

PLANNING REGULATORY BOARD

Date:- Thursday 25 February 2021 **Venue:- Virtual Meeting**
Time:- 9.00 a.m.

Meetings of the Planning Board can all be viewed by live webcast by following this link:-
<https://rotherham.public-i.tv/core/portal/home>

AGENDA

1. To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.
2. To determine any items which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for absence (substitution)
4. Declarations of Interest (Page 5)
(A form is attached and spares will be available at the meeting)
5. Minutes of the previous meeting held on 4th February, 2021 (Pages 6 - 7)
6. Deferments/Site Visits (information attached) (Pages 8 - 9)
7. Development Proposals (Pages 10 - 18)
8. Updates
9. Date of next meeting - 18th March, 2021

Membership of the Planning Board 2020/21

Chair – Councillor Sheppard

Vice-Chair – Councillor Williams

Councillors Atkin, Bird, D. Cutts, M. S. Elliott, McNeely, Rushforth, Sansome, Short, Steele, John Turner, Tweed, Walsh and Whysall.

Planning Regulatory Board 'Public Right To Speak'

REGISTERING TO SPEAK

REGISTERING TO SPEAK

The Council has a "Right to Speak" policy, under which you may speak in the Planning Board meeting about an application. If you wish to do this, it is important that you complete a tear-off slip and return it with any written comments, within 21 days of the date of the notification letter back to the Planning Department.

Your comments will be made known to the Planning Board when it considers the application and you will be written to advising of the date and time of the Planning Board meeting to exercise your right to speak

IN THE CASE OF VIRTUAL MEETINGS

If you wish to speak in the meeting, please try to arrive in the lobby ten minutes before the meeting starts.

The agenda is available on line at least five days prior to the meeting and published on the Council's website.

The meeting is being filmed for live or subsequent broadcast via the Council's website and can be found at:-

<https://rotherham.public-i.tv/core/portal/home>

If anyone present or members of the public in the public galleries do not wish to have their image captured they should make themselves known to Democratic Services before the start of the meeting.

YOUR RIGHT TO SPEAK

The 'right to speak' applies equally to the applicant and to the general public.

It is not intended that professional agents representing either the applicant or objectors, should be allowed to speak, but this is at the Chairman's discretion.

You will be invited to speak by the Chairman at the correct interval.

Each speaker will be allowed three minutes to state his/her case. The applicant does not have a “right to reply” to the objector(s) comments.

Only planning related comments can be taken into consideration during the decision process.

CONDUCT OF COMMITTEE MEETINGS

Speakers should not be allowed to engage in discussion with members of the Committee during public speaking or the Committee deliberations, to avoid any risk of accusation of bias or personal interest.

All attendees are reminded of the importance to remain calm, courteous and respectful during the meeting. Please refrain from shouting out and allow people to speak. Any person causing a disruption will be asked to leave the meeting.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL**PLANNING BOARD****MEMBERS' DECLARATION OF INTEREST**

Your Name (Please PRINT):-

Meeting at which declaration made:-

Item/Application in which you have
an interest:-

Date of Meeting:-

Time Meeting Started:-

*Please tick (✓) which type of interest you have in the appropriate box below:-***1. Disclosable Pecuniary**☐**2. Personal**☐

Please give your reason(s) for you Declaring an Interest:-

(Please continue overleaf if necessary)

N.B. It is up to a Member to determine whether to make a Declaration. However, if you should require any assistance, please consult the Legal Adviser or Governance Adviser prior to the meeting.

Signed:-

(When you have completed this form, please hand it to the Governance Adviser.)

PLANNING BOARD
4th February, 2021

Present:- Councillor Sheppard (in the Chair); Councillors Atkin, Bird, Cowles, M. Elliott, McNeely, Sansome, Short, Steele, John Turner, Walsh, Whysall and Williams.

Apologies for absence were received from Councillors D. Cutts and Tweed.

The webcast of the Planning Meeting can be viewed at:-
<https://rotherham.public-i.tv/core/portal/home>

144. EXCLUSION OF THE PRESS AND PUBLIC

There were no items on the agenda to warrant exclusion of the press and public.

145. MATTERS OF URGENCY

There were no matters of urgency for consideration.

146. DECLARATIONS OF INTEREST

Councillor Walsh declared a disclosable interest in application RB2020/0414 (conversion and extension of existing commercial building to 14 No. residential apartments and removal of palisade fencing and erection of railings at former Treeton Youth Enterprise Centre, Church Lane, Treeton for Century Grove Ltd.) on the grounds that he had previously provided advice and left the meeting whilst this application was considered.

