

# Paperless Committee Meetings

A step-by-step guide to achieving paperless meetings with ease

*27 June 2017*

Delivering for Croydon

**CROYDON**  
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## **Paperless Meetings Roll Out**

1. For the first meeting the link to the online agenda will be emailed but hard copies will also be delivered to Councillors' pigeonholes in the Members' Room
2. For the second meeting the link will be emailed and some hard copies will be available at the meeting. All members of the panel requiring hard copies will continue to receive them.
3. For the third meeting the link will be emailed but there will be hard copies provided as usual, if you require one.

## Accessing meeting papers

From the link sent to you in the email advising details of the next meeting, you will be able to access the complete agenda papers.

You can **Download the pdf files** to view on your device, where you can add your own notes.

Example 1: Laptop using Adobe Reader – click on ‘Comment’ to access note icons:



The screenshot shows the Adobe Reader interface. The top menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The toolbar contains various icons, and the 'Tools' panel on the right has 'Fill & Sign' and 'Comment' buttons. The 'Comment' button is circled in red. A comment box is open over the text, showing the ID '361251' and the timestamp '21/11/2016 17:57:42'. The document content includes a list of councillors, reserve members, and meeting details.

To: Councillor Paul Scott (Chairman);  
Councillor Humayun Kabir (Vice-Chairman);  
Councillors Jamie Audsley, Kathy Bee, Luke Clancy, Jason P  
Manju Shahul-Hameed, Susan Winborn and Chris Wright

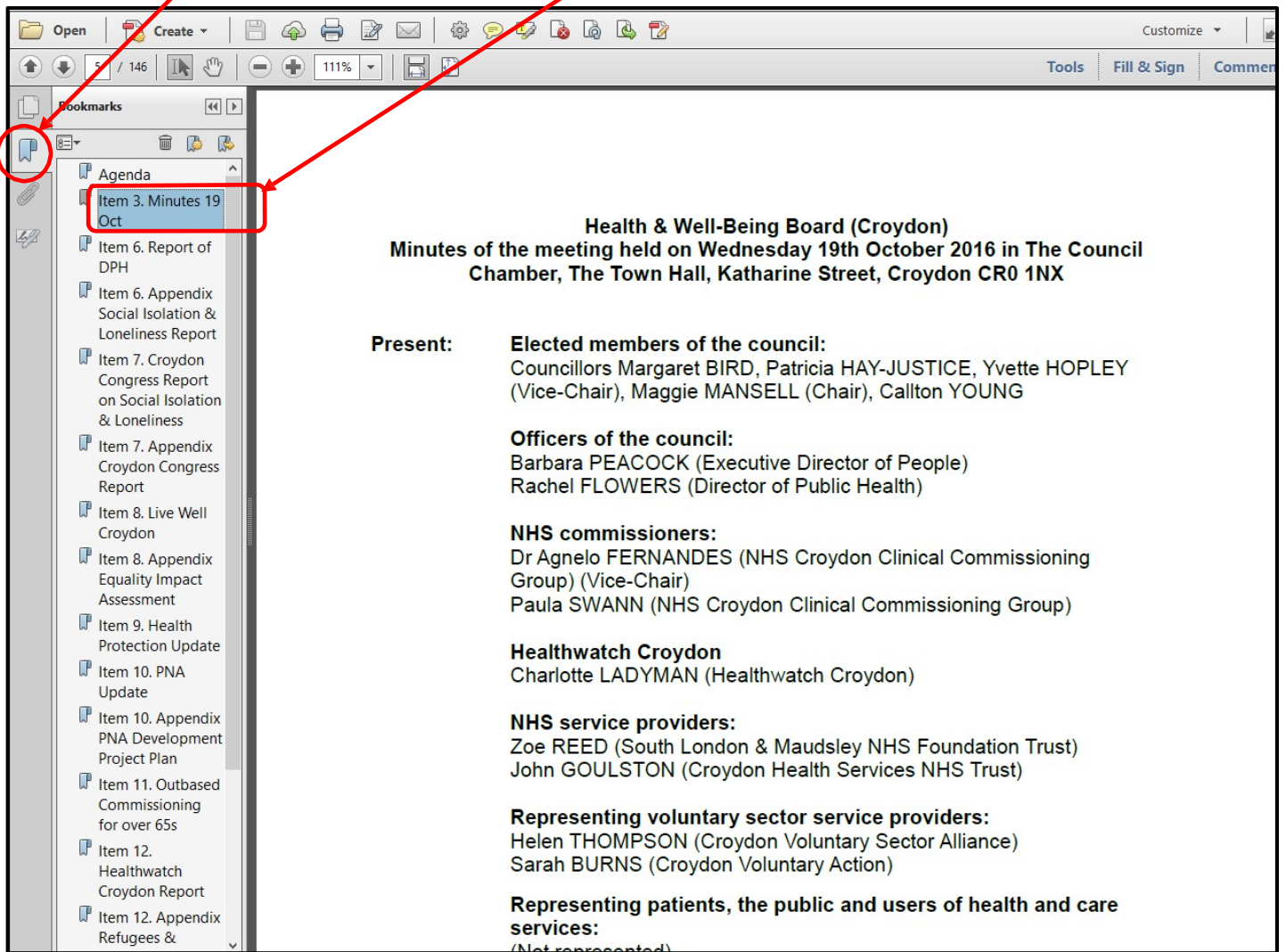
Reserve Members: Jeet Bains, Simon Brew, Richard Chatterjee, Sherwan Chowdhury, Pat Clouder, Steve Hollands, Karen Jewitt, Bernadette Khan, Shafi Khan and Maggie Mansell

