

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Examination of Salt Cross Garden Village Area Action Plan (AAP)

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## Instructions for those involved in virtual Hearing Sessions

### Purpose

- 1.The Hearing sessions forming part of my examination of the Salt Cross Garden Village Area Action Plan (AAP) will commence on Monday 28 June 2021 in accordance with the Programme that has been published in the examination library which is accessible from the dedicated examination webpage<sup>1</sup>.
- 2.My Guidance Note ([Document INSP-1](#)) provides general advice on the examination process and can be read alongside the guidance in the Planning Inspectorate's Procedure Guide for Local Plan Examinations – 7th Edition (February 2021)<sup>2</sup>.
- 3.As set out in Paragraph 29 of my Guidance Note, the Hearing sessions will be held in a virtual format. This is in light of the ongoing public health situation and to provide certainty that the Hearings will take place.
- 4.The purpose of this note is to help those involved in the virtual Hearing sessions to join them and to take part/ speak (participate) if they are have prior agreement to do so in accordance with Paragraph 29 of my Guidance Note.
- 5.Rosemary Morton is the Programme Officer. Her role is to act as an impartial officer of the Examination under my direction. Rosemary should be used as the first point of contact for those with queries about the Examination. Her contact details are set out at the top of this Guidance Note.

### Format of the Hearing sessions

- 6.Although I am examining the AAP, it is the Council who are required to host the Hearing sessions. The Hearing sessions will therefore proceed using their preferred system which is **Webex**. As such, by necessity, the technical aspects of this note have been prepared in discussion between the Programme Officer and the Council.
- 7.**Annex 1** and **Annex 2** provide technical information relating to the use of Webex. All participants are strongly advised to review this information in advance of the Hearings and raise any issues with the Programme Officer. Attendance at the test session referred to later in this note is also strongly recommended.

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<sup>1</sup> <https://www.westoxon.gov.uk/planning-and-building/planning-policy/salt-cross-garden-village/salt-cross-area-action-plan-examination/>

<sup>2</sup> <https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

## **Joining the Hearing sessions as a participant via video conference**

8. Details on how to join the Hearing sessions either by using an internet web browsing window or by downloading Webex can be found in **Annex 1** to this note.
9. The Programme Officer will email you with an invitation to join the relevant hearing session in advance of it. If you are participating in more than one session on any given day, you will receive separate invitations for each timed session.
10. In order to allow sufficient time for the Programme Officer to admit you, you should ensure that you join the meeting at least 20 minutes before the start of the session that you are due to participate in. If you experience any problems joining the event on the day, please call or email the Programme Officer immediately.
11. When joining the Hearing session you will be able to include your name, which will then appear beneath your image throughout the session. Please ensure that your name appears in a recognisable format that represents how you would like me to refer to you throughout the Hearing (i.e. John Smith, Mr Smith). If your name is not in a recognisable format the Programme Officer may amend it during the Hearing session without notice.

## **Joining as a participant via Telephone**

12. Participants without access to the internet can dial-in to the hearing by telephone. The details will be provided in the invitation.

## **Participating in the Hearing sessions**

13. Details on how to use Webex once you have joined the meeting can be found in **Annex 2** to this note. This covers the basic functionality needed to participate, including muting and unmuting audio, starting and stopping video, raising and lowering your 'virtual' hand, adjusting the screen view and layout, and leaving the Hearing session.
14. Once you have been admitted to the hearing session by the Programme Officer, you should turn off your camera and mute your microphone until you are invited to speak. Those joining by telephone should also remain on mute.

## Speaking

15. I aim to make the virtual hearings as similar as possible to physical events in the way in which I conduct them and in which you participate. At the start of each session, I will ask participants to introduce themselves as you might expect to in a physical meeting. I will then lead the discussion, by introducing each topic, asking specific questions and bringing in participants at the appropriate time.
16. If you wish to respond to a question or to make a relevant point, that should be done using the 'raise hand' facility and I will ask you to speak by name when the time comes.
17. Only one participant will be invited to speak at a time. When it is your turn, you should unmute your microphone. When you have finished speaking you should

switch off your camera and mute your microphone.

