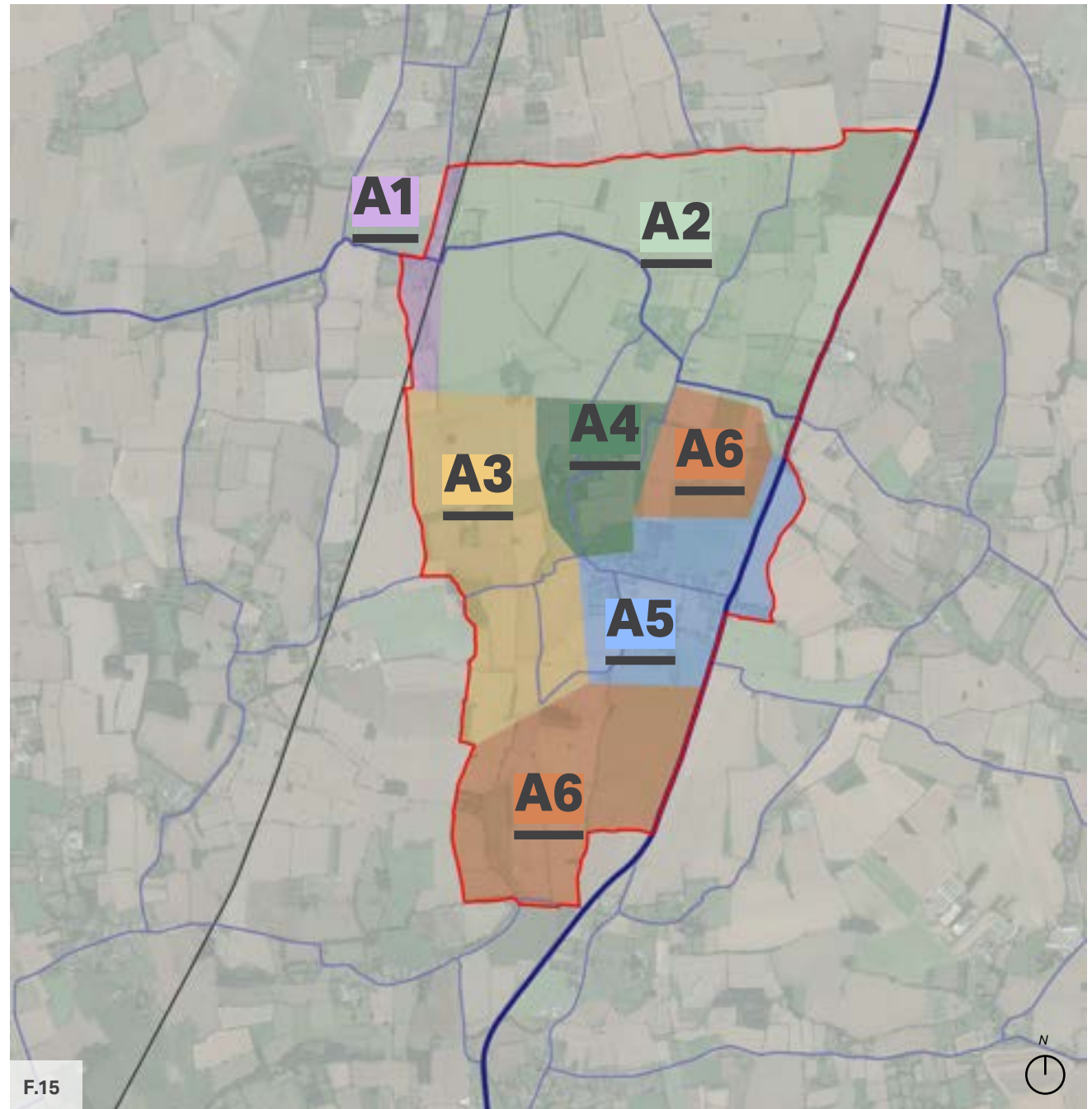


F.14



## 02.6 Character areas

A character area assessment has been completed for the Neighbourhood Plan. The character areas identified in the process are shown on the map opposite and described on the next pages.



**Figure 15:**  
Map of the character areas in Tivetshall. Sources: Google Earth, Tivetshall Parish Council.

## 1 Character area 1



### **Moulton Road, Hales Street, Station Road:**

North west boundary of Tivetshall St. Margaret. Residential and business area dominated by Simpson's Malt with two level crossings over the London/Norwich main railway line.

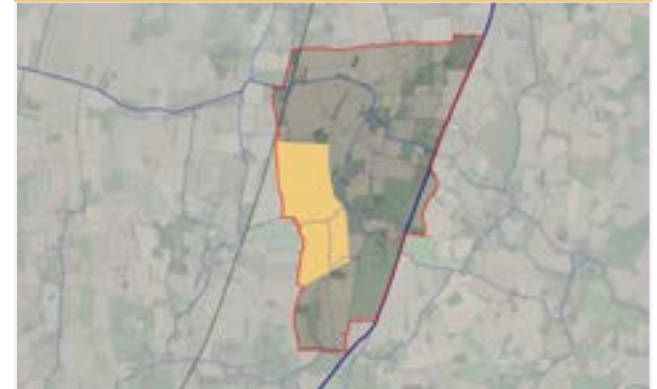
## 2 Character area 2



### **Station Road; Green Lane (part); Lodge Road; Frith Way; Carpenters Walk; Hall Road; Norwich Road (part A140):**

Medium sized farms, farm cottages, barn conversions – both residential and business uses, bungalows and a very few social housing properties. Buildings date from 15th century to recent conversions.

## 3 Character area 3



### **Grove Road; Stoney Road; Church Walk, Gissing Road, New Road:**

Open arable and grass farmland along with wooded areas plus St Margaret's church and graveyard and 4 individual properties.



## 4 Character area 4



**Star Lane, School Road, Green Lane (part), Thwaites Oak Close, Mill Road, The Street (including Bramble Close):**

The centre of parish. Predominantly residential with facilities such as the Village Hall, Playing Field, Primary School, and the Village Green. All properties have views across open countryside and fields.

## 5 Character area 5



**Rectory Road, Tinkers Lane, Bonds Road, Ram Lane, Primrose Hill, Ipswich Road (A140), Sheckford Lane:**

South eastern area of village. Includes Boudicca Way. All properties have views across open countryside and fields.

## 6 Character area 6



**South Western and Southern area of village:**

Includes Boudicca Way and the south of Station Road. Open countryside, arable and grass fields

## 02.7 Architectural details

Tivetshall contains buildings from different construction periods and styles that reflect various purposes. There are 34 listed buildings and structures within the Parish, including the Grade II\*-listed remains of St Mary's Church. Many buildings reflect the materials, colours, and forms of the local Norfolk vernacular.



F.16



F.17



F.18

**Figure 16:**  
White-rendered detached dwelling with a gabled porch

**Figure 17:**  
Dwellings with a yellow ochre rendering, painted casement windows, and a glazed pantile roof. Garden wall in flint and red brick

