



The Planning Inspectorate

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Your Ref: S/2020/0930/MAO
Our Ref: APP/Z2830/W/20/3265715

31 March 2021

Dear Sir/Madam,

Town and Country Planning Act 1990
Appeal by Land Allocation Ltd
Site Address: Land South of Station Road, Blisworth, Northamptonshire, NN7
3DN

This letter provides you with further explanation and information to enable you, if you wish, to participate in an MS Teams familiarisation session in advance of the forthcoming virtual Hearing for the above case.

Generic familiarisation sessions will be taking place on Thursday 1st April, Thursday 8th April, Monday 12th April, Thursday 15th April and Monday 19th April all starting at 11am. If you do wish to take part in one there is no need to register in advance but we suggest that you attend a session no more than four weeks before your event. We estimate that this session might take around 30-45 minutes.

The link to the session is: <https://event.planninginspectorate.gov.uk/test-hearing>

There is also a short guide available here: <https://www.gov.uk/government/publications/planning-inspectorate-virtual-events-guide-to-participating>

Please note that it is not an opportunity to air any views in relation to the planning merits of the case or your respective positions. The session may involve multiple parties from different appeals. It is only intended to help you familiarise yourself with the technology so that you are ready for the Hearing, which will take place on a different day.

The technology we will be using is MS Teams. In Annexe 1 is a link to further information on how to use this. It also sets out the technological requirements for Microsoft Teams.

With a computer or laptop that has a microphone, speakers and web camera, you will be able to access and speak at the event over the internet using a video link. MS Teams is similar to using FaceTime, Skype, WhatsApp, Zoom, or similar, to talk to family and friends. If you do not wish to be visible on video, you can turn off your camera and use voice only. You can also 'mute' your microphone so that it does not pick up ambient sounds from your location when you are trying to listen. You may find it helpful to use headphones that have a microphone.

You should familiarise yourself with the Microsoft Teams functions in advance of the event.

Depending on the performance of your device or the internet in your locality, it may be that you join by video and audio, or by audio alone. If you have a slow or intermittent connection, switching off your video camera and using just your audio connection only can improve the quality and reliability of your involvement.

If you do not have an internet connection, or you do not feel confident or able to use a digital device, but you have a telephone with a keypad, you can instead use this telephone number +44 20 3321 5208, enabling you to be heard. You should note that joining by telephone to the 020 number that will be used will incur charges. You should check actual rates with your provider. If you are joining via telephone, please dial the telephone number, entering the conference ID 714 345 193# when prompted using your telephone keypad.

If you have any further queries, please contact the Case Officer using the details at the top of this letter. (NB needs to be event Case Officer). Please do not send physical correspondence to the above address but use email instead.

Annexe 1

The following link will take you to information about how to use Microsoft Teams.

<https://support.office.com/en-gb/teams>

Requirements for Microsoft Teams

Hardware (Windows PC)

Component	Requirement
Computer and processor	Minimum 1.6 GHz (or higher) (32 or 64-bit)
Memory	2.0 GB RAM or higher
Hard Disk	3.0 GB of available disk space
Display	1024 x 768 screen resolution
Graphics Hardware	Minimum of 128 MB graphics memory
Operating System	Windows Server 2012 R2+, Windows 10, or Windows 8.1 (32/64).
.NET version	Requires .NET 4.5 CLR or later
Video	USB 2.0 video camera (or on-board)
Devices	Standard laptop camera, microphone and speakers
Video calls and Meetings	<p>For a better experience with video calls and online meetings, Microsoft recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher).</p> <p>The optional blur my background video effect requires a processor with <i>Advanced Vector Extensions 2 (AVX2)</i> support.</p> <p>Joining a meeting using proximity detection in a Microsoft Teams Room requires Bluetooth LE, which requires Bluetooth to be enabled on the client device, and for Windows clients requires</p>

	the 64-bit Teams client. It's not available on the 32-bit Teams clients.
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Hardware (Mac)

Component	Requirement
Processor	Minimum Intel processor, Core 2 Duo or higher
Memory	2.0 GB RAM or higher
Hard Disk	1.5 GB of available disk space
Display	1280 x 800 or higher resolution
Operating System	Mac OS X 10.11 El Capitan or later
Video	Compatible webcam
Voice	Compatible microphone and speakers, headset with microphone, or equivalent device.
Video calls and meetings	<p>For better experience with video calls and online meetings, Microsoft recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher).</p> <p>Blur my background requires AVX2 support, supported on most late 2013 Mac devices and later.</p> <p>Joining a meeting using proximity detection in a Microsoft Teams Room is not available on Mac OS.</p>

Hardware (Linux)

Component	Requirement
Computer and processor	Minimum 1.6 GHz (or higher) (32 or 64-bit)
Memory	2.0 GB RAM or higher
Hard Disk	3.0 GB of available disk space
Display	1024 x 768 screen resolution
Graphics Hardware	Minimum of 128 MB graphics memory,

Operating System	Linux distribution capable of installing DEB or RPM.
Video	USB 2.0 video camera
Devices	Compatible microphone and speakers
Supported Linux distributions	Ubuntu 16.04 LTS, Fedora 30 Workstation, RHEL 8 Workstation, CentOS 8

Mobile Devices

You can use Teams on these mobile platforms:

- *Android: Compatible with Android phones and tablets. Support is limited to the last four major versions of Android. When a new major version of Android is released, the new version and the previous three versions are officially supported.*
- *iOS: Compatible with iPhone, iPad and iPod touch. Support is limited to the two most recent versions of iOS. When a new major version of iOS is released, the new version of iOS and the previous version are officially supported.*

For the best experience with Teams, use the latest version of iOS or Android.

Bandwidth Requirements

Firstly Microsoft do not publish a "hard and fast" networking requirement for Teams, they do however state:

Teams is designed to give the highest quality audio, video and content sharing experience regardless of network conditions. That said, when bandwidth is insufficient, Teams prioritises audio quality over video quality.

Where bandwidth isn't limited, Teams optimises media quality, including up to 1080p video resolution, up to 30fps for video and 15fps for content, and high-fidelity audio.

The table below describes how Teams consumes bandwidth. Teams is conservative on bandwidth utilisation and can deliver HD video quality in under 1.2Mbps. The actual bandwidth consumption in each audio/video call or meeting will vary based on several factors, such as video layout, resolution and video frames per second. When more bandwidth is available, quality and usage will increase to deliver the best experience.

Bandwidth (up/down)	Scenarios
30 kbps	Peer-to-peer audio calling
130 kbps	Peer-to-peer audio calling and screen sharing
500 kbps	Peer-to-peer quality video calling 360p at 30fps
1.2 Mbps	Peer-to-peer HD quality video calling with resolution of HD 720p at 30fps
1.5 Mbps	Peer-to-peer HD quality video calling with resolution of HD 1080p at 30fps
500kbps/1Mbps	Group video calling
1Mbps/2Mbps	HD Group video calling (540p videos on 1080p screen)

Annexe 2

How we use your information

The Planning Inspectorate takes its data protection responsibilities for the information you provide us with very seriously. To find out more about how we use and manage your personal data, please go to our [privacy notice](#).

Yours sincerely,

Dot Kujawa

Dot Kujawa

Where applicable, you can use the internet to submit documents, to see information and to check the progress of cases through GOV.UK. The address of the search page is - <https://www.gov.uk/appeal-planning-inspectorate>