

## Planning Committee Information

### **Content:**

1. Background
2. Public access to a Planning Committee Meetings and Documents
3. Taking part in a Planning Committee Meeting (Registered Speakers):
  - a) Making a representation in person
  - b) Making a representation in virtually
    - i. Prior to joining the Planning Committee virtually
    - ii. Joining the Planning Committee virtually
    - iii. Procedure for using Microsoft Teams during the Planning Committee meeting
    - iv. Procedure for the Planning Committee
4. Troubleshooting & FAQs
5. Contacts

### **1. Background**

The provisions that permitted local authorities to use virtual methods for council meetings expired on Thursday 6 May 2021. London Borough of Richmond upon Thames is now using a hybrid model where committee members are present in the Clarendon Hall, York House which has been made a Covid-19 secure environment. Members of the public can request to make representations either virtually or in person.

### **2. Public access to Planning Committee Meetings and Documents**

Due to the challenges of hosting Covid-19 secure Planning Committee meetings the changes to timings that have been made since the beginning of the pandemic will remain until further notice. For clarity these are detailed below:

- The deadline for late representations for inclusion in the addendum is 12 noon two working days before the meeting.
- The deadline to register to speak is 12 noon two working days before the meeting and it is recommended you supply the Democratic Services Officer with a copy of your representation before 10.30am on the day of the meeting in case you lose connection during the meeting (see Troubleshooting & FAQs for more details).
- The addendum will be published by 10:30am on the day of the meeting.

Webcasts of the meetings will be available as normal through the Council's webcast library which can be found [here](#). There will also be a link published with the agenda which can be found [here](#).

The Council is unable to provide hard copies of documents. All documents are available on our website, if you need assistance to locate them please contact Democratic Services.

### **3. Taking part in a Planning Committee Meeting**

Members of the public are welcome to speak about specific applications at Planning Committee meetings and the speaker limits and link to the online registration form can be found [here](#).

**Please provide a phone number and email address when you register to speak, we will need this to contact you.**

Last revised: 29 June 2021

When you register to speak using the online registration form you will be asked whether you wish to make a representation to the Planning Committee virtually or in person. Due to the ongoing Covid-19 social distancing requirements, the preference is for registered speakers to make representations to the Committee using the Council's virtual meeting platform – Microsoft Teams. Details on joining the meeting virtually through Microsoft Teams can be viewed [here](#).

### **a) Making a representation in person**

Should you wish to make a representation in person a microphone and camera will be positioned in the Hyde Room. Please note that any in person speakers should arrive at 6:30pm to liaise with the committee clerk. A place in the Hyde Room will be reserved for you.

No members of the public will be permitted in the Clarendon Hall and will instead sit socially distanced in the Hyde Room. The connecting doors between the Clarendon Hall and Hyde Room will be open but there will be a full transparent screen between the two rooms to enable them to view proceedings. Members of the public will enter York House through a separate door to Councillors.

If you are **not** proposing to speak at the meeting and only wish to observe, there are a very limited number of public seats available due to social distancing requirements. Priority for seating in the Hyde Room will be given to those who have registered to speak.. The remaining seats will be allocated on a first come, first served basis.

If you think you may not be able to participate in the meeting but would like to submit representations you can do this, it will be covered in the [troubleshooting section](#) of this document.

### **b) Making a representation virtually**

#### **i. Prior to joining a Planning Committee meeting virtually**

1. Please ensure that you have the Microsoft Teams application installed on your device – you can access Teams via your web browser, but we recommend you download the app if you are able.
2. Disconnect any non-essential devices from the internet, disable any applications you are not using on your computer / iPad / mobile device and turn off any streaming services.
3. Ensure that your device is fully charged and that you have easy access to a charger to ensure you do not run out of battery.
4. Chose a location in your home where you may take part in meetings without disruption.

#### **ii. Joining a Planning Committee meeting virtually**

You can join a virtual planning Committee meeting from a range of devices, we would recommend a laptop, but you can use a tablet or smart phone.

