

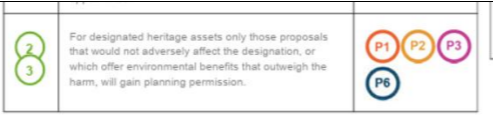
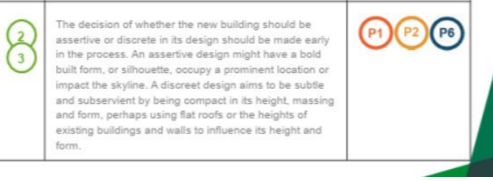



## SE Lincs Design Guide Review of Public Consultation Feedback April 2026

Ref No	Respondent Name (if given)	Method of Response (e.g note,, letter)	Nature of comment (e.g. text, illustration)	Page (of document PDF)	Screengrab of where	Summary of Comment	LUC response	Changes to the document (include page / para / fig no.)
1		PDF Scan	Text	1	<p><b>1</b> Step 1: The action prioritises retain and repair before replace (always the first step)</p> <p><b>2</b> Step 2: The action concerns additions (potential improvement without replacement)</p> <p><b>3</b> Step 3: The action concerns alterations or replacement (only if necessary)</p> <p><b>All</b> All: This action is relevant to all the steps.</p>	<p>Step 1 – Repair: keep and repair the original or historic fabric or material whenever possible</p> <p>Step 2 – Improve: make sensitive improvements without removing or compromising original or historic features</p> <p>Step 3 – Replace: only replace or alter components or features when absolutely necessary.</p>	Agreed	Changes made to Page 1 and throughout the Guide - the steps and principles have been removed from the tables, making them much simpler single column tables of 'Actions' only. Page 1 adjusted to reflect this, referring to the steps in comment as an overall approach.
2		PDF Scan	Text	2	<p><b>Who is it for</b></p> <p>This guide is for anyone planning work on a traditional house, shopfront, or new building/extension in a historic area within Boston, East Lindsey and South Holland. It applies regardless of planning permission, listing status, conservation area designation, or local asset recognition. It will also serve as a guide for promoting best practices and ensure consistent decision-making.</p>	Change promoting to promoting	Agreed	Change made as indicated to page 2
3		PDF Scan	Text	4	<p><b>Enforcement</b></p> <p>Adherence to planning legislation and following approved plans will prevent the need for planning enforcement.</p>	Change text to "Enforcement action might be taken if someone carries out building or land use changes without permission, or breaks the conditions of a planning or listed building consent."	Agreed	Change made as indicated to page 4. NB may need to adjust the text / layout elsewhere on this page to make everything fit the layout.
4		PDF Scan	Text	5	<p><b>Part F Ventilation</b></p> <p>The general principle is that the airtightness of new windows and doors in traditional buildings should be no worse than the existing condition prior to the work. Therefore, there is no need to bring the airtightness of a historic house up to the standards of a brand new house. Trickle vents are now used as a standard on new windows, but these are obviously modern and not appropriate for use where it is desirable to preserve historic character, therefore should be omitted. Where ventilation is required, to preserve character alternatives should be provided, where possible avoiding principle elevations and preferably through the roof or and exiting chimney stack. New kitchens and bathrooms do require mechanical ventilation, these should always avoid a principle elevation, and be designed to be as inconspicuous as possible. Generally plastic louvre are not acceptable in historic areas or on historic buildings, instead brick vents matching the host property masonry or cast iron grills should be used externally.</p>	<p>Change " Trickle vents are now used as a standard on new windows, but these are obviously modern and not appropriate for use where it is desirable to preserve historic character, therefore should be omitted. Where ventilation is required, to preserve character alternatives should be provided, where possible avoiding principle elevations and preferably through the roof or and exiting chimney stack."</p> <p>To: "Trickle vents are now used as a standard on new windows, but these are obviously modern and not appropriate for use in historic buildings. Where ventilation is required, alternatives that preserve the building's character should be used. These should avoid principal elevations where possible, and be routed preferably through the roof or an existing chimney stack."</p>	Agree	Change made as indicated to page 5.
5		PDF Scan	Text	10	<p><b>Lifespan</b></p> <p>Your traditional buildings is tried and tested. It has been resilient to the test of time, and has served the generations over hundreds of years.</p> 	<p>Change Lifespan text to: "Your traditional building methods are tried and tested. They have proven to be resilient over time and have served generations for hundreds of years."</p>	Agree, but amend slightly	<p>Slightly amended suggestion to: "The traditional construction methods and materials of your building are tried and tested. They have proven to be resilient over time and have served generations for hundreds of years."</p> <p>NB may need to adjust the text / layout elsewhere on this page to make everything fit the layout.</p>