**Figure 18:**  
Brick bungalow partly rendered in pink





F.19



F.22



F.25



F.20



F.23



F.26



F.21



F.24

**Figure 19:**  
Ruins of St Mary's, Gissing Road

**Figure 20:**  
Thatched cottage with yellow ochre render

**Figure 21:**  
Cross gable with a decorative barge board clad in glazed pantiles

**Figure 22:**  
Dwellings with a clay pantile roof

**Figure 23:**  
Converted barn clad with black weatherboarding and clay pantiles

**Figure 24:**  
Semi-detached brick dwellings with a clay pantile hip roof

**Figure 25:**  
New dwellings employing a variety of local materials

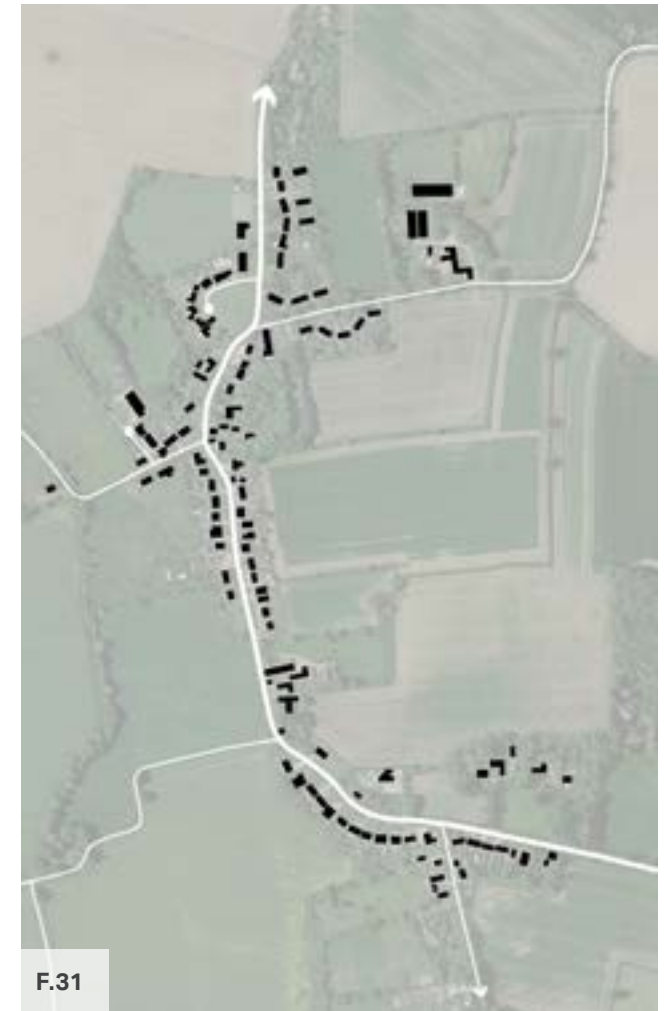
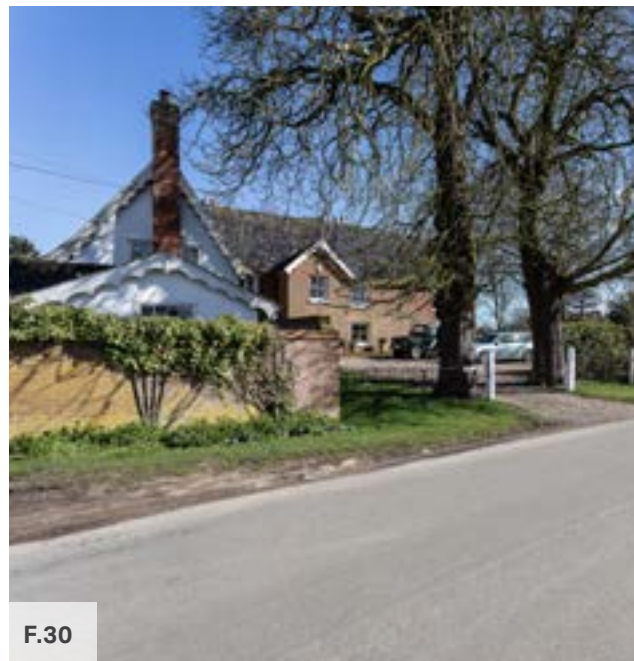
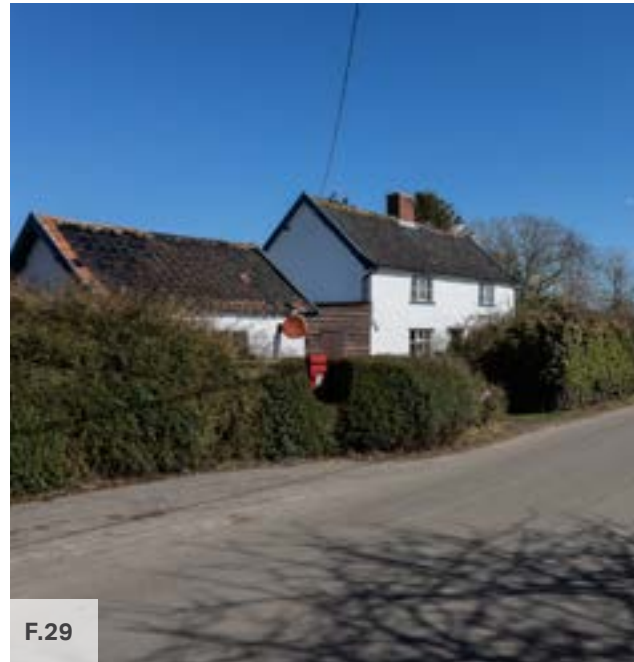
**Figure 26:**  
Bungalow on Ram Lane (credit: Alyson Read)

## 02.8 Neighbourhood plan survey summary

A neighbourhood plan survey was conducted among residents in February and March 2021. Of the 246 households surveyed, 43% completed and returned the survey. The most relevant responses for this document are summarised below:

- Tivetshall is a small, quiet, friendly, rural village;
- Residents value the quiet, peace, rural, open nature, the school, and walks;
- The majority of respondents are looking for 2-3-bedroom properties, mostly in the form of starter homes, larger homes, bungalows, and opportunities for downsizing;
- When building new dwellings, the most important design considerations are: respecting and being sympathetic to the existing character, keeping the linear layout, low housing densities, and retaining views;
- The top features that respondents want to see included in new housing development are: buildings no taller than 2 storeys, trees and shrubs, low-carbon/ energy efficient design, good size gardens, and variety of housing types;
- Preserve dark skies and minimise light pollution;
- Important buildings and features include: St Mary's Church ruins, the school, Railway Tavern, Roman Villa, and Boudicca Way;
- The top green spaces to protect are: the Village Green and pond, Tivetshall Wood, playing field, the "triangle" at Primrose Hill and Pattern Lane, and the Boudicca Way footpath;
- Most households have 1 or 2 cars;
- There is sufficient car/ van parking for the vast majority of survey respondents; and
- Under-18 residents indicated some support for more housing and an appreciation of the countryside and community spirit.





**Figure 27:**  
Tivetshall Primary School (credit: Peter Leonard)

**Figure 28:**  
Tivetshall Village Hall (credit: Peter Leonard)

**Figure 29:**  
Post office on Rectory Road (credit: Peter Leonard)

**Figure 30:**  
Grade II-listed Croft Dwellings on The Street (credit: Peter Leonard)

**Figure 31:**  
Figure-ground drawing showing building footprints and roads in the village centre

Design  
Guidance and  
Codes

# 03

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## 03. DESIGN GUIDANCE AND CODES

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**This section sets out the principles that will influence the design of potential new development and inform the retrofit of existing properties in Tivetshall. Where possible, images from the Parish are used to exemplify the design guidelines and codes. Where these images are not available, best practice examples from elsewhere are used.**

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### 03.1 Introduction

The design guidelines and codes listed hereby are organised under five principles that are particularly relevant to Tivetshall. They have been generated based on discussions with members of the Neighbourhood Plan Steering Group, the virtual site visit and the area analysis included in Chapter 2 of this report, and on good practice relevant to the physical context of the Parish. Some of these are more general and could be used as design guidance within the neighbourhood plan. Other elements that are more prescriptive or set out parameters could form design codes.

## 03.2 General design principles for Tivetshall

This section provides guidance on the design of development, setting out the expectations that applicants for planning permission in the Parish will be expected to follow.

The guidelines developed in this part focus on residential environments. However, new housing development should not be viewed in isolation, but considerations of design and layout must be informed by the wider context.

The local pattern of streets and spaces, building traditions, materials and the natural environment should all help to determine the character and identity of a development.

It is important with any proposal that full account is taken of the local context and that the new design is sympathetic to existing, adjacent properties and embodies the 'sense of place'.

Reference to context means using what is around, shown in Chapter 2, as inspiration and influence and it could be a contemporary solution that is in harmony with the surroundings.

The set of design principles shown on the next pages are specific to Tivetshall and are based on the analysis of the village character and discussions with members of the Neighbourhood Plan Steering Group.

The main themes to be mentioned are listed hereafter:

### 1 Site layout and open space

### 2 Built form

### 3 Access and movement

### 4 Sustainability



# 1 SL. Site layout and open space

## Site layout and open space

A place's character can be made up of many different elements which come together to create a unique sense of place. Any proposal will need to respect the existing context as well as create attractive and resilient places that contribute positively to the rural setting, public realm and landscape setting of Tivetshall.

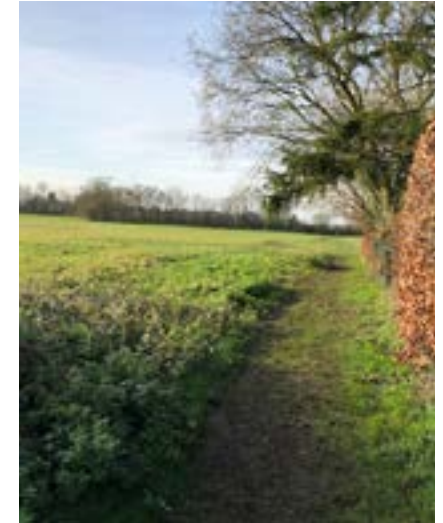
These design principles describe the elements that contribute to Tivetshall's character and new development should pay particular attention to the layout, form, scale, materials and detailing.



**SL.01. Consider the context**



**SL.02. Patterns and layout of buildings**

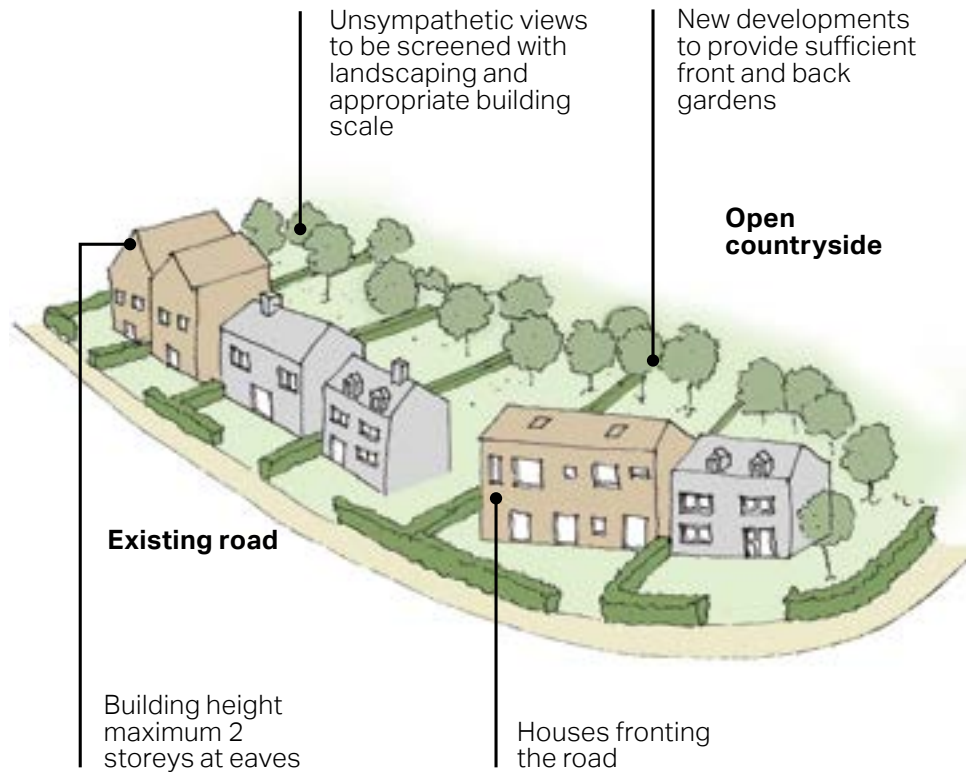


**SL.03. Open spaces**

## SL.01. Consider the context

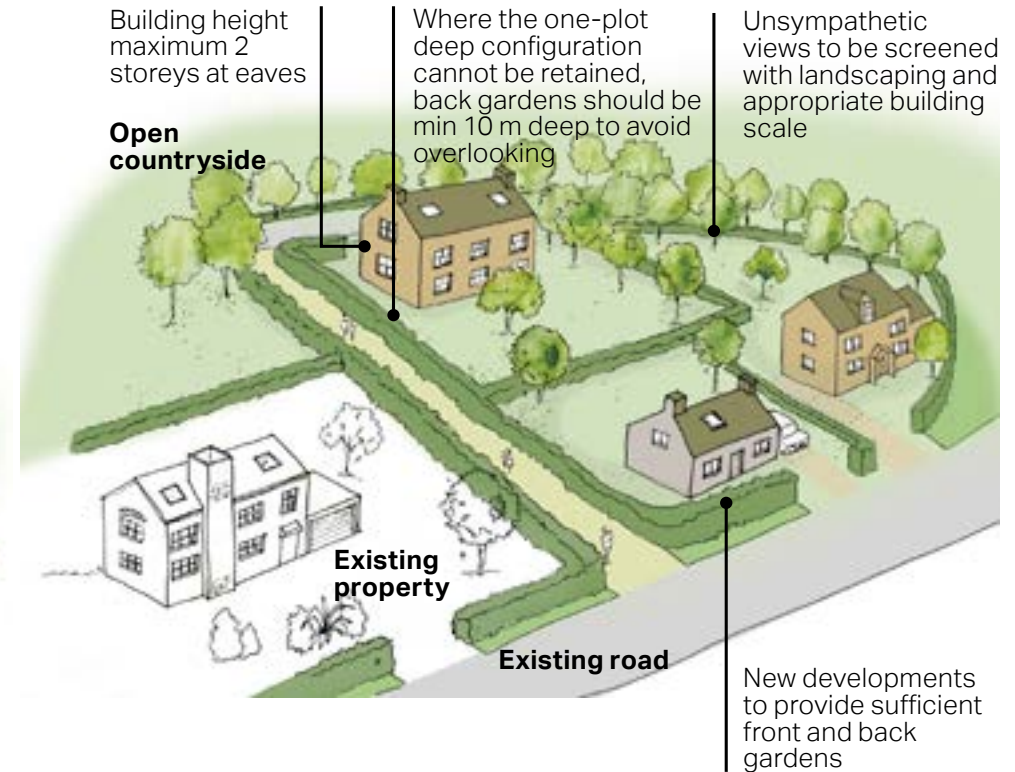
Each new development must demonstrate an understanding of its relationship to the larger physical context of Tivetshall:

- Development must respect the landscape sensitivities of the relevant character area described in pages 17-19 in Chapter 2 and make sure any design proposal is a good fit in the surrounding context and respects the existing natural and built character.
- New development must respect the existing road patterns and evaluate any traffic issues in the area. New design should improve connectivity, especially for walking and cycling, and avoid causing traffic pressure on the existing road networks.
- New designs should improve the connectivity of the green infrastructure by proposing new links to the surrounding countryside and integrating the existing ones to promote active travel.
- New development should respect the scale, building orientation, enclosure, façade rhythm, and architectural details of the relevant character area.
- Development which does not reflect the current grain of the village shall be avoided. Proposals need to consider existing density and the relationship between buildings and plot sizes. For example an existing bungalow should have a bungalow adjacent to it.
- Developments in the main village should respect its existing linear settlement pattern. Buildings should be arranged to face or back onto the open countryside in a one-plot deep configuration (see Figure 32 opposite). Where this is not possible, plots should be arranged to respect the privacy of neighbouring properties with a buffer between buildings (see Figure 33 opposite).
- Developments should be encouraged to retain the spacious layout of the Parish by leaving green gaps along the roads that offer views towards or access to the open countryside.
- Interfaces between the existing settlement edges and any new development must be carefully designed to integrate new and existing properties. This is particularly important where new buildings face existing residential properties that until now either overlook or back onto open space.
- Edges must be designed to link rather than segregate existing and new developments. A belt of hedges that defines the existing settlement edge can be integrated into a new development, for example by providing a shared hedge.
- Measures to design out crime should be integrated to proposals, for example by enabling easy maintenance and natural surveillance.



F.32

**Figure 32:**  
Illustrative plan for small one-plot deep linear developments.



F.33

**Figure 33:**  
Illustrative plan for a small development where a linear settlement pattern cannot be achieved.



## SL.02. Patterns and layout of buildings

The internal arrangement of each development should demonstrate an appreciation of the existing character of Tivetshall, whatever its size or purpose:

- Properties within each new development should be clustered in small pockets that respect the linear settlement pattern and show a variety of housing types. Variations in architectural details as well as building heights, widths, and/or depths should be sought to create variety and reflect the spacious and informal building pattern of the Parish.
- Where appropriate, new properties should aim to provide rear and front gardens. Where the provision of a front garden is not possible, small buffers against the public realm such as planting strips are encouraged.

**Figure 34:**  
Developments should respect the spacious and informal building arrangement of the Parish, with different garden sizes

- The layout of new developments should optimise the benefit of daylight and passive solar gains as this can significantly reduce energy consumption.
- The placement and orientation of buildings should form an identifiable building line, which can be informal and irregular depending on context, for each development group. The extent and depth of building setbacks must be sympathetic to the immediate context, for example by respecting the village's linear settlement pattern.
- Boundaries such as low walls or hedgerows, whichever is appropriate to the context, should enclose and define public realm, adhering to a clear property line that can allow minor variations for each development group. High fences should not be erected to front boundaries.
- Buildings should be arranged to enable natural surveillance while retaining privacy.