A meeting of the **PLANNING COMMITTEE** which you are hereby summoned to attend, will be held on **Thursday 17th November 2016 at 6:30pm**, in **The Council Chamber, The Town Hall, Katharine Street, Croydon CR0 1NX**.

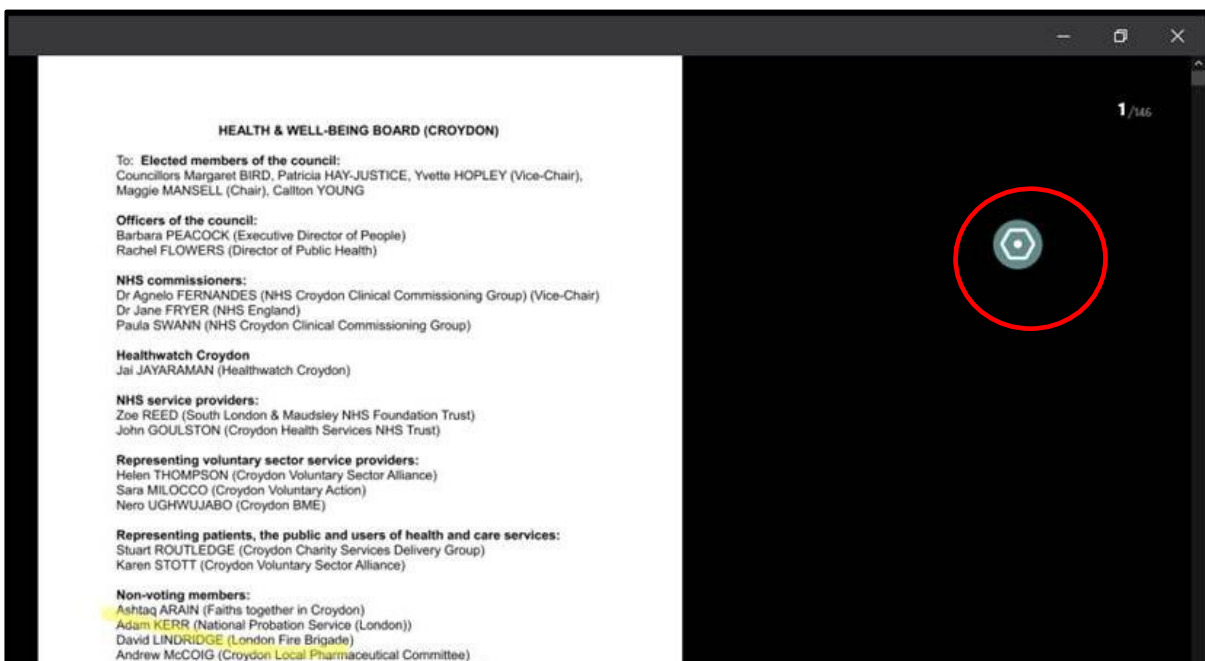
JACQUELINE HARRIS-BAKER  
Acting Council Solicitor and Acting  
Monitoring Officer

