

CHALFONT St. PETER PARISH COUNCIL

Council Office, adj. The Community Centre, Gravel Hill, Chalfont St Peter, Bucks, SL9 9QX
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Website: www.chalfontstpeter-pc.gov.uk



Clerk: Mrs Debbie Evans

Deputy Clerk: Nick Stayt

JOB DESCRIPTION

Post Title:	Planning & Project Officer	Salary: £22,500 FTE
Responsible to:	Clerk	Hours: PT 25 hours a week

MAIN JOB PURPOSE

The Planning and Project Officer will be responsible for administering the policies and procedures for the Amenities and Planning Committee, including providing advice on planning legislation to Councillors to inform their decision making on planning applications. Along with assisting the Clerk on tender preparation, grant applications and project management of key projects being undertaken by the Parish Council.

SPECIFIC RESPONSIBILITIES

- Responsible for managing the Councils timely response to planning applications and maintaining records. This involves ensuring the administration of the A&P Committee, including preparation of the agenda and supporting paperwork and taking the minutes of the evening Committee meeting.
- Examine and evaluate all types of planning applications which are within or adjacent to the Parish, for new housing and extensions, certificate of lawfulness, prior notification, amendments, advertising applications, etc. usually using the CDC online system,
- Provide advice and guidance to the Amenities and Planning Committee and Main Council in response to planning best practice, procedure or policy.
- Maintain an up to date knowledge of relevant legislation and take a proactive approach to relevant changes in legislation.
- To highlight to the A&P committee any matters relating to compliance and enforcement of matter to ensure outcomes reflect Council-wide policies and objectives.
- Provide historical information on planning decisions for all new/amended plans which come through to the Council, to inform the Councils decision making
- Submit, on behalf of the Council the response to Planning applications and any correspondence deemed necessary to meet the deadlines.
- Liaising with officers of other Councils, consultants, residents and Cllrs on matters arising from planning applications

- Be able to assist with answering queries on and monitoring the adherence to the policies in the Neighbourhood Plan. Support and understand proposed response to the Local Plan consultation and subsequent update of the Neighbourhood Plan.

GENERAL DUTIES AND RESPONSIBILITIES

- Prepare tendering documentation and administer the contract renewal for the provision of new street lighting and street light maintenance, which falls under the responsibility of the A&P committee.
- Administer the contract for street lighting, liaising with contractors and energy companies.
- As directed by the council, prepare tender applications and apply for grants on any project deemed necessary under the direction of the Clerk. Commission and instructing consultants where necessary.
- Provide comprehensive reception and advisory services to visitors to the Parish office.
- Process and monitor enquiries and complaints from residents and Cllrs about local planning issues.
- If required, take the minutes for other Committee meetings/Main Council meetings which take place as directed by the Clerk.
- General office duties as required and directed by the Clerk.

Note – This job description outlines the main duties and responsibility of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Ideally you would have a relevant professional qualification in Planning. We would however, accept those with relevant experience or those newly qualified.
- Ability to read planning and/or construction drawings.
- Some experience of working within a planning environment, Local Government would be preferable.
- The successful candidate will need to demonstrate attention to detail and excellent communications skills. Ability to achieve deadlines
- Experience using Office 365 applications.
- Experience of working with others to deliver high quality outcomes.
- 5 GCSE/O Levels Grade C or above, maths and English essential.