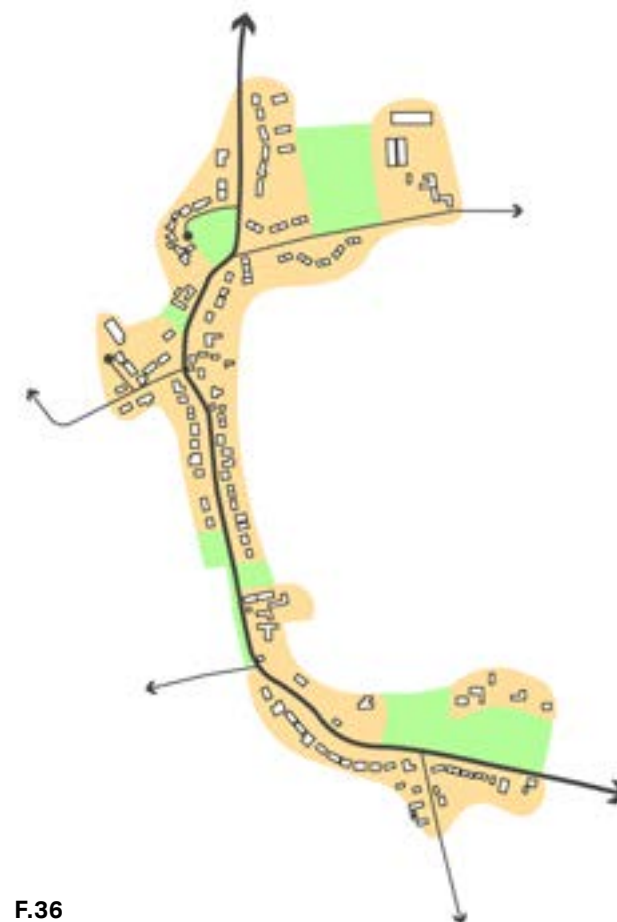
**Figure 35:**  
Houses with a variety of layouts on the west side of The Street (credit: Alyson Read)



### SL.03. Open space

There is a variety of open spaces in the Parish which have different characters, uses, and scales. Open spaces create green gaps in the linear pattern of the village that provide views and direct access to unbuilt spaces. This creates the opportunity to develop a green system within the Parish where open spaces serving different purposes secure together a connected green network within the village. Therefore, existing open spaces should:

- Maintain Tivetshall's linear settlement pattern by providing or enhancing access to green spaces and the open countryside from The Street and School Road (see diagram opposite);
- Offer a variety of spaces that can host a diverse range of activities, accommodate different users, and be used by community and educational facilities;
- Be well maintained and monitored to preserve their high quality and thus, improving the visual impact;
- Be well-connected with footpaths, cycle routes, or bridleways to facilitate access for all groups of people; and
- Improve biodiversity by countering the fragmentation of natural habitats.



**F.36**

**Figure 36:**  
Diagram showing the linear settlement pattern and the green gaps between developed areas

## 2 BF. Built form

### Built form

Built form looks at the design of individual buildings and how they relate physically to their surrounding context. The design of new buildings should be sympathetic to neighbouring properties and contribute to the overall character of the Parish.



**BF.01. Housing mix and typology**



**BF.02. Building scale and massing**



**BF.03. Building height and roofline**



**BF.04. Enclosure**



**BF.05. Extensions & modifications**



**BF.06. Building lines, boundaries**



**BF.07. Architectural details**

Photo credits: Peter Leonard.



## BF.01. Housing mix and typology

The Parish has a variety of dwellings types, sizes, and tenures. Different dwellings types are usually dispersed across the settlement, resulting in an evolving streetscape characterised by a juxtaposition of different dwelling forms and arrangements.

New development should support a balanced housing mix and typology to cater to a variety of housing needs and sustain a mix of age groups, incomes, and lifestyle choices. A mix of dwellings is needed to attract or retain first-time buyers, resident families, and older residents. New development should ensure that new housing is targeted towards the needs of the local population. It is particularly important that they respond to the local need for affordable housing. Where possible, developments should incorporate dwellings of different sizes and types to reflect the variety of the existing streetscape.

The village clusters policy is derived from the emerging Greater Norwich Local Plan proposals. The Parish is seeking several smaller developments to attain the allocated 25 new properties, which would disperse the increase in vehicle traffic instead of concentrating it on one narrow road. This strategy would also enable the linear style of the village to be maintained and the new properties to reflect the existing households. All developments should be of sufficient numbers to enable affordable homes.

**Figure 37:**  
Recently built dwellings on Thwaites Oak Close built with a variety of layouts and sizes (credit: Peter Leonard)

**Figure 38:**  
A property comprising a smaller out-building (left) and a larger two-storey cottage (right)

**Figure 39:**  
Mix of social and private housing on Lodge Road



F.37



F.38



F.39

## BF.02. Building scale and massing

- Buildings in the Parish do not exceed two storeys in height except from the structures belonging to the Simpsons Malt complex. New buildings in the Parish should therefore be sympathetic in mass, height, and scale to the existing context of the different character areas described in the existing character area assessment.
- Subtle variation in height is encouraged to add visual interest, such as altering eaves and ridge heights. The bulk and pitch of roofs, however, must remain sympathetic to the tree canopy, the local vernacular, and the low-lying character of the settlements. Another way to achieve visual interest could be by varying frontage widths and plan forms.
- The massing of new buildings should ensure a sufficient level of privacy and access to natural light for their occupants and avoid overshadowing and overlooking existing buildings. This is particularly important near buildings of historic character, even if Tivetshall does not have a Conservation Area.
- New buildings adjacent to historic buildings should not detract from their character or harm their setting. This can be done by ensuring that the scale and massing of new buildings is sympathetic to local traditional forms.

**Figure 40:**  
The low scale of the buildings enables the settlement to remain below the canopy of mature trees.

**Figure 41:**  
A small cluster of buildings with varying heights, roof pitches, and orientations.



F.40



F.41

## BF.03. Building height and roofline

Creating a good variety in the roofline is a significant element of designing attractive places. The following elements are guidelines to achieving a good variety of roofs:

- The scale of the roof should always be in proportion with the dimensions of the building itself. The shape and orientation may also be chosen to optimise lighting, energy use, and rainwater management;
- Tivetshall has a roofline characterised by informality and diversity. Subtle variations in the roofline should therefore be encouraged to reflect the existing variety in roof shapes, orientations, and materials;
- Locally traditional roof shapes, materials, and detailing should be considered and implemented where possible in cases of new development;
- Dormers can be used as a design element to add variety and interest to roofs where they do not impinge on the privacy of adjacent properties; and
- The design of the roofline must respond to the natural environment of the site and its surroundings in relation to key views. In particular, roofs must avoid obstructing views that are important to the local community.



**Figure 42:**  
The Street has an informal roofline formed by detached 1- and 2-storey dwellings with independent roof orientations and pitches



**Figure 43:**  
Contemporary dwellings using local traditional materials and roof elements (gabled porches) (credit: Peter Leonard)



## BF.04. Enclosure

The level of enclosure of a road or green is determined by its relationship with the vertical elements on its edges such as buildings, walls, and trees. Developments can achieve a good sense of enclosure by creating spacious but clearly defined spaces that produce a cohesive and attractive built form, for example by determining focal points, appropriate building heights, and well-defined edges. These considerations must however be balanced with the retention of open views into the countryside. In general, Tivetshall has a spacious layout whereby properties have generous front gardens.

The following principles serve as general guidelines that should be considered when seeking to achieve a satisfactory sense of enclosure:

- In case of building set-backs, façades should achieve an appropriate ratio between the width of the road and the building height;
- Buildings at junctions should be designed to face both roads and provide active frontages which address the street and provide surveillance for security. Windowless walls should be avoided;
- Generally, building façades should face the street, and variation to the building line can be introduced to create an informal character;
- In most new developments, a variety of plot widths and façade depths should be considered during the design process to create an attractive rural character, and;
- Trees, hedges, and other landscaping features can help create a desirable level of enclosure while avoiding an over-built environment. They also play an important role in providing shading and protection from heat, wind, and rain.