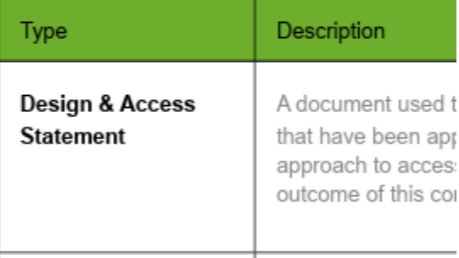
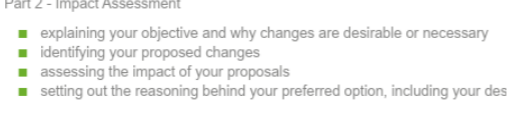
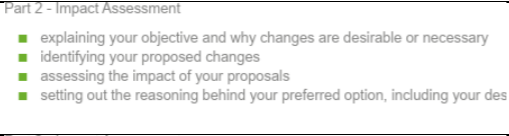
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6		PDF Scan	Text	15	 <p><b>Climate</b></p> <p>As the UK's climate changes and the Gulf Stream shifts, we are experiencing hotter summers, wetter overcast periods, and more frequent and intense rainfall, alongside colder winters. Episodes of extreme heat are becoming more common and severe, leading to an increase in heat-related deaths. Lincolnshire, named the most vulnerable region in the UK to climate change, is facing more unpredictable weather events and rising sea levels.</p> <p>There are growing risks for overheating in buildings at key times of the year, with resulting health implications, and increasing building issues from excess weather events.</p>	Change "There are growing risks for overheating in buildings at key times of the year, with resulting health implications, and increasing building issues from excess weather events."  To "There is an increasing risk of overheating in buildings during longer periods of the year, leading to potential health impacts, and a rise in building-related issues due to extreme weather events."	Agree	Change made as indicated to page 15.				
7		PDF Scan	Text	19	<p><b>Why your traditional walls are great</b></p> <p>External walls are the most visible element of a building and form a key part of its character. Their design, materials, method of construction, colour, texture, detailing, and finish all contribute significantly to the architectural and historic significance of a structure. These walls are frequently constructed from locally sourced materials, such as earth mortars, and construction types can vary widely — including mud-and-stud, timber frame, and brick solid wall or cavity construction. Walls often</p>	Delete; "Walls often "	Agree	Change made as indicated to page 19.				
8		PDF Scan	Text	30	<p><b>General</b></p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Every effort should be made to maintain and repair external walls rather than structurally or materially replace them. Documentary research and fabric analysis are im-portant for understanding design and material properties before any works. These include analysis of historic lime mortars and historic brick mixes.</td> </tr> </tbody> </table>	Step	Action	1	Every effort should be made to maintain and repair external walls rather than structurally or materially replace them. Documentary research and fabric analysis are im-portant for understanding design and material properties before any works. These include analysis of historic lime mortars and historic brick mixes.	Change "im-portant" to "important"	Agree	Change made as indicated to page 30.
Step	Action											
1	Every effort should be made to maintain and repair external walls rather than structurally or materially replace them. Documentary research and fabric analysis are im-portant for understanding design and material properties before any works. These include analysis of historic lime mortars and historic brick mixes.											
9		PDF Scan	Text	32	<p><b>E</b> To help your building to function properly it is important to identify the mortar mix. Lime mortars, and earth mortars, allow a traditional building to function properly and different mortar mixes, and their joint and finish application, were specific to the building material. You can send a sample for testing. A rough test can use patio cleaner to see whether lime is present in the mortar sample or not. Cement does not dissolve in acid but lime does. If there is loss of mortar it suggests lime mortar is present in the mix. However, this is not always conclusive (there are tests where the cement has dissolved with the strength of the solution).</p>	Client querying where a homeowner would send a mortar sample to, and whether they would know what to be looking for is testing mortar content themselves.	Suggest this text is deleted, as it is too complex for this guide and its audience.	Page 32 - Deleted " You can send a sample for testing. A rough test can use patio cleaner to see whether lime is present in the mortar sample or not. Cement does not dissolve in acid but lime does. If there is loss of mortar it suggests lime mortar is present in the mix. However, this is not always conclusive (there are tests where the cement has dissolved with the strength of the solution)."				
10		PDF Scan	Text	33	<p><b>The issue</b></p> <p>Roof structures and materials are vulnerable to complete replacement on the assumption:</p>	Change "on the assumption" to "on the false assumption"	Agree	Change made as indicated to page 33.				
11		PDF Scan	Text	34	<p><b>Lime mortar</b></p> <p>In Lincolnshire, a traditional method known as lime torching involves applying lime mortar between roof tiles or battens to reduce wind lift and improve insulation. Otherwise the roof tiles and side joints were pointed.</p> <p>Lime mortar is preferred for its flexibility, porosity, and compatibility with historic materials. It accommodates movement without cracking, offers weather protection, deters pests due to its alkalinity, and has a long lifespan—often exceeding a century. It also provides minor insulation and reduces draughts by filling voids beneath tiles. It is usually mixed with hair for added flexibility. Importantly, it can be easily removed and reused without damaging tiles.</p>	Change "minor insulation" to "minor insulative qualities"	Agree, but amend slightly	Page 34: Slightly amended suggestion to: "It also has minor insulative qualities and reduces draughts...."				
12		PDF Scan	Text	34	<p><b>Inappropriate use of cement mortars</b></p> <p>Cement mortars are unsuitable for use with traditional roofing materials. Their rigidity and impermeability lead to moisture retention and damage surrounding softer materials like clay tiles. Cement also has high embodied energy and is difficult to remove without harming original fabric, compromising both the sustainability and longevity of historic roofs.</p>	Change "Cement mortars are unsuitable for use with traditional roofing materials. Their rigidity and impermeability lead to moisture retention and damage surrounding softer materials like clay tiles. Cement also	Agreed	Change made as indicated to page 34.				



