

**CHALFORD PARISH COUNCIL**  
**PLANS ASSESSMENT COMMITTEE**

**TERMS OF REFERENCE**

Adopted by Chalford Parish Council on 6<sup>th</sup> June 2024

**1. Status**

The Plans Assessment Committee (“the Committee”) is a standing committee of Chalford Parish Council (“CPC”), operating in accordance with statutory requirements and with the provisions of CPC Standing Orders.

**2. Role**

The Committee will review planning applications passed to CPC by Stroud District Council (“SDC”) and will notify SDC as to whether CPC supports, objects to, or adopts a neutral position on any such application.

**3. Membership**

The Committee will have a membership of up to ten CPC Councillors, all of whom will have an understanding of planning regulations and policies and will be able to interpret drawings in order to fully understand applications.

**4. Meetings**

4.1 The Committee will elect a Chair at the first meeting in each civic year.

4.2 The Committee will meet every two to three weeks in order to meet SDC planning deadlines, except that, if there are no applications to consider, the CPC Clerk will cancel the scheduled meeting.

4.3 A quorum of the Committee will be three members.

4.4 At least one Committee member representing the Ward to which the plan under consideration relates should be present whenever possible.

4.5 The decisions of the Committee on the applications referred to it will be by resolution of a simple majority of those present at the relevant meeting, other than its recommendations on proposed work on Trees in a Conservation Area (TCA), which may be made outside the Committee’s meetings without the need for a resolution.

4.6 Members of the public, including any applicant in an application before the Committee and any person affected by the subject of the application may attend and make representations at meetings of the Committee.

**5. Duties**

The Committee will:

5.1 receive planning applications referred to CPC by SDC and assess them against local and national planning policies;

- 5.2. make such site visits as may be necessary to fully understand the application, including any effect on adjoining properties, and to ensure compliance with the criteria of any Conservation Area or Area of Outstanding Natural Beauty;
- 5.3 in its discretion, in cases where it considers an application to be particularly sensitive or of general public interest, take steps to publicise the application more widely than the standard SDC notification requires;
- 5.4. review and take into consideration any public comment made about the application;
- 5.5 report to SDC the decisions of the Committee whether to support, object to or adopt a neutral position on any application, providing any relevant evidence in support of any objections;
- 5.6 make recommendations to SDC regarding any TCA notifications; and
- 5.7 enter into discussions with and, to the extent of the Committee's competence, provide guidance to, developers and applicants at the pre-application stage in accordance with the Planning Protocol adopted 6<sup>th</sup> April 2023.

### **5.8 *Commitment to the Council's CN2030 Action Plan***

## **6. Delegation and limitation of authority**

6.1 The Committee has all the powers of CPC necessary for the exercise of its duties, except that the Committee does not have a budget or authority to commit expenditure and is, therefore, not required to be represented on the Finance and Management Committee of CPC.

6.2 To avoid any potential conflicts of interest, any planning application submitted by any member of CPC will be referred to SDC for determination and will not be discussed by the Committee.

6.3 Notwithstanding the mandate of the Committee as set out in these terms of reference, the Committee's powers may at any time be exercised by CPC as it sees fit.

## **7. Reporting**

The Committee will report to CPC at its next full meeting following any meeting of the Committee.

The Minutes of the Committee's meetings will be an accurate record of all decisions and recommendations of the Committee and will form the basis of the Committee's report to CPC.