

**DEVELOPMENT MANAGEMENT COMMITTEE  
GUIDANCE NOTES FOR CONSIDERATION OF TREE PRESERVATION  
ORDERS**

**A. General Notes**

1. The Council has a statutory obligation to consider objections or representations to Tree Preservation Orders provided that they are made within the period allowed for making objections or representations (“the objection period”). The Development Management Committee determines objections and representations to Tree Preservation Orders.
2. The Committee will receive an officer’s report prior to the meeting. This report will include details of all objections and representations received within the objection period and the officer’s observations on these. A copy of this report will be sent to those people who have accepted an invitation to speak to the Committee (“Invited Speakers”).
3. Objectors/Representatives who have made objections or representations within the objection period are invited to the Committee.
4. Invited Speakers will not be able to put any documents or written material to the Committee at the meeting as there is no practical opportunity for members or officers to study this without delaying and disrupting the conduct of the meeting.
5. Acceptance of an invitation to address the Committee must be given **in writing** to the Democratic Services Manager (at the address given at the end of these notes). Such notification must be with the Democratic Services Manager not less than one working day before the start of the meeting (other than when the meeting is on a Monday, when notice has to be in the previous Thursday).
6. In all cases, the notification must:
  - specify the Tree Preservation Order Number on which the person wishes to speak; and
  - give the name and address of the person or persons wishing to address the Committee.
7. Acknowledgement of the acceptance will be made whenever practicable, but given the timescale at point A5 above, this may not always be possible.

**B. Procedure**

1. Ordinarily, the Committee considers a Tree Preservation Order after the Site Viewing Working Party has viewed the tree(s). The site visit is an opportunity

for Members of the Site Viewing Working Party to view the tree(s) and identify any the issues for consideration by the Committee. The site visit is not an opportunity to debate the Tree Preservation Order, or to receive representations from applicants, objectors or members of the public. Members may however ask questions of the officers present, make points and highlight certain issues that they can only draw to the attention of other Members whilst on the site. All meetings of the Committee are held at the Council's Civic Offices

2. The time allowed for invited speakers to address the Committee will be at the discretion of the Chairman. Clearly a point could be reached whereby the Chairman considers that the matter has been fully discussed and that a decision should be made.
3. Whilst every effort is made to be as helpful as possible, it is very difficult to give to a precise indication as to the time of the meeting when an Order will be considered other than to say when the meeting will commence. The Democratic Services Officer concerned (whose name and telephone number appears below) may be contacted on the day of the meeting in an effort to clarify the situation, but otherwise invited speakers are asked to be in attendance at least fifteen minutes before the starting time.

*A warning note* - if the Tree Preservation Order has been debated and determined by the time an invited speaker arrives, it will not then be possible for that person to appear.

6. Tree Preservation Orders will be dealt with as follows:-
  - (a) The Officers will outline the nature of the Order, the reasons why the matter is before the Committee, and give an outline of objections/representations received.
  - (b) The members and invited speakers may ask questions of the Officers
  - (c) Invited speakers may submit comments/representations to the Committee.
  - (d) The members and officers, in that order, may ask questions of the Invited speakers.
  - (e) Invited speakers may submit any comments/further representations in support of their representations.
  - (f) The matter will be debated by members and a decision made.
7. Invited speakers may, if they wish, remain in the public gallery until that matter is dealt with. If the matter it is confidential both the press and the public are excluded).

**DEMOCRATIC SERVICES OFFICER TO CONTACT**

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