MARGOT ROHAN  
Senior Members Services Manager  
(020) 8726 6000 extn.62564

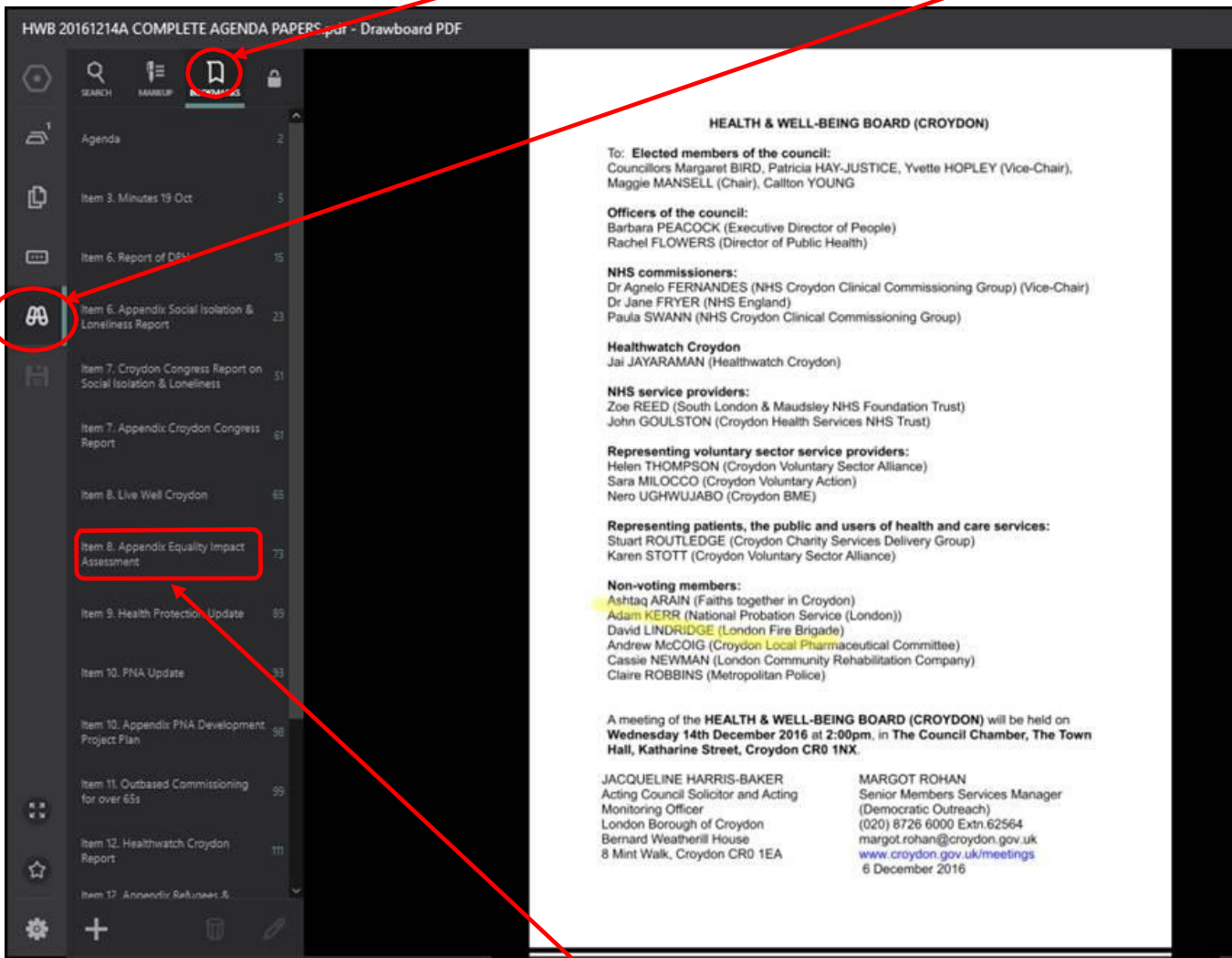
The pdfs will have Bookmarks, which can be accessed by clicking on the bookmark icon and selecting the section/report you want:



**Example 2: Laptop using Drawboard pdf** – there are tools in the ‘wheel’ for annotating documents (if you click on it, it will open up with the tools arranged around the icon – pen, highlighter, eraser etc)



