

ARAL Director Job Description

Roads & Planning

Summary of role:

To track planning applications.

Estimated time commitment per month (hours):

3 with an acceptance to lead on the ad-hoc projects required from time to time, which may mean a time commitment in excess of that estimate, however may be shared with the Special Projects Role.

Main responsibilities:

Activity		Activity description
Establish access to guildford.gov.uk		Log in and set up
Set up search for appropriate post codes		Define appropriate post codes
Set up Track for relevant applications		Request tracking of relevant applications
Inform committee of possible problems		Mainly affect on road
Maintain code of conduct for builders		Update document
Gain agreement from residents and builders to code		Discuss with resident and builders
Attend ARAL Meetings including the AGM	Actively participate in the meeting, present the update from your area and take action points	2.5 hours every 3 months plus 3 hours every year for AGM
Activity	Activity description	How long does it take to do (minutes per month)
Plan for program of works	Inspect road, pavements and verges at regular intervals and decide if work is needed. Report back to directors for support.	About 2 hours every 3 months
Obtain quotes	Obtain quotes for any work deemed necessary by the directors.	5 hours once work has been deemed necessary.
Liaise with contractors	Act as point of contact for contractors before and when on site	Several hours but only when work planned.