147. MINUTES OF THE PREVIOUS MEETING HELD ON 17TH DECEMBER, 2020

Resolved:- That the minutes of the previous meeting of the Planning Regulatory Board held on Thursday, 17th December, 2020, be approved as a correct record of the meeting.

148. DEFERMENTS/SITE VISITS

There were no site visits nor deferments recommended.

149. DEVELOPMENT PROPOSALS

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

PLANNING BOARD - 04/02/21

In accordance with the right to speak procedure, a number of people attended the meeting and spoke about the following applications:-

- Conversion and extension of existing commercial building to 14 No. residential apartments and removal of palisade fencing and erection of railings at former Treeton Youth Enterprise Centre, Church Lane, Treeton for Century Grove Ltd. (RB2020/0414)

Mrs. W. Parker-Foers (Objector)

Statements were also read out on behalf of Alexander Stafford M.P. and Treeton Parish Council.

- Application to vary Condition 2 (approved plans) imposed by RB2016/1492 at land East of Grange Lane Maltby for Jones Homes (Yorkshire) Limited (RB2020/1815)

Mr. D. Goben (Objector)

Mr. J. Gray (Objector)

Mrs. D. Hoyes (Objector)

Mr. M. Greenhalgh (Objector)

Mrs. K. Horsfield (Objector)

A statement was also read out on behalf of Stainton Parish Council.

(2) That, application RB2020/0414 be granted for the reasons adopted by Members at the meeting, subject to the relevant conditions listed in the submitted report, an amendment to Condition 2 with a revised drawing number and to the inclusion of an additional condition relating to the siting of waste and recycling bins for occupants; the detail of which to be agreed in consultation with the Chair and Vice-Chair of the Planning Board.

(3) That application RB2020/1815 be granted for the reasons adopted by Members at the meeting and subject to the signing of a letter confirming the agreement to substitute the revised plans relating to this application in respect of the signed Section 106 Agreement.

(4) That, application RB2020/1708 be granted for the reasons adopted by Members at the meeting.

150. UPDATES

There were no updates to report.

151. DATE OF NEXT MEETING

Resolved:- That the next meeting of the Planning Board take place on Thursday, 25th February, 2021 at 9.00 a.m.

ROTHERHAM METROPOLITAN BOROUGH COUNCIL**PLANNING BOARD****DEFERMENTS**

- Planning applications which have been reported on the Planning Board Agenda should not be deferred on request without justification.
- Justification for deferring a decision can arise from a number of matters:-
 - (a) Members may require further information which has not previously been obtained.
 - (b) Members may require further discussions between the applicant and officers over a specific issue.
 - (c) Members may require a visit to the site.
 - (d) Members may delegate to the Assistant Director of the Service the detailed wording of a reason for refusal or a planning condition.
 - (e) Members may wish to ensure that an applicant or objector is not denied the opportunity to exercise the “Right to Speak”.
- Any requests for deferments from Members must be justified in Planning terms and approved by the Board. The reason for deferring must be clearly set out by the Proposing Member and be recorded in the minutes.
- The Assistant Director of Planning, Regeneration and Transport or the applicant may also request the deferment of an application, which must be justified in planning terms and approved by the Board.

SITE VISITS

- Requests for the Planning Board to visit a site come from a variety of sources:- the applicant, objectors, the Parish Council, local Ward Councillors, Board Members or sometimes from the Assistant Director of Planning, Regeneration and Transport.
- Site visits should only be considered necessary if the impact of the proposed development is difficult to assess from the application plans and supporting information provided with the officer's written report; if the application is particularly contentious or the application has an element that cannot be adequately expressed in writing by the applicant or objector. Site visits can cause delay and additional cost to a project or development and should only be used where fully justified.
- The reasons why a site visit is called should be specified by the Board and recorded.
- Normally the visit will be programmed by Democratic Services to precede the next Board meeting (i.e. within three weeks) to minimise any delay.
- The visit will normally comprise of the Members of the Planning Board and appropriate officers. Ward Members are notified of visits within their Ward.
- All applicants and representees are notified of the date and approximate time of the visit. As far as possible Members should keep to the schedule of visits set out by Committee Services on the Board meeting agenda.
- Normally the visit will be accessed by coach. Members and officers are required to observe the site directly when making the visit, although the item will be occasioned by a short presentation by officers as an introduction on the coach before alighting. Ward Members present will be invited on the coach for this introduction.
- On site the Chair and Vice-Chair will be made known to the applicant and representees and will lead the visit allowing questions, views and discussions. The applicant and representees are free to make points on the nature and impact of the development proposal as well as factual matters in relation to the site, however, the purpose of the visit is not to promote a full debate of all the issues involved with the application. Members must conduct the visit as a group in a manner which is open, impartial and equitable and should endeavour to ensure that they hear all points made by the applicant and representees.
- At the conclusion of the visit the Chair should explain the next steps. The applicant and representees should be informed that the decision on the application will normally be made later that day at the Board meeting subject to the normal procedure and that they will be welcome to attend and exercise their "Right to Speak" as appropriate.

