



GREAT BARTON PARISH COUNCIL PRE-APPLICATION PROTOCOL DISCUSSIONS

Great Barton Parish Council welcomes pre-application discussions with applicants and/or developers and their agents before a planning application is submitted. To assist with the process, we set out below our protocol for pre-application discussions:

- All pre-application requests must be made in writing to the Parish Clerk (Jessica Langley). Requests must be accompanied by the following documentation as a minimum:
 - Details of the site including a site plan showing the site outlined in red;
 - A description of the proposal;
 - An existing and proposed layout plan;
 - Details of existing and proposed elevations;
- All requests for pre-application discussions must be emailed to clerk@greatbarton-pc.gov.uk in the first instance.
- Once received the Parish Clerk will liaise with the Parish Councillors and confirm how discussions will proceed. You will receive a response to your request within 5 working days.
- You should be aware that the information that you provide cannot be treated as confidential and will be subject to disclosure under the Freedom of Information Act 2000.
- From the outset the applicant/developer must identify any information which the Parish Council cannot share or make public and give reasons for this. The Parish Clerk will confirm whether such material can be treated as confidential.
- Pre-application discussions must not take place with individual Councillors and any contact will be recorded with the Parish Clerk.
- All pre-application discussions must involve a minimum of 3 Councillors and all discussions will be recorded by written note and filed with the Parish Clerk. The notes of these discussions are subject to disclosure under the Freedom of Information Act 2000.
- Pre-planning application discussions will not bind the council to making a particular decision and any views expressed will be provisional and on the basis of the information available at that time.
- The meetings of a Parish Council and its committees are open to the public and the minutes of such meetings are available to all via the council's publication scheme. The Parish Council may invite developers to attend either a parish council or committee meeting at which the public are present and are able to discuss the proposal with the applicant/developer/agent. The Parish Clerk will guide the applicant/developer/agent on the protocol at the meetings and confirm when it is permitted to address the committee.
- A request for a closed meeting (i.e. without the public present) must be submitted to the Parish Clerk in writing expressing the reasons why a closed meeting is required. Notification of a closed meeting will be publicised on the Parish Council's agenda and minutes of the meeting will be made public. Requests for closed meetings will not normally be granted.
- The Parish Council may agree to an informal meeting, which will not include the public. However, a written record of the meeting will be kept by the Parish Council and will be subject to disclosure under the Freedom of Information Act 2000. Furthermore, the Parish

Council will report that a meeting has taken place at the next Full Council meeting and a brief overview of the discussions will be given at the meeting.

- Any requests for meetings must be made via the Parish Clerk and a response to such a request will be provided within 5 working days. The date of the meeting will depend on the availability of Councillors.
- Applicants, developers and agents are reminded that it is an offence under s. 1 Bribery Act 2010 for a developer or his agent to promise or give a financial or other advantage to a Parish Council or Councillor with the expectation of an improper consideration of the planning application.

Date	Changes made
11.11.19	Under documentation which must be provided 'existing' elevations included
4/5/21	Email address changed to infogbpc@gmail.com
05/09/25	Email address changed to Clerk@greatbarton-pc.gov.uk

Reviewed June 2026