

Public Document Pack



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INFORMATION RELATING TO REMOTE MEETINGS

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Remote Meetings Planning Committee

The Council Offices will be closed during a remote meeting and it is not possible for members of the public to physically “attend” a remote meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have changed the basis of the public’s legal right to attend meetings. This means the public now has the right to hear Councillors attending the remote committee meeting that would normally be open to the public to attend in person. It is the intention of Dover District Council to also offer the opportunity for members of the public to view remote meetings where possible.

Joining a Remote Meeting

To join a remote meeting, you will need to join via the link on the Council’s website. This can be accessed via the agenda page for each meeting. The Council is using Teams Live Events (a Microsoft Product) for its remote meetings and you will be taken to the meeting by clicking on the link.

The best way to view the remote meeting is through a laptop or desktop computer. However, you should also be able to view through a smartphone or tablet device. You will need internet access to do this.

Public Speaking

In a change to the normal public speaking rules, members of the public will be able to speak by means of a written statement of no more than 500 words.

The procedure for registering to speak itself remains unchanged. You must request to speak in writing by email to democraticservices@dover.gov.uk or by means of the form that can be found on the Council’s website at <https://www.dover.gov.uk/Planning/Planning-Applications/Making-Applications/Speaking-at-Planning-Committee.aspx>.

In all cases, public speaking requests must be received by no later than 5pm on the second working day prior to the meeting.

Registration will be on a first-come, first-served basis. If you have been successful in registering to speak, you will be contacted by a member of the Democratic Services team. If successfully registered, you must submit your written statement (of no more than 500 words) by email to democraticservices@dover.gov.uk by 10.00am on the day of the remote meeting.

Registering to speak at a remote meeting confers **the right to submit a speech** on a first-come, first-served basis; one speech in support of, and one speech against, an item for

decision. Statements will be read out to the remote meeting by an Officer (who is not a member of the Planning Department) on behalf of the speakers (subject to the Chairman's normal discretion).

In submitting their speech each speaker accepts that they remain fully responsible for its content. If any defamatory, insulting, personal or confidential information, etc. is contained in any speech received from any speaker, and/or read to the remote meeting by an Officer, each speaker accepts full responsibility for all consequences thereof and agrees to indemnify the Officer and the Council accordingly.

Feedback

If you have any feedback on the Council's remote meeting arrangements, please let us know at democraticservices@dover.gov.uk



Remote Meetings

Instructions for the public to access committee meetings

This document will explain how you find the link to view the remote meeting and what you need to do to join from either a laptop/desktop computer or a mobile device.

Finding the Link

Once the Committee meeting has been created a link to the meeting will be published on the page for the committee meeting on the Council's website.

Laptop/Desktop Device

When you click on the link from a computer you will be asked if you want to either get the Teams app or to watch on the web. You should click on the web option:

An illustration showing four diverse individuals in a video conference. A woman with glasses and a bun hairstyle is at the top left, a man with a beard and bow tie is at the top right, a bald man in a blue shirt is at the bottom left, and a woman with long white hair is at the bottom right. They are all looking towards the camera. A yellow video camera icon is in the top left corner of the frame.

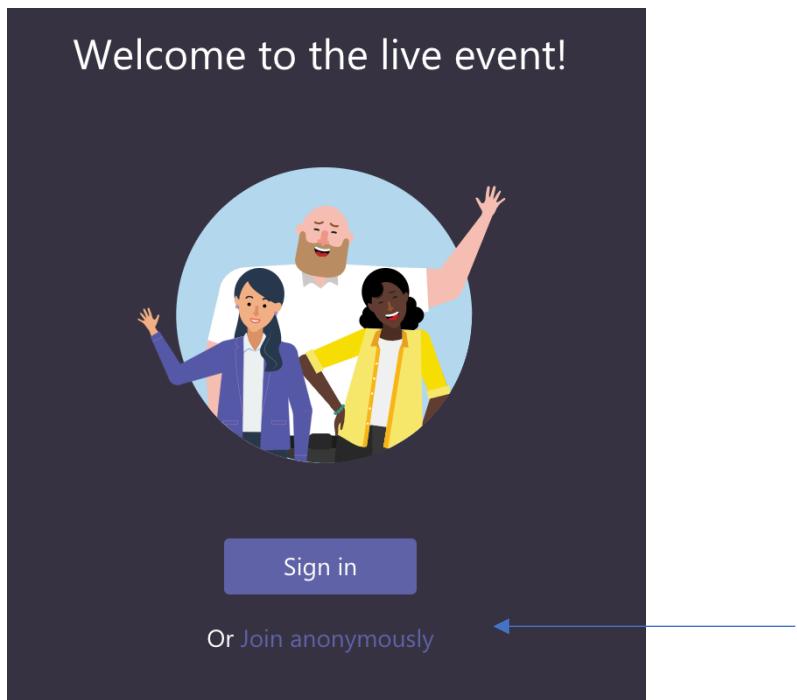
Watch the live event in Microsoft Teams

[Get the Teams app](#) [Watch on the web instead](#)