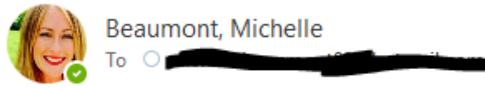
**Note: The below images may vary slightly from device to device. Please ensure you test your access to Microsoft Teams in advance of the meeting and notify the Democratic Services Officer of any potential issues. Device specific guides may be available for them to send to you.**

All participants in a meeting will be sent a link to join the meeting via email. If you click on this link the Teams application should open automatically or you may be given a choice (Fig 1 & 2).

Last revised: 29 June 2021

You will be asked to join the meeting 15 minutes before the actual Planning Committee begins and before the live broadcast starts, this is to ensure everyone is present in good time

Fig 1:  
Planning Committee - 29 April 2020 2:30pm



15:01

Official

Please ensure you join the meeting at 2:15pm to enable the Democratic Services Officer to check everyone is present and able to participate.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_N2RINmUzYWUtY2U0YS00ZGRmLWE5MTAtOTBkOGYwYTU3MDZl%40thread.v2/0?context=%7b%22Tid%22%3a%22d9d3f5ac-f803-49be-949f-14a7074d74a7%22%2c%22Oid%22%3a%22ebb30913-3a6b-424c-a0fc-5e378ad25908%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2RINmUzYWUtY2U0YS00ZGRmLWE5MTAtOTBkOGYwYTU3MDZl%40thread.v2/0?context=%7b%22Tid%22%3a%22d9d3f5ac-f803-49be-949f-14a7074d74a7%22%2c%22Oid%22%3a%22ebb30913-3a6b-424c-a0fc-5e378ad25908%22%7d)

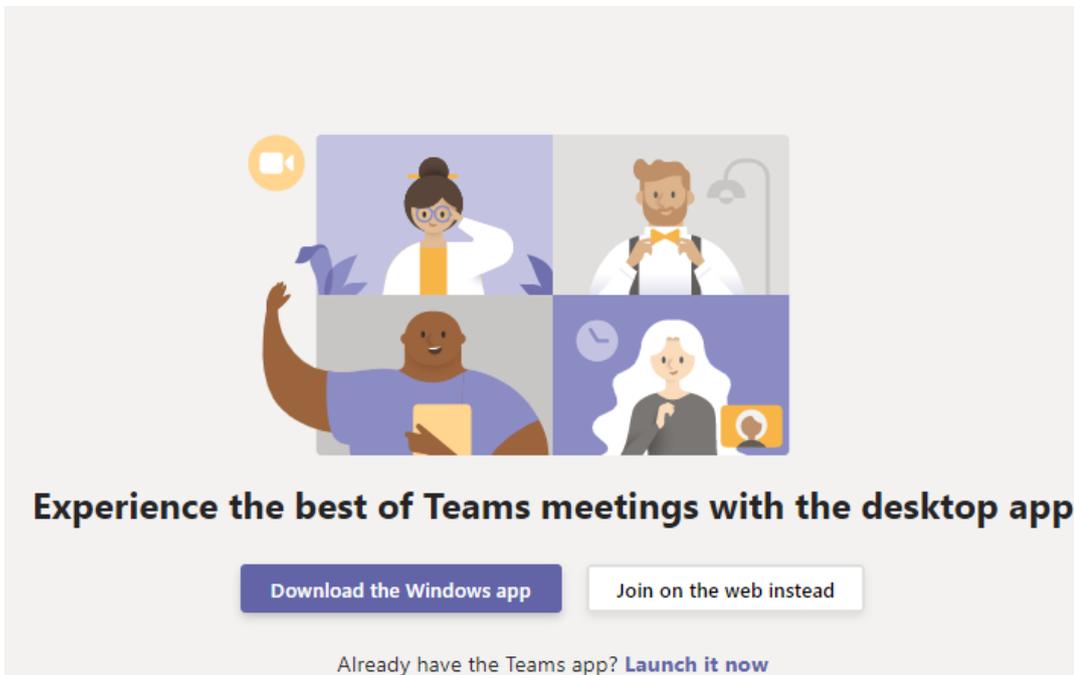
**Michelle Beaumont** Democratic Services Officer & Richmond Independent School Appeals Co-ordinator  
2nd Floor | York House | Richmond Road | Twickenham | TW1 3AA  
020 8891 7780 | Internal Ext: 27780 | @LBRUT\_Democracy

