

**MID SUFFOLK DISTRICT COUNCIL  
Regulatory Sub-Committee (Trees)**

**PROCEDURE FOR DETERMINING OBJECTIONS TO TREE  
PRESERVATION ORDERS**

1.	Objections and representations are submitted in writing (a requirement of the legislation).	
2.	The appropriate Officer prepares a report for the Sub-Committee to consider.	
3.	A site inspection and Sub-Committee meeting date is arranged and the objector(s) informed. The meeting normally takes place in a local village or community hall, subject to availability.	
4.	The papers for the meeting are sent to the Sub-Committee Members and any person having made objections or representations.	
5.	At the site inspection (held immediately prior to the meeting) the Sub-Committee does not hear submissions from any person having made objections or representations or the appropriate Officer but confines the visit to inspecting the trees and to questions of fact.	
6.	The Sub-Committee meets (in public unless exempt information is under consideration) to consider the report, the objections and representations, and any further written objections and representations.	
7.	Persons interested in the land [ie the owner/occupier of the land on which the tree is planted], objectors and/or agents are entitled to be present at the site inspection, with the consent of the owner/occupier of the land on which the site inspection is taking place [ie the same or neighbouring land].	
8.	The Sub-Committee only considers <u>written</u> representations. Persons who have objected or made representations are not entitled to speak; however, the Chairman may, in his/her discretion, ask such persons to clarify a matter of fact. The relevant Officer may also be asked to clarify a matter of fact.	
9.	The Sub-Committee will usually deliberate the issues in public (unless exempt information is under consideration or the Chairman in his/her discretion considers that Members should retire to take advice). The Sub-Committee makes its decision in the form of a resolution voted upon by the Members to determine the objection(s) in one of the following ways:-  (a) the order is confirmed in its original form. (b) the order is not confirmed (c) the order is confirmed subject to modification(s).	
	<b>NOTE</b> Exceptionally, oral representations may be heard where the Chairman is satisfied in the given circumstances that written objections or representations could not reasonably have been expected.	