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						<p>has high embodied energy and is difficult to remove without harming original fabric, compromising both the sustainability and longevity of historic roofs.”</p> <p>To</p> <p>“Cement mortars are unsuitable for use with traditional roofing materials. Their rigidity and impermeability lead to moisture retention and damage surrounding softer materials like clay tiles. This damage can be costly to repair, especially if it is extensive.</p> <p>Cement also has high embodied energy and is difficult to remove without harming original fabric, compromising both the sustainability and longevity of historic roofs. Moreover, whilst the initial cost of cement may be less, for the above reasons of damage to the traditional building and need for repair makes it more costly over the longer term.”</p>		NB may need to adjust the text / layout elsewhere on this page to make everything fit the layout.							
13		PDF Scan	Text	40	<p>Cast-iron guttering, hoppers and downpipes have been one of the most popular materials for manufacturing rainwater goods. Historically there were many manufacturers of cast iron rainwater goods. Although there are much fewer of these firms around today, they can manufacture brand new rainwater goods the same details and sizes as historically. It is often the case that they bought the designs and moulds from firms that closed.</p>	Delete final sentence – redundant detail.	Agreed	Deleted final sentence “ It is often the case that...” Page 39.							
14		PDF Scan	Text	40	<p><b>F</b> Poorly functioning rainwater goods are often directly responsible for damp and serious internal and ex-ternal deterioration to walls, roofs and windows and doors.</p>	Change “ex-ternal” to “external”	Agreed	Change made as indicated to page 39.							
15		PDF Scan	Text	42	<p><b>Fittings</b></p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> <th>Principle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td rowspan="2">Install anti-bird installations only if they are a problem for efficient rainwater dispersal. Fit leaf guards or balloons above downpipes. You can make these out of chicken wire.</td> <td rowspan="2">P5</td> </tr> <tr> <td>2</td> </tr> </tbody> </table>	Step	Action	Principle	1	Install anti-bird installations only if they are a problem for efficient rainwater dispersal. Fit leaf guards or balloons above downpipes. You can make these out of chicken wire.	P5	2	Delete final sentence.	Agreed	Page 40 – Fittings – deleted final sentence “You can make these out of chicken wire.”
Step	Action	Principle													
1	Install anti-bird installations only if they are a problem for efficient rainwater dispersal. Fit leaf guards or balloons above downpipes. You can make these out of chicken wire.	P5													
2															
16		PDF Scan	Text	43	<p>■ <b>Linseed oil paint</b> - Linseed oil is also known as flaxseed and widely grown for its fibrous abilities in producing linen. Made from natural ingredients, linseed oil paint is non-toxic and environmentally friendly, both in production and application. It soaks into the timber, nourishing it and helping to preserve its structure. The oil paint has ‘wicking’ properties which does not mean its breathable but acts as a second defence against any moisture that might find its way in. It ages gradually and moves with the timber as it expands and contracts. This reduces the likelihood of cracking and flaking. Plastic paints often contain synthetic binders, VOCs (volatile organic compounds), and petrochemicals and the paints form a film which tend to fail suddenly—cracking, peeling, or blistering when their film breaks down and that can trap moisture beneath the surface, leading to blistering and decay and allowing and trapping moisture beneath the paint layer. Unlike linseed oil paint plastic paints often require complete removal once they begin to fail.</p>	Split into two paragraphs. Second paragraph to start at “ Plastic paints often contain...”	Agreed	Change made as indicated to page 41.							
17		PDF Scan	Text	45	<table border="1"> <tbody> <tr> <td> <p>○ Regularly paint cast-iron rainwater goods, with care to the rear of the pipes to avoid corrosion and leaks. Corrosion and rust can occur without regular and careful painting all parts of pipes and hoppers. Fix-ings can break and downpipes can leak. Never paint over rust. The surface should be clean and free from corrosion. Paint selection will de-pend on site exposure.</p> </td> <td> <p>P2 P3 P4</p> <p>P6</p> </td> </tr> </tbody> </table>	<p>○ Regularly paint cast-iron rainwater goods, with care to the rear of the pipes to avoid corrosion and leaks. Corrosion and rust can occur without regular and careful painting all parts of pipes and hoppers. Fix-ings can break and downpipes can leak. Never paint over rust. The surface should be clean and free from corrosion. Paint selection will de-pend on site exposure.</p>	<p>P2 P3 P4</p> <p>P6</p>	Change “de-pend” to “depend”	Agreed	Change made as indicated to page 42.					
<p>○ Regularly paint cast-iron rainwater goods, with care to the rear of the pipes to avoid corrosion and leaks. Corrosion and rust can occur without regular and careful painting all parts of pipes and hoppers. Fix-ings can break and downpipes can leak. Never paint over rust. The surface should be clean and free from corrosion. Paint selection will de-pend on site exposure.</p>	<p>P2 P3 P4</p> <p>P6</p>														