18. Please keep your responses succinct and focused on the agenda. You will not need to repeat your case in full because I have read your representations, but it can be helpful to draw my attention to key parts. I might ask questions about certain aspects of your verbal or written submissions, but there will not be any cross examination and your responses should be directed to me.
19. You should expect to have the opportunity of speaking only once on each separate point that is under discussion. If, exceptionally, you have already spoken but believe you could contribute further, you may raise your hand again. If time allows, I will ask you to speak again but please then ensure that anything you say is new, important, and relevant. Repeating what you or others have already said, or simply disagreeing with another participant, is not necessary and will not be helpful to me.

### Documents and evidence

20. The examination library contains all the relevant examination documents. These are available to all participants, stakeholders and members of the public. Therefore, no documents should be shared or displayed during the Hearing sessions, which includes holding up a document in front of your camera. New documents should only be submitted during the hearings at my request and by exception. These should be emailed to the Programme Officer so they can be passed to me and uploaded to the examination website.

### Preparation for the Hearing sessions and conduct

21. Local Plan examinations are formal events. All involved can expect to feel safe and be treated with respect and courtesy. Proper conduct is a vital part of this. Participants will not interrupt each other or do anything else that might be seen as disruptive or falling below basic proper conduct. I will flag any such behaviour, offering the opportunity for it to be corrected. Persistence will result in exclusion from the Hearing session.
22. To make the best use of the time we have and to avoid disruption, the sessions will start at the time indicated on the agenda. Please make appropriate arrangements to ensure that your working environment is quiet, and that the Hearing (and your ability to concentrate on it) is not disrupted by external noise or other distractions.
23. Headphones should be used to minimise sound disruption of multiple devices streaming the hearings in one location. If you are likely to need to confer with another person during the event, you should agree how you intend to achieve this beforehand without disturbing the Hearing sessions.
24. When adjournments are announced, please note the resumption time and be back at your screen promptly. If you must leave early for any reason, please inform the Programme Officer as soon as possible.

25. The chat facility in Webex must not be used under any circumstances and the use of virtual reactions (smiley faces, thumbs up, etc) is strictly prohibited.

### Technical difficulties

26. If you experience internet connectivity issues during the event, try switching off other devices or moving closer to the router. If you lose connection, please try to re-join using the electronic link in your email.

27. 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 Wi-Fi to mobile data or making a Wi-Fi hotspot are other contingencies you may wish to consider.

28. If you experience persistent difficulties, please alert the Programme Officer

### **Privacy**

29. Please have regard to the Council's Privacy Notices which will appear on the examination webpage shortly. Your background should be cleared of any personal items/information. You can turn your camera off if you don't want your image to be seen.

30. If you are dialling into the event by 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.

31. The meeting will be recorded by the Council for reference and live streamed (discussed further below). You must not make your own recording or screen shot images without permission. You must not share any personal information during the hearing, either yours, or anyone else's.

### **Observing the Hearing sessions for those who are not participating**

32. The sessions will be available for non-participants and the public to watch live on the internet via the Council's Facebook Live Channel. This will enable people to watch the virtual Hearings as they would physical sessions without the need for them to join the meeting via Webex. The link for the sessions will be provided on the examination webpage<sup>3</sup> closer to the time.

### **Further Information and test session for participants**

33. The Programme Officer has emailed participants with the opportunity to join a test session in advance of the Hearings. I will not attend the test session but it is a

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<sup>3</sup> <https://www.westoxon.gov.uk/planning-and-building/planning-policy/salt-cross-garden-village/salt-cross-area-action-plan-examination/>

good opportunity for participants to try out the technology and ask any questions about the functionality of the IT. No discussion about the contents of the AAP will take place. Attendance at the test session is recommended.

34.If you need any further advice before the event or have any technical or procedural questions, please contact the Programme Officer. Otherwise, I look forward to meeting participants "virtually".