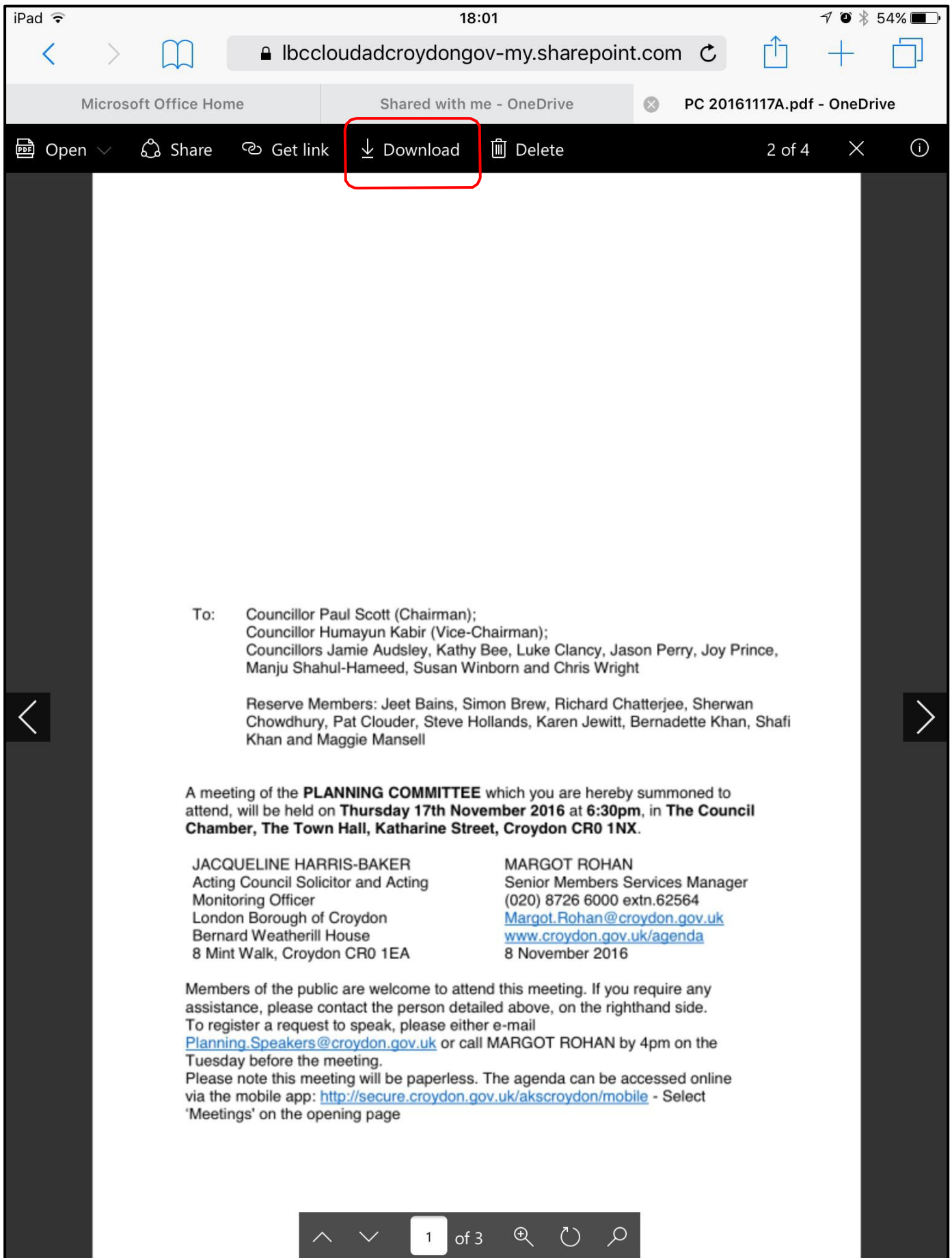
The pdfs will have Bookmarks, which can be accessed by clicking on the Search icon and then you can select Bookmarks:



Then you can select the particular section/report you want

**Example 3: iPad using Adobe Acrobat Reader app:**

- i. Open file in a browser window and click on 'Download'



ii. Touch the top bar and 'More...' will appear – select 'Copy to Adobe Acrobat':



The screenshot shows an iPad browser interface. At the top, the status bar displays 'iPad', signal strength, Wi-Fi, time '18:02', and battery '54%'. The browser address bar shows 'lbccloudadcroydongov-my.sharepoint.com'. Below the address bar, there are tabs for 'Microsoft Office Home', 'Shared with me - OneDrive', and 'lbccloudadcroydongov-my.sharep...'. A 'More...' menu is open, displaying several sharing options. The 'Copy to Adobe Acrobat' option, represented by a red Adobe logo icon, is circled in red. Other options include 'AirDrop', 'Import with iBooks', 'Import with Adobe Fill & Sign', 'Import with MobileIron', 'Copy', 'Print', and 'Add To iCloud Drive'. Below the menu, there is a list of names: 'erman);', 'e, Luke Clancy, Jason Perry, Joy Prince,', 'rn and Chris Wright'. Further down, there is a list of 'Reserve Members: Jeet Bains, Simon Brew, Richard Chatterjee, Sherwan Chowdhury, Pat Clouder, Steve Hollands, Karen Jewitt, Bernadette Khan, Shafi Khan and Maggie Mansell'. The main content area contains a meeting notice for the 'PLANNING COMMITTEE' on Thursday 17th November 2016 at 6:30pm in The Council Chamber, The Town Hall, Katharine Street, Croydon CR0 1NX. Contact information for Jacqueline Harris-Baker and Margot Rohan is provided, along with a public notice about attending the meeting and a link to the agenda.

Microsoft Office Home    Shared with me - OneDrive    lbccloudadcroydongov-my.sharep...

