

Examination of the Remitted Part of the Leeds Site Allocations Plan

Virtual Hearings - Inspector's note for participants

The Remitted Part of the Leeds Site Allocation Plan Remittal Hearings will take place 'virtually', by means of a series of Zoom sessions.

Please read this note carefully as it sets out the procedures for the Hearings. Please read alongside the Inspector's general Guidance Note.

Joining the hearing as a participant

You will receive an invitation from the Programme Officer to the relevant session or sessions. Please download and install the Zoom application and do familiarise yourself with it before joining the hearings.

Participants should join their session using the electronic link in their invitation. If you prefer to join by Telephone or are unable to use the video option, simply dial the telephone number provided and when asked, type your conference ID followed by the # key. The telephone number to ring will be provided within the invitation.

You should 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, and she will provide you with any further instructions.

You will be responsible for making sure your IT kit is functional and that you can join the hearing via Zoom.

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.

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.

As a backup you can re-join by telephone, using the number in the invitation.

Watching the hearing

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

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

The Hearings

The aim is to make the virtual hearings as similar as possible to physical hearings in the way they are run. They will be conducted in a fair, open and impartial manner.

Local Plan examinations are a formal event, with appropriate conduct. All participants, their views and evidence are treated with fairness and consideration. Please make your contributions respectfully.

To make the best use of the hearing time and to avoid disruption, the hearings will start at the time indicated on the agendas for each day.

At the start of each hearing session, I will take the names of those who are participating. I will lead the hearing, introduce each topic and ask specific questions about the topic. When you are invited to speak for the first time unmute your microphone, state your name and, if any, your organisation. Please indicate to me how you would prefer to be addressed.

If you wish to respond to a question, please use the 'raise hand' facility in Zoom to indicate your desire to speak. I will give each of you who have raised their hands an opportunity to have your say and only one participant may speak at a time. I will invite participants to speak in turn, so please be patient.

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

There are a number of issues to consider, so please make your response brief and focused. There will not be any cross examination and responses should always be directed to me.

You won't need to repeat your full case, or give any formal presentation, as I will have read all your representations and statements. I may ask questions about aspects of your verbal or written submissions.

If you have already spoken on a particular topic but believe that you can help further on the subject, raise your hand using the facility in Zoom. However, I will curtail the repetition of points already made.

I will ask the Council for their comments on points raised.

I will terminate the discussion on any topic when I have enough information.

At the end of each hearing session (morning and afternoon) I will ask everyone to log out.

Documents and evidence

The examination website contains all the relevant examination documents and are available to all everyone. The hearing will not use any document sharing facility and please do not hold any document in front of your camera.

New documents should only be submitted during the hearings at my invitation.

If I request a new document from any party, for example a statement of common ground, it should 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 as quiet as possible so that the hearing is not disrupted by external noise and unnecessary distractions. Your camera should be positioned to provide a clear, front-on view of your face and avoid sitting where you are silhouetted in front of a window or light.

Comfort breaks will be built into the sessions.

If you need to leave early, please try to do so during a break in proceedings.

When adjournments are announced, please note the resumption time and be back promptly.

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 e.g. SMS, Email, WhatsApp etc before the Hearing sessions.

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.

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.

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 meetings and Helen Wilson, the Programme Officer. If you need assistance the Programme Officer is there to help. She will be pleased to help you with any administrative or procedural queries you may have during the examination.

Louise Gibbons

Inspector