**REPORT TO THE PLANNING REGULATORY BOARD
TO BE HELD ON THE 25 FEBRUARY 2021**

The following applications are submitted for your consideration. It is recommended that decisions under the Town and Country Planning Act 1990 be recorded as indicated.

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RB2020/1990 Demolition of outbuilding and erection of two storey and first floor side and rear extensions, incorporating dormer window, and single storey rear extension at Clyde Cottage Doncaster Road Eastwood for Mr N Yunus	Pages 10-17
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**REPORT TO THE PLANNING BOARD
TO BE HELD ON THE 25th FEBRUARY 2021**

The following applications are submitted for your consideration. It is recommended that decisions under the Town and Country Planning Act 1990 be recorded as indicated.

Application Number	RB2020/1990 https://rotherham.planportal.co.uk/?id=RB2020/1990
Proposal and Location	Demolition of outbuilding and erection of two storey and first floor side and rear extensions, incorporating dormer window, and single storey rear extension, Clyde Cottage, Doncaster Road, Eastwood
Recommendation	Grant Conditionally

This application is being presented to Planning Board due to the number of objections received.



Site Description & Location

Clyde cottage comprises a large detached dwelling with its front elevation facing north, overlooking the large garden which includes a detached garage to the north and other flat roofed side buildings on site. The dwelling is a historic dwelling which has been heavily modernised over recent decades with white render and a large roof terrace to the side and rear.

In the 1970s and 1980s adjoining land was developed out for housing, enclosing the dwelling. The property is accessed via a long private drive accessed off Doncaster Road.

To the west of the site are residential properties on St Johns Close, to the north are residential properties on Finlay Road whilst to the east and south are residential properties on Eastwood Vale.

Background

RB2005/1752 - Outline application for demolition of outbuilding and erection of a dwellinghouse - WITHDRAWN

RB2006/0718 - Demolition of outbuilding and erection of two storey & single storey front & side extension and detached triple garage – WITHDRAWN

RB2007/0721 - Demolition of outbuilding and erection of two storey & single storey front & side extension and detached triple garage – REFUSED

01

The Council considers that the proposed extension, which would more than double the size of the original floor area of the original property, would have a materially adverse effect on the amenities of the adjacent residential properties on Eastwood Vale by virtue of its excessive scale, length and massing in close proximity to the boundaries of these properties and would result in a development that would have an overly dominant impact on the principal rear windows of these properties. This conflicts with the advice in Supplementary Planning Guidance: Housing Guidance 1: Householder development which indicates extensions should be of a good design and should be modest in scale.

02

The Council further considers that the development is of an unsympathetic design that would have an overly dominant appearance on the street scene and is therefore contrary to UDP Policy ENV3.1 'Development and the Environment' which requires development to make a positive contribution to the environment.

RB2012/1384 - Erection of boundary wall / fence and gazebo - GRANTED
CONDITIONALLY

Proposal

The application is for the demolition of an existing outbuilding and the erection of a two storey and first floor side extension, single storey rear extensions, as well as a dormer window to rear.

The new two storey extension will be 5.8m wide and 7.4m high. The applicant has indicated that the extension will be built in render with a matching tile roof. It is also noted as a result of the scheme that the existing roof terrace will be removed. It would also extend out to the rear and a single storey extension would be attached to the rear of it. The first floor rear extension would effectively be over the existing balcony area and would be in the form of a continuation of the rear roof slope of the two storey house and would incorporate a small dormer window.

The applicant has indicated that the rear wall of the existing outbuilding will be retained and capped off, to provide a new boundary wall with the neighbours.

