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**EXCERPT FROM THE MINUTES OF THE  
INFRASTRUCTURE OVERVIEW AND  
SCRUTINY COMMITTEE  
HELD ON 11 SEPTEMBER 2003**

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**IOS.79/03    BURGH BY SANDS PARISH DESIGN STATEMENT AND PARISH  
PLAN**

The Local Plans and Conservation Manager presented report P.42/03 setting out the process followed in order to consider the Burgh by Sands Parish Design Statement as Supplementary Planning Guidance.

Mr Hardman outlined the background to the matter, commenting that Burgh by Sands was the first Parish Council to produce their Parish Plan (an excerpt of which was appended to the report) and identify the need to prepare a Design Statement. The Burgh by Sands Parish Design Statement was also attached, both documents having been prepared in consultation with the Council's Planning Services Division in order to avoid any conflict with national and local planning policy.

As well as providing direct guidance for use in the Development Control process, the Statement included proposals for Conservation Areas and Listed Buildings, which the Parish wished the City Council to consider. As a consequence of the Statement, the Local Plans and Conservation Team had prioritised that investigation of Moorhouse for conservation area designation should be a priority in the current year's work programme.

Mr Hardman advised that a number of issues required to be satisfied before the Council could adopt the Statement as Supplementary Planning Guidance, namely that the guidance conformed with national planning policy; the guidance conformed with the Local Plan; and that appropriate consultation had been undertaken.

No matters that would conflict with national planning policy had been identified and the statement included an Appendix of appropriate Local Plan policies. Consultation was, however, the most difficult aspect of adopting guidance prepared by bodies outside the City Council. Details of that undertaken were provided, together with responses received, as a result of which Officers were satisfied that no further consultation should be undertaken before adoption of the Parish Design Statement.

The involvement of Council Officers throughout the process and the adoption of the Design Statement as Supplementary Planning Guidance (with or without amendments) indicated a willingness to assist with issues of concern to local communities.

Mr Hardman therefore recommended that Members endorse the process and forward any comment to the Executive when the adoption as Supplementary Planning Guidance was considered.

He then responded to Members' questions.

- \* RESOLVED – That the Executive be advised that this Committee endorses the process for use as a format for future Design Statements.