More... Open in "iBooks"

**AirDrop.** Share instantly with people nearby. If they turn on AirDrop from Control Centre on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.

Import with iBooks    Import with Adobe Fill & Sign    **Copy to Adobe Acrobat**    Import with MobileIron

Copy    Print    Add To iCloud Drive    More

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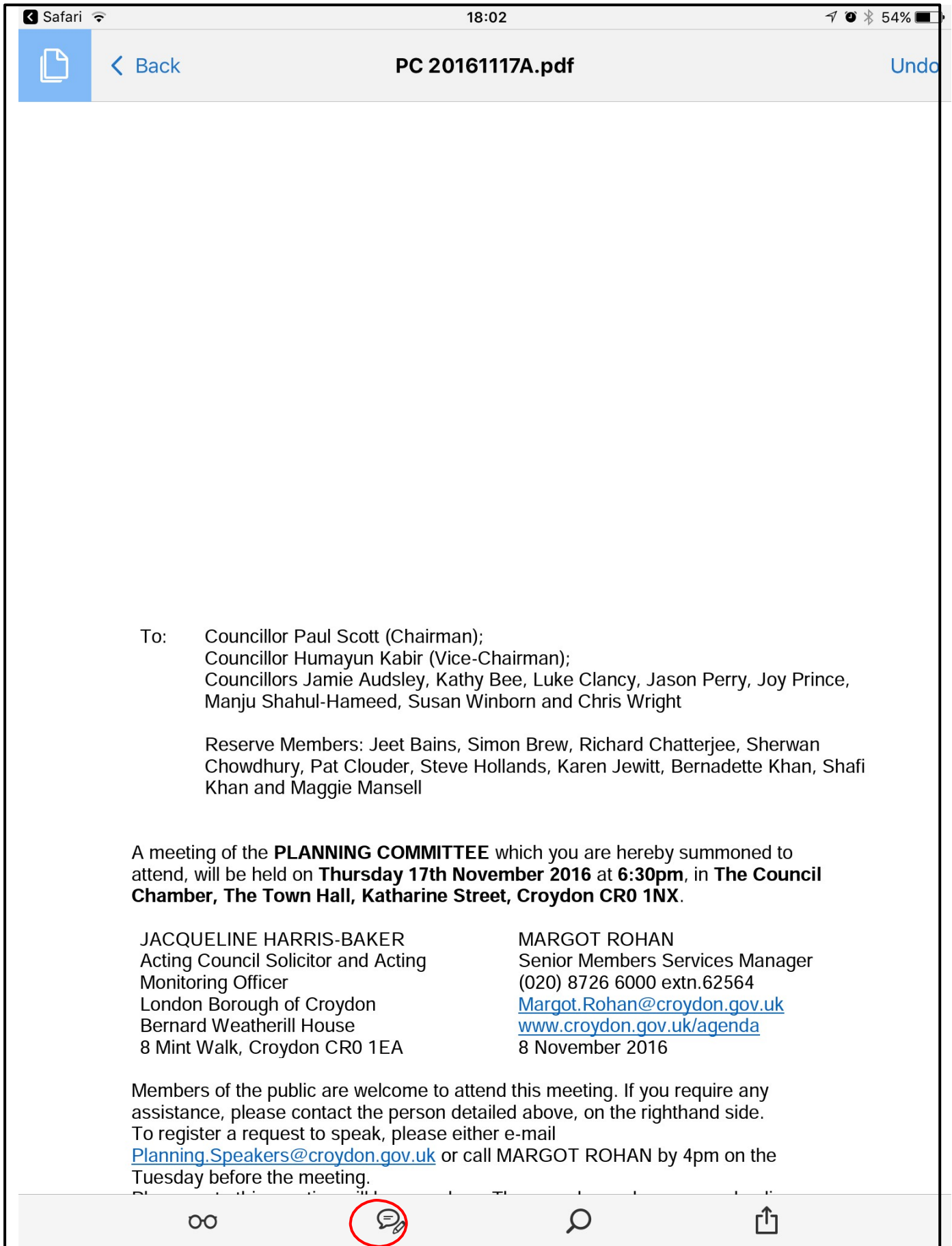
JACQUELINE HARRIS-BAKER  
Acting Council Solicitor and Acting Monitoring Officer  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

MARGOT ROHAN  
Senior Members Services Manager  
(020) 8726 6000 extn.62564  
[Margot.Rohan@croydon.gov.uk](mailto:Margot.Rohan@croydon.gov.uk)  
[www.croydon.gov.uk/agenda](http://www.croydon.gov.uk/agenda)  
8 November 2016