**Figure 44:**  
The orientation of buildings on Thwaites Oak Close helps define the role of the Green as the focal point of the village

**Figure 45:**  
Roads in the Parish are enclosed by landscaped hedges with a minority of low walls.



F.44



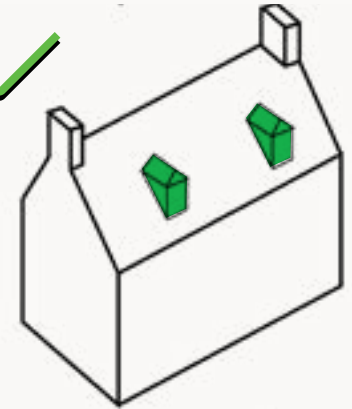
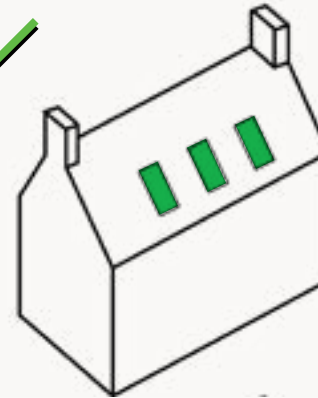
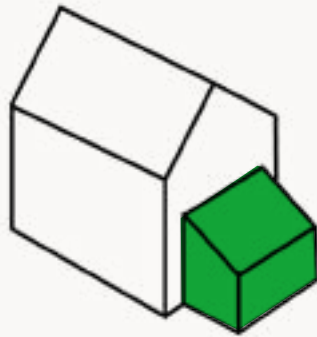
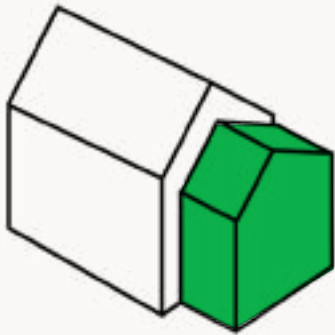
F.45

## BF.05. Building extensions, modifications, and plot infills

Extensions to dwellings can have a significant impact not only on the character and appearance of a building, but also on the street scene within which it sits. A well-designed extension can enhance the appearance of its immediate environment, whereas an unsympathetic extension can have a harmful impact, create problems for neighbouring residents, and affect the overall character of the area.

Many household extensions are covered by permitted development rights, and so do not need planning permission. However, barring special circumstances or justifications, there are a number of principles that residential extensions and conversions must follow to maintain character:

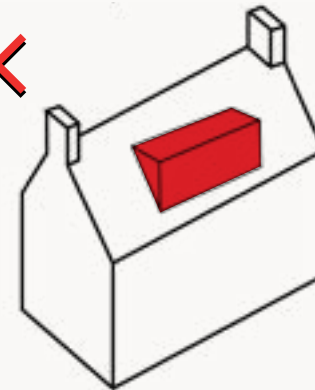
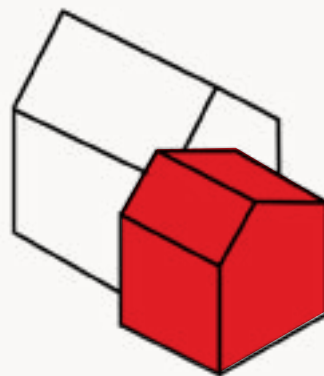
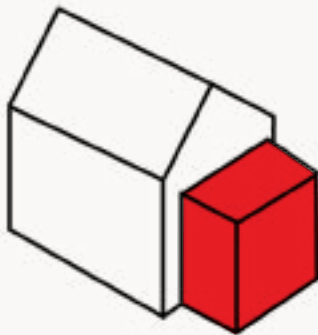
- The original building must remain the dominant element of the property regardless of the amount of extensions. The extension shall not overwhelm the building from any given point.
- Extensions shall not result in a significant loss to the private amenity area of the dwelling and any neighbouring properties.
- Designs that wrap around the existing building and involve overly complicated roof forms shall be avoided.
- In case of side extensions, the new part may be set back from the front of the main building and retain the proportions of the original building. This is in order to reduce any visual impact of the articulation between existing and new.
- In case of rear extensions, the new part must not have a harmful effect on neighbouring properties in terms of overshadowing, overbearing or privacy issues.
- Any housing conversions must respect and preserve the buildings' original form and character.
- Where possible, reuse as much of the original materials as possible, or alternatively, use like-for-like materials. Any new materials must be sustainable and be used on less prominent building parts.
- The pitch and form of the roof used on the building adds to its character and extensions shall respond to this where appropriate.
- Extensions must consider the materials, architectural features, window sizes, and proportions of the existing building and recreate this style to design an extension that matches and complements the existing building.



Good examples for side extensions, respecting existing building scale, massing and building line.

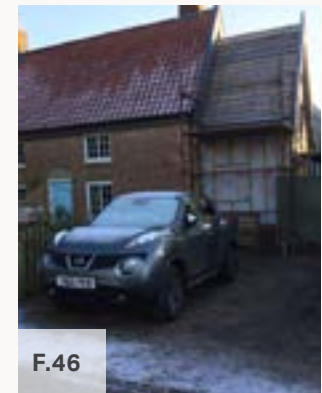
Loft conversion incorporating skylights.

Loft conversion incorporating gabled dormers.



Both extensions present a negative approach when considering how it fits to the existing buildings. Major issues regarding roofline and building line.

Loft conversion incorporating a long shed dormer which is out of scale with the original building.



F.46

**Figure 46:** Total refurbishment and extension of a cottage on Ram Lane (credit: Alyson Read)



## BF.06. Building line and boundary treatment

- Natural boundary treatments should reinforce the sense of continuity of the building line and help define the public realm, appropriate to the character of the area. They should be mainly continuous hedges and low walls, as appropriate, made of traditional materials found elsewhere in the Parish. The use of either panel fencing or metal or concrete walls in these publicly visible boundaries should be avoided. Natural boundary treatments should not impair natural surveillance.
- Buildings should front onto roads. The building line should have subtle variations in the form of recesses and protrusions but should generally form a legible line.
- Buildings should be designed to ensure that roads and/or public spaces have good levels of natural surveillance from buildings. This can be ensured by placing ground floor habitable rooms and upper floor windows facing the street.
- Front gardens should be provided in all but exceptional circumstances.
- If placed on the property boundary, waste storage should be integrated as part of the overall design of the property. Landscaping could also be used to minimise the visual impact of bins and recycling containers.

**Figure 47:**

A property with low-level planting to soften the transition between the public and private realms (credit: Peter Leonard)

**Figure 48:**

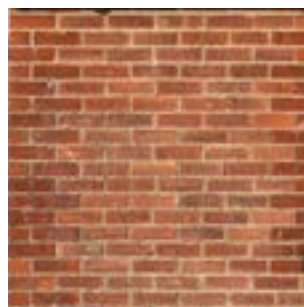
Details of a landscaped hedge in front of the post office with an inset letter box



## BF.07. Architectural details and materials

New developments or any change to the built environment should be able to demonstrate a sympathetic response to the existing character and architectural details found in the Parish. They should also reflect an intelligent understanding of the historic building details without resulting in low-quality imitations of past styles. This section includes examples of building material that contribute to the diversity of the local vernacular of Tivetshall and that could be used to inform future development. Note that the use of flint is very limited on buildings and should be mostly used in garden walls.

### Local colour palette



Red brick



Off-white render



Yellow ochre render



Black weatherboarding



Clay pantiles



Glazed pantiles



Thatch



Gabled porch



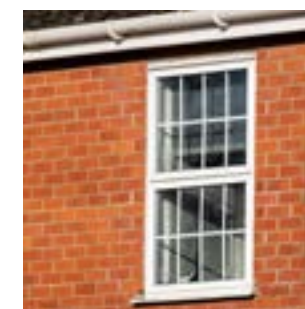
Decorated barge board



Landscaped hedge



Brick and stone low wall



Mock sash window

## 3 MO. Access and movement

### Access and movement

Mobility looks at how to create safe, attractive and convenient connections around Tivetshall and to the wider area utilising sustainable modes of transport where possible. Walking and cycling should be promoted to support growth, limit the negative impacts of traffic congestion on the roads and create direct and memorable routes.



**MO.01. Connectivity**



**MO.02. Car and cycle parking**

Photo credits: Peter Leonard (top left).



## MO.01. Connectivity

Tivetshall has a limited road network composed of a majority of local rural roads. Should any new roads be built, they should be connected with other roads to provide different travel options and routes. Good practice favours a generally connected road layout that makes it easier to travel by foot and bicycle.

A more connected pattern creates a 'walkable' village, a place where routes link meaningful places together. Although new development in Tivetshall will be small in scale and may not require the construction of new roads, there are still opportunities to retain or improve connections in new development. The existing road network can therefore be improved by:

- Proposing routes laid out in a permeable pattern, allowing for multiple connections and choice of routes, particularly on foot. Any cul-de-sacs should be relatively short and provide onward walking and cycling links; and

- Avoiding designing features such as pedestrian barriers or large gated developments. Instead, convenient pedestrian connections through new development should be encouraged. Footpaths between high fences should also be avoided due to insufficient visibility and lighting.



F.49



F.50

**Figure 49:**  
A historic finger post at the junction between The Street, Gissing Road, and Rectory Road (credit: Peter Leonard)

**Figure 50:**  
A footpath connecting a recent development on Thwaites Oak Close (left) to the Village Hall (right).

## MO.02. Car and cycle parking

Although the demand for private cars is expected to remain high in Tivetshall, measures can be taken to integrate parking areas into the fabric of the Parish. There is no single best approach to domestic car parking. A good mix of parking typologies should be deployed, depending on, and influenced by location, topography, and market demand.

The main types to be considered are shown on this page and the next one.

- For family homes, cars should be placed at the front or side of the property. For small pockets of housing a front or rear court is acceptable if secure and overlooked.
- Car parking design should be combined with landscaped hedges, low masonry walls, and/or front garden planting to minimise the presence of vehicles.
- When placing parking at the front, the area should be designed to minimise visual impact and to blend in with the existing streetscape and materials. The aim is to keep a sense of enclosure and to break the potential of a continuous area of car parking in front of the dwellings by means of walls, hedging, planting, and use of differentiated quality paving materials.
- Garage structures, where required, should be designed to be subservient to the main building, for example with a setback from the main building line.
- Secure cycle parking or utility storage should be integrated into all new housing where possible.

**Figure 51:**  
Front parking partially screened by landscaped hedges (left) and incorporating pervious surfacing in the form of pebbles

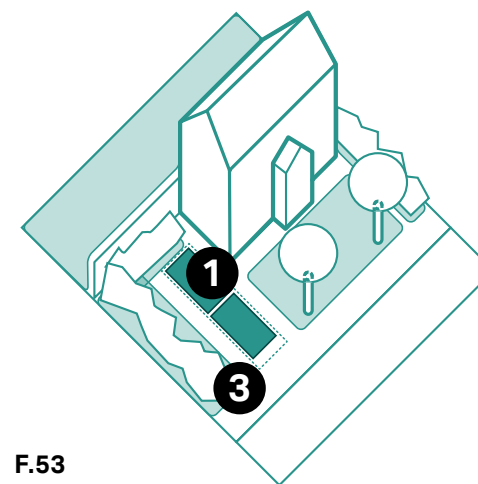
**Figure 52:**  
Parked cars in front gardens successfully screened by landscaped hedges (credit: Peter Leonard)



### On-plot front or side parking

- On-plot parking can be visually attractive when combined with high-quality and well-designed soft landscaping.
- Boundary treatment is the key element to help avoid a car-dominated character. This can be achieved by using elements such as hedges, horticultural shrub, native trees, flower beds, low walls, and high-quality paving materials between the private and public space. Boundary planted treatments are preferred.
- Hard standing and driveways must be constructed from porous materials to minimise surface water run-off.
- Garage structures, where they are needed, should be of sufficient size to store vehicles but should neither overwhelm nor visually clash with the buildings that they serve.

- The provision of electric vehicle charging points and bicycle storage space should also be considered in the design of houses and garage structures.

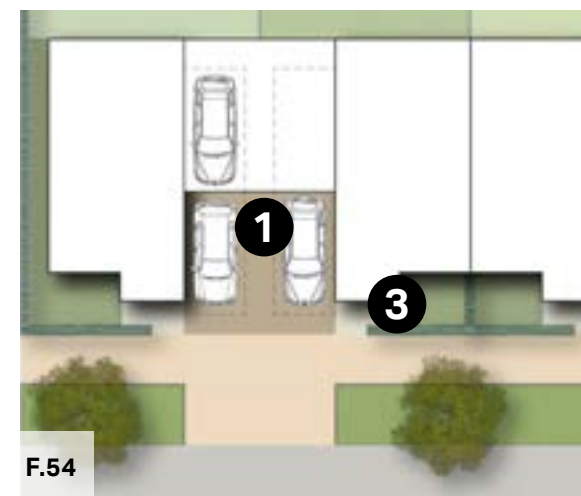


F.53

- Side parking set back from the main building line. Permeable pavement to be used whenever possible.
- Boundary hedges to screen vehicles and parking spaces.

**Figure 53:**  
Illustrative diagram showing an indicative layout of on-plot side parking

**Figure 54:**  
Illustrative diagram showing an indicative layout of on-plot side parking with garage structure



F.54



## 4 SU. Sustainability

### SU. Sustainability

The following section elaborates on sustainable design solutions that could be incorporated in buildings and at broader Parish design scale as principles.

The use of such principles and design tools should be encouraged in order to contribute towards a more sustainable environment while improving energy efficiency and reducing flood risks.

Note: pictures for SU.01. Carbon-neutral homes and SU.04. Servicing are examples from outside Tivetshall



**SU.01. Carbon-neutral homes**



**SU.02. Sustainable drainage**



**SU.03. Biodiversity and tree preservation**



**SU.04. Servicing**

## SU.01 Carbon-neutral homes

Energy efficient technologies could be incorporated in buildings and at broader Parish design scale.

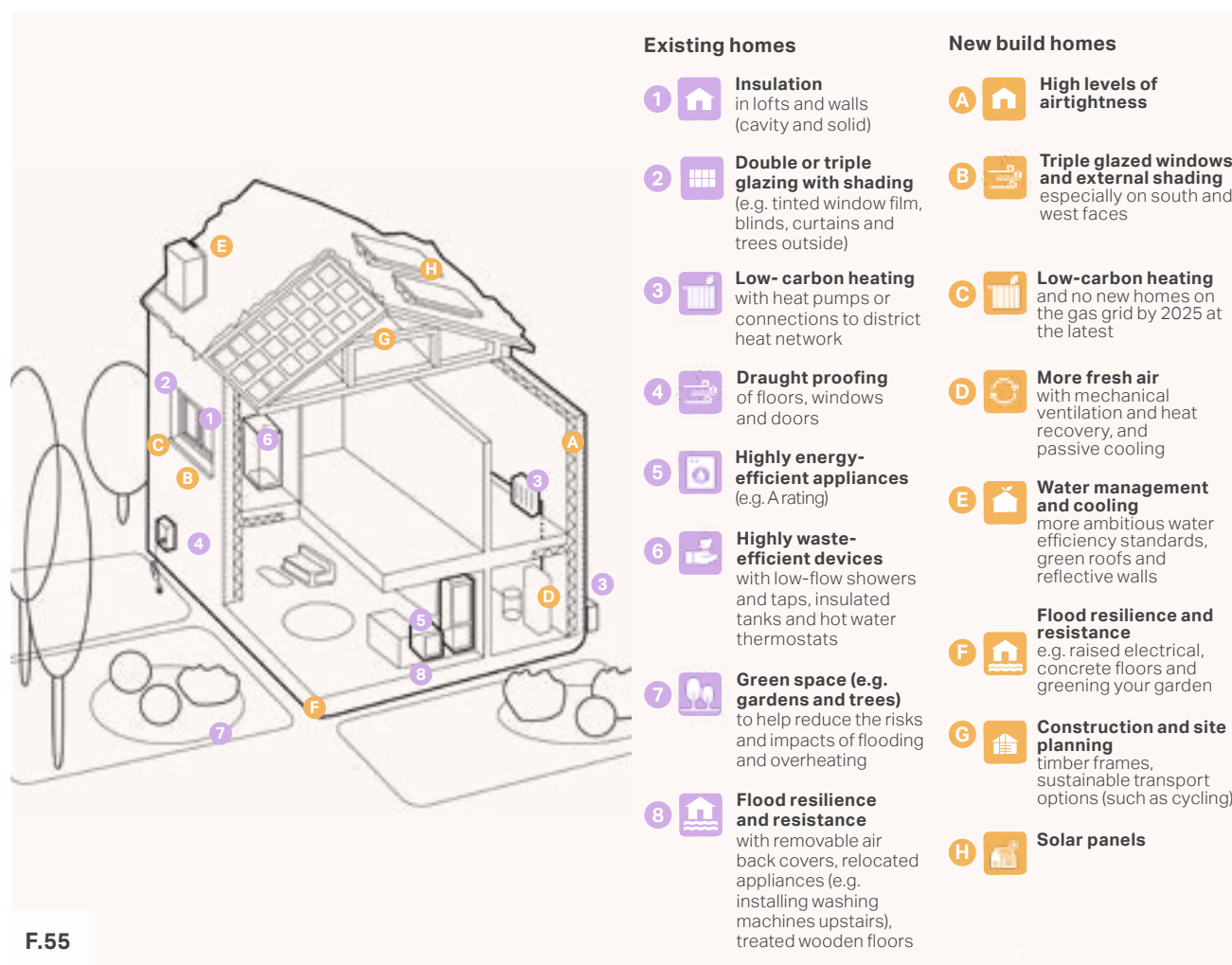
Energy efficient or eco design combines all around energy efficient appliances and lighting with commercially available renewable energy systems, such as solar electricity and/or solar/ water heating.

