

## **THE CENTRAL AND EASTERN BERKSHIRE JOINT MINERALS AND WASTE PLAN**

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**Examination webpage:**  
[www.hants.gov.uk/landplanningandenvironment/berksconsult/examination-library](http://www.hants.gov.uk/landplanningandenvironment/berksconsult/examination-library)

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### **INSPECTOR'S EXAMINATION GUIDANCE NOTE 2**

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#### **Purpose**

1. This Note is intended to set out the joining instructions and our expectations participants for the virtual Hearing session.

#### **Virtual Hearing Session on Tuesday 12 October 2021 at 10am**

2. This is the final programmed session in the series of Examination Hearing sessions which opened on Tuesday 28 September 2021 at Town Hall of the Royal Borough of Windsor and Maidenhead in Maidenhead.
3. The Hearing session will only be covering the administrative and procedural matters relating to the next steps for the Central and Eastern Berkshire Joint Minerals and Waste Plan.

#### **Participants and Attendance**

4. The required participants for this session are the Central and Eastern Berkshire Authorities and their service provider, Hampshire Services.
5. As a public hearing session anyone wishing to attend to observe should contact the Programme Officer for an invitation.

#### **Joining the Virtual Hearing**

6. This hearing session will be virtual using Microsoft Teams. This provides video conferencing services similar to Zoom and other popular applications. Microsoft Teams can be installed for free on most computers and smartphones.

7. The Programme Officer will email participants with an invitation to join the Hearing session. Participants should join using the electronic link in their invitation.
8. Anyone intending to join the virtual Hearings via video link using a PC, Apple Mac, iPhone or Android, you should download and install the Microsoft Teams application. If this is not possible, you can join using a Chrome browser on your desk top computer (not on your mobile phone). Some people with older devices, or who use corporate devices, which prevent downloads being installed could experience problems. In this case, either use an alternative or contact your corporate systems administrator. Please do familiarise yourself with Microsoft Teams before joining the Hearing session. You will be responsible for making sure your IT equipment and internet connection are functional and that you have everything in place and working to enable you to join the Hearing via Microsoft Teams.
9. If anyone is unable to use the Teams application or Teams on the web, they can join by calling a phone number. The phone number and conference ID will be displayed in the meeting invite, dial the number shown to join, and enter the conference ID when prompted. If a participant joins via this route, they will enter the lobby until they are admitted into the session.
10. If anyone joining the meeting wishes to not have their telephone number displayed, they can dial 141 before the number within the invite. This will give a unique number and NOT display their personal number.
11. As Microsoft regularly changes and updates the Teams software, the best place to find current instructions and tutorials is on the [Microsoft Teams Website](#).

### **Troubleshooting**

12. Poor audio or visual quality is most likely caused by a slow Internet connection. Sometimes turning off your camera can help to improve audio quality as there is less data to transfer. You should also consider turning off any other devices in your home or office that may be placing heavy demands on your Internet connection (such as games or TV streaming devices).
13. If you wish to use an external camera, microphone or speakers (instead of those built into your device) you may need to configure these separately within Teams. On most versions of Teams, the relevant options are likely to be found in the 'device settings' menu. You can also change the speaker volume from here (your device may be on full volume but unless the Teams volume is set high enough you won't be able to hear anything).
14. If you experience electronic interference during a session, try moving your mobile phone away from your computer. If you experience other connectivity issues, try switching off some other devices which share your Wi-Fi, or move closer to the router.
15. If you are unable to join, or lose connection, try again to join using the link provided in your invitation. The Hearing session may continue in your absence. Transferring from Wi-Fi to mobile data or making a Wi-Fi hotspot using a mobile

phone are other contingencies that you may wish to use. If none of these resolves the issue, please contact the Programme Officer using the contact details on page 1.

## **Conduct**

16. Local Plan Examinations are a formal event, with appropriate conduct. All participants, their views and evidence are treated with fairness and consideration, and participants do not interrupt each other.
17. To make the best use of the Hearing time and to avoid disruption, the virtual Hearing session will start strictly at the time indicated on the programme. You will receive an invitation from the Programme Officer along with a privacy notice. We suggest that you join the Hearing session on Microsoft Teams around 15 minutes before the time indicated on the agenda. The PO is responsible for admitting participants into the Hearing session, you must wait to be admitted. You will be held in a waiting lobby until you are admitted into the Hearing by the Programme Officer.
18. You should have made 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 and unnecessary distractions.
19. To limit background noise, participants are asked to mute their microphones when they are not speaking.
20. Participants are generally encouraged to use their camera when speaking to the Inspector as this improves communication and better replicates the conditions of a physical event. However, please ensure that your face is well lit and clearly visible. Some versions of Teams allow users to blur their backgrounds or select standard corporate backgrounds. You may use this feature if you wish.
21. Please do not speak unless you are invited to by the Inspectors. The preferred way of indicating that you wish to speak is through the 'raised hand' button within the Teams application. If this option is not available to you, the Inspectors will make alternative arrangements
22. The chat facility in Microsoft Teams will not be used. It does not form part of the formal Hearing procedure and any posts will not be viewed by us. You should consider whether you are likely to need to confer with another person (Agent, Legal Representative, Colleague etc) during the event. If so, agree how you intend to do this, for example SMS, Email, WhatsApp etc, before the event.
23. Anyone observing should keep their camera off and microphone muted.

## **Privacy**

24. The virtual event will be recorded by the Programme Officer and the recording will be managed in accordance with the privacy policy of Hampshire Services.
25. Please do not make your own recording of the Hearing. If you do not wish your image to be viewed, please turn your camera off before entering the Hearing session. 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. If you prefer, Microsoft Teams allows you to blur your background, but please do not use any of the other backgrounds that are available on Microsoft Teams. You must not share any personal information during the Hearing, either yours, or anyone else's.

**Close of the Examination**

26. The Examination will remain open until our Report is submitted to the Authorities. However, no further representations or evidence will be accepted after the series of hearing sessions have finished unless we specifically request them. Late or unsolicited material may be returned by the PO.

*Rachael A Bust*

*Nick Palmer*

INSPECTOR

INSPECTOR

6 October 2021