Members of the public are welcome to attend this meeting. If you require any assistance, please contact the person detailed above, on the righthand side. To register a request to speak, please either e-mail [Planning.Speakers@croydon.gov.uk](mailto:Planning.Speakers@croydon.gov.uk) or call MARGOT ROHAN by 4pm on the Tuesday before the meeting. Please note this meeting will be paperless. The agenda can be accessed online via the mobile app: <http://secure.croydon.gov.uk/akscroydon/mobile> - Select



iii. To make notes, select the 'note' icon (ringed in red below):



iv. Select 'T' for typing text or the pencil for scribbling:

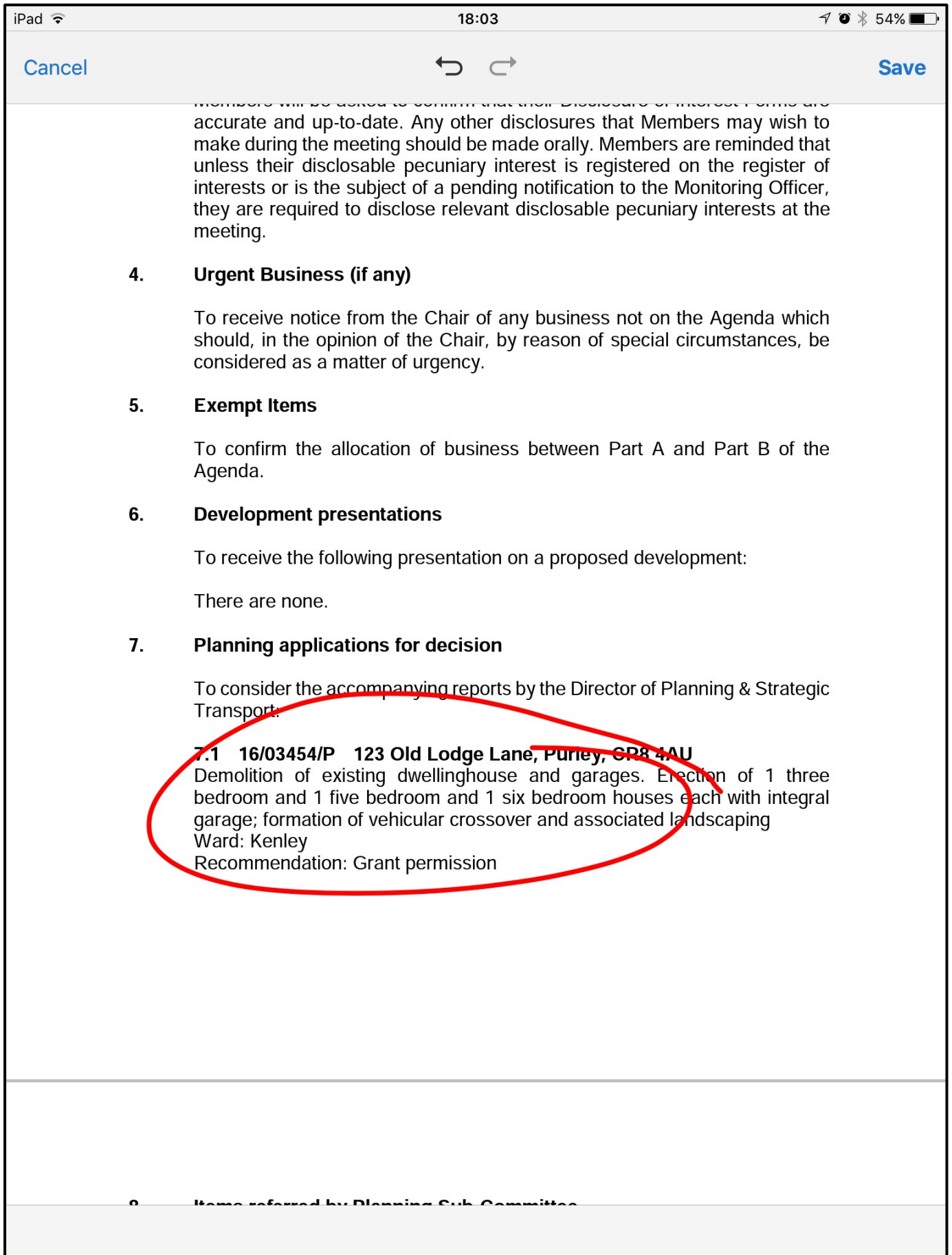
The screenshot shows an iPad interface for editing a comment. At the top, the status bar displays 'iPad', signal strength, '18:03', and '54%' battery. The comment header includes 'Done' on the left, 'Comment' in the center, and 'Undo' on the right. The main content area contains the following text:

Members will be asked to confirm that their Disclosures of Interest forms are accurate and up-to-date. Any other disclosures that Members may wish to make during the meeting should be made orally. Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose relevant disclosable pecuniary interests at the meeting.

