

# Planning & Environment Committee

## Terms of Reference 2023-24

**Composition: Elected Members – 9 plus Mayor, Deputy Mayor (ex-officio)**

### Delegations are:

1. Responding to planning and licence applications where the Council is consulted with any major planning application deemed to impinge on the town to a significant degree being referred to Full Council.
2. Responding to consultation documents regarding general land development and tree preservation.
3. Commenting on matters relating to parking, transport, the highway, traffic calming measures and other road safety matters.
4. Representing the Town Council's views in respect of controversial planning applications by requesting, if resolved by the committee, that the application(s) be called in by Thame's District Councillors. A Town Councillor will attend the appropriate South Oxfordshire District Council Planning meeting.
5. Developing and reviewing an Environmental Plan for the Town and to make appropriate recommendations to the Council.
6. Overseeing the implementation of projects authorised by the Council arising out of the proposals in the Environmental Plan.
7. Making appropriate representations to any relevant agency in relation to any incident, event or action which in the opinion of the Council is detrimental to the environmental health of the community of Thame.
8. Considering Local Plans, Structure Plans, Mineral Plans etc and referring to Full Council if they have any significant impact on the town.
9. Suggesting names for new streets.
10. Making appropriate representations to any relevant agency in relation enforcement, litter, grass verges, pavements, roads, recycling, footpaths, and signs on the highway.
11. The provision and location of street furniture such as litter bins, notice boards, bus shelters, bus stops and dog bins.
12. Making appropriate representations to any relevant agency in relation to drainage, cleaning or dealing with any pond, ditch, or gutter.

13. Ensuring local development adheres to the requirements of the Neighbourhood Plan and the district council's Local Plan and Supplementary Planning Documents and Guidance.
14. Overseeing adherence to the conservation area and the designated drinking area order.
15. Making appropriate representations to any relevant agency in relation to the rights of way, footpath and cycle networks within the parish boundary.
16. Agreeing a tree management programme and developing a tree planting scheme.
17. Undertake site visits before considering planning applications where all or one of the following criteria are relevant:
  - i) Illustrative material is insufficient to convey the issues or likely effects of a proposed development.
  - ii) A judgement is required as to the visual impact of a development or the effect on neighbouring properties and/or land.
  - iii) It is necessary to experience similar/comparable conditions at another location/sites.
  - iv) The proposal relates to new or novel forms of development and which may require a visit to an existing establishment as well as to the site of the proposal in order to appreciate the potential planning implications.
  - v) Developments considered to have a town-wide impact.
  - vi) Developments where the Council have received more than five representations and those representations raise specific amenity issues. Representations received up to the Friday preceding the meeting will be sent out with the meeting papers.
  - vii) Developments where the Town Council planning officer has made a recommendation to refuse.

## Appendix: Procedure for handling planning applications on P&E Agendas

- Approved by Full Council 5/3/24 as a trial period for April and May 2024.

Application received & reviewed by Officers.  
Is the application considered controversial\*?

NO



No report prepared and P&E are asked to note the officer recommendation(s) which will then be submitted unless additional comments are made.

YES



Report prepared and discussed as current

### \*Definition of controversial

- any FUL application
- any application where the recommendation is to object due to non-conformance with TNP/2 policies, Local Plan, or national standards
- any application where there has been (or expected to be) local objection, even if the application is in conformance with planning policies
- Any application where an amendment changes the Town Council's original recommendation.

All major applications with town-wide impacts will be considered at Full Council in line with P&E ToR.