



GUIDANCE FOR ONLINE LOCAL PLAN WORKSHOPS

The PDNPA Planning Policy Team is hosting a series of workshops which are part of the engagement process for our Local Plan Review.

This guidance is intended to make sure that these workshops can run efficiently and effectively.

JOINING THE MEETING

The workshops will be conducted online via Cisco WebEx.

Workshops will be accessed via a WebEx link which will be emailed out to those who express a wish to attend the virtual meeting.

In some of our tests, users have found it easier to join breakout rooms when they have joined the meeting via their browser rather than downloaded the WebEx Meetings app. If you have the option of both, we would suggest choosing to join from your browser.

It is suggested that all participants try to join the meeting a few minutes before the start time to ensure they can connect. If you have connected successfully you will be held in a lobby until the meeting starts.

ISSUES TO CONSIDER BEFORE JOINING A MEETING

Ensure you are in an area where you are unlikely to be disturbed i.e. by other persons, telephones, pets, noises etc. You may want to put a sign on your door to remind others in your household that you are in a meeting.

Try to have a neutral background behind you e.g. a blank wall. If this is not possible consider what others may see behind you or near you and remove items that are private or unsuitable. For example for safeguarding reasons you may need to move family photographs.

Don't have any confidential meeting papers so they can be visible on the screen.

Check your broadband connection is stable and can support you joining the meeting. If there are problems you may need to ask other members of your household to stay off the internet for a while.

Ensure your camera is positioned to give a clear, front on view of your face.

Consider the lighting in the room and adjust if necessary e.g. does the camera show you in shadow?

Familiarise yourself with the conferencing functions available e.g.:

- Mute microphone - when not speaking.

- Unmute microphone – to speak
- Stop my video – stops sharing your video feed, press it to start sharing again. This will be used if you have to leave the meeting for any reason.
- How to raise your hand to speak.
- How to use the Chat function

CAMERAS

To avoid issues with bandwidth we would request that you turn your camera off once the meeting starts and only turn it back on when you wish to speak or when you are in the breakout rooms.

ROLE OF THE CHAIR

Adele Metcalfe, Policy Team Manager, will chair the workshop.

At the start the Chair may ask participants to introduce themselves, however this will depend on how many people are attending the workshop.

You should keep your microphone muted until invited to speak by the Chair, when you can then unmute your microphone. You must mute your microphone when you have finished speaking.

AGENDA

The workshop will begin with a few minutes spent on housekeeping and introductions. We will then give a brief outline of our plan review process. Next, there will be a presentation by one of our policy planners on one of the topics of our Local Plan review. These are as follows.

- Housing and Spatial Strategy
- Landscape, Biodiversity and Nature Recovery
- Heritage and Built Conservation
- Economy, Community Facilities and Utilities
- Recreation, Tourism and Sustainable Transport

You may wish to familiarise yourself with our topic papers [which can be found on our website:](#)

The topics of Health and Wellbeing and Climate Change will be dealt with as part of all the other workshops.

We will be considering the topic of Minerals and Waste later on in the Engagement process.

Following the presentation, attendees will be split into small groups for discussion of questions which will be set by the presenter.

Breakout groups will be asked to nominate a speaker to summarise their discussion and a scribe to write in the chat facility or email the feedback to policy@peakdistrict.gov.uk so that we have a record of each of the discussions.

After groups have reported back, dependent on time, there may be an opportunity for further questions and answers. We will be asking participants to enter these questions in the Chat feature and the meeting host will direct questions to the presenters. If attendees are unable to access the chat facility, they can email us their questions after the event to policy@peakdistrict.gov.uk

RECORDING

We do not intend to take formal minutes, however we will be recording the workshop in order to get the maximum benefit from this stage of the engagement process and to ensure all attendees view are considered.

We will save the recording in a secure location on our network and will only retain it for the amount of time necessary to assist us with this stage of the local plan review. We would anticipate this to be around 8 weeks but it will certainly not be longer than 12 months.

FOLLOW UP

Following the workshop we will email participants with a link to the presentation, a feedback survey and details of how to send in any further feedback. We will also aim to put a written summary of the workshop on our website.

As well as seeking your views on the topic discussed at the workshop we will welcome any feedback as to how the workshops could be improved.

CLOSING THE WORKSHOP

The Chair will close the workshop when the business on the agenda has been completed.

CONTACT INFORMATION

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