



## TERMS OF REFERENCE

### PLANNING ADVISOR TO ARUNDEL TOWN COUNCIL

Appointment Made:	11 <sup>th</sup> May 2023
Term:	One year (ends May Council meeting 2024)
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"><li>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.</li><li>2. To help the council to maintain timely communications of any planning consultations with Arundel residents.</li></ol>	
Exclusions:	
<ol style="list-style-type: none"><li>1. The Advisor is not empowered to enter any financial commitment on the council's behalf</li><li>2. 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.</li></ol>	
Signed:	(Town Clerk) Date:
Signed:	(Planning Advisor) Date: