

## Agenda item 5

### For Information – Planning & Development Officer Post

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#### Summary

The post of Planning & Development Officer was vacated on 18 October 2024. We have begun the recruitment process to fill this vacancy.

The post provides a key role in dealing with day-to-day planning enquiries, administering the Planning Committee meetings, and supporting the Planning & Development Manager.

This is a full-time post in Grade 5 SCP 21 – 24 (£32,115 - £34,314)

The role of the post holder is to provide professional planning advice to the Town Council in its role as consultee in the planning process, to provide support to the Planning & Development Manager in responding to consultations and encourage sustainable development.

The main responsibilities and key tasks of the Planning and Development Officer are:

- Prepare reports for the Planning Committee, other committees, and Council, attend Council meetings, present reports, and take minutes when appropriate.
- Send planning consultation responses to the Local Planning Authority
- Liaise with applicants/agents and other interested parties on planning applications and pre-application enquires.
- Liaise with planning officers at Somerset Council as and when required
- Monitor all S106 agreements to ensure payments are made on time and contributions are spent.
- Work with officers, councillors, and stakeholders to develop a guide for developers, setting out the Town Council's policies and sustainability ambitions for new development.
- Work with officers, councillors and stakeholders to develop a strategy for traffic, transport and parking.
- Provide planning advice and support for businesses and residents.
- Support the Planning & Development Manager on other projects that encourage sustainable development

The role of the Planning & Development Officer is key in dealing with the day-to-day planning enquiries and administering the Planning Committee meetings.

This will enable the Planning & Development Manager to deal with more strategic planning issues including the preparation of the Somerset Local Plan, work on a transport/traffic

movement strategy and work on major planning applications. And to support the work of the Economic Development & Regeneration Manager & Deputy Town Clerk on projects such as Badgers Hill and devolution work.