

LINK TO EVENT AND INSTRUCTIONS

Town and Country Planning Act 1990

Administrator contact details: PEDW.Casework@gov.wales

Appeal by: Low Carbon Farming 2 Ltd

Site Address: Land at west of Sesswick Way, Marchwiel LL13 0TF

Inspector: N Gulley, MA, MRTPI

The Virtual event for this appeal is scheduled to open at 10:00am on Thursday 07 April 2022

**TEAMS LINK TO
EVENT:**

[Click here to join the meeting](#)

The test event has now been held, and you should be familiar with how Teams works. If any technical issues were identified that could not be solved at the test, the event administrator will follow up with you shortly.

Above you will find the link you will need to access the event on the day.

If you propose to submit new evidence at the event you should ensure that this is e-mailed to PEDW.Casework@gov.wales no later than the day before the event. This will enable the Inspector to consider whether to accept the new information at the event. If you do have new evidence that has only become available on the day of the event, you should ensure you raise it with the event administrator as you arrive.

Please be aware that by submitting evidence at this stage you may be liable to an award of costs against you if your actions are deemed to be unreasonable i.e. if you could have submitted it earlier but did not, and the submission of the late evidence leads to other parties incurring unnecessary/wasted costs.

Actions required by participants on the day of the event

- Please access the digital event 30 minutes before the start. You will be held in a 'lobby' until the event administrator is able to admit you.
- You will then be able to follow the proceedings by video or audio link.
- The Inspector will control the event and will invite you to speak when it is your turn.

Please note this event will not be recorded. Participants **SHOULD NOT** record the event themselves in either video or audio format. The re-use, capture, re-editing or redistribution of the online event in any form is not permitted. You should be aware that any such use could attract liability for breach of copyright¹.

Privacy Notice - Handling your personal information

Your privacy is important to us. The attached privacy notice explains the personal data that we will be processing specifically for digital events. The current Appeals casework [privacy notice](#) is to be read in conjunction with Annex 1 to this letter before sending information to Planning and Environment Decisions Wales.

If you decide that you do not wish to use the email address that you used in the test event, you can set up a free email account on-line and use that to join with. Please see Annex 2.

You would need to provide any such alternative email address by 2 days before the event at the latest. This is so that we can send out another the link for joining the event in a reasonable time.

What if things go wrong?

If you experience problems with your connection, you should immediately contact the event administrator by email using the above contact details. They will attempt to help you to re-join the event at an appropriate point. It may be that, if you initially joined by video, you can re-join by audio to limit the effect of any technical issues that you may have been experiencing.

If you cannot join or re-join the event at all, the Inspector will consider the most appropriate way for you to still be able to participate.

If an event is disrupted by technical or other issues, the Inspector may adjourn it, or part of it, to another date or format.

If you have any further queries, please contact the event administrator using the e-mail at the top of this letter. You can send postal correspondence; we do however only have limited access to the office at present so there may be a delay in responding.

Yours faithfully

M Thomas

Max Thomas

Swyddog Gwaith Achos | Casework Officer

Penderfyniadau Cynllunio ac Amgylchedd Cymru | Planning and Environment Decisions Wales

¹ © Copyright, Designs and Patents Act 1988 - <https://www.gov.uk/topic/intellectual-property/copyright>

This communication does not constitute legal advice.

Please view our [Privacy Notice](#) before sending information to PEDW.

Annex 1

Privacy Notice Amendment for Appeal Digital Hearing.

What will be collected?

- E-Mail address
- IP address
- Display Name
- Self-Image – If video is shared

How is it collected?

- E-Mail address requested in event invite.
- IP address – Connections to Microsoft Teams will capture the IP address of the participant.
- Display Name – This is collected from the participants joining details
- Self-Image – This is collected when the participant activates their camera.

What metadata will be taken from joining?

- IP Address, joining account information (Email address), Browser Type (If browser is used instead of Teams App)

Where will it be stored?

- E-Mail addresses, Display Name and Self-Image (will be stored in the virtual meeting room, within Exchange Online, MS Stream (Video Recording) and as appropriate will be transferred to an internal case management system.
- IP Address and Metadata (*Will be stored in the Audit Log*)

Cookies

- Planning and Environment Decisions Wales does not use any of our own technology or storage for the creation and presentation, or collection of cookies or web-beacon analytics.
- Cookies are collected by Microsoft, which is covered in their Privacy Statement [here](#).

Annex 2

Free e-mail Services

- Gmail
- Outlook
- iCloud
- Tutanota