The applicant has submitted a Planning Statement which states that:

- Boundary walls & fences

Are unaffected by the proposals, & will remain as existing. At the front, the existing garden and rear and side patio will form the private amenity space.

- Effect on neighbouring properties

The proposal has no adverse effects on neighbouring residential amenity or property and that of the surrounding area, nor any transport or highway issues. There is no overlooking nor worsening of the existing situation. In fact, the proposals will greatly improve the overlooking situation due to the current roof terrace which is to be removed.

- Design

The applicant is keen to improve the accessibility, quality and thermal efficiency of this property for the family. The ridge of the 2 storey extension has been set down from the main roof and the frontage set back in accordance with the guidance on domestic extensions.

Development Plan Allocation and Policy

The Core Strategy was adopted by the Council on the 10th September 2014 and forms part of Rotherham's Local Plan together with the Sites and Policies Document (adopted June 2018)

The application site is located within a Residential area in the Local Plan. For the purposes of determining this application the following policies are considered to be of relevance:

Local Plan policies:

CS28 'Sustainable Design'
SP55 'Design Principles'

Other Material Considerations

Householder Design Guide Supplementary Planning Document (June 2020)

The revised NPPF came into effect in February 2019. It states that "Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise."

The Local Plan policies referred to above are consistent with the NPPF and have been given due weight in the determination of this application.

Publicity

The application was advertised by way of neighbour letters and site notice. 6 Letters of objection have been received, the objectors state that:

- I already feel I have no privacy within my bedroom as there is a window that is directly looking into my window, if this house was to go ahead I will again have even less privacy, this house will overlook my garden and I will lose more privacy. I purchased this house for the reason of the privacy within my garden.
- I am concerned on what the damage to the rear wall will be once the outdoor building is removed, this is the wall that separates our properties. If the wall was to be damaged and lowered it would harm my privacy.
- Noise disturbance during construction phase.
- The applicants drive is supposed to be a public right of way for use by other residents.
- There are a lot of traffic movements during the day and night from the property.
- Loss of sunlight and view from neighbouring properties.
- A similar scheme has previously been refused in 2007.

1 objector has requested the right to speak, and another objector has requested that their letter is read out on their behalf.

Consultations

RMBC- Highways: No objections.

Appraisal

The site is located within a Residential area as identified on the adopted Local Plan and as such the principle of the development is acceptable. The main issues to be considered in the determination of this application are:

- Visual impact on the appearance of the property.
- Neighbouring amenity.
- Other issues raised by objectors.

Visual impact on the appearance of the property.

Core Strategy CS28 'Sustainable Design' requires development to make a positive contribution to the environment by achieving an acceptable standard of design.

Sites and Policies Document Policy SP55 'Design Principles' states: "All forms of development are required to be of high quality, incorporate inclusive design principles, create decent living and working environments, and positively contribute to the local character and distinctiveness of an area and the way it functions. This policy applies to all development proposals including alterations and extensions to existing buildings." It adds that: "Proportionate to the scale, nature, location and sensitivity of development, regard will be had to the following when considering development proposals (amongst others):

a. the setting of the site, including the size, scale, mass, volume, height, orientation, form, and grain of surrounding development"

The Council's Householder Supplementary Planning Document state that: "The size and design of extensions should be subsidiary to the existing dwelling and allow the original building to remain dominant. Matching roof styles should be used in any new extension proposals.

It is important that an extension is in proportion with the existing house. In general, it should not dominate the house by being bigger, higher or set forward (towards the street). Extending a house in that way will make it look unbalanced and incongruous, particularly if neighbouring houses are similar in design and regularly set out.

It is usually preferable for an extension to be subordinate in scale to the original house. A lower roofline, and setting back the extension behind the house's building line, will allow the existing house to remain dominant."

The NPPF at paragraph 124 states: "Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities." Paragraph 130 adds: "Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an

area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents.”

The host dwelling is set within a backland location and is not readily visible from any public vantage points. The extension has been designed to accord with the above guidance and policies being subservient to the host dwelling with a small set back and recessed roof. The two storey element does not exceed more than half the width of the host property (measured at ground floor) and the rear dormer will be tile clad to reduce its visual appearance. As such subject to appropriate materials the scheme will be acceptable.

Neighbouring amenity

The South Yorkshire Residential Design Guide states that: For the purposes of privacy and avoiding an ‘overbearing’ relationship between buildings, the minimum back-to-back dimension (between facing habitable rooms) should be 21 metres.