Starting from the design stage there are strategies that can be incorporated to include technologies such as passive solar heating, cooling and energy efficient landscaping which are determined by local climate and site conditions.

It should be noted that eco design can be adapted to a wide variety of architectural styles. Historic buildings can also be retrofitted in a way that respects both the environment and their historic features.

**Figure 55:**

Diagram showing low-carbon homes in both existing and new build conditions (adapted from Commission on Climate Change)



## SU.02 Sustainable drainage

SuDS work by reducing the amount and rate at which surface water reaches a waterway or combined sewer system. Usually, the most sustainable option is collecting this water for reuse, for example in a water butt or rainwater harvesting system, as this has the added benefit of reducing pressure on important water sources.

Where reuse is not possible there are two alternative approaches using SuDS:

- Infiltration, which allows water to percolate into the ground and eventually restore groundwater.
- Attenuation and controlled release, which holds back the water and slowly releases it into the sewer network. Attenuation and controlled release options are suitable when either infiltration is not possible (for example where the water table is high or soils are clay) or where infiltration could be polluting (such as on contaminated sites).

The most effective type or design of SuDS would depend on site-specific conditions such as underlying ground conditions, infiltration rate, slope, or presence of ground contamination. A number of overarching principles should however be applied:

- Water supply and disposal should be guaranteed and improved before development to ensure that SuDS have been considered and implemented.
- Manage surface water as close to where it originates as possible.
- Reduce runoff rates by facilitating infiltration into the ground or by providing attenuation that stores water to help slow its flow down.
- Improve water quality by filtering pollutants to help avoid environmental contamination.
- Form a 'SuDS train' of two or three different surface water management approaches.

- Integrate into development and improve amenity through early consideration in the development process and good design practices.
- 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.
- Best practice SuDS schemes link the water cycle to make the most efficient use of water resources by reusing surface water.
- SuDS must be designed sensitively to augment the landscape and provide biodiversity and amenity benefits.

**Figure 56:** Diagram illustrating the functioning of a soak away with permavoids units

**Figure 57:** Diagram illustrating the construction of a permeable paving area

**Figure 58:** Diagram illustrating the functioning of a stormwater planter

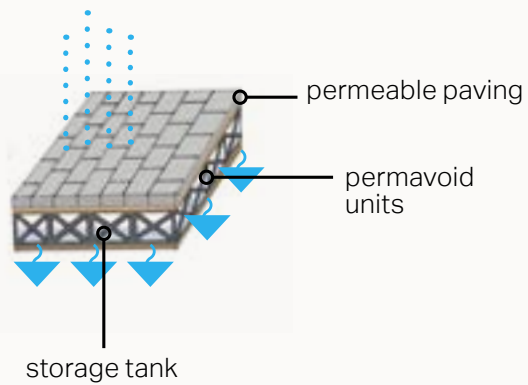
**Figure 59:** Diagram illustrating the functioning of a water butt

**Figure 60:** Diagram illustrating the functioning of a rain garden

**Figure 61:** Diagram illustrating the functioning of a soak away garden

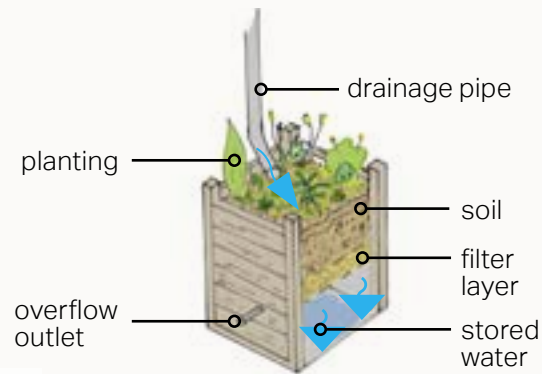


## Permeable paving



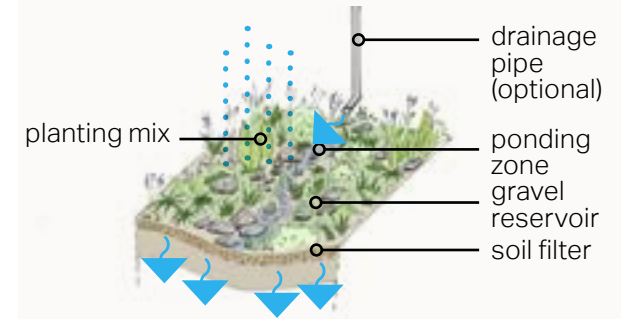
F.56

## Storage and slow release

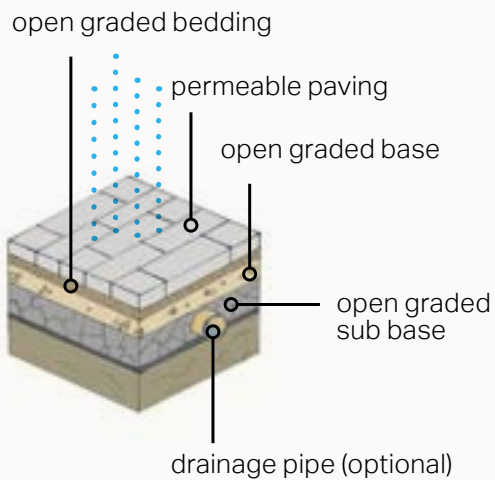


F.58

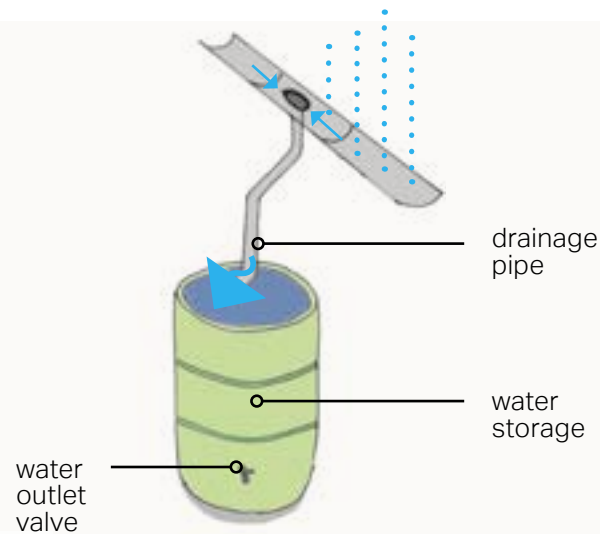
## Bioretention systems



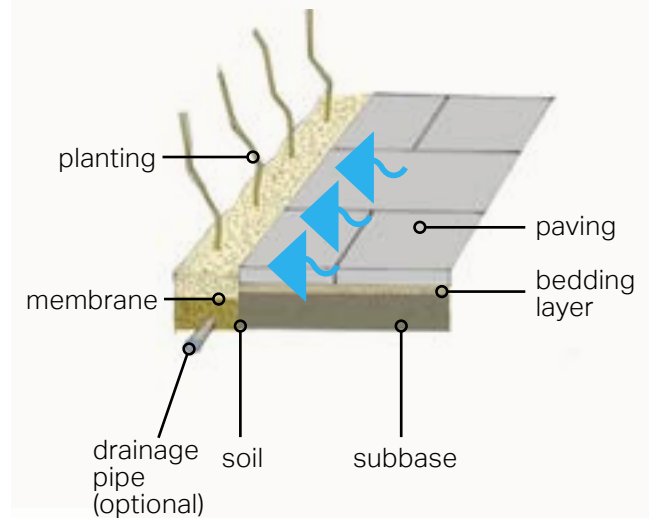
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F.57



