



**Working for the Community in Rotherfield, Mark Cross,  
Eridge Green, Boarshead and surrounding areas**

## **Rotherfield Parish Council Statement**

### **Procedures for the Consideration of Planning Applications**

***Wednesday 9<sup>th</sup> April 2025***

Rotherfield Parish Council has resolved to introduce the following procedures for hearing Planning Applications with immediate effect.

- 1) All members of the public wishing to make representation on a planning application will be seated at a table facing the Council or delegated Committee. Those wishing to address the Councillors will give their name and make a statement for or against the application. Statements will be no more than 3 minutes unless permission for a longer statement has been given by the Chair.
- 2) Those wishing to address a meeting should preferably let the Parish Clerk know ahead of the meeting via email at: [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)
- 3) Questions will not be taken from the floor unless the Chair of the meeting gives consent. Consent will only be given in exceptional circumstances.
- 4) All those present at Council meetings will treat each other with civility and respect.
- 5) Any disturbance from any person present at the meeting will result in the meeting being suspended until order is restored. If order cannot be restored, then the meeting will be ended, and outstanding business will be distributed to other Council meeting agendas.
- 6) All meetings where members of the public are in attendance will be videoed for use of clarification when preparing the minutes. Once the minutes are adopted, the video will be deleted as per the Council's General Data Protection Policy.

*Cllr Robert Harris – Rotherfield Parish Council Chair*

*Cllr David Hiles – Rotherfield Parish Council Planning & Environment Committee Chair*

*Adam J Hardy – Parish Clerk & Responsible Finance Officer*

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

Tel: 07969512099. Email: [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

Parish Council Website: [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) Twitter [@rotherfieldpc](https://twitter.com/rotherfieldpc) and on Facebook