The supporting text to Policy SP55 ‘Design Principles’ at paragraph 4.330 states: “Supplementary Planning Document: Householder Design Guide (March 2014) provides information to households wishing to alter or extend their property.”

The Council’s Householder Supplementary Planning Document refers to householder extensions though is considered relevant in this instance and states that: “Planning permission may be granted for an upward extension on a detached bungalow in certain circumstances:

(ii) where new habitable room windows at first-floor level would be more than 21 metres from habitable room windows of existing dwellings to the front, side or rear and more than 10m away from a neighbours boundary.”

The proposed extensions have been specifically designed to ensure no first floor habitable room windows overlook neighbouring dwellings. The first floor habitable window is proposed to the front (north) of the extension overlooking the applicant’s driveway and large detached garage and garden area.

Those windows to the side and rear at first floor level are all obscure glazed and as such will not result in overlooking of No.3,5 & 7 Eastwood Vale. The applicant has indicated that a 1.8m high wall will be retained to the eastern boundary once the outbuilding in that location is demolished, which will prevent any overlooking of the neighbours from ground floor windows. Furthermore it should be noted that the proposal replaces a first floor terrace, therefore removing an existing significant element of overlooking.

Turning to the massing of the extension, it is more than 10m measured on a 45 degree angle from the nearest habitable room window at 3 Eastwood Vale and is set a minimum of 14m off the rear elevation of Nos 5 and 7 Eastwood Vale, and clear of a 25 degree line taken from the rear elevation of these properties.

As such the proposal is acceptable in terms of neighbouring amenity and accords with the policy and guidance referred to above.

Other issues raised by neighbours

In terms of the other issues raised by the objector, the driveway is private and any issue regarding joint access is a civil matter. The proposed extensions would not impact on this driveway.

Turning to vehicle movements the applicant and his son both drive vans as they work in retail, but the business does not operate from Clyde Cottage. The applicant has a large close family, who prior to Covid restrictions would visit frequently. The site has ample turning and manoeuvring facilities and the proposed extensions would not impact on these.

Concern has been raised in respect of noise and general disturbance during construction of the extensions and this is somewhat inevitable for most extensions built throughout the Borough. The site has space on site to accommodate delivery vehicles.

Finally in terms of the 2007 refusal, this was a significantly larger scheme that would have created an L shaped dwelling, building over the existing detached garage. As such this submission overcomes those previous design and neighbouring amenity concerns.

Conclusion

In conclusion having regard to the above it is considered that the proposed extensions would not result in an unacceptable impact on neighbouring amenity and would comply with the Council's Policy and Guidance.

Conditions

01

The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

Reason

In order to comply with the requirements of the Town and Country Planning Act 1990.

02

The permission hereby granted shall relate to the area shown outlined in red on the approved site plan and the development shall only take place in accordance with the submitted details and specifications as shown on the approved plans (as set out below)

(Amended Elevations DE0319/07a) (Received 10/10/2019)
(Site Layout DE0319/07b) (Received 10/10/2019)

Reason

To define the permission and for the avoidance of doubt.

03

The materials to be used in the construction of the external surfaces of the development hereby permitted shall be in accordance with the details provided in the submitted application form. The development shall thereafter be carried out in accordance with these details.

Reason

In order to ensure a satisfactory appearance in the interests of visual amenity

04

The proposed first floor side and rear elevation windows and windows in the rear roofslope shall be obscurely glazed and fitted with glass to a minimum industry standard of Level 3 obscured glazing and be non-openable, unless the part(s) of the window(s) which can be opened are more than 1.7 metres above the floor of the room in which the window is installed. The window(s) shall be permanently retained in that condition thereafter.

Reason

In the interests of the amenities of the occupiers of adjoining properties.

05

The eastern wall of the outbuilding to be demolished shall be retained to a minimum height of 1.8m and capped in a suitable manner, the details of which shall be submitted to and approved by the Local Planning Authority, and the approved details shall be implemented before the development is brought into use and the wall thereafter maintained.

Reason

In the interest of neighbouring amenity.

Positive and proactive statement

Whilst the applicant did not enter into any pre application discussions with the Local Planning Authority, the proposals were in accordance with the principles of the National Planning Policy Framework and did not require any alterations or modification.

