

Broadmayne Parish Council – Tree Preservation Order Protocol Adopted June 2017

1. There is no legal requirement for Parish Councils to be notified of applications for consent for work on trees which are the subject of Tree Preservation Orders (TPOs). However, the relevant authority (at present West Dorset District Council (WDDC)) must keep a register of all applications for consent for such works. WDDC's register of TPO applications is combined with that for planning applications and is maintained on-line.
2. Government advice is that where local people might be affected by an application or where there is likely to be a good deal of public interest, the authority should consider displaying a site notice or notifying the residents, other authorities or groups affected. In addition, where a neighbour submits an application, the authority should make sure the owner or occupier of the land on which the tree stands is informed and given a chance to comment. A communication from WDDC (dated April 2017) says that whilst Parish Councils will no longer be consulted directly on tree works applications they are invited to use the on-line facility to provide feedback or comment.
3. Since there are a considerable number of trees within the parish of Broadmayne which are the subject of TPOs, it would be good practice to continue to monitor, and comment where appropriate, on applications for works.
4. Broadmayne Parish Council will conduct itself on TPO matters in a way which is transparent, accountable, objective and fair.
5. Under its Planning Application Protocol, Broadmayne Parish Council appoints a 'Planning Group' at the Annual Parish Council meeting in May. This group shall also deal with applications for works on trees which are the subject of TPOs.
4. The Clerk shall check the register on a weekly basis for any applications for works on trees which are the subject of TPOs.
5. The Clerk shall, as soon as possible, enter in a register maintained for the purpose the following particulars of every application:
 - a. the date on which it was notified
 - b. the name of the applicant
 - c. the place to which it relates
6. The Clerk shall e-mail, the planning group (and cc the other Councillors) with a link to the application.

7. All members of the Planning Group shall e-mail their comments to the rest of the Planning Group, the Chairman and Clerk in a timely fashion.
8. If there are no objections or comments on the application from the planning group then the Clerk shall submit a response to that effect on-line. The application and the response shall be reported at the next Parish Council meeting.
9. In the event that any member of the planning group does have an objection or comment to make on the proposal then the Clerk shall:
 - (i) Seek an extension (if necessary) to the period for comments from WDDC.
 - (ii) Put the matter on the agenda for the next Parish Council meeting.
10. At the meeting the application shall be discussed, and any comments from members of the public and the applicant listened to. After discussion, a decision shall be made and any additional comments for submission to WDDC agreed.
11. After the Parish Council meeting, the Clerk shall draft comments for submission to WDDC and these will be checked by the Chairman. The Clerk shall then upload the objection or comments to the relevant planning applications page of the Dorsetforyou website.