

**Adopted: 11<sup>th</sup> October 2016**

**Date of last review: 14<sup>th</sup> October 2025**

## **BUXTED PARISH COUNCIL**

### **PROCEDURE RE CONSULTATION REQUESTS**

1. Consultation requests received by Buxted Parish Council will be referred by Clerk to the next Full Council Meeting.
2. The Council's decision on whether to respond to a consultation shall be recorded in the minutes.
3. The consultation documents will be forwarded to the appropriate Committee for review or the Full Council may set up a specific Working Group to review the documents.
4. It is the responsibility of the Committee or Working Group to provide a recommendation to the Full Council within the timescale of the consultation.
5. Any recommendation re a consultation from a Committee or Working Group must be approved by the Full Council before it is submitted to the relevant organisation.