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South Cambridgeshire District Council

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Agenda Annex

Remote Planning Committee Information

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1. Background

In accordance with [The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020](#) the authority will, where it is not practicable to hold meetings in person in South Cambridgeshire Hall, deliver Committee meetings remotely using the Microsoft Teams platform.

2. Public access to Remote Planning Committee Meetings and Documents

Due to the challenges of hosting remote Planning Committee meetings we have made some changes to timings as follows:

- Remote Planning Committee meetings may be scheduled more frequently, on different days of the week and start times of meetings may vary. Please check the Council's website for dates and times of future meetings.
- Interested parties, as referred to in the Council's public speaking scheme, may either submit written representations OR may register to speak (but, for the avoidance of doubt), may not both submit written representations AND speak.
- The deadline to register to speak is now 4.00pm <u>two clear</u> working days (this excludes weekends and bank holidays) before the meeting (ie: on a Friday where a committee meeting is held on a Wednesday). If you have registered to speak, it is recommended that you supply the Democratic Services Officer with a copy of your representation before 4.00pm on the day before the meeting in case you lose connection during the meeting (see Troubleshooting & FAQs for more details).

Webcasts of the meetings will be available as normal through the Council's website. There will also be a link published with the agenda, normally at least 24 hours before the meeting.

As the Council offices are currently closed to visitors, the Council is unable to provide hard copies of documents for public inspection at that location. All documents are available on our website, if you need assistance to locate them please contact Democratic Services.

3. Taking part in a Remote Planning Committee Meeting

Members of the public may speak about specific applications at Planning Committee meetings in accordance with the Council's public speaking scheme which may be viewed here

https://www.scambs.gov.uk/media/14989/public-speaking-at-meetings-of-planning-committee-may-2020.pdf

Please note that when you register to speak, or submit written representations, we will need

contact details, including a phone number and email address, on which we can contact you in order to facilitate your remote attendance.

If you do not have access to email and are unable to provide written representations or requests to speak electronically, please contact Democratic Services by telephoning 03450 450 500.

Registered speakers will be required to make representations to the Committee using the Council's remote meeting platform – Microsoft Teams.

If you do not wish to participate in the meeting, please submit written representations which will be shared with members of the Planning Committee.

4. Prior to joining a Remote Planning Committee Meeting:

(a) Ensure that you have the Microsoft Teams application installed on your device – you can access Teams via your web browser, but we recommend you download the app if you are able.

(b) Disconnect any non-essential devices from the internet, disable any applications you are not using on your computer / iPad / mobile device and turn off any streaming services.

(c) Ensure that your device is fully charged and that you have easy access to a charger to ensure you do not run out of battery.

(d) Chose a location in your home where you may take part in meetings without disruption.

5. Joining a Remote Planning Committee Meeting

You may join a remote planning Committee meeting from a range of devices, we would recommend a laptop, but you can use a tablet or smart phone.

Note: The below images may vary slightly from device to device. Please ensure that you test your access to Microsoft Teams in advance of the meeting and notify the Democratic Services Officer of any potential issues.

All participants in a meeting will be sent a link to join the meeting via email. If you click on this link the Teams application should open automatically or you may be given a choice (Fig 1 & 2).

You will be asked to join the meeting <u>15 minutes before</u> the actual Planning Committee begins and before the live broadcast starts, this is to ensure everyone is present in good time
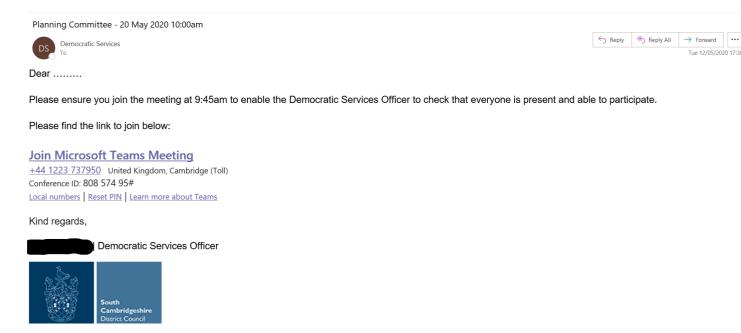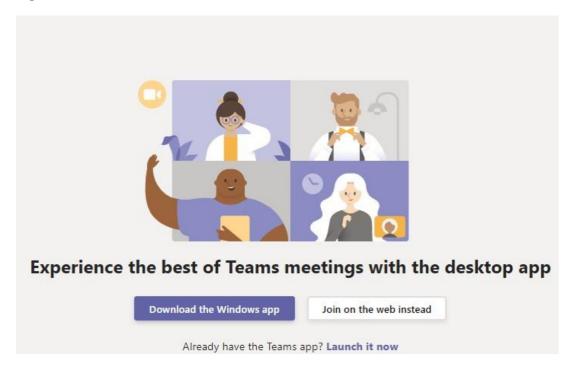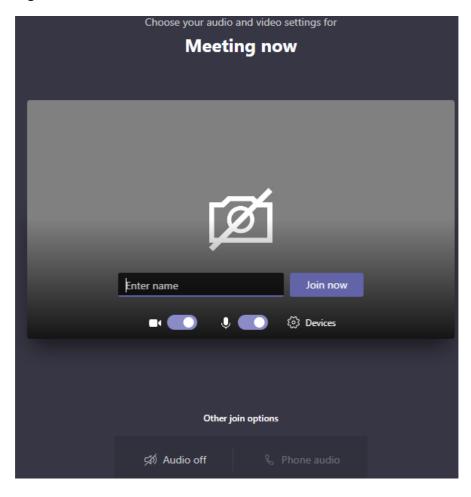
Fig 1:

Planning Committee - 20 May 2020 10:00am

↩ Reply   ↩↩ Reply All   → Forward   ⋯

DS   Democratic Services
To

Tue 12/05/2020 17:30

Dear ………

Please ensure you join the meeting at 9:45am to enable the Democratic Services Officer to check that everyone is present and able to participate.

