



NEWICK PARISH COUNCIL

Procedure for dealing with Consultation Requests

1. Newick Parish Council is routinely consulted either formally (i.e. in its role as statutory consultee) or informally.
2. Consultation requests are received from a number of sources including Lewes District Council, East Sussex County Council, Government departments or Agencies, Sussex Police, Sussex Association of Local Councils, and National Association of Local Councils.
3. The following procedure has been agreed in order to ensure that the Council's response is properly coordinated and representations made within the appropriate timescale:
 - 3.1 Consultation requests received by the Clerk will be recorded along with the deadline date for responses.
 - 3.2 Consultation documents will be circulated for information to all members of the Parish Council, where possible within three working days of receipt.
 - 3.3 Responsibility for particular subject areas will be delegated to Committees or Individual members of the Parish Council (see appendix 1).
 - 3.4 The Committee or individual member with responsibility for the subject area will study the consultation documentation in detail and summarise the main points and, where possible, the recommended response in a report to be presented to the Parish Council at the next available meeting.
 - 3.5 If it appears that there will be a problem with responding within the stated timescale the Clerk will contact the appropriate organisation to try to negotiate an extension.
 - 3.6 The response, once agreed by the Parish Council, will be submitted by the Clerk to the relevant organisation within the deadline date
 - 3.7 Where possible, copies of responses will be retained for a minimum of 5 years

Approved 28th July 2020

Signed.....(Chairman)

Mrs E Reece, Clerk to the Parish Council
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Appendix 1

Procedure for dealing with Consultation Requests

Agreed responsibility for subject areas updated March 2020

Organisation	Subject Area	Delegated responsibility
Lewes District Council	Planning Applications	Planning Committee
	Strategic Planning matters (including Core Strategy)	Chair of Planning Committee
	Trees	PC Tree Officer
	Housing policy	Chair of Planning Committee
	Refuse & Recycling	Vix Marchant
	Parks & Gardens	David Marchant
	LDC Plan	F&GP Committee
	Temporary Street Closures	Chris Armitage
	Polling Districts & Polling Places	Chris Armitage
	Antisocial behaviour policy	Brian Deacon
	Other Councils' Neighbourhood Plans	Chair of Planning Committee
	Public Spaces Protection Orders	Chair of Environment & Recreation Committee
East Sussex County Council	Adult Social Care	Bronja Whitlock
	Education	Cathy Wickens
	Public Transport	Chris Armitage
	Library Service	Brian Hodge
	Waste and minerals plan	Vix Marchant
	Highways	Strengthening Local Relations (E&R committee)
	Public Rights of Way	Cathy Wickens
	Countryside Access	Vix Marchant
	East Sussex Pension Fund	Brian Deacon
Sussex Police	Neighbourhood Policing	Chris Armitage
East Sussex Fire & Rescue	Fire & Rescue Plans	Mel Thew
Government Agencies	Local Government Boundary Commission	Tom Whitlock
	Environment Agency Flood Risk Management	Mel Thew
	Community Transport	Chris Armitage
National Association of Local Councils	Various issues concerning local councils	Chairman