A GUIDE TO ENABLE PUBLIC PARTICIPATION IN VIRTUAL MEETINGS ORGANISED BY ROTHERHAM COUNCIL

An information guide on Microsoft Teams.

Date	Author
June 2020	Blake Wetherill (Support & Provisioning Manager - Customer, Information & Digital Services) Vicky Hartley (Executive Office Manager – Democratic Services)

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HOW CAN I PARTICIPATE IN A VIRTUAL MEETING ORGANISED BY THE COUNCIL?

In order to participate in the virtual meeting organised by Rotherham Council you will need to download MS Teams software from the internet.

There is no cost to do this and you will need to allow plenty of time to do this as it can take up to 15 minutes to download.

Please do ensure that you download the MS Teams software well in advance of the meeting.

WHAT IS MICROSOFT TEAMS?



Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for communications.

It is extremely user-friendly and can facilitate a work environment between remote users.

Rotherham Council has opted to use Microsoft Teams as the software of choice for virtual meetings as it enables contributions from people using a wide variety of devices, not all of whom are on the Council network. It is free for members of the public to download and offers a good level of security for all.

Further Information

Further information can be located on the Microsoft [website](#).

Video Training

If you would find it helpful to view video training direct from the Microsoft website [click here](#).

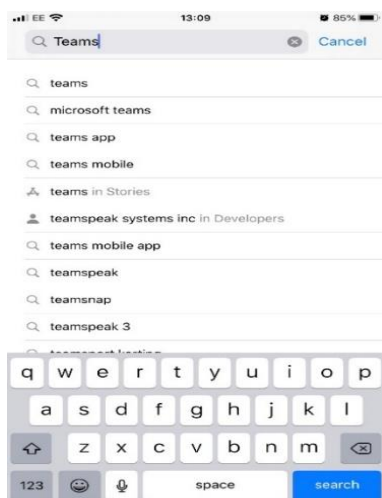
GUIDANCE ON HOW TO DOWNLOAD THE TEAMS APP

For iPhone

If you have an iPhone, click on the App store icon, it should look similar to this:



Type the word **Teams** in the search box:



The Teams app will be displayed, click on the **Get** button. The app will begin to download.



Once the app has downloaded, click on **Open** – Your device is now ready to start using Teams!



When you receive a Teams meeting invitation, once you click on the 'join the teams meeting' link, the Teams app will automatically open ready for you to take part in the meeting.

For Android and other phones



- Click the Play Store icon and type 'Teams or Microsoft Teams' in the search box.
- Click on download. Once the app has downloaded, click on **Open** – Your device is now ready to start using Teams!
- When you receive a Teams meeting invitation, once you click on the 'join the teams meeting' link, the Teams app will automatically open ready for you to take part in the meeting.

HOW TO JOIN A MEETING AS A GUEST IN MICROSOFT TEAMS

If you have been invited to a Microsoft Teams meeting, you should have received an email with a link. You can use a laptop or mobile device (tablet or phone) to take part in the meeting.

Downloading the Teams app to your device

You will need to have downloaded the Microsoft Teams app to your device in advance of the meeting. Please allow yourself plenty of time to do this as it can take up to 15 minutes.

Here is how to join as a guest:

Step 1 – The Meeting Invite

Check your email for the Teams Meeting invite and click the Join Microsoft Teams Meeting link.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Select the link before the meeting is due to start, to allow time for any problems you may encounter. You can add the meeting to your calendar in advance if you prefer and return to this when the meeting is due to take place.

Joining by Tele-Conference

If you are unable to join by Microsoft Teams and have specified the need to join the meeting by telephone, the diary invite will clearly specify dial-in details. The diary invite will look like this and you will need to use the allocated telephone number and conference ID pin provided.

[Join Microsoft Teams Meeting](#)

[+\[telephone number\]](#) United Kingdom, London (Toll)

Conference ID: xxx xxx xxx#

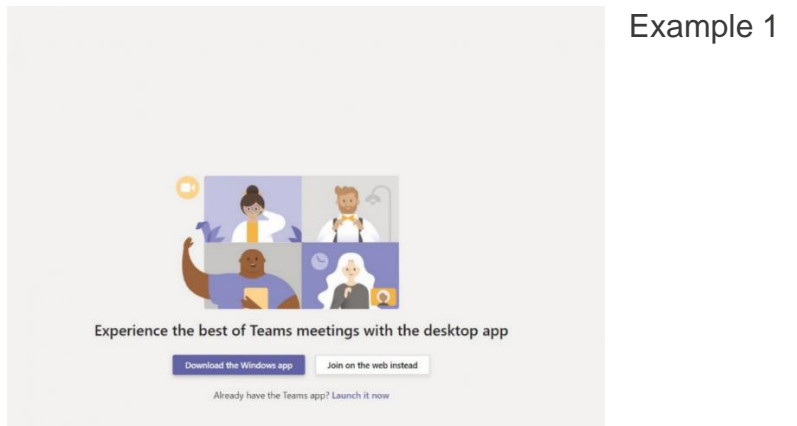
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Step 2 – Joining the meeting

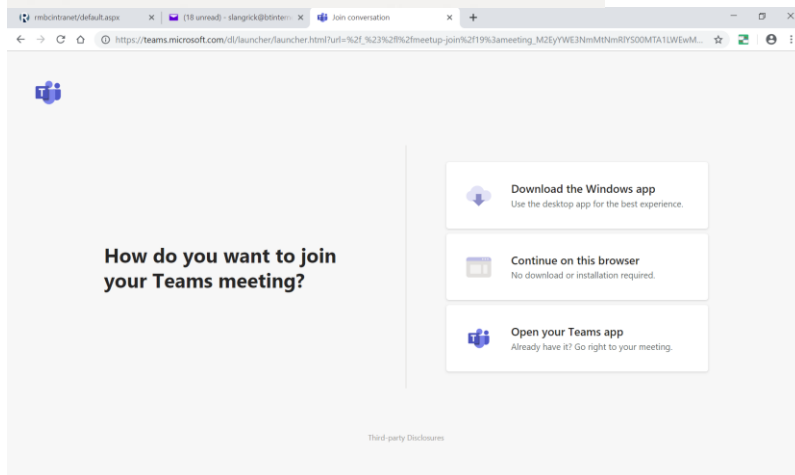
When you select the 'Join Microsoft Teams meeting link, depending on whether you've joined from a web browser or IOS or Android tablet device, there will be different options for joining.

From a Web Browser (e.g. PC or Laptop)

You will see one of the following two screens:



Example 1

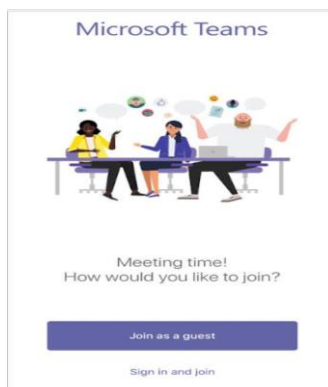


Example 2

Choose to join the meeting 'on the instead' (Example 1) or 'Continue on this browser' (Example 2). Your browser will then ask you to use your webcam and microphone, so be sure to accept both. This ensures you'll be seen and heard during the meeting.

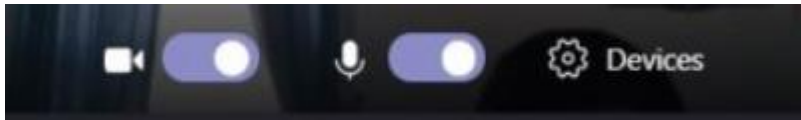
From a Mobile Device (e.g tablet or smartphone)

You will be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.

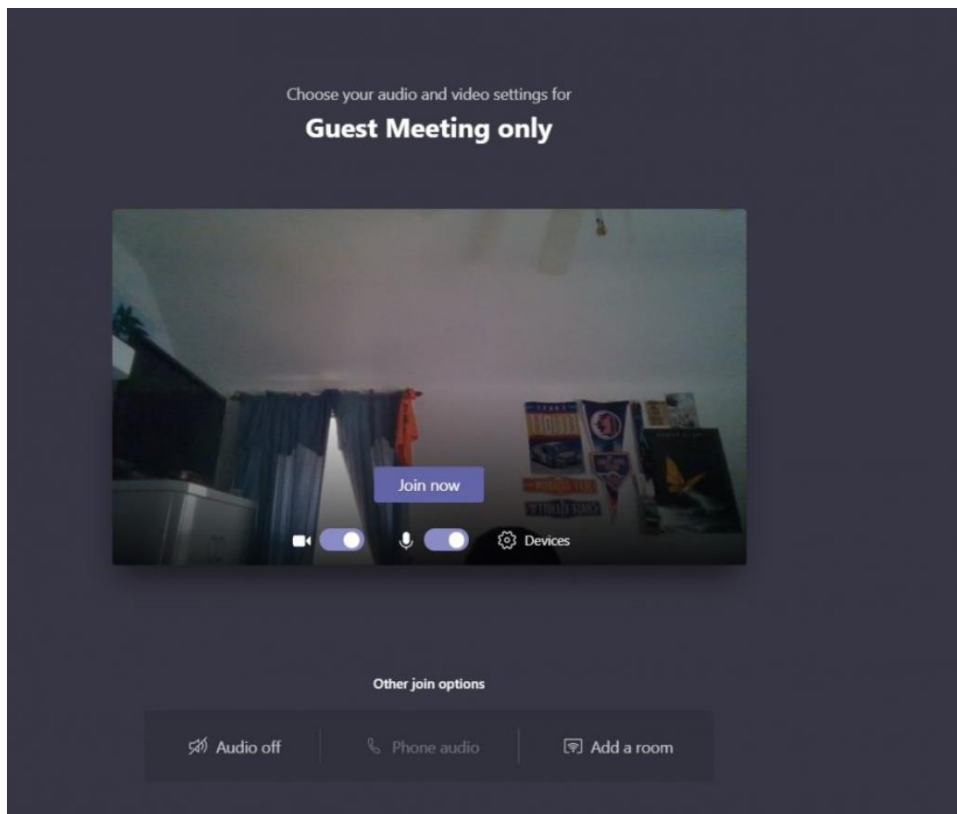


Step 3

Once you've launched Microsoft Teams, you will have to enter your name and choose your audio and video settings. You can click or tap off your microphone or camera/webcam.



Once you're ready, you can click or tap on the purple Join now button.



Step 4

Finally, you'll be put into the meeting lobby. Once you're in the lobby, the meeting organiser will be notified that you are there, and you will be admitted in.

If no one has admitted you into the meeting within 15 minutes of joining, you'll be removed from the lobby, and you will need to join again.

USEFUL TIPS FOR GUESTS IN PREPARING TO JOIN MICROSOFT TEAM VIRTUAL MEETINGS

It is advisable that you trial MS Teams beforehand so you are comfortable with the use of the software.

Testing software

Are you confident on how to access the meeting?

- Has your laptop / other hardware got a camera?
- Does your microphone work?
- Does your headset work (if using one)?
- Do your speakers work (if using those)?
- Is your iPad / Laptop fully charged and working appropriately?

Identity presentation

Ensure that you position yourself in the viewing frame so that Members/viewers can see your shoulders and face.

Treatment of other household electronic devices

Where possible, it is advisable to remove other electronic devices from the room in which you are located, or switch them off. There is a potential for interference and/or feedback during livestreaming arising from electronic equipment. Of particular note is the potential for slow connectivity when large amounts of the bandwidth are taken by other device users in the household (if at home), especially those who may be active on gaming equipment.

Telephones

Ensure that all phones, landline and/or mobiles are switched to silent throughout the course of your participation in the meeting so that you can be heard clearly.

Surroundings

Have a look at where you are planning to access the meeting. The environment should be quiet with no interruptions. You may consider how you can prevent interruptions from others in the household. A sign on the door is useful and/or verbal notification of the event.

Lighting

Can you be seen clearly? If you sit next to a light, is there a brightness that glares in your face obscuring the viewing frame. Viewers will want to be able to see who you are. Is there glare from a window behind you?

Timing of the Meeting

Meetings begin promptly so it is advisable that you are sat in the virtual lobby awaiting access at that time.

What Happens if Something Goes Wrong?

Technology

If your connection drops away from the event, you can resume by going back to the original MS Outlook invitation to the meeting and click on the Join MS Teams Meeting link again to re-join.

It will be noted if you have dropped away from the meeting and wait for you to re-enter the virtual lobby where you will be admitted at the appropriate time.

If the whole meeting ceases due to technical issues, all reasonable endeavours will be made to resume.

Inappropriate infiltration by uninvited third parties

There have been cases across the country where a handful of virtual meetings have had sabotage attempts by third parties where inappropriate content has been shared publicly both verbally and visually.

The Council may choose to temporarily adjourn the live meeting if this occurs until the third party can be exited from broadcast. This is one of the exceptional circumstances when a meeting may be paused. In this event, the meeting will be reintroduced from the point it was interrupted with explanatory wording and it will continue thereafter.

If you are waiting in the virtual lobby and an adjournment occurs, please remain waiting.