



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 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 Copies of responses will be retained for a minimum of 5 years

Approved 26th January 2016

Signed.....(Chairman)

Mrs Sue Berry, Clerk to the Parish Council
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Appendix 1

Procedure for dealing with Consultation Requests

Agreed responsibility for subject areas as at February 2016

Organisation	Subject Area	Delegated responsibility
Lewes District Council	Planning Applications	Planning Committee
	Strategic Planning matters (including Core Strategy)	Chris Armitage/Core strategy working group
	Trees	PC Tree Officer
	Housing policy	Chris Armitage/ Core strategy working group
	Refuse & Recycling	Mario Halsey
	Parks & Gardens	Cathy Wickens
East Sussex County Council	Adult Social Care	Cris Allen
	Education	Jenny Smerdon
	Public Transport	Chris Jago
	Library Service	Chris Jago
	Waste and minerals plan	Cris Allen
	Highways	Strengthening Local Relations
	Public Rights of Way	Cathy Wickens
Sussex Police	Neighbourhood Policing	Jean Sheppard
Government Agencies	Local Government Boundary Commission	Ben Horsfall
	Environment Agency	Ross Houghton
	Community Transport	Nick Berryman