**Please note: My working days are Tuesday to Friday**

Serving Richmond and Wandsworth Councils  
[www.richmond.gov.uk](http://www.richmond.gov.uk) / [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)



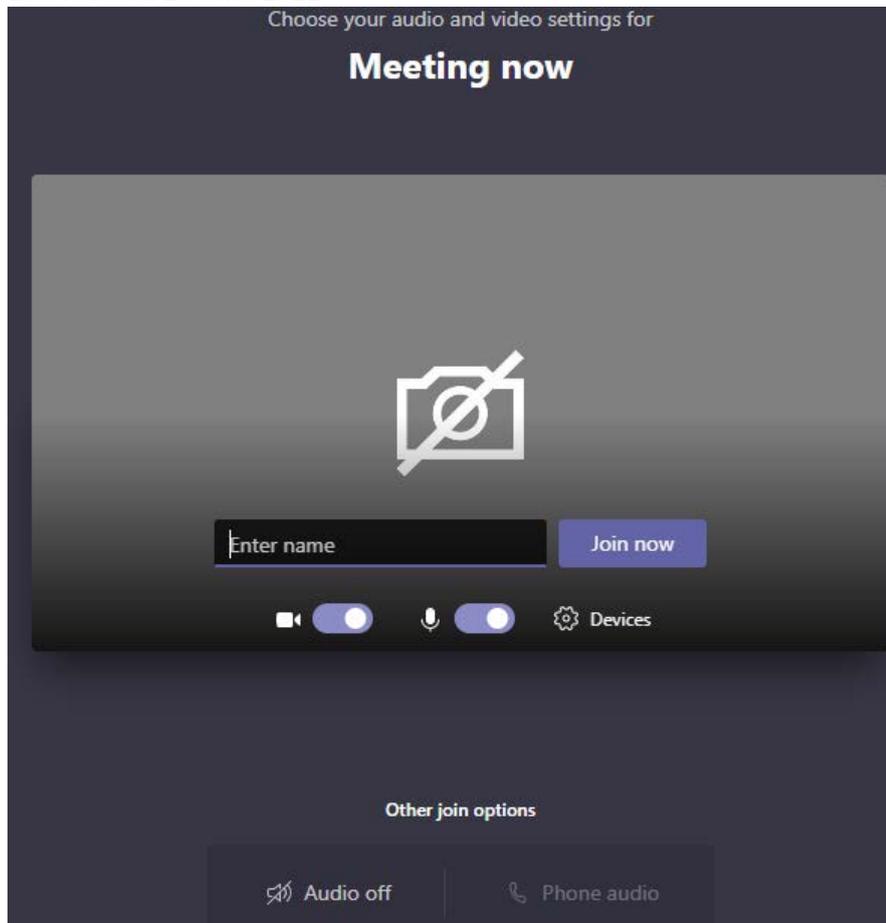
Fig 2:



You will need to enter your name; it must be the same name you registered to speak so that you are admitted. Once you have entered your name click on Join now (Fig 3).

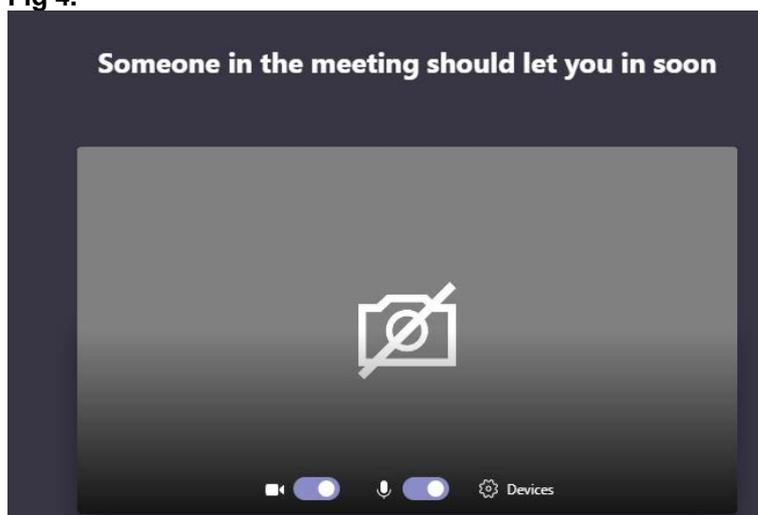
Fig 3:

