

SPECIFICATION OF SERVICES TO BE PROVIDED BY THE PLANNING ADMINISTRATOR

1. In conjunction with the Chairman of the Parish Planning Committee and Clerk to the Council, to draw up dates for meetings of the Planning Committee throughout the year.
2. To receive planning applications on behalf of the Parish Council and to deal with applications bringing these to the attention of the Chairman of the Planning Committee and other members of the Parish Council.
3. To be aware of new planning applications by way of the weekly list sent by Wiltshire Council and to inform all members of new planning applications as they arise.
4. To check the list of neighbours and other local consultees based on the Wiltshire Council's planning website.
5. To send to the applicant and each relevant consultee / neighbour a slip based on the standard template that will advise them of the date, time and venue of the Full Planning Committee meeting and invite them and / or their representative to attend.
6. To prepare agendas for meetings of the Planning Committee in consultation with the Chairman of that Committee and to circulate these three clear working days prior to the meeting date to all members and at the same time post on the Parish Council notice boards. Also to send a copy of the agenda to the Divisional member of Wiltshire Council and to those who have signed up to the mailing list for this purpose.
7. To check Wiltshire Council's planning website on the day of the meeting of the Parish Council Planning Committee and to note the number and content of written representations posted on the website.
8. To attend meetings of the Parish Council Planning Committee and prepare draft minutes for approval initially by the Chairman of the Parish Council Planning Committee within one week of the relevant meeting; to circulate the draft minutes to all Parish Council members and to ensure that the draft minutes are posted on the Parish Council notice boards and on the Parish web site via the web site manager.
9. To notify Wiltshire Council's Planning Officer of the views of the Parish Council within the time limits set by Wiltshire Council.
10. To ensure that the planning policies and procedures agreed by the Parish Council are followed by the Parish Planning Committee; and to advise the Chairman of the Parish Planning Committee where this is not the case.
11. This Specification of Services may be reviewed by the Parish Council and amended from time to time in consultation with the Planning Administrator.