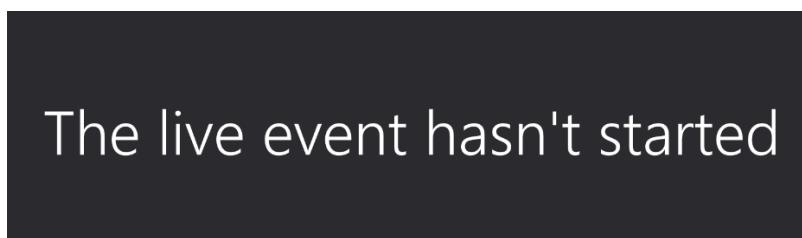
Already have the Teams app? [Launch it now](#)

A blue arrow points from the "Watch on the web instead" button to the "Launch it now" link.

You will then be asked to either sign in or join the meeting anonymously. You should join anonymously:



The live event page will then appear and if the event hasn't started yet it will say so:



If the event has started, then you will hear and see the live event in action. This will often be in the form of audio/video of the officers and councillors and a screen share of a document. In some cases it may only be the document and an audio voice.

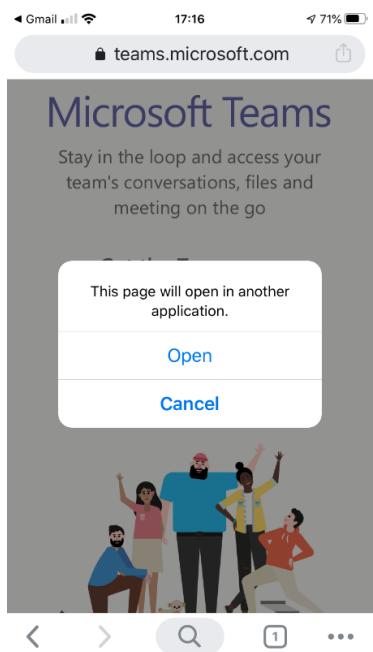
Once the meeting has ended, all you need to do is just click on Leave.

Mobile Phone or Smart Device

If you are joining from a mobile phone/smart device (such as a tablet) there may be a variety of steps to get in.

If you don't have the app installed on your phone/device, you may be taken through registration in order to access the event. This would be a one-time registration and will allow you to access future meetings more easily.

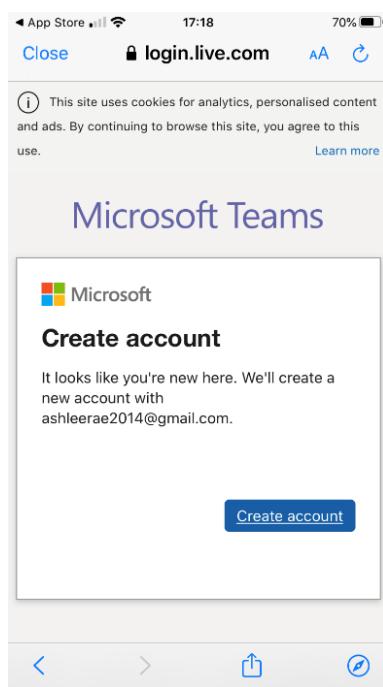
Step 1: Open



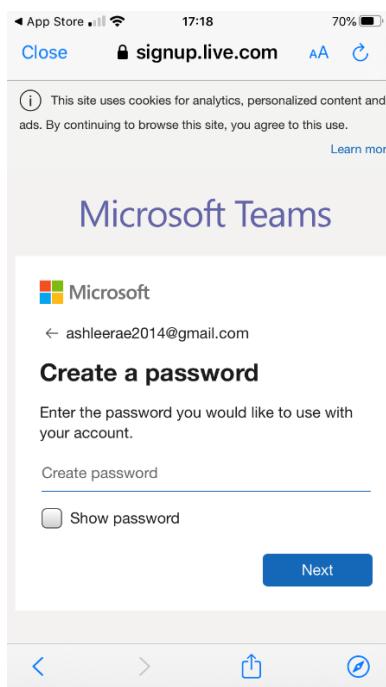
Step 2: Sign up for free



Step 3: Create account



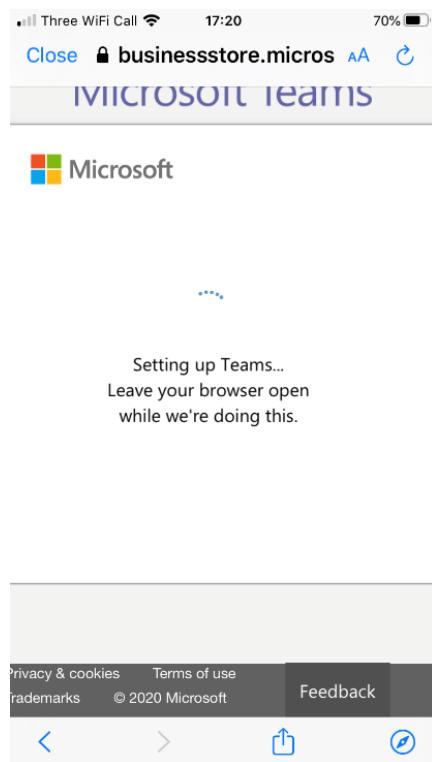
Step 4: Create a password



Step 5: Date of birth

A screenshot of a mobile browser displaying the Microsoft Teams account creation process. At the top, it shows the status bar with signal strength, battery level at 70%, and the time 17:19. Below this, the URL is signup.live.com. The main content area has a header "Microsoft Teams". It displays the Microsoft logo and the email address "← ashleerae2014@gmail.com". A "Create account" button is visible. Below it, a note says "We need just a little more info to set up your account." A dropdown menu for "Country/region" is set to "United Kingdom". Under "Date of birth", there are three input fields: "Day", "Month", and "Year". A "Next" button is at the bottom right, and below it is a navigation bar with arrows and icons.

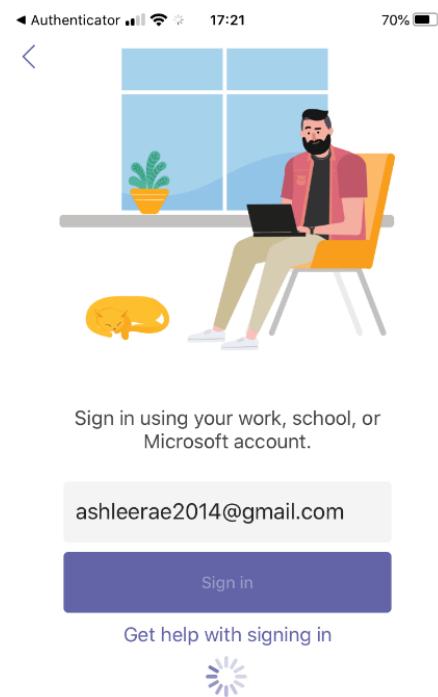
Step 6: Account is created



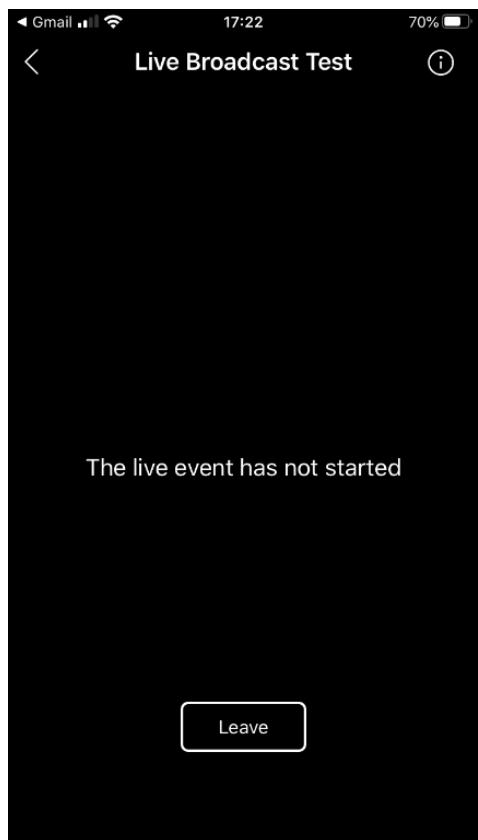
Step 7: Enter password

A screenshot of a mobile browser displaying the Microsoft Teams account creation process. At the top, it shows the status bar with signal strength, battery level at 70%, and the time 17:21. Below this, the URL is [Teams.microsoft.com](https://teams.microsoft.com). The main content area has a header "Microsoft". It displays the Microsoft logo and the email address "← ashleerae2014@gmail.com". A "Cancel" button is at the top left. Below it, a "Enter password" field contains a long string of black dots. A "Sign in" button is at the bottom right. Below the password field is a link "Forgotten your password?". At the bottom, there are "Done" and "Cancel" buttons.

Step 8: Sign in



Step 9: live broadcast page



Step 10: event live

Once the broadcast closes just click on Leave.