*D.R. McCreery*

INSPECTOR

11 June 2021

## Annex 1. Joining a webex meeting using a web browser – user guide

Note – this method can be used on any personal computer or laptop with a webcam and microphone.

1) First you will receive an email invitation to join the webex meeting as follows:

### **Chris Hargraves is inviting you to a scheduled Webex meeting.**

Monday, May 24, 2021

11:00 AM | (UTC+01:00) Dublin, Edinburgh, Lisbon, London | 1 hr

[Join meeting](#)

#### **More ways to join:**

Join from the meeting link

<https://220ict.webex.com/220ict/j.php?MTID=mb664a53706c29c07be5fbb88d51bb69b>

Join by meeting number

Meeting number (access code): 137 565 8906

Meeting password: m8DhkAyKE32

Tap to join from a mobile device (attendees only)

[+44-20-7660-8149](tel:+44-20-7660-8149), [1375658906##](tel:+44-20-7660-8149) United Kingdom Toll

Join by phone

[+44-20-7660-8149](tel:+44-20-7660-8149) United Kingdom Toll

[Global call-in numbers](#)

Join by video system, application or Skype for business

Dial [1375658906@webex.com](tel:1375658906)

You can also dial 62.109.219.4 and enter your meeting number.

Need help? Go to <https://help.webex.com>

2) To join the meeting click on either the green ‘Join meeting’ button or alternatively click on the ‘Join from the meeting link’ (note: both will take you through to the following screen).

Click **Open Webex** on the prompt.  
If the prompt doesn't appear, click **Launch** instead.

Launch

Don't have Webex? [Download it now.](#)  
Having trouble with the app? [Join from your browser.](#)

3) At this point, click on 'Join from your browser'. This will take you to the following screen where you can enter your name.

## AAP Hearing Session Matter 1

11:00 AM - 12:00 PM (UTC+01:00)

Enter your information

Your name

Mr J Bloggs|

Next

Already have an account? [Sign in](#)

More ways to sign in



4) Once you have entered your name, click 'Next' which will take you through to the following screen.

Mr J Bloggs

### AAP Hearing Session Matter 1

11:00 AM - 12:00 PM (UTC+01:00)