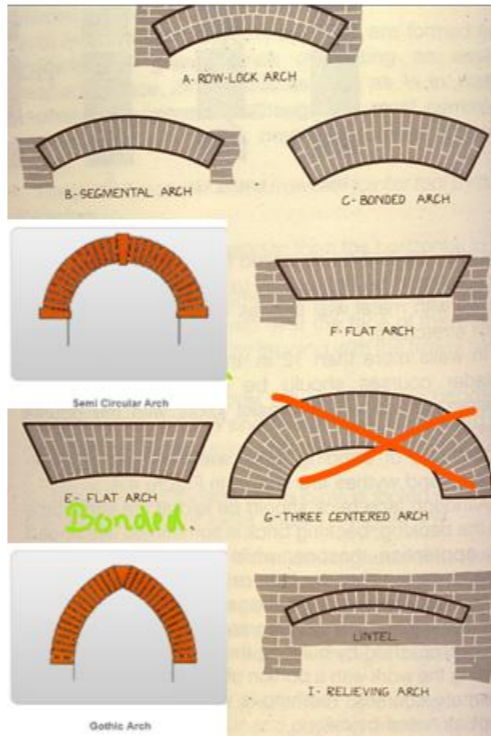
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18		PDF Scan	Text	47		Add to the end of the sentence: "or public open spaces." In the left hand table	Agreed	Change made as indicated to page 44.
19		PDF Scan	Text	47		After "planning permission" add "or listed building consent"	Agreed	Change made as indicated to page 45.
20		PDF Scan	Text	48	<p><b>A</b> Solar panels tend to look out of place against the mellowed, traditional facing materials and can detract from the special character of the building. The visual impact of the panels will be most significant when positioned on roof slopes visible from public views. There is a careful balance between maximal efficiency, reasonable practicality and visibility.</p>	Change para to: "Solar panels tend to look out of place against mellowed, traditional facing materials and can detract from the special character of a building. The visual impact of the panels will be most significant when positioned on roof slopes visible from public views. There is a careful balance between maximal efficiency, reasonable practicality and visibility."	Agreed	Text slightly adjusted/ reduced to fit, page 45.
21		PDF Scan	Text	53	<p><b>“ The right light, in the right place and for it to be there used at the right time</b></p> <p>MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT (2019) LIGHT POLLUTING GUIDANCE</p>	Change "POLLUTINO" to "POLLUTON"	Agreed	Change made as indicated to page 53.
22		PDF Scan	Text	59		Add the following: "Historic settings should not be considered to act as a design orthodoxy. The basic principle should be that new build design achieves harmony with their surroundings. This can be achieved via modern or traditional design, provided the design is high quality."	Agreed.	Change made as indicated to page 55. NB may need to adjust the text / layout elsewhere in this section to make everything fit the layout. This box might be worth highlighting as a key principle.
23		Word doc	Structure and style	62-69		Run pages 62-69 in the same order and style as pages 3-13 of the Spalding Shopfront Guide: <ul style="list-style-type: none"><li>• Appropriate/Good Design Principles</li><li>• Signage (Facia, A boards, Hanging signs)</li><li>• Lettering and Colours</li><li>• Window Vinyls</li><li>• Security and Lighting</li><li>• Blinds and Canopies</li></ul>	Agreed	Change made as indicated page 58-66

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24		Word doc	Text	62	<p><b>A</b> Early consultation with your local authority is recommended, especially for substantial changes. Many works may require planning permission, advertisement consent, or Listed Building Consent. Your local authority can advise on the necessary consents and whether proposals are likely to be acceptable.</p> <p><b>B</b> Engage a specialist, such as an architect or heritage consultant with experience in traditional buildings, to design or specify the shopfront.</p> <p><b>C</b> Any proposals should demonstrate how various options have been considered and assess their practicality and viability.</p> 	Remove A B and C, Use bullet points instead.	Agreed	Change made as indicated to page 58. Replaced the diagram with another shopfront photo. Noted also point 23, above.						
25		Word doc	Text and Layout	63	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> <th>Principle</th> </tr> </thead> <tbody> <tr> <td>3</td> <td> <p>The design of new or altered shopfronts should pay close attention to:</p> <ul style="list-style-type: none"> <li>The proportion of signs to windows to stallrisers (the wall below the window). Generally, the overall height of the shopfront should be up to 20% signage, up to 20% stallriser and at least 60% window.</li> <li>How signage, the shopfront, windows and doorway are sheltered from the sun and rain, and how rain runs off the different parts of the shopfront.</li> <li>access: recessed doorways can accommodate the change in level between the pavement and shopfloor</li> <li>The physical depth of the shopfront: usually the door and window glass are set furthest back from the pavement and details like the window frames and mullions, cills, pilasters and cornice all project forward from the wall.</li> </ul> </td> <td>P1 P2 P6</td> </tr> </tbody> </table>	Step	Action	Principle	3	<p>The design of new or altered shopfronts should pay close attention to:</p> <ul style="list-style-type: none"> <li>The proportion of signs to windows to stallrisers (the wall below the window). Generally, the overall height of the shopfront should be up to 20% signage, up to 20% stallriser and at least 60% window.</li> <li>How signage, the shopfront, windows and doorway are sheltered from the sun and rain, and how rain runs off the different parts of the shopfront.</li> <li>access: recessed doorways can accommodate the change in level between the pavement and shopfloor</li> <li>The physical depth of the shopfront: usually the door and window glass are set furthest back from the pavement and details like the window frames and mullions, cills, pilasters and cornice all project forward from the wall.</li> </ul>	P1 P2 P6	Delete the right hand table, as it largely repeats the annotations A to E on page 64. Suggest keeping the table on the left hand side and moving the photos to the right of it.	Agreed	Changes made as indicated to page 60-64. Required page layouts to be re-configured, noting also point 23, above.
Step	Action	Principle												
3	<p>The design of new or altered shopfronts should pay close attention to:</p> <ul style="list-style-type: none"> <li>The proportion of signs to windows to stallrisers (the wall below the window). Generally, the overall height of the shopfront should be up to 20% signage, up to 20% stallriser and at least 60% window.</li> <li>How signage, the shopfront, windows and doorway are sheltered from the sun and rain, and how rain runs off the different parts of the shopfront.</li> <li>access: recessed doorways can accommodate the change in level between the pavement and shopfloor</li> <li>The physical depth of the shopfront: usually the door and window glass are set furthest back from the pavement and details like the window frames and mullions, cills, pilasters and cornice all project forward from the wall.</li> </ul>	P1 P2 P6												
26		Word doc	Text and layout	71-72		Can the entire common application types (the bullet point paragraphs) all be on the same page?	This should be possible	Changes made as indicated pages 68-69.						
27		Word doc	Text	72	<ul style="list-style-type: none"> <li><b>Discharge / Removal / Variation of Condition –</b> Planning permissions and Listed Building consents are often granted with conditions. These limit and control the way in which the planning permission must</li> </ul>	Remove double full stop at the end of the first sentence of Discharge / Removal / variation of Conditions.	Agreed	Change made as indicated page 69						
28		Word doc	Text	72	<ul style="list-style-type: none"> <li><b>Works to trees –</b> Protected trees include those covered by a Tree Preservation Order (TPO) or those which grow in a conservation area. You will need to contact the LPA if you wish to prune branches overhanging from a neighbour's protected tree. Consent is not required when</li> </ul>	Change 'LPA' to 'Council'	Agreed	Change made as indicated page 69.						
29		Word doc	Text	72	<p>Further information and detail on other types of planning applications can be found :</p> <p>Introduction - Consent types - Planning Portal.</p> <p>Building Regulations -</p> <p>Licenses</p>	<p>Add the weblink to the Planning Portal Consent type page,</p> <p>Then move the 'Your council resources' section from page 75 to here</p> <p>Then add the following text and links:</p> <p><b><u>East Lindsey District Council</u></b></p> <p>East Lindsey District Council: <a href="https://www.e-lindsey.gov.uk/">https://www.e-lindsey.gov.uk/</a></p> <p>Heritage, Archaeology and Conservation: <a href="https://www.e-lindsey.gov.uk/article/5115/Heritage-Archaeology-and-Conservation">https://www.e-lindsey.gov.uk/article/5115/Heritage-Archaeology-and-Conservation</a></p> <p>Building Control: <a href="#">Building Control - East Lindsey District Council</a></p>	Agreed	Change made as indicated to page 70.						


