



## Calderdale Local Plan Examination

### Stage 3 hearings - virtual event on Zoom

#### Instructions for participants

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This note provides guidance to participants on how to join and take part in the Stage 3 hearing sessions.

The Stage 3 hearing sessions will be held virtually using 'Zoom', and will commence on **Tuesday 15<sup>th</sup> June 2021**. A timetable of the sessions and draft agendas can be viewed separately in the Hearings Programme.

Zoom is an online video conferencing system which allows virtual meetings to be held. The use of this technology allows us to progress with the Local Plan hearings despite the restrictions imposed by Covid-19. Therefore, you will be able to take part at home or from a safe place.

#### [Joining the event as a participant](#)

Participants will be sent an email with a link to the hearing event. **To join the meeting by video conference you will need to click on the electronic link in the invitation.** You will be directed to the Zoom website and from here you will need to click on the link to open Zoom.

The Zoom app can be downloaded by following the instructions when you click on the first meeting link. However, participants are advised to download the Zoom app in advance, in order to avoid any problems on the day of the hearing.

Please note that if you are participating in more than one hearing session you will receive a separate invitation for each session.

All participants should ensure that they join the meeting **at least 20 minutes** prior to the start. This should allow sufficient time for any problems to be resolved. The Programme Officer, Miny Schofield, will let you into the meeting and will take the names of those present before the Inspector arrives.

If you experience any problems joining the event on the day, please immediately call or email the Programme Officer for assistance (07799 724690 or [miny.schofield@calderdale.gov.uk](mailto:miny.schofield@calderdale.gov.uk)). If you are late the Programme Officer will try and let you into the meeting as soon as possible.

## Alternative via telephone

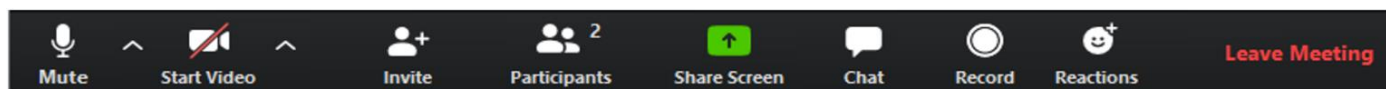
Participants without access to the internet can dial-in to the virtual hearing by telephone. The telephone number, ID number and participant number will be provided in the invitation. Please note there is charge for accessing Zoom via the telephone. This varies depending on the type of phone you use and your service contract. Please speak to the Programme Officer by 28<sup>th</sup> May 2021 if you intend to use the telephone function.

## Watching the hearing

The sessions will be available for non-participants and the public to watch live on the internet. A link will be available on the Calderdale Local Plan examination webpage to the Council's YouTube channel. This will enable people to watch the hearings as they would a physical hearing. It will also enable those in the same organisation or team as participating colleagues to keep up with proceedings in real time.

## Start of the hearing event

Once you have joined the video conference hearing and confirmed your appearance with the Programme Officer **you should turn off your camera and mute your microphone until invited to speak.** The camera and mute button are located on the control bar (usually along the top of the screen). An image of the control bar is shown below.



1            2            3            4            5            6            7            8            9

1. This button will allow you to mute and unmute your microphone. When the microphone is muted a red line will be drawn diagonally through it. The ^ symbol to the right of Mute will allow you to control your audio settings within a meeting. You can set your audio to the device you're using or sync it to your system audio.
2. The video button will start and stop your camera. When your camera is turned off the button will have a red line drawn diagonally through it (as shown above).
3. View a list of the participants in the meeting.

4. The chat button should NOT be used for the purposes of the Local Plan hearing.
5. Click here to leave or end the video meeting

If you are a telephone participant, please enter \*6 on your keypad to mute/unmute your microphone.

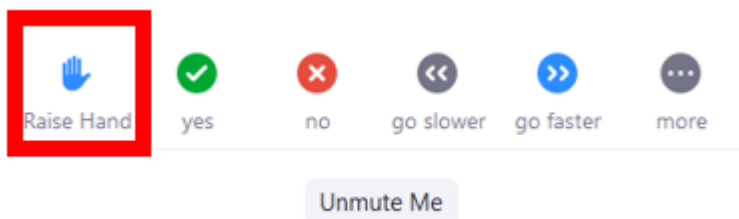
## Format of the hearing

The aim is to make the virtual hearings as similar as possible to physical hearings in the way that they are run and the way you participate. The purpose of the hearings is for the Inspector to gain the information needed to examine the soundness of the Plan.