Please find the link to join below:

Join Microsoft Teams Meeting
+44 1223 737950   United Kingdom, Cambridge (Toll)
Conference ID: 808 574 95#
Local numbers | Reset PIN | Learn more about Teams

Kind regards,

█████████ Democratic Services Officer

South Cambridgeshire District Council

Fig 2:

Experience the best of Teams meetings with the desktop app

Download the Windows app   Join on the web instead
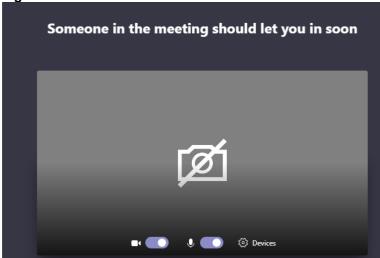
Already have the Teams app? **Launch it now**

You will need to enter your name; it must be the same name you registered to speak as the Chair will need to know you are waiting and Democratic Services will have been instructed only to admit those registered to speak. Once you have entered your name click on Join now (Fig 3).

Fig 3:

You will then be put in the meeting "lobby" and we will let you in once we have checked the speakers register (Fig 4).

Fig 4.

6. Procedure for using Microsoft Teams during the Remote Planning Committee Meeting:

The Democratic Services Officer will note your arrival and ask that you ensure your camera and microphone are switched off (Fig 6). Registered Speakers must not activate their camera or micrphone unless the Chair instructs them to do so (Fig 7).

Fig 6.

Fig 7

The Chair will lead the meeting and will inform everyone present on the procedure for the meeting and order of proceedings. Items will be dealt with in agenda order as follows:

1. Chair's welcome and introductions
2. Apologies for absence
3. Declarations of interest
4. Minutes of the last meeting
5. Planning applications (in agenda order):

   (a) The Planning Officer will be invited to present
   (b) Registered speakers will be invited to speak (one at a time, the Chair will call names)
   (c) Members will be invited to ask registered speakers questions if they need to clarify any points raised.
   (d) The Planning Officer will be invited to respond to points raised by the speakers.
   (e) Members will be invited to discuss the application.
   (f) The Chair will clarify any additional or amended conditions before the substantive vote
   (g) The Chair will propose a motion in line with the Officer's recommendation and a vote will take place via roll call.

7. Troubleshooting & FAQs

What if I am unable to access, or do not want to use Microsoft Teams?
If you are unable to access Microsoft Teams or you do not wish to use this platform you may join the meeting via telephone or may send in a written submission to be circulated to the Planning Committee. For more advice please speak to the Democratic Services Officer named on the Planning Committee agenda page.

8. Will the membership of the Remote Planning Committee be different?
The Planning Committee is usually made up of 11 members with 3 members required to be in present throughout each item in order for the meeting to be quorate. There are substitute members who attend in place of any member unable to attend the meeting.

There is no change to the size of the committee to accommodate remote meetings.

9. How will the Remote Planning Committee vote?
In order for all parties to be clear on voting arrangements, the Chair will normally operate a roll call. The Chair will ask each member, by name, to confirm their vote and will summarise the result at the end of the roll call. Where all members are clearly in agreement with a proposal,

this may be done without a formal vote. This is known as a vote "by affirmation".

10. What happens if a member loses connection?

If a member of the remote Planning Committee loses connection, the Chair may call a short recess and the Democratic Services Officer will attempt to bring them back into the meeting. If they are unsuccessful, and the meeting is quorate, the meeting will proceed without that member.

If the member is able to re-join the meeting at a later time they will be able to participate in, and vote on, any items that they are present at for the entire duration of the consideration of that item. Members must not participate in, or vote on, any items which they were not present for in their entirety.

11. What happens if a registered speaker loses connection?

If a registered speaker loses connection the Chair may call a short recess and the Democratic Services Officer will attempt to bring you back into the meeting. They will try the following:

1. Invite you back to the Teams platform
2. Call you (if you have provided a phone number for us to do this)
3. Read your representation out on your behalf (if you have supplied a copy in advance for us to do this)

Note: If we cannot re-connect registered speakers the Chair may still permit the committee to continue to consider the application, having regard to overall fairness to all parties, and the remote Planning Committee Meeting may proceed in your absence. It is therefore recommended that you supply the Democratic Services Officer with a copy of your representation in advance, so that they are able to read this on your behalf. Speakers will still be able to view the proceedings by accessing the webcast from the Councils website.

12. Contacts

All enquiries relating to the remote Planning Committee Meeting procedures should be directed to Democratic Services: democratic.services@scambs.gov.uk or phone 03450 450 500