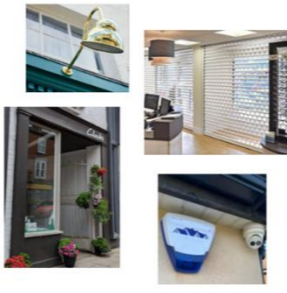


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						<p>Development Management/Planning Applications: <a href="https://www.e-lindsey.gov.uk/article/5112/Development-Management-Planning-Applications">https://www.e-lindsey.gov.uk/article/5112/Development-Management-Planning-Applications</a></p> <p>Trees and Hedges: <a href="https://www.e-lindsey.gov.uk/treesandhedges">https://www.e-lindsey.gov.uk/treesandhedges</a></p> <p>Licensing: <a href="https://www.e-lindsey.gov.uk/licensing">https://www.e-lindsey.gov.uk/licensing</a></p> <p><a href="https://www.e-lindsey.gov.uk/article/6989/Houses-in-Multiple-Occupation-HMOs-and-Licensing">https://www.e-lindsey.gov.uk/article/6989/Houses-in-Multiple-Occupation-HMOs-and-Licensing</a></p> <p><b>Boston Borough Council</b></p> <p>Boston Borough Council: <a href="https://www.boston.gov.uk/">https://www.boston.gov.uk/</a></p> <p>Heritage, Archaeology and Conservation: <a href="https://www.boston.gov.uk/article/21240/Heritage-Archaeology-and-Conservation">https://www.boston.gov.uk/article/21240/Heritage-Archaeology-and-Conservation</a></p> <p>Building Control: <a href="https://www.boston.gov.uk/buildingcontrol">https://www.boston.gov.uk/buildingcontrol</a></p> <p>Development Management/Planning Applications: <a href="https://www.boston.gov.uk/planning">https://www.boston.gov.uk/planning</a></p> <p>Trees: <a href="https://www.boston.gov.uk/article/21838/Tree-and-Hedge-Protection">https://www.boston.gov.uk/article/21838/Tree-and-Hedge-Protection</a></p> <p>Licensing: <a href="https://www.boston.gov.uk/licensing?p=1">https://www.boston.gov.uk/licensing?p=1</a></p> <p><a href="https://www.boston.gov.uk/hmo">https://www.boston.gov.uk/hmo</a></p> <p><b>South Holland District Council</b></p> <p>South Holland District Council: <a href="https://www.sholland.gov.uk/">https://www.sholland.gov.uk/</a></p> <p>Heritage, Archaeology and Conservation: <a href="https://www.sholland.gov.uk/article/5306/Conservation-and-Heritage">https://www.sholland.gov.uk/article/5306/Conservation-and-Heritage</a></p> <p>Building Control: <a href="https://www.sholland.gov.uk/article/5304/Building-Control">https://www.sholland.gov.uk/article/5304/Building-Control</a></p> <p>Development Management/Planning Applications: <a href="https://www.sholland.gov.uk/article/5305/Planning">https://www.sholland.gov.uk/article/5305/Planning</a></p> <p>Trees: <a href="https://www.sholland.gov.uk/article/11323/Protected-trees">https://www.sholland.gov.uk/article/11323/Protected-trees</a></p> <p>Licensing: <a href="https://www.sholland.gov.uk/Licensing">https://www.sholland.gov.uk/Licensing</a></p> <p><a href="https://www.sholland.gov.uk/article/7485/Houses-in-Multiple-Occupation-HMO-in-South-Holland-District">https://www.sholland.gov.uk/article/7485/Houses-in-Multiple-Occupation-HMO-in-South-Holland-District</a></p>						
30		Word doc	Text	73	<table border="1"> <tr> <td>Floor Plans</td> <td>Floor plans</td> </tr> <tr> <td>Elevation(s)</td> <td>scaled, two-dimensional elevations.</td> </tr> </table>	Floor Plans	Floor plans	Elevation(s)	scaled, two-dimensional elevations.	In 'Elevations' row, add capital S to scaled and change 'rfont' to 'front'	Agreed	Change made as indicated to page 71.
Floor Plans	Floor plans											
Elevation(s)	scaled, two-dimensional elevations.											
31		Word doc	Text	73	<table border="1"> <tr> <td>Sections</td> <td>vertical cut-through</td> </tr> </table>	Sections	vertical cut-through	In 'Sections' row: add capital V to vertical, and in the brackets replace '1:20' with 'typically 1:50, 1:20, 1:10'	Agreed	Change made as indicated to page 71.		
Sections	vertical cut-through											

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32		Word doc	Text	74		Change the start of the paragraph to "A written document used to explain...." Add to the end of the paragraph: "to the proposed development have been addressed."	Agreed	Change made as indicated to page 72.
33		Word doc	Text	74		In the list under Part 1 of Heritage Statements, include a final green square bullet point "Should contain images, maps, plans, photographs and links to help explain the text."	Agreed	Change made as indicated to page 72.
34		Word doc	Text	74		Capitalize the first letter of every bullet point in Heritage Statement Parts 1 and 2.	Agreed	Change made as indicated to page 72.
35		Word doc	Text	74		Heiritage Statement – Part 2 Change second bullet point to: "Identifying your proposed changes, where applicable discussing alternative options considered"	Agreed	Change made as indicated to page 72.
36		Word doc	Text	74		Heiritage Statement – Part 2 Change third bullet point to: "Assess the impact of your proposal(s) and any public benefit"	Agreed	Change made as indicated to page 72.
37		Word doc	Text	74		Heiritage Statement – Part 2 Change fourth bullet point to: "Set out the reasoning/justification behind your preferred option, include design principles used in light of all of the above"	Agreed	Change made as indicated to page 72.
38		Word doc	Text	74		Combined Design, Access and Heiritage Statement. Change first sentence to: "For very small/simple applications it may be appropriate to combine a Design & Access Statement and Heritage Statement into a single document."	Agreed	Change made as indicated to page 72.
39		Word doc	Text	75		See point 29, above. The 'Your council responses section should be moved to page 72	Noted	Change made as indicated to page 70.
40		Review of comments	Link	75		Change the destination of the HER link to: <a href="https://www.lincolnshire.gov.uk/historic-environment/historic-environment-record">https://www.lincolnshire.gov.uk/historic-environment/historic-environment-record</a> At present the link is to the Lincolnshire Heritage Explorer rather than the HER.		Links updated as indicated on page 73.


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41		Word doc	Text and link	75	Lincolnshire Historic Environment Record The <a href="#">Lincolnshire Historic Environment Record</a> is a digital, map-based database of all of the known archaeological sites and monuments in the county.	Replace: "Lincolnshire Historic Environment Record (HER) The Lincolnshire Historic Environment Record (HER) is a digital, map-based database of all of the known archaeological and historic sites and monuments in the county." With: Lincolnshire Heritage Explorer The <a href="#">Lincolnshire Heritage Explorer</a> is a digital, map-based database that gives access to many of the records contained in the Lincolnshire HER, allowing everyone to discover the amazing wealth of evidence of Lincolnshire's past.."	Agreed	Changes made as indicated to page 73.
42		Word doc	Text	75	North East Lincolnshire North East Lincolnshire Council also provides guidance on heritage and conservation, including accessing information from the HER.	Delete: "North East Lincolnshire North East Lincolnshire Council also provides guidance on heritage and conservation, including accessing information from the HER."	Agreed	Change made as indicated to page 73.
-		Word doc	Text and Link	75		Can we also add a place marker for Mud and Stud as LCC are currently working on that and perhaps include thatch and earth structures links'	We cannot find references to these in the LCC website or Heritage Explorer site	No change made.
44		Word doc	Text	77-79	Glossary	Add / amend the following entries  (New) Article 4 direction – Bay – elaborate on this one, not sure that's strictly correct.  (New) Permitted Development Rights –  (New) Non-Designated Heritage Assets –  (New) Local List (of Heritage Assets) –	Agreed	Changes made as indicated to pages 75-77.  Used NPPF Glossary definitions where possible, failing that condensed definitions from Historic England or the Designing Buildings wiki.
45		Word doc	Text	80	 <b>Moulded or gauged bricks</b> Bricks moulded to a form. Moulded Bricks are shaped into decorative or classical profiles before firing. Gauged Work are made with soft, fine bricks that are rubbed or cut to precise shapes for tight joints and refined finish, often used in arches or detailed features.  Coarser materials require wider joints.	can we also discuss bullnose and chamfered bricks as well as a type of moulded/gauged brick	Agreed	Changes made as indicated to page 78.
46		Word doc	Text	80	 <b>Lime mortar / render</b> A type of mortar/render composed of lime and an aggregate, such as sand, mixed with water. It is a soft, porous material that works particularly well with softer building materials such as historic brickwork, terracotta or natural stone.	(new ) – lime plaster – usually applied in 3 coats.  (New) Shelter Coat –	Agreed	K Lime mortar section amended as indicated, page 78.
47		Word doc	Layout	77-87	Glossary	I think if we are linking the glossary to an image then the image needs to be on the same page. If this can be achieved? Can the document be shown as a booklet? So you can see two pages? Or if its never going to be printed, can these pages be bigger?	We can try to do this where practical, including using A3 sheets potentially	Page and image layouts adjusted as far as practicable, including reviewing points 45 and 46 above.

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48		Word doc	Text and layout	83-87	Glossary	Some of these are repeated in doors, windows and shofront glossary's I wonders if there could be a universal or architectural term glossary to be applied to all rather than repeating? For example; architrave, bracket (corbel/console) pilaster, transom, mullion....	The existing split is considered appropriate as it brings the definition alongside a relevant illustration. A universal glossary would need to indicate how the same term or feature relates to a window door or shopfront.	No change to document.
49		Word doc	Illustrations , text and layout		Glossary	<p>This could also show types of arches.</p> 	No scope to create new illustration for this, and of limited use given minimal reference to arch types in documents.	No change to document.
50		Word doc	Text	82	Door Glossary	Add: (New) Raised and Fielded – Weather Bar -	Agreed	Changes made as indicated to page 80.  Used NPPF Glossary definitions where possible, failing that condensed definitions from Historic England or the Designing Buildings wiki.
51		Word doc	Text and illustrations	84	Window Glossary	D & F are the same	They are slightly different, but for this guide we can merge them into one.	Deleted F and its text from page 82 and re-lettered the rest of this page, and updated the references in the illustrations on page 83.

