TERMS OF REFERENCE

PLANNING ADVISOR TO ARUNDEL TOWN COUNCIL

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| Appointment Made: | 9th May 2024 (renewal) |
| Term: | One year (ends May Council Meeting 2025) |
| Office Holder | Paul Armstrong |
| Remuneration | Not applicable  Reasonable expenses permitted with prior authorisation of the Town Clerk |
| Principal Responsibilities:   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:   1. The Advisor is not empowered to enter into any financial commitment on the council’s behalf. 2. The Advisor shall not issue instructions or advice to Arundel residents or businesses, or to the Environment Agency, Contractors or any other third-party in relation to Flood Defences, on behalf of the council. | |
| Signed: (Town Clerk) Date: | |
| Signed: (Planning Advisor) Date: | |