

PAIGNTON NEIGHBOURHOOD FORUM

- Clifton with Maldenway.
- Collaton St Mary.
- Goodrington with Roselands.
- Kings Ash.
- Preston.
- Roundham with Hyde.
- and Hookhills, part of Churston with Galmpton



FORUM GENERAL MEETING **to be held electronically via ZOOM**

Wednesday 29 July 2020

Meeting commences at 6:45 pm; access will be open from 6:30 pm

Please see attached pages for instructions for connecting to ZOOM online or by telephone.

Please note: This meeting is somewhat overdue, for obvious reasons, and we have a lot to talk about. We would like to keep the meeting to no more than the customary 2 hours, so we have set some guidelines as to the time we expect to spend on each item to help ensure that we can address each item.

AGENDA

1. Welcome and getting people set up and linked in (8 minutes)
2. Apologies (1 minute)
3. Motion to suspend Standing Orders for this ZOOM meeting and vote thereon (2 minutes)
4. Minutes from the last meeting – 13 February 2020 (10 minutes)
5. Report from the Chair (5 minutes)
6. Secretary's report (2 minutes)
7. Treasurer's report – (2 minutes)
8. Update on the Local Plan Review (5 minutes)
9. Update on the 3 or 5 year land supply status (10 minutes)
10. Reference Group report (10 minutes)
11. Planning application reviews and reviewers (20 minutes)
12. Updates on specific planning applications, including suggestions from people present about applications for comment (5 applications at 3 minutes each = 15 minutes)
 - a. Inglewood
 - b. Collaton St Mary applications
 - c. Applications related to Paignton town centre regeneration
13. AOB (if time allows)
14. Next meeting details: ZOOM, 26 August, 2020 at 7:15 pm

Please note our website address is: www.paigntonneighbourhoodplan.org.uk

Joining a meeting online with PC/Mac (see attached instructions)

Time: Jul 29, 2020 06:45 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/4478991396>

Meeting ID: 447 899 1396

Joining a meeting using a traditional phone

Dial one of the following numbers:

02039 017895

01314 60196

02030 51287

02034 815237

02034 815240

Meeting ID: 447 899 1396

You will be prompted to enter the **meeting ID** provided above, **followed by #**.

If the meeting has not already started, you will be prompted to press **#** to wait if you are participant.

This next step does not apply to PNF members. You will be prompted to enter your unique participant ID. Press **#** to skip.

Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- *6** Toggle mute/unmute
- *9** Raise your hand to indicate you need something from the host or have a question and would like to be unmuted to speak.

ZOOM

Join a Meeting

Join a Meeting via URL

1. Click the **Meeting URL** provided by the host.
2. If necessary, follow the prompts to download and install the **Zoom desktop application**.

Join a Meeting via the Zoom Web Portal

1. Navigate to the Zoom Web Portal at <https://psu.zoom.us/> in your web browser.
2. Click **Join (Connect to a meeting)**.
3. Enter the **Meeting ID** into the field. The meeting ID is the number located in the meeting invitation or at the end of the Zoom meeting URL.
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **Zoom desktop application**.

NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and you will automatically join the meeting when the host arrives.

The Zoom meeting window is displayed. A menu bar containing participant tools appears at the bottom of the Zoom meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window.

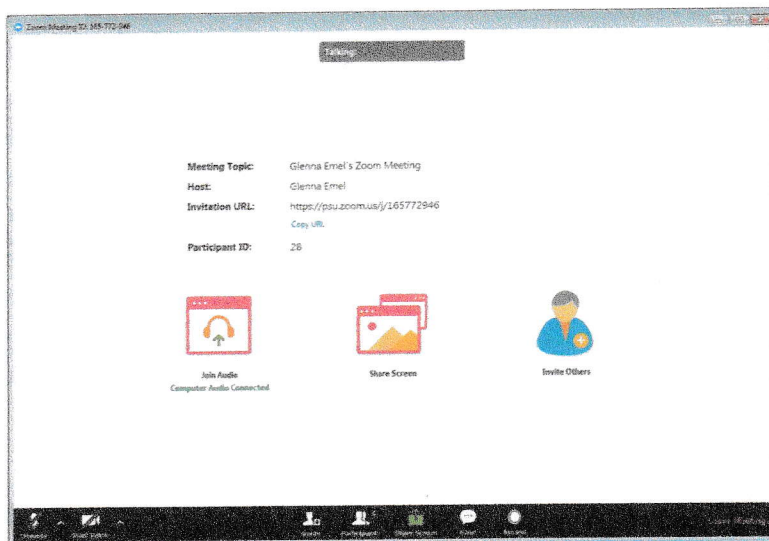


Figure 1: Participant meeting interface with no video or screen sharing displayed.

NOTE: Mobile app interfaces will appear differently but contain most of the same functionality.

Join a Meeting Using the Zoom Desktop Application

To Join a Meeting with a URL or Meeting ID

1. Open your Zoom desktop application.
2. Click **Join** in the Zoom application window.

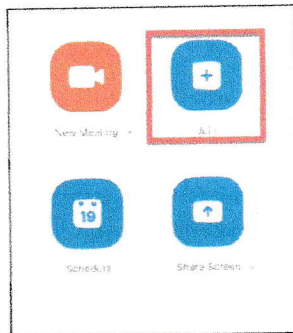


Figure 2: The Join button in the Zoom menu.

3. Enter the URL or meeting ID in the **Meeting ID or Personal Link Name** field.

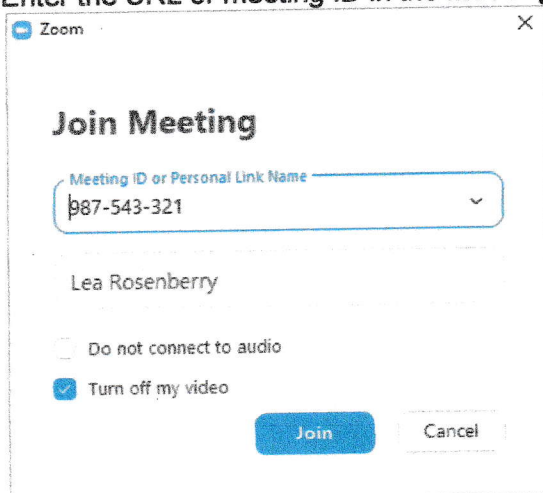


Figure 3: The Meeting ID or Personal Link Name Field.

4. Click **Join**.

Mute/Unmute Audio and Adjust Audio Options

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio during the meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the Participants panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio Settings**.

NOTE: You can switch to a different audio input device using the Audio Settings option. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via the phone.

Start/Stop Video and Adjust Video options

1. Click the **Start Video** button in the menu bar at the bottom of the window to begin your video stream.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

NOTE: When your video is activated, the **Enter/Exit Full Screen** options are available in the upper right of the screen.

NOTE: If you choose not to turn on your webcam in the meeting and video has been activated, your video window will display either your name, email address, or a photo, depending on how your profile is set up in the Zoom Web Portal.

Provide Feedback with Nonverbal Feedback Icons

Nonverbal feedback icons allow you to indicate to the host that you have a question, let the host know what you are thinking without interrupting the meeting, and respond quickly to questions or prompts from the host. Nonverbal feedback icons include options for raise hand, yes, no, thumbs up, away, and more. This feature must be enabled in both the host and participant's meeting settings in the Zoom Web Portal prior to the meeting.

1. Click the **Participants** button in the menu bar to open the Participants panel.

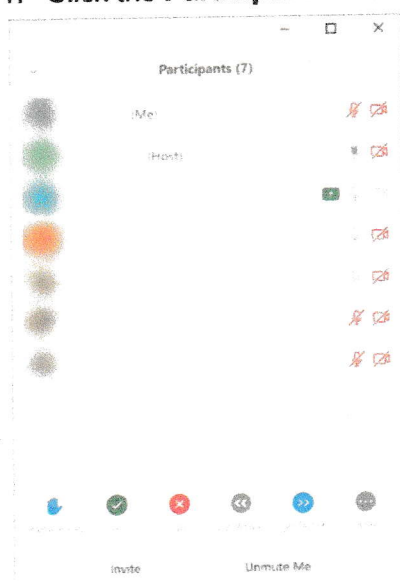


Figure 6: Participants panel displayed with nonverbal feedback icons visible

2. Click any **nonverbal feedback icon** to display the response to the right of your name in the participant panel.
3. Click the **icon** again to clear it.
4. Click the **...more** button to display additional icons, such as thumbs up or thumbs down.
5. You can only have one icon visible at any time. After clicking an icon, clicking another icon will overwrite the first icon.

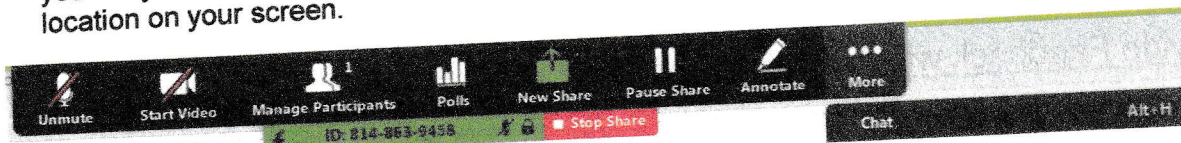
NOTE: Be sure to enable non-verbal feedback in your meeting settings in the Zoom Web Portal.

Share Your Screen

Both hosts and participants can share their screen in Zoom. However, participants cannot share if the host is already sharing or if the host has disabled this feature for participants.

1. Click the **Share Screen** button on the menu bar.
2. Select the desktop or application you would like to share or select **whiteboard** to share a whiteboard. Selecting **Screen** will allow you to share any open window on your computer.
3. Click the **Share** button at the bottom of the screen.

When sharing your screen, the menu bar moves to the top of your screen and disappears until you roll your cursor over the area. To reposition the menu bar, click and drag it to another location on your screen.



<https://psu.zoom.us>

Figure 7: Screen sharing menu bar in expanded view

4. Click the **More** icon to view additional options.
5. Click **Stop Share** in the small menu bar to stop sharing your screen.

NOTE: The host can control who can share their screen, therefore this feature may be disabled in your meeting.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the confirmation dialog box.