

Speakers at Planning, Taxi Licensing & Rights of Way Committee [PTLRW] Zoom Meetings.

PTLRW meetings may be held:

- in County Hall,
- as a hybrid meeting [some people in County Hall and some accessing the meeting via Zoom] or
- totally via Zoom.

The following information provides what you need to do if you join via Zoom.

1. External speakers [i.e. not county councillors] will need to download and install the Zoom app before they can join the meeting.
2. The Planning Officer will forward your email details to the Democratic Services Officer, who arranges the meetings. This officer will email you a link for the Zoom meeting.
3. On the day of the meeting, click on the link and when the meeting has started you will see the webcast meeting. At this point you will be an "Attendee". When the meeting gets to the application in which you are interested, you will be brought into the meeting.
4. The Chair or officer will ask you to introduce yourself and they will confirm that they can hear you. All speakers for an application will be admitted to the meeting at the same time. You should be able to hear the other speakers and see the meeting. If you put your camera on, you will be seen in the meeting and the webcast.
5. The planning officer will make a short introductory presentation. Speakers will then be taken in the following order [as detailed in the Planning Protocol]:
 - Local representative
 - Town or Community Council representative
 - Objector
 - Applicant or agent
6. The Chair will ask you to speak to the Committee and that you will be advised when you have one minute left. As a guide, a 5 minute statement is approx. 750 words and an 8 minute statement is approx. 1200 words. The timer will sound when your time is up and the Chair will ask you to conclude your statement.
7. After the speakers have spoken, their cameras and microphones will be muted. The planning officer will then continue with their presentation. The Committee will then debate the application. When the application has been considered and a decision has been made, the host will remove you from the meeting.
8. It is hoped that the technology will work on the day of the meeting. However, to manage any failures, please email your statement to the Democratic

Services Officer by 0900 hrs on the day of the meeting. If you are then unable to speak to the meeting, an officer will read your statement to the Committee.

If you have written your statement in Welsh we will ask our Translation Unit to translate this.

Your statement should be emailed to carol.johnson@powys.gov.uk

9. After the meeting has concluded the recording of the meeting will be added to the Council website within 48 hours.