F.59

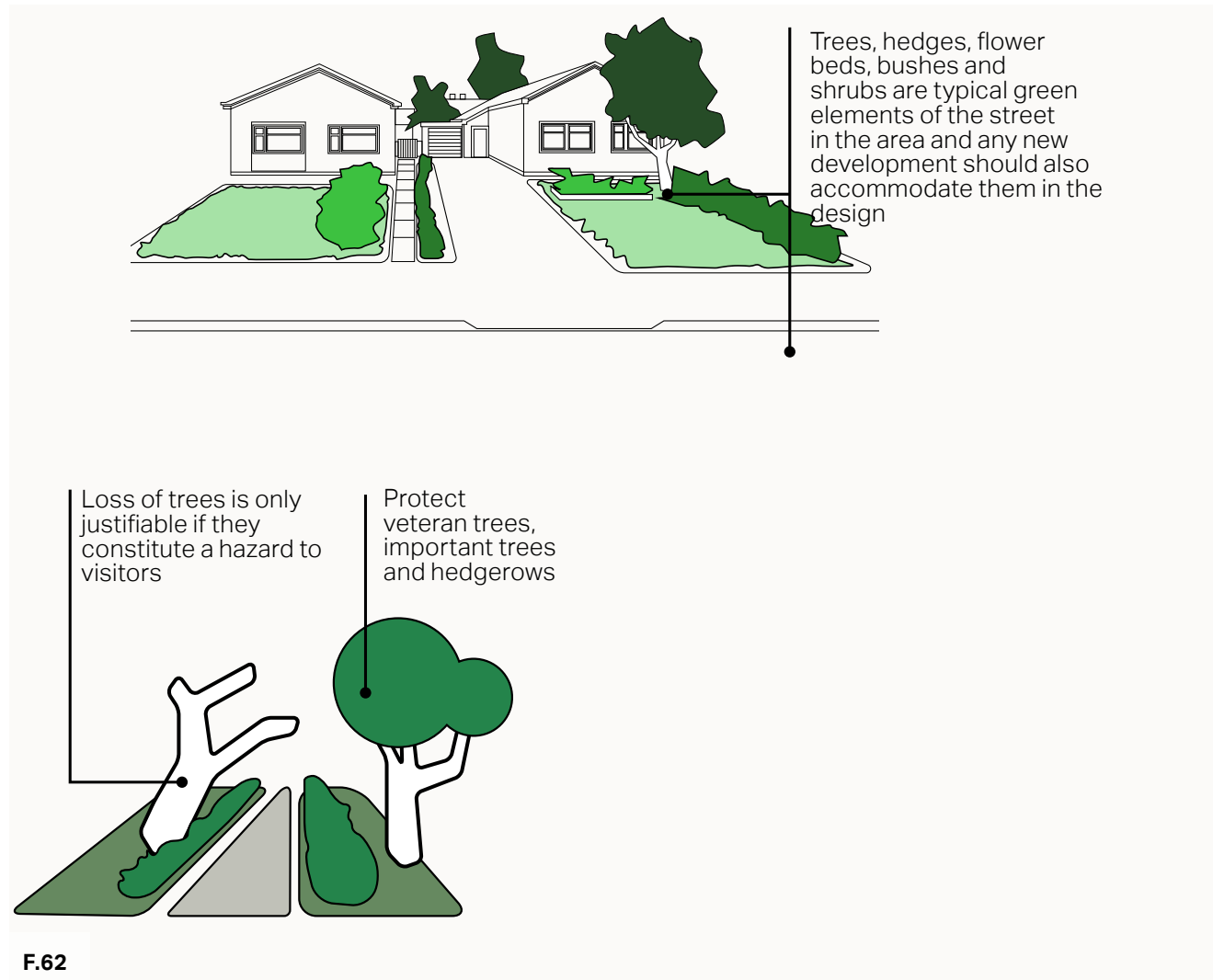


F.61

## SU.03 Biodiversity and tree preservation

Trees in the Parish may not all benefit from the protection of a tree preservation order (TPO). Therefore, new developments and any change in the physical environment must:

- Incorporate existing native trees and shrubs and avoid unnecessary loss of flora.
- Replace any tree or woodland lost to new development. Native trees and shrubs should be used to reinforce the more rural character of the area.
- Promote rich vegetation in front and rear gardens to improve the visual impact and mitigate air pollution. New and retained vegetation at the edges of new developments are particularly important for their successful integration into the wider landscape.
- Retain or replace all existing flora and fauna where possible and enable wildlife corridors through the use of buffers between dwellings.



**Figure 62:**  
Diagram to highlight some guidelines related to tree preservation.

## SU.04 Servicing

With modern requirements for waste separation and recycling, the number and size of household bins has increased. This poses a problem with the aesthetics of the property. Therefore, the following guidelines are recommended:

- When dealing with waste storage, servicing arrangements and site conditions should be taken into account; in some cases waste management should be from the front of the building and in others, from the rear. It is recommended that bins are located away from areas used as amenity space.
- Create a specific enclosure of sufficient size for all the necessary bins.
- Bins should be placed as close to the dwelling's boundary and the public highway, such as against a wall, fence, or hedge, but not in a way as to obstruct the shared surface for pedestrian and vehicle movements.
- Place it within easy access from the road and, where possible, with the ability to open on the pavement side (if any) to ease retrieval.
- Bin storage design should be discrete and not cause any negative visual impact.
- Refer to the materials palette to analyse what would be a complementary material.
- Add to the environmentally sustainable design by incorporating a green roof element to it.
- It could be combined with cycle storage.



**F.63**

**Figure 63:**  
Bin storage design solution.



# 1

## Checklist

Because the design guidelines and codes in this chapter 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.

As a first step there are a number of ideas or principles that should be present in all proposals. These are listed under “General design guidelines for new development.” Following these ideas and principles, a number of questions are listed for more specific topics.

### General design guidelines for new development:

- Does the design respond to the existing settlement pattern and respect the character?
- How does it integrate with existing paths, streets, and circulation networks?
- Does it reinforce or enhance the established character of streets, greens and other spaces?
- Does it harmonise and enhance the physical form, architecture and land use of the existing settlement?
- Does it retain and incorporate important existing features into the development?
- Does it respect surrounding buildings in terms of scale, roofline, height, form, and density?
- Does it enhance and reinforce the property boundary treatments?
- Are contextually appropriate materials and details adopted?
- Does it provide adequate open space for the development in terms of both quantity and quality?
- Does it incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features?
- Do all components e.g. buildings, landscapes, access routes, parking and open space relate well to each other?
- Does it aim for innovative design and eco-friendly buildings while respecting the architectural heritage and tradition of the area and integrating them with future development?
- Does it implement passive environmental design principles by, firstly, considering how the site layout can optimise beneficial solar gain and reduce energy demands before specifications of energy efficient building services and finally incorporate renewable energy sources?

## 2

### Street grid and layout:

- 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?
- Has the proposal been considered within its wider physical context?
- Has the impact on the landscape quality of the area been taken into account?
- Has the impact of the development on the tranquility of the area been fully considered?
- How does the proposal affect the character of a rural location?
- How does the proposal impact on existing views which are important to the area and how are these views incorporated in the design?
- How does the proposal impact on 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?
- 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?

## 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

### Buildings 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 rural context?
- 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?
- Subject to topography and the clustering of existing buildings, are new buildings orientated to incorporate passive solar design principles?
- If any of the buildings were to be heated by an individual air source heat pump (ASHP), is there space to site it within the property boundary without infringing on noise and visual requirements?
- 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 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 loss of privacy to adjoining/adjacent properties 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 dwellings?
- 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 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?
- Are recycled materials, or those with high recycled content proposed?
- 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 solutions

- 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?
- Have electric vehicle charging points been provided?
- Has secure cycle storage been provided at an individual building level or through a central / communal facility?
- If covered car ports or cycle storage is included, can it incorporate roof-mounted photovoltaic panels or a biodiverse roof in its design?



# 11

## Architectural details and design

- Does the proposal harmonise with the adjacent properties? This means that it follows the height massing and general proportions of adjacent buildings and how it takes cues from materials and other physical characteristics.
- Does the proposal maintain or enhance the existing landscape features and local distinctiveness?
- Has the local architectural character and precedent been demonstrated in the proposals?
- If the proposal is a contemporary design, are the details and materials of a sufficiently high enough quality and does it relate specifically to the architectural characteristics and scale of the site?
- Is it possible to incorporate passive environmental design features such as larger roof overhangs, deeper window reveals and/or external louvres/shutters to provide shading in hotter months?
- Can the building designs utilise thermal mass to minimise heat transfer and provide free cooling?
- Can any external structures such as balconies be fixed to the outside of the building, as opposed to cantilevering through the building fabric to reduce thermal bridge?

Delivery

04



## 04. DELIVERY

**The Design Guidelines and Codes will be valuable tools in securing context-driven, high quality development in Tivetshall. They will be used in different ways by different actors in the planning and development process, as summarised in the table.**

Actors	How They Will Use the Design Guidelines and Codes
Applicants, developers, and landowners	As a guide to community and Local Planning Authority expectations on design, allowing a degree of certainty – they will be expected to follow the Guidelines and Codes as planning consent is sought.
Local Planning Authority	As a reference point, embedded in policy, against which to assess planning applications.  The Design Guidelines and Codes should be discussed with applicants during any pre-application discussions.
Parish Council	As a guide when commenting on planning applications, ensuring that the Design Guidelines and Codes are complied with.
Community organisations	As a tool to promote community-backed development and to inform comments on planning applications.
Statutory consultees	As a reference point when commenting on planning applications.



