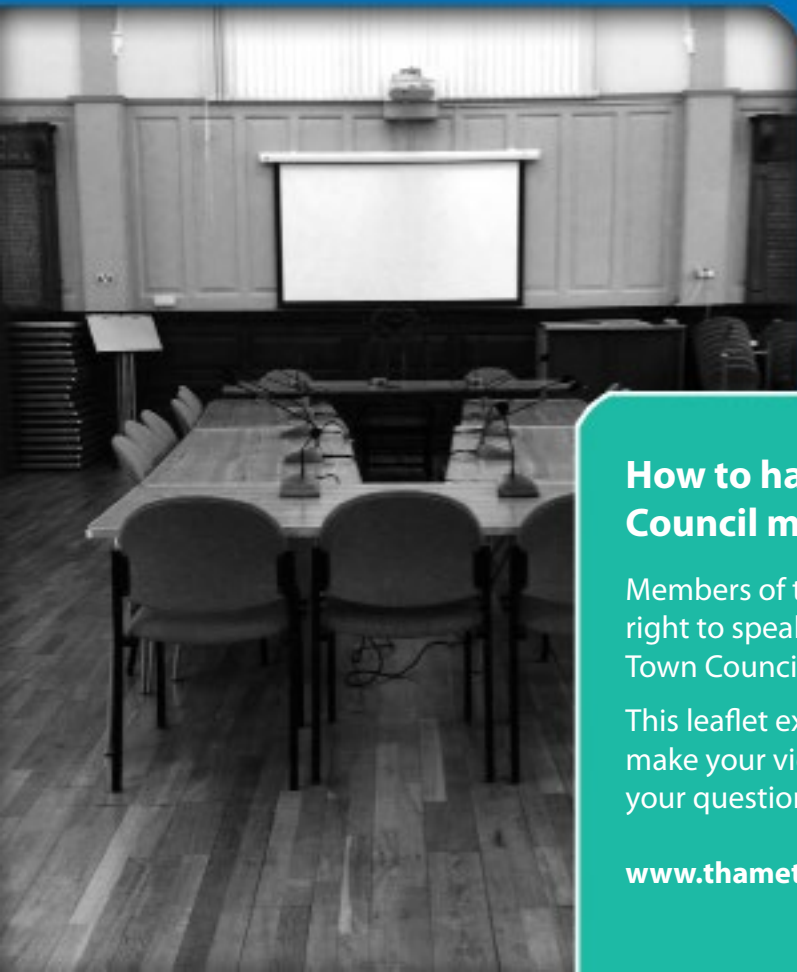


# THAME

## Town Council

# Have your say



### How to have your say at Council meetings

Members of the public have the right to speak or ask questions at Town Council meetings.

This leaflet explains how you can make your views known and get your questions answered.

[www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk)

## When and where are the meetings?

The majority of meetings are held on Tuesdays at 6.30pm (unless stated otherwise) in the Upper Chamber, Thame Town Hall.

The main committees are as follows:

- The Planning and Environment Committee considers applications every 3 weeks.
- Full Council meets at least five times a year.
- The Community, Leisure and Recreation Committee meets at least four times a year.
- The Policy and Resources Committee meets at least four times a year.
- The Neighbourhood Plan Continuity Committee meets at least four times a year.

For confirmation of meeting dates please contact the Council's Information Centre on 01844 212833 or visit **[www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk)**.

## Who can speak?

Any member of the public can apply to speak on a matter being considered by Full Council or a Standing Committee.

Letters of support or objections are also taken into account and must be received in writing by the Town Clerk at the Town Hall, Thame, OX9 3DP, or by calling 01844 212833 or email [info@thametowncouncil.gov.uk](mailto:info@thametowncouncil.gov.uk) **no later than 5pm on the last working day preceding the meeting.**

## What can I speak on?

Any subject relating to an item on the agenda that directly affects you. You may prefer to ask someone else to speak on your behalf. For example, if your concern is a planning application, an agent or other professional could speak on your behalf.

## For how long will I be able to speak?

You can speak for a maximum of five minutes. However, this time might have to be shared if there are other applicants who wish to speak on the same topic. A group of you might decide to get together and make a joint case and appoint one person to speak on your behalf. Please note that speakers only have one opportunity during the meeting to address the Committee.

## How do I arrange to speak at a meeting?

By applying in writing to the Town Clerk at Thame Town Hall, Thame, OX9 3DP, or by calling 01844 212833 or email [info@thametowncouncil.gov.uk](mailto:info@thametowncouncil.gov.uk) **no later than 5pm on the last working day preceding the meeting.**

## What is the procedure for speaking?

When you arrive please make yourself known to one of the Council officers.

It is usual for members of the public to speak at the beginning of meetings, after which members of the Council might ask questions, solely for the purpose of clarifying what has been said. Once you have spoken, you may stay at the meeting for as long as you wish but cannot speak again. If the meeting goes into confidential session you will be asked to leave.

The Chairman of the Committee will introduce the item at the appropriate time, as indicated on the agenda. The matter will then be discussed and a view taken.

## **How can I best use my time when speaking to the Committee?**

Please limit your views to the matter being discussed and the relevant issues. Any supporting documentation that you wish to be distributed to Council Members should be submitted to a member of Council staff **at least 2 working days prior to the meeting.**

At planning meetings your documentation and/or photographs can be displayed on the Council's presentation equipment.

If you are speaking on a planning application, it is relevant to refer to:

- Thame Neighbourhood Plan
- The Statutory Development Plan
- Oxfordshire Structure Plan
- Waste and Minerals Local Plan
- South Oxfordshire Local Plan
- Planning/Development Briefs produced by SODC
- Government Advice
- Planning Policy Guidance Notes
- Circulars
- Previous Planning Decisions
- Amenity Considerations including overlooking, over-development, character of area, scale and bulk resulting in loss of light, trees, noise, smell
- Traffic generation
- Design
- Materials
- Crime and community safety
- Need (eg. Agricultural Workers Dwelling)

At some meetings a recommendation is made which is then considered by a meeting of the Full Council at a later date. If you require clarification as to whether a recommendation or a decision has been made, please ask the Town Clerk after the meeting. If you are unable to stay until your item is discussed, you can telephone or visit the Council office in the Town Hall.

Thame Town Council is not a planning authority so please remember that it will be a recommendation that the Planning and Environment Committee will make, prior to South Oxfordshire District Council's final decision.

## **How can I get agendas and minutes of meetings?**

Via [www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk), click on Council Meetings. Printed copies are available for a nominal fee from the Information Centre, Town Hall.

## **Got a question?**

Members of the public who live, work or run a business within the parish have the right to ask a question of the Town Clerk and Chairman at any Council meeting, on any matter. To do this, you must submit your question in writing to the Town Clerk at Thame Town Hall, Thame, OX9 3DP, email [info@thametowncouncil.gov.uk](mailto:info@thametowncouncil.gov.uk) or by calling 01844 212833 **no later than 4pm on the last working day preceding the meeting.** More information on the procedure is defined in our Standing Orders available on our website.

**How to contact us  
regarding having  
your say**

**Please write to:**  
Thame Town Council  
Town Hall  
High Street  
Thame  
Oxfordshire  
OX9 3DP

**Telephone:**  
01844 212833

**Email:**  
[info@thametowncouncil.gov.uk](mailto:info@thametowncouncil.gov.uk)

**Website:**  
[www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk)