Public Information – Accessing and Participating in the Meeting

The meeting will be held at the Council's Town Hall combining 'in person attendance (Committee Members and certain Officers) with remote attendance through a Microsoft Teams meeting. The ways of speaking at the meeting are set out below, including the option of in person attendance, and if not possible, contributing by alternative ways.

You are encouraged to watch the meeting live via our Webcasting portal https://towerhamlets.public-i.tv/core/portal/home. The meeting will also be available for viewing after the meeting. This meeting is open to the public, but due to the restrictions on capacity relating to the Covid – 19 pandemic**, you must contact the Democratic Services Officer to reserve a place at the meeting,** to be allocated on a first come first served based. Availability of seating for the public observing the meeting and the press will be limited. No one will be admitted who has not registered in advance.

The following guidance provides details about the operation of the Committee Meetings under the current restrictions.

How can I register to speak and address the Committee?

Members of the public and Councillors may address the meeting in accordance with the Development Committee Procedure Rules. (Details of the process are set out on the next page).

Should you wish to address the Committee, please contact the Democratic Services Officer, shown on the front page, to register to speak by the deadline. You may address the meeting in person at the committee meeting. If you are not able to do so, you may contribute by remote means through the Microsoft Teams meeting element– by the video link or by dialling in. Should you require assistance with this, please contact the Democratic Services Officer, who can help you join the meeting, including providing advice on the etiquette for addressing via virtual means.

You may also wish to consider whether you could be represented by a Ward Councillor or another spokesperson. You may also submit a written representation for summary in the Committee update report to be submitted 12noon the date before the meeting.

Procedure at the Committee meeting.

The Chair will formally open the meeting and will introduce themselves and the participants, including the Committee Members and Officers present in person and the attendees present by virtual means.

The standard format for considering each planning application shall be as follows, however the Chair may vary the order for hearing the application in specific circumstances.

- Officers will introduce the item with a brief description, and mention any update report that has been published.
- Officers will present the application supported by a presentation
- Any objectors that have registered to speak to address the Committee, either in person or by virtual means.

- The applicant or any supporters that have registered to speak to address the Committee, either in person or by virtual means.
- Committee and Non Committee Members that have registered to speak to address the Committee.
- The Committee may ask points of clarification of each speaker.
- The Committee will consider the item (Questions and Debate)
- Voting. At the end of the item, the Chair will ask the Committee to vote on the item.
- The Lead Planning Officer will confirm the results to the Chair.

Electronic copies of the agenda papers, including the update report and planning files

To access the documents, click www.towerhamlets.gov.uk/committee and search for the relevant committee and meeting date. Copies of the Committee agenda are published at least five working days before the meeting. A Committee update report is normally also published the day of the meeting.

A link to the electronic planning file can be found on the top of the Committee report. Should you require any further information or assistance with accessing the files, you are advised to contact the Planning Case Officer.

For Further Information, contact the Democratic Services Officer shown on the agenda front sheet.