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52		Word doc	Text	84	<p><b>① Glazing bar</b></p> <p>A wooden glazing bar that separates and holds individual panes of glass within a window. Glazing bars can be straight or curved and decorative (for example, Gothic Y-shaped glazing bars). The glazing bars in a window that separate and hold the individual panes of glazing.</p>	Glazing bars should use examples such as lambs tongue and ovolo not Gothick	Agreed.	Changes made as indicated on page 82.						
53		Word doc	Text	84	<p><b>② Segmental arch</b></p> <p>An arch which is not a complete semi-circle.</p> <p><b>③ Soffit</b></p> <p>The underside of the lintel or frame above the window opening.</p>	(new) Trickle Vents - ... how these are not traditional and should only be considered on traditional buildings if they can be hidden.	Agreed.	Changes made as indicated on page 82.						
54		Word doc	Text	87	<p><b>④ Bracket (or console or cobel)</b></p> <p>A projecting element from a wall, typically made of stone, wood, or metal, used to support a weight such as a lintel, balcony, or eaves. Brackets may be plain or decorative, such as scroll brackets or consoles, which feature a curved or scroll-like form.</p> <p><b>⑤ Console or corbel</b></p> <p>Bracket-like features in stone or timber on either side of the fascia that support the cornice above. These should align with the pilasters below and should be roughly the same width as the pilaster.</p>	B cobel should be 'corbel'. Although it is repeated underneath in C. Not sure we need it twice.	See point 51, above agreed to merge into one.	Changes made as indicated on page 82 and illustration page 83.						
55		Word doc	Text	87	<p><b>⑥ Window(s)</b></p> <p>The window(s) are the dominant feature of the shop front. They account for most of its height and in most cases the majority of its width. The design of these windows, including the type of glass, glazing bars, and overall arrangement, contributes significantly to character of a historic shopfront. Early Lincolnshire shopfronts often feature a framework of glazing bars, creating a grid-like pattern. Shopfronts used larger panes of glass. The largest panes of glass</p>	K – 'Display' window - ...	Agreed	Changes made as indicated on page 85.						
56		Word doc	Text	23-28	<p><b>Efficiency</b></p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> <th>Principle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Minor adjustments and alterations, such as draught proofing, shutters or heavy and lined curtains and draught excluding internal vestibules are encouraged. They are cost effective, efficient, and do not require planning permission.</td> <td> </td> </tr> </tbody> </table>	Step	Action	Principle	1	Minor adjustments and alterations, such as draught proofing, shutters or heavy and lined curtains and draught excluding internal vestibules are encouraged. They are cost effective, efficient, and do not require planning permission.		Pages 23 - onwards for windows I didn't know if it would be useful to explain how a sash window works opening both top and bottom sash allows hot air to escape the top and cold air to replace it through the bottom.	Agreed	Change made on page 28 in the 'Efficiency' table.
Step	Action	Principle												
1	Minor adjustments and alterations, such as draught proofing, shutters or heavy and lined curtains and draught excluding internal vestibules are encouraged. They are cost effective, efficient, and do not require planning permission.													
57		Word doc (Spalding)	Layout	Shopfront section		<p>Following pages all need to be set out the same and a page per element rather than mixing. I did a presentation to business owners to sell the idea of a design guide the following are my presentation pages I think the way these are set out is more usable. The pages should run like:</p> <ul style="list-style-type: none"> <li>• Appropriate/Good Design Principles</li> <li>• Signage (Facia, A boards, Hanging signs)</li> <li>• Lettering and Colours</li> <li>• Window Vinyls</li> <li>• Security and Lighting</li> <li>• Blinds and Canopies</li> </ul>	We can try and apply this approach to the shopfront design pages, but would need to achieve consistency with the wider guide's layouts.	Changes made as far as practicable to Spalding and copied across to main Design Guide.						

