



TERMS OF REFERENCE

PLANNING ADVISOR TO ARUNDEL TOWN COUNCIL

Appointment Made:	9 th June 2022
Term:	One year (ends May Council meeting 2023)
Office Holder	Paul Armstrong
Remuneration	Not applicable Reasonable expenses permitted with prior authorization of the Town Clerk
Principal Responsibilities:	
<ol style="list-style-type: none">1. To advise the council on all aspects of planning consultations/applications as requested by the Town Clerk and/or Planning Advisory Committee, including attending relevant council meetings.2. To help the council to maintain timely communications of any planning consultations with Arundel residents.	
Exclusions:	
<ol style="list-style-type: none">1. The Advisor is not empowered to enter any financial commitment on the council's behalf2. The Advisor shall not issue instructions or advice to Arundel residents or businesses, Contractors or any other third-party in relation to consultations, on behalf of the council.	
Signed:	(Town Clerk) Date:
Signed:	(Planning Advisor) Date: