

# THAME CONSERVATION AREA ADVISORY COMMITTEE

## Terms of Reference

- To consider applications for planning permission and related consents that could affect the character, appearance or setting of Thame's Conservation Area~~s~~, or buildings of architectural or historic interest.
- To give appropriate advice on such matters citing material planning considerations to Thame's Planning and Environment Committee, and to the planning authority, South Oxfordshire District Council, in accordance with ~~the~~ South Oxfordshire's Local Plan and Design Guide, and the Thame Neighbourhood Plan.
- To consider proposals for any extension or alteration to the boundaries of the existing Conservation Area.

## Membership

- The Committee should reflect a cross-section of local opinion and protected characteristics under the Equality Act 2010.
- Nominations to serve on the Committee should be sought from such bodies as the Thame Historical Society, the Thame Museum Trust, and residents living in the Conservation Area; ~~and, if appropriate, the local Chamber of Commerce (Thame First).~~
- ~~Both sexes should be represented and if possible a wide age range.~~
- Planning Members can attend CAAC meetings occasionally, on an Observer basis.

## Powers and Functions

- The Thame Conservation Area Advisory Committee is not a committee of the Council and does not have any delegated authority from the Council.
- The prime purpose of the Committee is to advise the Council. It may, however, act independently to formulate policies and make proposals.

## Convening of Meetings

- Meetings may be held either on a regular basis or as required to give advice to the Council when consulted on planning applications etc. Responses to consultations should normally be returned within 21 days.
- All Members of the Committee must be given a minimum of three days notice of the time and place of a meeting.

## Quorum

- No business shall be transacted at a meeting of the Committee unless at least one quarter of the whole number of Members of the Committee are present subject to a minimum of three Members.

## Interests

- If any Member of the Committee has any pecuniary interest, direct or indirect, in any planning application or other matter before the Committee, that Member shall withdraw from the meeting while the matter is under consideration.

## Funding

- ~~Applications may be made annually to the Council for a grant of money that may be used by the Committee for administrative purposes. Such money will not be paid automatically but must be applied for in writing. Surplus funds, if any, may be used for other conservation related purposes at the discretion of the Committee.~~

- There will be free use of meeting space and a electronic facilities (subject to availability) at the Town Hall for CAAC meetings, for ~~a maximum of 11 meetings a year.~~up to the same number of Planning & Environment Committee meetings each year.

**Adopted by the Planning and Environment Committee, 6 October 2009**

**Reviewed by the Planning and Environment Committee, 19 December 2023**