

Fareham Local Plan Examination
Virtual Hearings
Inspectors Note for Participants

Introduction

This note provides specific advice on participating at the virtual hearings. The Fareham Local Plan Examination Hearings will be held entirely virtually using MS Teams. Please read this note carefully as it sets out the procedures and rules for how the virtual hearings will be conducted.

Joining the hearing as a participant

Participants should join their session by using the electronic link in their invitation sent in an email by Kerry Trueman, the Programme Officer. This will be via the email address you have already provided. If you would prefer to join by telephone or are unable to use the video option, simply dial the telephone number provided in the email and when asked, type your conference ID followed by the # key. The telephone number to ring will be provided within the invitation. Please inform the Programme Officer in advance if you intend to join the meeting by telephone.

Do not forward the hearing session link to other people. If you are attending more than one session, you will be sent the relevant meeting links for each session shortly before the hearing day, as the links will be different for each hearing session. Please ensure you join the right hearing session by clicking on the right meeting link for that session. Please check the start time of the hearing sessions as not all sessions start at the same time.

Please join between 30 and 15 minutes before the event is due to open (between 09:00 to 09:15 for a 9:30 start, 09:30 to 09:45 for a 10:00 start and 13:30 to 13:45 for a 14:00 start) to allow time to register your details and to identify and rectify any technical issues through a technical check that the Programme Officer will conduct.

Whether using video or telephone access, you will be held in a virtual 'lobby' until you are let into the hearing. The Programme Officer asks for your patience during this time.

Watching the hearing

The sessions will be live streamed for non-participants and the public to watch on the internet. A link will be available on the Council's Local Plan Examination Hearing Sessions web page shortly before the hearing sessions are due to start:

https://www.fareham.gov.uk/planning/local_plan/examination/agendas.aspx

This will enable people to watch the hearings as they would with a physical hearing. The hearing session will be recorded and made available for a limited

time. Please note that this webpage is not currently available but will be before the hearing sessions are due to start.

The procedure at the virtual hearings

Display details

When logging in to the Teams meeting, participants should check that their name display matches the list of participants on the draft programme. Only those registered to attend will be admitted.

If you have difficulty in changing your name, please let the Programme Officer know in advance and let her know what your display name will be. This will assist in admitting you promptly.

Camera and Sound

When you join the hearing session, please make sure your microphone is muted and your camera is turned off. Also make sure that the environment you are in is comfortable and free from distractions, with mobile phones switched off or on their silent setting.

The Inspector will lead the hearing, introduce each topic and ask specific questions about the topic to be discussed.

If you wish to respond to a question, please use the 'raise hand' facility in Teams to indicate your desire to speak. The Inspector will give everyone who has raised their hand an opportunity to have their say. Please do not interrupt others speaking. Continuing disruptions may result in you being removed from the session. When you are invited to speak, you should turn your camera on, unmute your microphone and state your name and who you represent, if relevant.

Once you have spoken, please turn your microphone and camera off. (if you are a telephone participant you can mute by using *6). The only people visible on the screen at any one time should be the Inspector, the participant who is giving their contribution, and the relevant representative(s) from the Council for that topic. There will not be any cross examination, participant interruption or open discussion.

The Inspector will invite participants to speak in turn, so please be patient, and say what you need to say. She will normally invite participants to speak only once on each question, so please be patient until it is your turn, and say what you need to say when you have the opportunity. The Inspector may invite further contributions on a topic if she needs to gain a better understanding of the evidence, but she will curtail the repetition of points already made.

Below is a picture of Microsoft Teams controls. Please do familiarise yourself with these before joining the hearings.



The main functions you will need to use are: -

1. raise hand – to indicate you wish to speak
2. camera on/off
3. microphone on/off (to mute or unmute yourself)
4. the red telephone symbol to disconnect at the end of the hearing session

If cameras and microphones are left on at any stage the Programme Officer may mute or turn them off. Please note that the Programme Officer will invite participants to a test session before the hearings commence. This will help those less experienced with MS Teams to become more familiar with the format.

Chat, screen sharing and reaction emoji functions

These features will be disabled during the hearing sessions. If you need to communicate with other members of your team, please make arrangements for this using other means eg. WhatsApp

Breaks and Adjournments

At mid-session breaks, participants do not need to log out but please ensure that cameras and microphones are turned off. At the end of each hearing session all participants will be asked to log out.

Technical Problems

You will be responsible for making sure your kit is functional and that you have everything in place and working to enable you to join the hearing via Teams. If you experience electronic interference during the session, try moving your mobile phone away from your computer. If you experience other connectivity issues, try switching off some other devices which share your Wi-Fi or move closer to the router. If you have audio issues, try turning off your camera to free up bandwidth.

If you are unable to join, or lose connection during the hearing, try again using the link provided in the email invitation. If this does not solve the issue, please reboot your device and try to re-join. The hearing may continue in your absence. As backup you can re-join by telephone using the number in the invitation. Transferring from Wi-Fi to mobile data or making a Wi-Fi hotspot using a mobile phone are other contingencies you may wish to use.

If none of these solutions work, please contact the Programme Officer.

Privacy

Please have regard to the privacy notices which will be available on the examination web page:

http://www.fareham.gov.uk/planning/local_plan/examination/intro.aspx

You can turn your camera off if you don't want your image to be viewed. If you are dialling into the meeting using a telephone, you can keep your number

private. If you wish to hide your telephone number from being seen by participants at the meeting, prefix your number by 141 or whatever alternative number your network uses to hide your number.

The hearings will be recorded for reference. Please do not make your own recording of the hearing. You must ensure that no-one else appears on your camera unless it has been otherwise agreed, and you should clear your background of personal information. If you prefer, Microsoft Teams allows you to blur your background, but please do not use any of the other backgrounds that are available on Teams.

If you are unsure about any of the above guidance, please contact the Programme Officer.

Her contact details are:

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Helen Hockenhull

INSPECTOR

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