The Inspector will lead the discussion, introduce each topic and ask specific questions. **If you wish to respond to a question or to speak at the meeting, please use the 'raise hand' facility in Zoom.**

To raise your hand you will need to:

- click on 'participants' (button 4 above), and then
- click the 'raise hand' icon at the bottom of the screen (see image below)



After you have clicked the raise hand button, the hand icon will appear next to your name in the participants list. The Inspector will try and bring you into the discussion as soon as possible. Only one participant will be invited to speak at a time.

**When the Inspector invites you to speak, please unmute yourself and turn on your camera (buttons 1 and 2). Please state your name and, if any, your organisation or who you represent.** Only the Inspector and the participant speaking should be visible on the screen at any one time.

If you are a telephone participant, please enter \*9 on your keypad to raise your hand.

Please make responses brief and focused and stick to the agenda. You do not need to repeat your case in full as the Inspector will have read all of your representations. The Inspector may ask questions about aspects of your verbal or written submissions.

Participants should aim to speak only once on each separate matter on the agenda. If, exceptionally, you have already spoken on a particular matter but believe that you could help further on the subject, you can raise your hand again. However, please use this facility sparingly and only when you have important and relevant evidence.

When you have finished speaking you should switch off your camera and mute your microphone.

## Documents and evidence

The examination library on the Council's website contains all of the relevant documents for the hearings (<https://www.calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/planning-policy/local-plan>).

The hearing will therefore not use the document sharing facility in Zoom. Nor should you hold a document in front of your camera. Please note that **new documents will NOT be accepted at the hearings, unless** it is something that the Inspector specifically requests.

The chat facility in Zoom will not be used during the hearings.

## Preparation for the event

Please ensure that your working environment is quiet and that the hearing is not disrupted by any external noise. Other distractions and movements are also discouraged.

You may wish to have water or a drink handy at your desk. Tea/coffee breaks will also be built into the programme.

Please familiarise yourself with Zoom before joining the event.

If you experience internet connectivity issues during the event, try switching off other devices or moving closer to the router. If you lose connection during the event, please try to re-join using the electronic link in your email. The hearing may continue in your absence. As a back-up you can re-join by telephone using the number in your invitation. Transferring from wifi to mobile data or making a wifi hotspot are other contingencies you may wish to consider. If you are having on-going problems please alert the Programme Officer on 07799 724690 or [miny.schofield@calderdale.gov.uk](mailto:miny.schofield@calderdale.gov.uk).

If you are using a mobile phone to access the event please ensure it is fully charged/ plugged in, so you do not get cut-off.

Participants are encouraged to read the relevant key evidence in the examination library prior to the event. At the hearing you should have a copy

of the agenda to hand (updated versions will be available on the Council's website two weeks before the session).

## Test event

If you are new to Zoom and would like to have a practice run prior to the hearing session, please speak to the Programme Officer Miny Schofield on 07799 724690 or email [miny.schofield@calderdale.gov.uk](mailto:miny.schofield@calderdale.gov.uk) by 28<sup>th</sup> May 2021.

## Privacy advice

Please have regard to the Council's and the Planning Inspectorate's privacy notices. These will be sent to participants and posted on the Council's examination webpage once they are concluded.

Each hearing session will be livestreamed on the internet. Please ensure your camera is positioned to provide a clear view of your face. If you don't want your image to be seen you can keep your camera turned off. Please inform the Programme Officer before the event if you intend to do this.

Please ensure your background is cleared of any personal item/information. If you prefer, Zoom allows you to blur your background, but please do not use any of the other backgrounds that are available on Zoom.

If you are dialling into the event using a telephone and wish to keep your number hidden, please pre-fix the number by 141 or whatever alternative number your network uses to hide your number.

The meeting will be recorded by the Council for reference. Please do not make your own recording.

As other people will be watching/listening the hearing you are advised to avoid disclosing private and confidential material. If you feel that you need to do so to support your case, please seek procedural advice from the Programme Officer in advance.

## Further information

If you need any further advice before the event or have any technical or procedural questions, please contact the Programme Officer (Miny Schofield tel. 07799 724690 or email [miny.schofield@calderdale.gov.uk](mailto:miny.schofield@calderdale.gov.uk)).