

Virtual Planning Committee Protocol – South Holland District Council

- Planning Committee will be made up of 15 members (substitutes will be allowed where required);
- Virtual Meetings will be held by Zoom;
- The meeting will be webcast live via the Council's social media channels;
- Meeting will be arranged and hosted/facilitated by Democratic Services;
- Meeting will be run by Chairman;
- Ward Members will be able to attend and speak on items in their Ward;
- Officers from Democratic Services, Planning and Legal will be in attendance;
- Agendas will be issued in line with normal timescales i.e. no later than 5 clear working days in advance of the meeting;
- Public speaking will be allowed in line with the current procedure;
- Only those registered to speak will be allowed to access the meeting;
- Speakers will be provided with a link and password to access the Planning Committee;
- Speakers must not share the meeting password/link with any other parties;
- Speakers will need to label themselves with their name, organisation if relevant and application reference – Democratic Services will assist as necessary;
- Speakers are to follow usual guideline about appropriate behaviour and language. If using a Zoom background then this should be appropriate to the setting or you might be asked to change the background or required to leave the meeting;
- It is the speaker's responsibility to ensure they have access to Zoom, with sufficient internet connection to join the meeting;
- Speakers will be asked to produce a written statement of what they were intending to say within their 3 minutes allocated time. This statement will be either read out or summarised, if appropriate, in the event said speaker cannot attend or they experience technical issues. Failure to provide such a statement or attend the meeting would not prevent a decision being reached on a committee item and a planning decision issued;

- Speakers will be held in the Zoom waiting room and called in when the item is ready to be heard;
- Speakers can only speak when asked and will be asked to keep their microphone on mute at all other times. In the event this is not adhered to then they may be required to leave the meeting;
- Once third parties have spoken they will be muted and take no part in the discussion;
- Should any Member of the Committee experience internet difficulties and lose connection to the meeting, please let the Host know as soon as possible or before any vote is taken so that any missed info can be repeated or the Members absents themselves from the vote - Democratic Services will monitor drop outs and advise the Chairman and Legal advisor;
- Chairman has ability to exclude people;
- Normal procedure will apply:
 - Chairman introduces item;
 - Officer presents item with screen sharing;
 - Speakers;
 - Questions from Members to officers;
 - Discussion by Members;
 - Vote by roll call – Democratic Services/Legal Advisor to manage
 - The Committee decision will be final and a decision on any such item issued as soon as possible after the Committee meeting;