

Fylde Partial Review Examination

- virtual event on Zoom

Instructions for participants

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

The hearing sessions will be held virtually using 'Zoom' and will commence on **Wednesday 17 March 2021 and conclude the following day**. A full timetable of the sessions can be viewed separately in the Hearing 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 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

These notes are for Windows/PC users. If you are using a tablet (IOS or Android) or a Mac, the steps and controls may vary. They are intended as an informal guide to help you join and use Zoom during the hearing process.

We recommend that you download Zoom prior to the hearing.

The Programme Officer will send you an email invitation for the relevant sessions where you are due to participate. The email will contain a link and a passcode.

1. **IMPORTANT:** If you are speaking on more than one Matter, make sure you open the email/appointment that refers to the relevant session or day (See Hearing Programme)
2. Click on the link (URL) in the email to join the meeting
3. Make a note of the meeting passcode (in case it is needed)
4. Select 'Join meeting'

If you have used Zoom before go to step 10 below

If you are using Zoom for the first time, it will ask if you want to download and run Zoom. Complete the following steps to do this:

5. Select 'download and run Zoom'
6. The Zoom installer will download

7. If the installer does not start by itself, open the Zoom installer, usually located on the bottom left hand side of your browser window
8. When the installer has finished, follow the instructions on the screen
9. Select Join meeting
10. You will be instructed to wait; the meeting host will let you in
11. When you are admitted click 'join with computer audio' ; hopefully the meeting host will have time at this stage to respond to any routine issues that require early attention
12. Following the above and while you are waiting, you are encouraged to mute your microphone; if you wish you may also turn your camera off. Please then complete steps 13 and 14 below
13. Click on blue button in top right hand corner and select 'gallery view'
14. Hover over the video icon and click on the up arrow located at the top righthand of the icon. This will bring up a menu, click 'Video Settings'. In the new menu scroll down the menu and tick 'Spotlight my video when I speak'. (This may happen automatically for some users).

All participants should ensure that they join the meeting in good time, ideally 15-20 minutes prior to the start. This should allow sufficient time for any problems to be resolved. There will be a number of people joining at the same time, so please be patient, the host knows you are there and will admit you as soon as possible.

If you experience any problems joining the event on the day, please immediately call or email the Programme Officer for assistance (01254 260286 or tony.blackburn@fylde.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 and meeting ID 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 15 March 2021 if you intend to use the telephone function. If you wish to keep your telephone number hidden see the Privacy advice section later in this note.

If participating by telephone use the following controls:

1. Enter *6 on your keypad to mute/unmute your microphone
2. Enter *9 on your keypad to raise your hand

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 Fylde Partial Review 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. The sessions will not be recorded so if you wish to view proceedings you should follow these live on the day.

Format of the hearing and using the Zoom controls

The aim is to make the virtual hearing sessions as similar as possible to physical hearings in the way that they are run and the way you participate. The purpose of the Hearing 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.

Raising your hand

If you wish to respond to a question or to speak at the meeting, you must use the 'raise hand' facility to alert the Inspector.

The 'raise hand' facility will usually be found in one of two places:

- click on 'participants' this will bring up a panel to the side of the screen
- click the 'raise hand' icon at the bottom of the screen (see image below) - the hand icon will appear next to your name in the participants list



- alternatively, you may find that the 'raise hand' facility is accessed via the 'Reactions' tab at the bottom of your main screen

On some other devices, the 'raise hand' option may appear via a tab styled '.../More', or similar.

How to speak

Only one participant will be invited to speak at a time. When the Inspector invites you to speak, ensure your audio and video are switched on. The Inspector will try and bring you into the discussion as soon as possible. The Inspector can see which participants are wishing to speak.

When you are ready to speak please state your name and, if any, your organisation or who you represent

Please make responses brief and focused and keep 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 mute your microphone. You may also turn off your camera if you wish.

Documents and evidence

The examination library on the Council's website contains all of the relevant documents for the Hearing:

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/partial-review-of-the-fylde-local-plan-to-2032-examination/>

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 during the Examination, unless it is something that the Inspector specifically requests.

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

Preparation for the event

Please ensure that your working environment is quiet and that as far as possible the hearing is not disrupted by any external noise.

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 01254 260286 or tony.blackburn@fylde.gov.uk

Participants are encouraged to read the relevant Hearing Statements and other key evidence in the examination library prior to the event.

Test event

The Council is running a test event for anyone who is unfamiliar with Zoom or who wishes to practice joining a virtual hearing. This has been provisionally arranged for Monday 8 March at 10.00am. If you would like to attend this event please contact the Programme Officer, Tony Blackburn on 01254 260286 or email tony.blackburn@fylde.gov.uk .

Privacy advice

Please have regard to the Council's and the Planning Inspectorate's privacy notices. These have been made available to participants and are also respectively posted on the Council's [Privacy notices \(fylde.gov.uk\)](https://www.fylde.gov.uk/privacy-notice) webpage and the examination webpage mentioned earlier.

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.

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 (Tony Blackburn tel. 01254 260286 or email tony.blackburn@fylde.gov.uk).

However, please note that Fylde Council, the Planning Inspectorate and the Programme Officer will not be able to provide IT support to participants on the day and are not responsible for the performance of your own computer or other device.