Last revised: 29 June 2021



You will then be put in the meeting “lobby” and you will be let in once the support officer has checked the speakers register (Fig 4).

Fig 4.



iii. **Procedure for using Microsoft Teams during the Planning Committee meeting:**

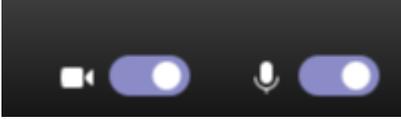
The Democratic Services Officer will note your arrival and ask that you ensure your camera and mic are switched off (Fig 6). Registered Speakers must not activate their camera or mic unless the Chair or Democratic Services Officer instructs them to do so (Fig 7).

Fig 6.

Last revised: 29 June 2021



Fig 7



#### iv. Procedure for the Planning Committee

The Chair will lead the meeting and will inform everyone present on the procedure for the meeting and order of proceedings. Items will be dealt with in agenda order as follows:

1. Chair's welcome and introductions
2. Apologies for absence
3. Declarations of interest
4. Minutes of the last meeting
5. Planning applications (in agenda order):
  - I. The Planning Officer will be invited to present
  - II. Registered speakers will be invited to speak (one at a time, the Chair will call names)
  - III. Members will be invited to ask registered speakers questions if they need to clarify any points raised.
  - IV. The Planning Officer will be invited to respond to points raised by the speakers
  - V. Members will be invited to share their views (debate the application)
  - VI. The Chair will clarify any additional or amended conditions / informatives before the substantive vote
  - VII. The Chair will propose a motion in line with the Officer's recommendation and a vote will take place via roll call.

#### 4. Troubleshooting & FAQs

##### **What if I do not want to attend the meeting in person but also do not want to use Microsoft Teams?**

The Democratic Services Officer will try to assist you so that you can access the Teams platform. If they are unable to help you or you do not wish to use this platform you can send in a written submission to be summarised in the addendum or send in a written speech that the Democratic Services Officer or your Ward Councillor may read on your behalf. For more detailed advice please speak to the Democratic Services Officer named on the Planning Committee agenda page.

##### **Will the membership of the Covid-19 secure Planning Committee be different?**

The membership of the remains unchanged. Planning Committee will usually made up of 9 members with 3 members required to be in present throughout each item in order for the meeting to be quorate\*.

\*Quorum: the minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.

##### **What happens if a registered speaker loses connection?**

Last revised: 29 June 2021

If a registered speaker loses connection the Democratic Services Officer will attempt to bring you back into the meeting. They will try the following:

1. Invite you back to the Teams platform
2. Call you (if you have provided a phone number for us to do this)
3. Read your representation out on your behalf (if you have supplied a copy in advance for us to do this)

**Note:** If we cannot re-connect registered speakers the Planning Committee meeting will proceed in your absence. It is therefore recommended that you supply the Democratic Services Officer with a copy of your representation in advance, so they are able to read this on your behalf. Speakers will still be able to view watch the proceedings by accessing the webcast from the Councils website [here](#).

## **5. Contacts**

All enquiries relating to the Planning Committee meeting procedures should be directed to Democratic Services: [democratic.services@richmondandwandsworth.gov.uk](mailto:democratic.services@richmondandwandsworth.gov.uk).

All Planning case queries should be directed to the case officer listed on the case file.

For more information on this document please contact Nicholas Garland, Democratic Services Officer: [Nicholas.Garland@richmondandwandsworth.gov.uk](mailto:Nicholas.Garland@richmondandwandsworth.gov.uk)