

Lower Beeding Parish Council

CONSULTATION PROCEDURE

Lower Beeding Parish Council recognise that from time to time consultation requests will be received which the council will wish to debate and respond to (if appropriate) and have detailed the following guidelines on how such requests are handled.

1. On receipt of a consultation request, the consultation request will be added to the Agenda for the next meeting (usually the last Tuesday of the month).
2. Details of the consultation and supporting documentation will be sent to all members at least 48 hours prior to the meeting at which it will be discussed.
3. The consultation will be debated in accordance with the Council's adopted Standing Orders.
4. The minutes will record the closing date for the consultation to alert members of the public.
5. The Proper Officer of the Council will submit the consultation response on behalf of the Council.