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						<p><b>APPROPRIATE DESIGN — GENERAL PRINCIPLES</b></p> <p><b>Architectural or historic value of the existing shopfront</b> - can it be retained and adapted rather than replaced?</p> <p><b>Shopfront features</b> - can you differentiate between historic details and later additions? Are there any hidden details - which could be revealed?</p> <p><b>Above Shopfront</b> - when planning works consider the whole building, the shopfront is a key element of the buildings overall appearance.</p> <p><b>Alterations and Replacements</b> - signage should be made to fit in with the existing fascia, fascia should never take up more than 20% of the overall shopfront, recessed entrances add interest and can accommodate changes in levels.</p> <p><b>Alterations and Repairs</b> - these should be carried out using traditional materials and techniques, opportunities should be taken to replace inappropriate materials with more suitable historically appropriate materials.</p> <p><b>Quality</b> - always use good quality materials and ensure high standard of work. Avoid low-grade timber as they deteriorate quickly and require increased maintenance.</p> <p><b>Wider Street scene</b> - painted timber is the most common in traditional shop fronts but other materials may be present to make your shop front stand out from the rest.</p>  <p><b>SECURITY &amp; LIGHTING</b></p> <p><b>Action</b></p> <p>External Roller Shutters - While security is important, solid external roller shutters detract from the streetscape and can appear unwelcoming due to the 'dead' frontage they create when closed. They will not be permitted on listed buildings or in conservation areas.</p> <p>Internal shutters or lattices behind glazing are favoured and generally do not need planning permission. Shutters or lattices that provide visibility through them are recommended, so that any vitrines in the shop can be seen from outside.</p> <p>Recessed doorways can be protected with decorative metal gates, while external removable grilles are also an alternative.</p> <p>Toughened laminated glass, when used with internal shutters or lattices, can meet building insurance requirements without compromising the appearance of the shopfront.</p> <p>Where curved or historic shopfront glass remains, retain them and seek alternative security measures to preserve the architectural integrity of the building.</p> <p>The lighting of shopfronts or window displays can help to make streets feel more vibrant and safer at night as well as advertising the shop.</p> <p>Lighting and CCTV installations should be integrated in a manner that is functional and unobtrusive, avoiding visual clutter on the shopfront.</p> <p>Discreet, modern LED fittings—such as linear strips concealed beneath cornices, door surrounds, or window frames—are strongly preferred over decorative or prominent fixtures (e.g. swan-neck lamps). Feature lighting should generally be avoided, particularly where it contributes to visual clutter or is likely to fall into disrepair through lack of maintenance.</p>  <p><b>BLINDS &amp; CANOPIES</b></p> <p><b>Action</b></p> <p>Retain and, where possible, repair original canopies, blind boxes, and traditional blinds. Up to the 1950s most shops in towns and villages had sun blinds to prevent products fading or becoming soiled.</p> <p>The awning or canopy should be designed into the shopfront rather than added as an afterthought, as this can undermine the design. Ideally the awning should sit at or just below the cornice at the top of the shopfront, or between the window and fascia sign.</p> <p>New Canopies and blinds should be retractable and extend the full width of the fascia. Must be at least 2.45m above ground level and 7m back from the road kerb to meet health and safety requirements.</p> <p>Many blind and awning manufacturers make traditional timber and carved awnings and can often incorporate the colour scheme and logo of the shop. Powder coated aluminium or uPVC awnings always appear jarring and temporary on commercial buildings because they are designed for suburban houses. External shutters make streets look like when shops are closed. Security blind boxes are bulky, project into the street, and often attract graffiti.</p> 		
58		Word doc (Spalding)	Illustration and caption	65		the colours provided are very restrictive can we instead ask people to look at the age of their shop front and look to choose a colour from that era or subsequent ones, to ensure vibrancy and interest in our town centres whilst not opening it up to any colour.	Agreed.	Changes made to page 65.
59		Letter	Content and structure			<p>Having examined the building and shopfront design guides for Spalding, whilst there is much of merit in the documents, there are some gaps and other areas where more could be done. As it stands, the building design guide has too limited a scope, being largely only a restoration guide for existing buildings, not a wider design guide or code for new buildings, with the exception of the smaller, specific new build section.</p>	The brief was developed in historic areas with a small focus on new build. The draft guide does this.	No changes to document. Suggestions are good but apply to a much larger, more ambitious design guide or code, which is beyond the scope of this project.

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60		Letter	Content and structure			More broadly, the documents are a guide not a code; in other words, guidance rather than policy. Evidence from elsewhere shows that this can present a risk in terms of leaving too much room for developers to ignore guidance, hoping they'll get planning permission or listed building consent.	The brief was for a guide rather than a code.	Client to review resolution / exports from InDesign.
61		Letter	Illustrations			Given that the guide is less precise by definition, it relies almost solely on photos, some of which are low resolution and poor quality. It would benefit from diagrams to describe some of the concepts, for example, Dormer proportions, or extensions. A pattern book of features that are likely to be appropriate would help make the document more useful to applicants. I strongly suggest that South Holland District Council pursue this.	Resolution reduced when file size reduced for online version. The client team has edited and changed the version of the document submitted by LUC.	
62		Letter	New build guidance			I am also concerned that the new build section of the guide works less well than the section on the restoration of existing buildings where it is much more comprehensive. My concern is that it risks being too vague and high level to have a meaningful impact on new development. This section would benefit from diagrams and photographs of good examples, as well as a pattern book of acceptable homes, house types, materials, proportions and components.	The brief was not for a residential design guide, but rather a design guide in and around conservation areas, which will have few or no opportunities for large scale housing development.	
63		Letter	Shopfront design			Additionally, the shop front design guide would benefit from a pattern book of measured diagrams of acceptable shop front designs, building upon best practise from elsewhere, and featuring prints and photographs of earlier shop fronts. The Gentlemen's Society and Civic Society may be of assistance here.	More photos of good examples and historic photos would be welcome.  Having measured pattern book style drawings would be unsuitable, as every building and its context is different, plus this would discourage contemporary or bespoke approaches.	
LUC1						A few placeholders were used in document development which could not ultimately be used for publication owing to copyright issues or being unsuitable to local context.	Illustrations adjusted/ made locally-specific in a few instances using AI.	Attribution and disclaimer statements added to version control page.
LUC2							Edits required to page design as a result of actioning comments.	Where Actions tables, text length/ structure, placeholder illustrations and photos have been amended, page design has been adjusted accordingly throughout.

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LUC3					 <p>Find a reputable and competent professional who has experience with traditional greatcoat building materials assess repair methods and advise on alterations and dilutions.</p> <p>Choose professionals (e.g. structural engineer, contractor, carpenter, craftspeople) with experience in historic buildings - not just new builds. Where possible, review samples of recent work in person. Request photographs and references.</p> <p>Undertake regular and proper inspection, maintenance of appropriate repair. Sudden bursts of harsh and severe weather events are set to become more frequent so regular checks will become even more important.</p>	Missing text in text boxes on various pages - these appear in the version we sent the client, but are not in their online version.	LUC version is complete and correct.	Client to check in case any corruption occurs in conversion/ upload of documents in council system.