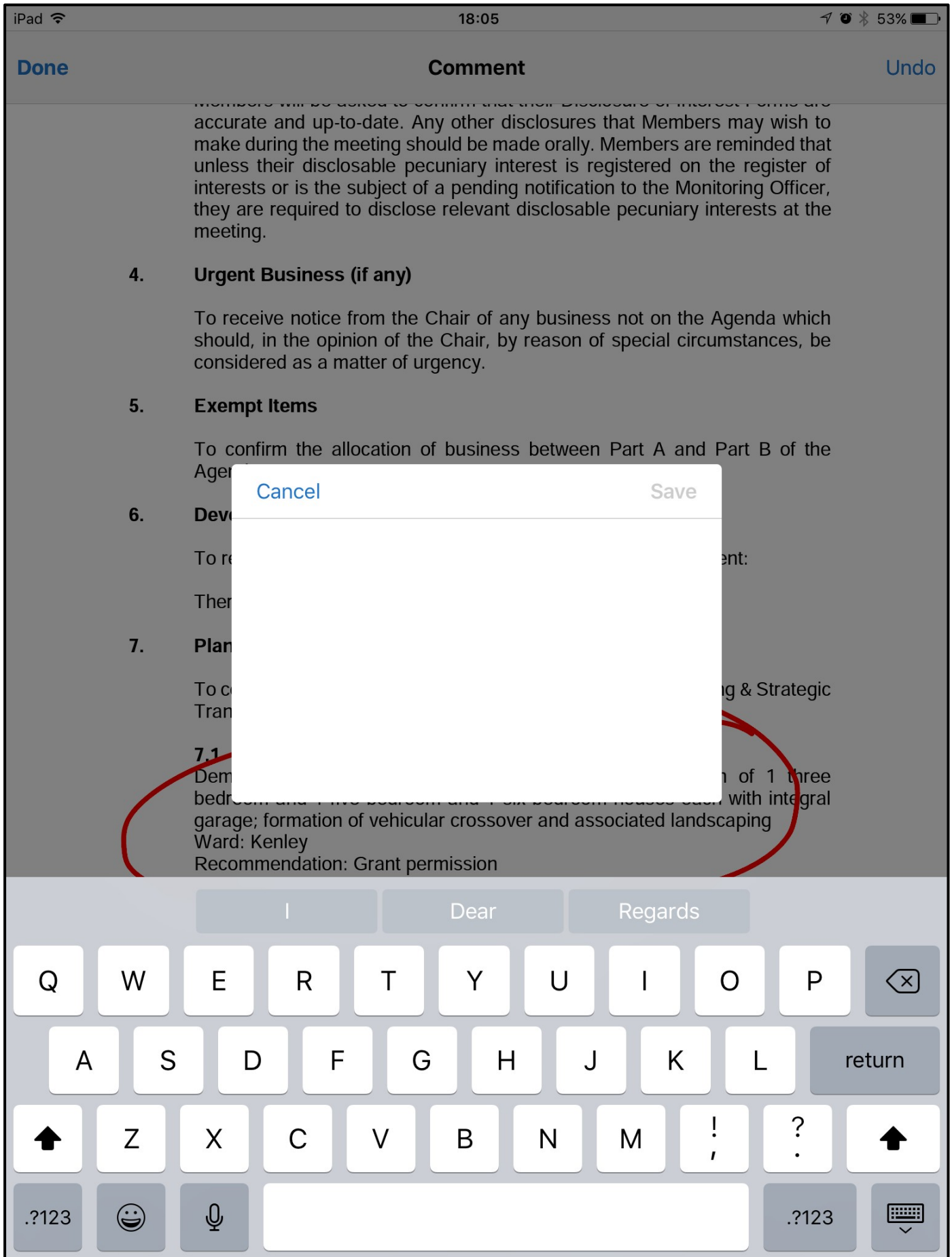
4. **Urgent Business (if any)**  
To receive notice from the Chair of any business not on the Agenda which should, in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.
5. **Exempt Items**  
To confirm the allocation of business between Part A and Part B of the Agenda.
6. **Development presentations**  
To receive the following presentation on a proposed development:  
  
There are none.
7. **Planning applications for decision**  
To consider the accompanying reports by the Director of Planning & Strategic Transport:  
  
**7.1 16/03454/P 123 Old Lodge Lane, Purley, CR8 4AU**  
Demolition of existing dwellinghouse and garages. Erection of 1 three bedroom and 1 five bedroom and 1 six bedroom houses each with integral garage; formation of vehicular crossover and associated landscaping  
Ward: Kenley  
Recommendation: Grant permission

