**Green Living Plan for Thame Working Group – Terms of Reference**

**Name: Green Living Plan for Thame Working Group**

**Background**

At the Neighbourhood Plan Continuity Committee meeting held on 20 October 2015, it was minuted and resolved to form a Green Living Plan Working Group.

It had previously been agreed that Thame RSA would take the Green Living Plan (GLP) forward.

The Green Living Plan is a new initiative set out in the Thame Neighbourhood Plan that will bring together new and existing projects and initiatives to provide a co-ordinated approach to sustainable living in Thame.

**Members:**

* Cllr Helena Fickling (Chair)
* Cllr Linda Emery
* Graham Hunt (Town Clerk) or Andrea Oughton (Committee Services Officer)
* Graeme Markland (NPCO)
* Charles Boundy (RSA)
* Transport Plan Working Group representative
* Other members of the Royal Society of Arts (RSA) Group as required
* Professional to advise / deal with technical planning issues as required
* Professional adviser on sustainability issues as required
* Tim Dabbs (21st Century Thame), Alice Hemmings (CAG), Gavin Bollan, Kath Daly and Sarah Sanderson
* Additional Councillors, Officers, Resident Association representatives, community members / members of the public to be invited as and when their expertise or input is required.

Secretarial support (agendas, meeting notes, circulation of information) is provided by Graham Hunt / Andrea Oughton / Graeme Markland.

Quorum is three members of the group, including two Councillors.

**Goals:**

To develop the Green Living Plan for Thame with the aim of making it a pleasant, sustainable place to live and work as envisaged in the Thame Neighbourhood plan, and delivery strategy.

With particular emphasis on:

* White and Brown - Encouraging reduction of energy use, water use, pollution and waste including in pedestrian and cycle travel within Thame, transport, buildings both private, public, community and commercial and activities of all kinds.
* Green - Enhancing, developing, protecting Thame's and the surrounding countryside's green infrastructure, including public open spaces, open land, food production, opportunities for exercise.
* Blue - Enhancing and protecting Thame's water courses, ditches and ponds
* Red - local power generation & capture, use of energy etc.

**Specific Neighbourhood Plan Policies:**

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| H4 | Integrate allocated site -Transport Strategies produced by developers to be integrated with Green Living Plan |
| H5 | Integrate Windfall sites - Travel plans (Transport Strategies) produced by developers to be shared with Green Living Plan |
| GA1 | New development to provide good pedestrian and cycle connections to the Town Centre and other local destinations. Developers' Travel plans to be shared with Green Living Plan |
| GA2 | Include a strategy for improving pedestrian and cycle connections within Thame in a Green Living Plan. See delivery mechanisms. |
| GA3 | Developer contributions required to support the provision of a cycle route to Haddenham & Thame Parkway Station |
| GA4 | Encourage better planning of public transport - GLP can be used to set targets drawing on site specific Travel Plans |
| ESDQ1 | Protect existing open spaces |
| ESDQ2 | Locate new open spaces so that they connect with other open spaces |
| ESDQ3 | Provide new allotments. GLP Monitor provision by developers against planning applications. |
| ESDQ4 | Provide public Open spaces on windfall sites. GLP to monitor compliance |
| ESDQ8 | Improve open spaces within Lee Park. GLP to monitor for consistency across Thame. |
| ESDQ9 | Sites C, D & F to provide riverside walks within natural public open space. GLP to monitor compliance by developers. |
| ESDQ11 | Incorporate SUDS into new development GLP to monitor performance adjacent to water courses to safeguard public access. |
| ESDQ13 | GLP to monitor standards for homes and ask SODC to impose enhanced building regulations |
| ESDQ14 | Produce a Green Living Plan see Delivery Mechanism for some details of the Green Living Plan. |
| ESDQ21 | Maintain visual connections to the country side |
| ESDQ22 | Impact on views from the countryside must be minimised |
| ESDQ23 | Streets must be designed as pleasant places to be |
| ESDQ24 | Pedestrian & Cycle routes must link together potential destinations such a new housing, town centre, doctors, commercial areas. |
| ESDQ25 | Improve Town Centre for pedestrians & cyclists. |

**Deliverables**

A Green Living Plan in conjunction with the RSA.

**Immediate priorities - Delivery Plan**

Examine Transport strategies provided by developers of all new sites strategic or windfall and ensure that they meet requirements of the TNP while building and landscaping is in progress.

Appoint /find a Travel Plan co-ordinator as described in TNP.

Monitor developments in progress for compliance with the policies of the TNP e.g. Design of footpaths and cycle paths and connections to the town.

Pursue the implementation of the Cycle path to Haddenham and Thame station, ensuring the best user friendly route. Aid negotiation with landowners and facilitate its implementation.

Monitoring of projects and future action to be reviewed during the life of the TNP.

Ensuring public open spaces identified in TNP are provided.

Establishing a Thame energy strategy.

Establish an Enviornmental Policy for Thame Town Counci.l

**Scope / Jurisdiction**

The Group is required to:

* Only work on projects within (or impacting on) Thame civic parish
* Provide an update report to each meeting of the Neighbourhood Plan Continuity Committee and to contribute to the Neighbourhood Plan Monitoring Report.

**Guidance from the Council / Parent Committee**

Provided at initial resolution and after each meeting report back to the parent Committee.

**Resources and Budget**

The Group will be allowed the use of Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is to be sought from the parent Committee or Full Council.

**Governance**

Decisions to be agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson’s casting vote if necessary.

**Additional Notes**

* Methods of work (e.g. consultations, press releases, surveys, progress reports, letters, etc) are entirely up to the Working Group to decide.
* The Group will communicate through email, phone and meetings, both formally and informally.
* Relevant documentation is stored in the Neighbourhood Plan Continuity Committee folder on the Town Council IT data store, plus in an email store within the Town Clerk’s email folders.
* The Group will meet at a frequency required to ensure progress as required.
* Sub-groups (with other nominated members) can be created as necessary to progress specific items.
* The Working Group’s work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.