Send problem report

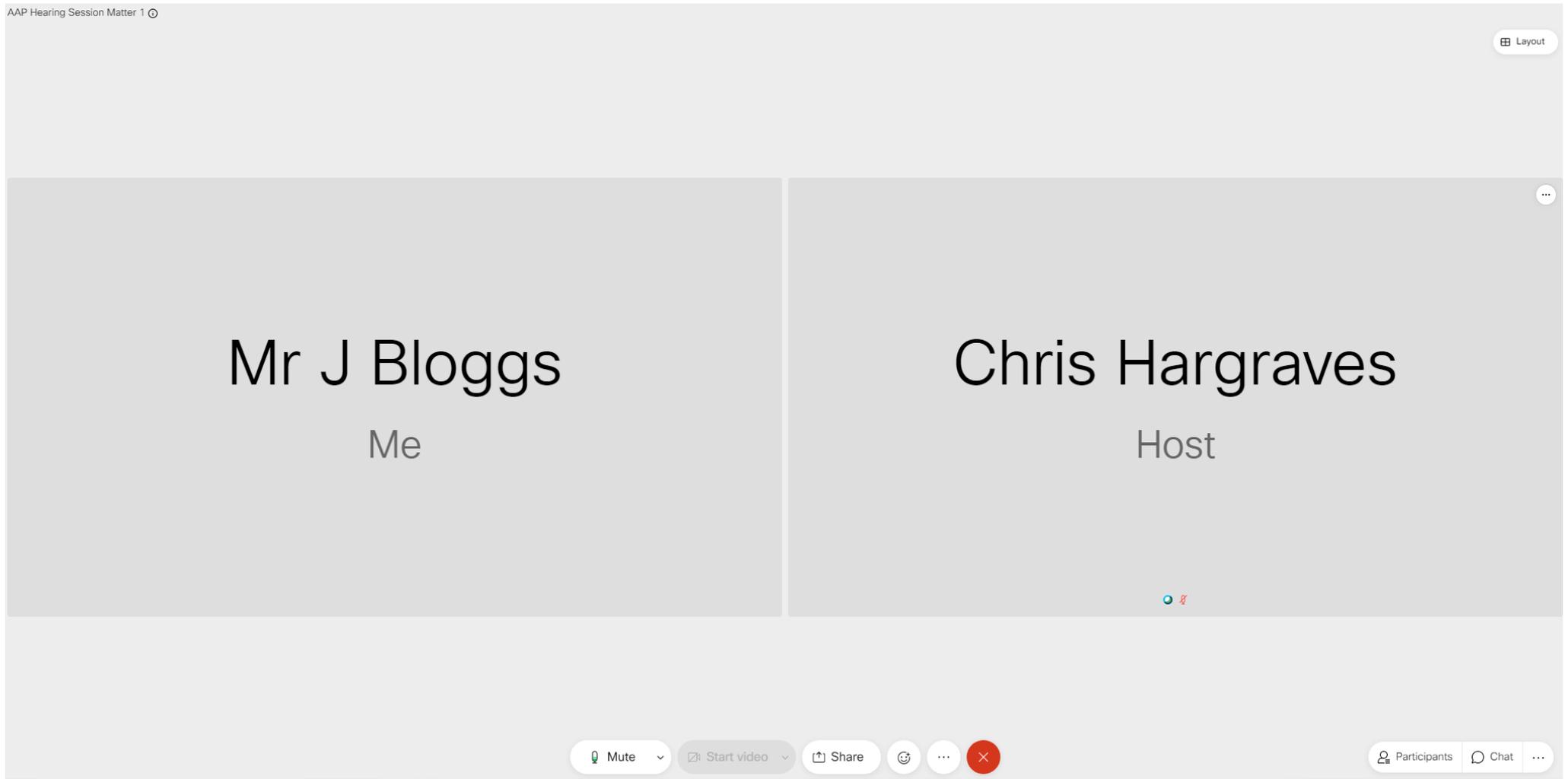
MB

Use video system    Audio: Use computer audio    Test speaker and microphone

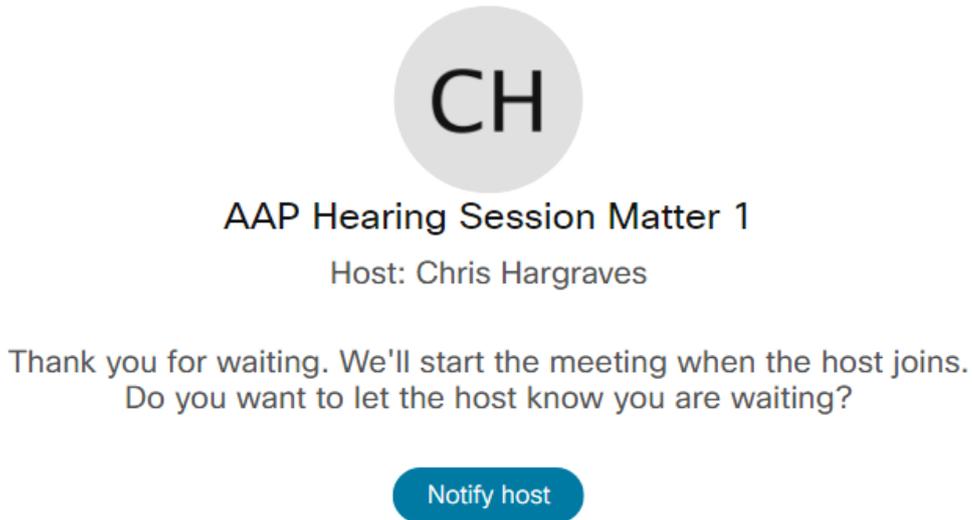
Mute    Start video    **Join meeting**

5) At this point, click the green 'Join meeting' button.

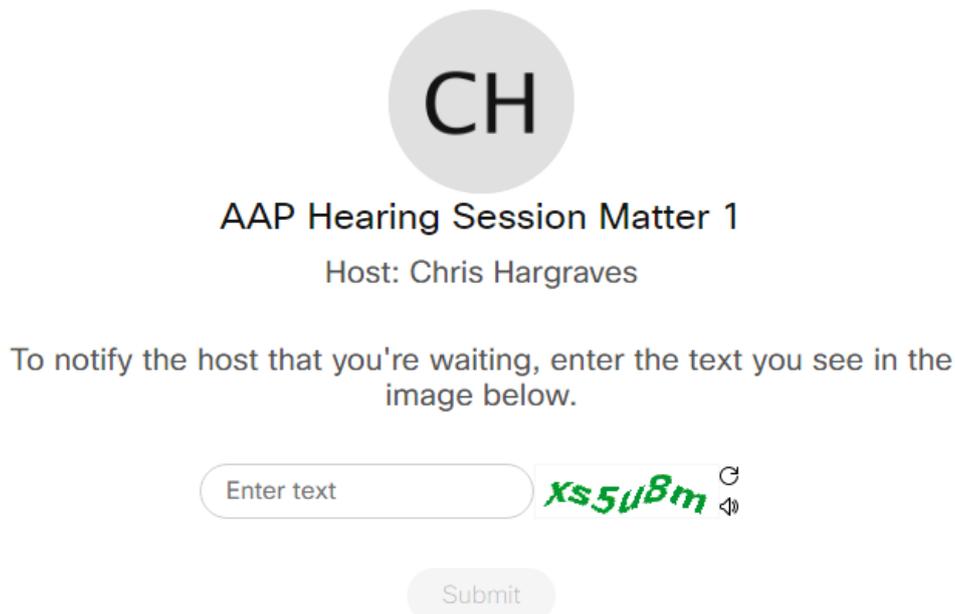
6) If the meeting has already started you will be taken straight into it and see a screen similar to the following (note: this will vary depending on the number of participants):



7) If the meeting hasn't already started, you will see the following message which gives you the option to notify the meeting host that you are waiting to join.



8) If you click the 'notify host' button you will then be prompted to enter and submit some security text as per the image below.



9) The host will then be notified that you are waiting in the ‘virtual lobby’ as per the image below. Once the meeting has started, you will automatically join it.



## AAP Hearing Session Matter 1

Host: Chris Hargraves

✔ We've let the host know you're here.

### Joining a webex meeting by downloading webex

Note – this method can be used on any personal computer or laptop with a webcam and microphone.

Instead of joining the meeting via your web browser as per the instructions above, you also have the option to download webex if you wish to join the meeting that way.

To do this, follow the same steps above but when you see the following screen, instead of clicking ‘Join from your browser’ click either the blue ‘Launch’ button or the link to ‘Download it now’ and follow the on-screen instructions to download webex.

Click **Open Webex** on the prompt.  
If the prompt doesn't appear, click **Launch** instead.

Launch

Don't have Webex? [Download it now.](#)  
Having trouble with the app? [Join from your browser.](#)

Once webex has been installed, when you click to join the meeting you will see the following screen at which point you should click 'Open webex' on the prompt.

The screenshot shows a browser window with the Cisco Webex logo and a URL. A dialog box titled "Open Webex?" is displayed, asking for permission to open the application. Below the dialog, there is instructional text and a "Launch" button.

Open Webex?  
 https://220ict.webex.com wants to open this application.  
 Always allow 220ict.webex.com to open links of this type in the associated app

Open Webex Cancel

Click **Open Webex** on the prompt.  
 If the prompt doesn't appear, click **Launch** instead.

Launch

Don't have Webex? [Download it now.](#)  
 Having trouble with the app? [Join from your browser.](#)

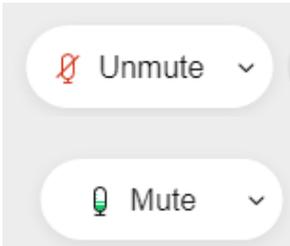
This will then give you the same option to join the meeting as per step 5) above in the join from your browser instructions above.