At the bottom, a toolbar contains icons for comment, pencil, bold (T), italic (T), a red-bordered box containing 'T' and pencil icons, and a pen nib icon. Below the toolbar, the text 'Items referred by Planning Sub Committee' is partially visible.

v. You can annotate freehand with the pencil:



vi. Or you can type text to be added, using the keyboard:



vii. And you can do both!

iPad 18:04 54%

Done Comment Undo

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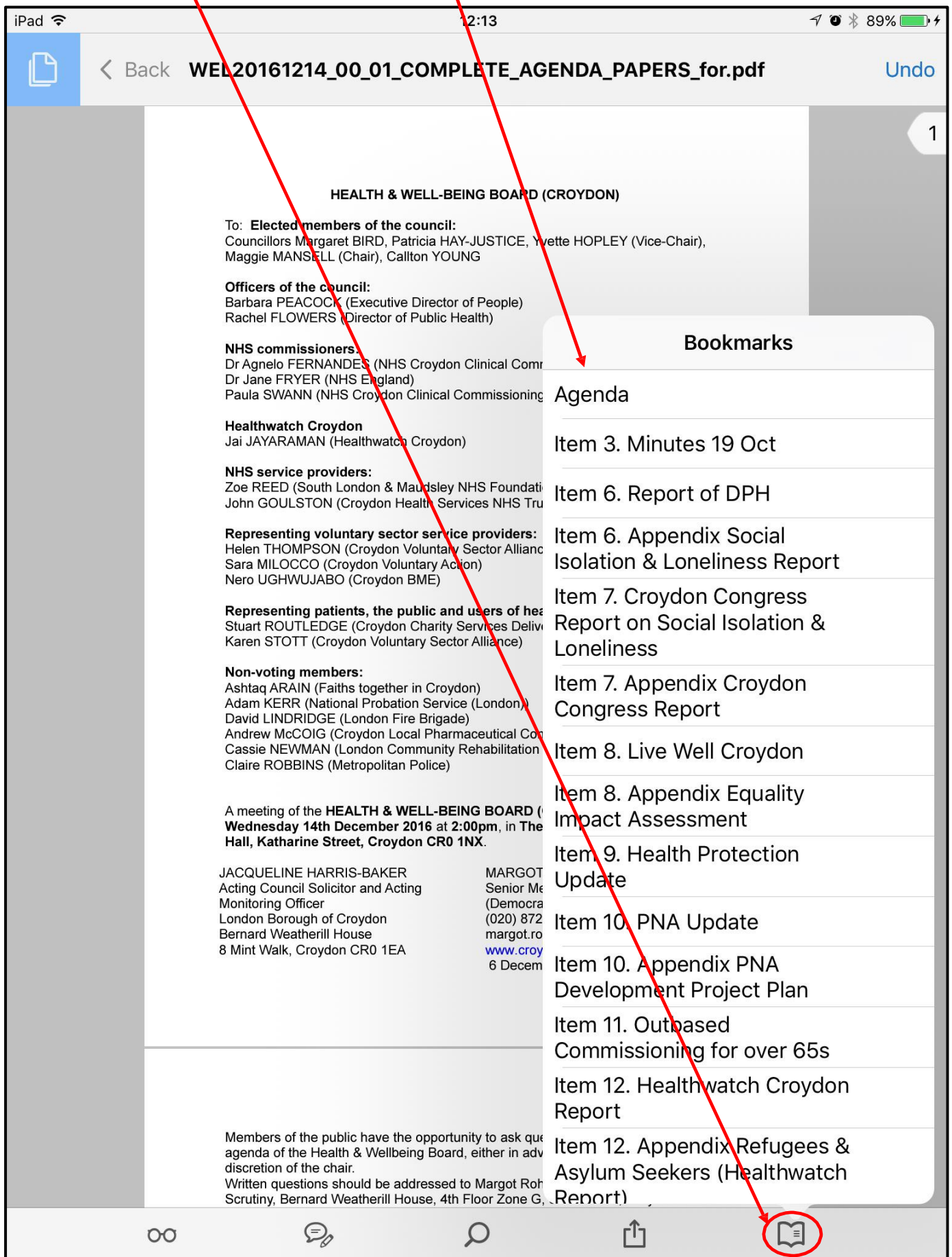
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Ward: Kenley  
Recommendation: Grant permission

Note.....

Items referred by Planning Sub-Committee

Icons: Comment, Eraser, Bold, Underline, Italic, Pencil, Pen

- viii. Bookmarks: The pdfs will have bookmarks, which can be accessed by clicking on the bookmark icon and selecting the section/report you want:



10. **Searching a report** – to find a specific point, press the 'Ctrl' key and F to bring up the 'Find' screen – you can then type in a relevant word or phrase and click on Next:

