

Examination of the Remitted Part of the Leeds Site Allocations Plan

Specific Virtual Hearing 18 May 2022 - Inspector's note for participants

The Hearing will take place 'virtually', by means of a Zoom session.

Joining the hearing as a participant

Participants should join their session using the electronic link in their invitation or by dialling the telephone number provided and when asked, type your conference ID followed by the # key. Please join the hearing 20 minutes before the time indicated on the agenda and you will be held in a waiting lobby until you are admitted into the hearing by the Programme Officer.

Watching the hearing

The sessions will be available for non-participants and the public to watch live on YouTube. The hearing will be livestreamed. This will enable people to watch the hearings as they would with a physical hearing. **Please be aware that the session will be deleted at the end of each day.** The link is provided here:

<https://www.youtube.com/playlist?list=PLggQFjpTLgpLzZ4TSU3kM4bWpmbepI7Wo>

The Hearing

Local Plan examinations are a formal event, with appropriate conduct and I will lead the hearing. All participants are treated with fairness and consideration. Please make your contributions respectfully. I will ask the Council for their comments on points raised.

The hearing will start at the time indicated on the agenda. I will take the names of those who are participating. When you are invited to speak for the first time unmute your microphone, state your name and, if any, your organisation.

If you wish to respond to a question, please use the 'raise hand' facility in Zoom to indicate your desire to speak. Only one participant may speak at a time. I will invite all participants to speak, so please be patient. You won't need to repeat your representation, as I will have read this, but I may ask questions. I will curtail the repetition of points already made.

The Chat facility in Zoom must not be used under any circumstances.

I will finish the discussion on any topic when I have enough information. At the end of the hearing session, I will ask everyone to log out.

Documents and evidence

The examination website contains all the relevant examination documents. There will be no document sharing facility in the Hearing and please do not hold any document in front of your camera.

New documents should only be submitted during the hearing at my invitation and will need to be emailed to the Programme Officer so that she can pass it to me and put it on the examination website.

Practicalities

Please ensure that your environment is not disrupted by external noise. Your camera should be positioned to provide a clear, front-on view of your face.

Comfort breaks will be built into the session if needed. If adjournments are announced, please note the resumption time and be back on time.

You should consider whether you are likely to need to confer with another person (agent, legal representative etc) during the event. If so, please agree how you intend to achieve this before the Hearing sessions.

If you experience connectivity issues, try switching off some other devices which share your wifi, or move closer to the router. Transferring from wifi to mobile data or making a wifi hotspot using a mobile phone are other contingencies that you may wish to use. As a backup you can re-join by telephone, using the number in the invitation.

If you are unable to join, or lose connection during the hearing, try again to join using the invitation. However, the hearing may continue in your absence.

Privacy

Please have regard to the privacy notices. 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 by hiding your caller ID.

Please do not share any personal information during the hearing, either yours, or anyone else's.

Finally

I should like to extend my thanks in advance to all those who are participating virtually, to the Council for providing the Zoom meeting and Helen Wilson, the Programme Officer.

L Gibbons

Inspector