## Annex 2 - Using webex once you have joined the meeting

Once you have joined the meeting, the following options are available to you.

### Audio

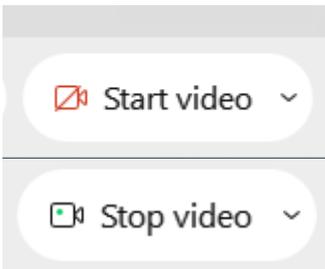
To 'mute' and 'unmute' yourself, click on the following button at the bottom of the screen:



(Note: it is helpful to keep yourself muted unless speaking in order to reduce any background noise for participants).

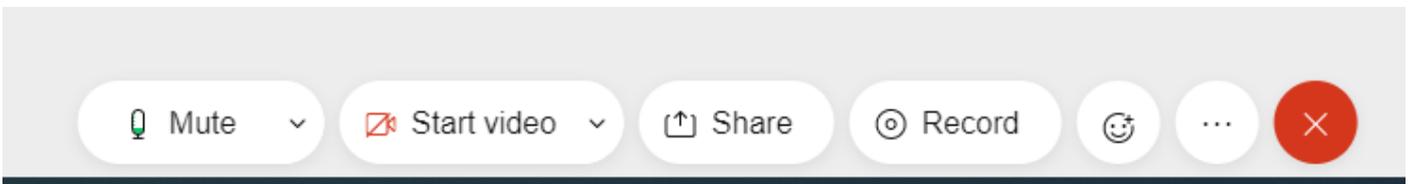
### Video

To start and then stop your video display, click on the following button at the bottom of the screen:



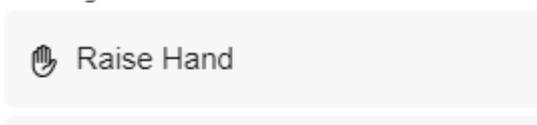
### Raising your hand to speak

To raise your hand if you wish to speak, click on the three dots at the bottom of the screen.



This will then give you the option to raise your hand.

Meeting



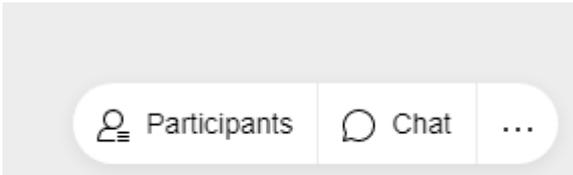
When you wish to lower your hand, click on the three dots again and click 'Lower Hand'.

Meeting

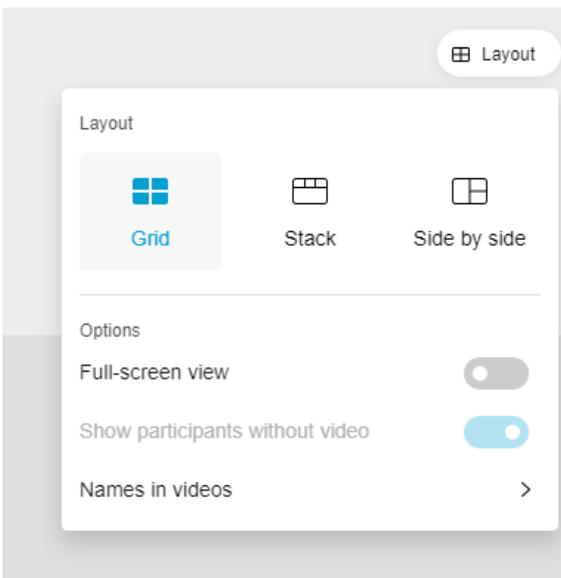
 Lower Hand

## Screen view and layout

If you wish to see a list of participants click on the participants button in the bottom right hand corner of the screen:



If you wish to change the layout of your screen, click on the layout button in the top right corner and you will see the following options:



## Leaving the meeting

When you wish to leave the meeting, click the following symbol:



This will then give you the option to leave the meeting:

