

# Planning

HEAD OF SERVICE : Adrian Duffield



Listening Learning Leading

Thame Town Council  
Thame Town Council  
Mandy Sturdy  
Town Hall  
High Street  
THAME  
Oxon  
OX9 3DP

CONTACT OFFICER : Jennifer Williams

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Abbey House Abbey Close  
ABINGDON OX14 3JE

11 December 2023

Dear Sir/Madam

## Planning Committee Notification

**Location: 4 Sycamore Drive, Thame, OX9 2AT**

**Proposal: Part garage conversion. Single story front extension. Single story rear extension. Formation of new roof to include habitable rooms.**

**Accommodation divided to form an annex. (as amended by plans received 3 September omitting side door to garage and changing proposed rear garage window to a high level window).**

**Application reference: P23/S2534/HH**

I am writing to let you know the Council's Planning Committee will consider this application on 20 December 2023. The meeting will start at 6pm at South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon OX14 3JE.

The officer's recommendation to the Committee is to **grant** planning permission. You can see a copy of the officer's report on our website at [www.southoxon.gov.uk](http://www.southoxon.gov.uk) by clicking on the link below.

<http://democratic.southoxon.gov.uk/ieListMeetings.aspx?Committeeld=123>

## Viewing the Meeting

We hold planning committee meetings in-person to comply with the government requirements but this meeting will also be screened live via our YouTube channel and recorded in order that you can view it at a time to suit you, rather than needing to attend the meeting.

## Registering to Speak

You can register to speak at this meeting and address the councillors. Your request to speak must be sent by email to [planningbusinessenquiries@southoxon.gov.uk](mailto:planningbusinessenquiries@southoxon.gov.uk) by 12 noon on **19 December 2023**.

## **Joining the Meeting**

You have the choice of either joining the meeting virtually or attending the meeting in person. If you opt to join virtually you will receive an invite by email to join the Microsoft Teams meeting. You may wish to provide me with a written copy of your speech so that can be referred to in the event of there being an issue with your connection on the evening.

Please note that due to the size of the room we hold the meeting in, you may be asked to wait outside until the application is considered, one of our marshals will be on hand to advise and assist you.

## **Please note the following:**

The Planning Committee meeting cannot exceed 2.5 hours in length. The Committee may vote to extend the meeting to allow a decision to be reached on a matter under consideration. If there are other applications yet to be considered they would need to be deferred until another meeting. Please be aware that, if you attend in person, there is a small chance that there may not be a decision on the relevant application if the meeting length expires before the application is considered.

We do not circulate any written statements that are received but you are at liberty to email representations to members of the Planning Committee if you wish – their details are on our website.

Recordings of these meetings are kept for one year and by registering to speak at the meeting you are agreeing to this.

Should you have any queries about this please do not hesitate to contact me before the day of the meeting.

Yours faithfully

Jennifer Williams  
for Adrian Duffield, Head of Planning

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## Reply Slip

Application reference: P23/S2534/HH

Committee Date : 20 December 2023

| Speaker's details         |  |
|---------------------------|--|
| Name:                     |  |
| Address:                  |  |
| Daytime telephone number: |  |
| Email address:            |  |

I would like to speak **\*in support of/against** the above planning application

*\*Please delete as appropriate.*

I understand that there will only be a total speaking time of 5 minutes for all objectors and a total of 5 minutes for all supporters. If more than one person has registered to speak as an objector or supporter, they will be heard in the order in which they registered within that category. I understand that in those circumstances all speakers may be required, or may make their own arrangements, to appoint a single spokesperson. Therefore, you may give my name and telephone number to others who have registered to speak.

Signed:

Date:

### For office use only

Date of receipt :

Time of receipt: