



January 2020

PROPOSAL FOR ELECTRONIC DISPLAY FACILITIES AT MEETINGS

At the Forward Planning Committee meeting in October, Members considered the viability to provide facilities at Council and Committee meetings to allow the visual display of planning applications and other information on a large screen.

1. Introduction

- 1.1. Current planning distribution system
 - 1.1.1. Sevenoaks District Council (SDC) provided hard copy of all plans to Council office
 - 1.1.2. In parallel SDC have scanned all plans and relevant correspondence and uploaded them to their Planning Portal website
- 1.2. Residents and Councillors options to view plans
 - 1.2.1. Visit the office and view the hard copy or
 - 1.2.2. View them on the Planning Portal
- 1.3. Proposal is to allow viewing of planning applications at Planning Committee meetings
 - 1.3.1. Councillors and any members of public attending view the projected version of the plans

2. Observations with current system

- 2.1. Viewing plans via the portal on a laptop or small screen can be difficult
- 2.2. Not all Councillors have access to portable devices to view papers
- 2.3. Correspondence/images/plans has to be dealt with on a case by case basis via discussion as projection is not possible (unless equipment is brought in which is not practical)
- 2.4. Councillors and members of the public cannot currently view the planning applications at the same time as discussion.
- 2.5. Paper copies have to be circulated around the table

3. Future

- 3.1. A number of District Councils have already stopped providing town and parish councils with paper copies as they are available to view on the planning portal.

- 3.2. Whilst SDC has been resisting this, it is likely that eventually plans will be only scanned and uploaded with correspondence to the Planning Portal web site (i.e. no hard copy will be sent). *This has already been hinted by SDC*
- 3.3. Councils will need to provide viewing facilities
- 3.4. Residents who do not have computer access will need facilities in the office to view plans.
 - 3.4.1. It is not practical to use the Town Clerk or other employees computer and desks
 - 3.4.2. The desk would have to be cleared and other work will be disturbed

4. Considerations

- 4.1. For residents viewing plans
 - 4.1.1. Plans should be viewed in an area to avoid office disturbance.
 - 4.1.2. Access to Rickards Hall is not always available so a laptop may need to be available in the office
 - 4.1.3. In daytime light from the window means that any projected image is difficult to see
- 4.2. For Council Planning and other meetings
 - 4.2.1. In daytime, light from the window means that any projected image is difficult to see (or the room darkened by drawing the curtains)
 - 4.2.2. Peripheral light from a projector either on a table or ceiling mounted causes, or would considerable, inconvenience to those sat in the direction of the bulb
 - 4.2.3. A projector would require a secure unit and fixing set from the ceiling beams
 - 4.2.4. A television screen would require a secure lockable unit for it to sit behind
 - 4.2.5. A facility that would provide clear images viewable at a distance in Rickards Hall
 - 4.2.6. If considering investing in visual display equipment, it would be sensible to future-proof, as possible, and needs to be a compatible screen to mirror the display of most modern laptops.
 - 4.2.7. Wireless facility
 - 4.2.8. Wired-fall-backed: HMMI cables can run over 20 metres, but the degradation will start around that length

5. Proposal

- 5.1. Purchase large 65inch (minimum size) TV screen mounted on wall at far end of the Hall. Power is available (by double power socket) on the far wall. Larger screens are available
- 5.2. Purchase new laptop for use with the TV screen to enable access to planning applications and other meeting documents or presentations.
- 5.3. Laptop and TV should be able to connect via the router and/or wireless network.
- 5.4. For Council meetings

Laptop would be used to control the display of images/plans and would be visible for Councillors and members of the public.
- 5.5. For residents

Laptop would be used to access the Planning Portal with plans either displayed on the laptop; (a guest only access login for members of public would be needed to be able to view planning applications only).

