



Ministry of Housing,
Communities &
Local Government



Listening Learning Leading

**Monthly Monitoring Meeting
between MHCLG and SODC relating
to the Secretary of State's Direction
of March 2020 in relation to the
South Oxfordshire Local Plan**

Meeting Date: 2 July 2020

In attendance:

MHCLG

Christopher Mountain, Team Leader Local Plan interventions
Benjamin Clayton, Deputy Director for Development Plans
John Romanski, Head of Development Plan Delivery
Eamon Mythen, Senior Planner

SODC

Suzanne Malcolm, Acting Deputy Chief Executive - Place
Adrian Duffield, Head of Planning
Lucy Murfett, Planning Policy Manager
Emma Baker, Planning Policy Team Leader

Apologies: Mark Stone, Chief Executive

Update on ACTIONS from last meeting:

- 1) JR to check latest re: signing Didcot HIF - Done, HIF now signed
- 2) AD to send MHCLG copy of letter to PINS regarding virtual hearings - Done

1) Timetable

- Update from SODC of progress against Project Plan (see chart on page 4).
Key tasks undertaken since last meeting:
 - Deadline of 26 June for submitting written evidence to examination met
 - 19 Hearing Statements completed and submitted by 26 June deadline
 - Five Year Supply update completed and submitted by 26 June deadline
 - 7 Statements of Common Ground completed (with OCC and all of our strategic site promoters) and submitted by 26 June deadline
- 1 item behind schedule:
 - Viability Assessment Update: Draft report received 26 June and report sent to stakeholders e.g. OCC for comments then will be finalised and submitted to the examination on 3 July
- Update received from PINS via Programme Officer on arrangements for examination:
 - Participants list published on the [examination webpage](#)
 - Guidance Notes published on same page
 - Virtual Hearings guidance published on same page
 - Privacy Notice published in same page
- Update from SODC on partnership working (e.g. County Council):
 - Working closely with Oxfordshire County Council (OCC) throughout June on transport, education and general infrastructure requirements.
 - Statement of Common Ground with OCC completed
 - Didcot HIF announcement made on 19 June

- Oxfordshire Plan 2050 work progressing to new timetable. At member engagement stage on the methodology for the Oxfordshire Growth Needs Assessment.
- Update from SODC on evidence base updates from consultants:
 - One final study to be completed before examination hearings: Consultants Aspinall Verdi appointed in March to update the Local Plan and CIL Viability Assessment for the examination with latest information on infrastructure requirements and costings.

MHCLG recognised the good progress being made by the Council, both the submission of documents to deadlines and the work preparing for the virtual hearings. Following this digital pilot, MHCLG would welcome SODC sharing lessons learnt on virtual hearings.

2) Resourcing

- Update from MHCLG
 - Christopher Mountain now back in role following re-deployment onto COVID-19 work
 - MHCLG has laid the Business and Planning Bill
 - MHCLG has indicated intention to temporarily [relax Reg 35 and 36](#) on hard copy deposit documents through a Statutory Instrument
- Update from SODC
 - The Council is continuing with home working as Covid-19 working arrangements continue.
 - Officers have successfully worked to deadlines and continue to work towards them.
 - Team of officers working on the South Oxfordshire Local Plan, including policy planners across the wider teams and Development Management officers
 - 3 new full-time Senior Policy Officers joined the team in June
 - Separate internal resource (within another service area) supporting Member engagement during local plan examination

3) Governance

- Update from SODC
 - Next stage for Cabinet and Council decisions will be adoption of South Oxfordshire Local Plan

4) Any other business

- SODC wider team have been working closely with PINS data protection team to get GDPR data protection provisions in place regarding the virtual hearings e.g. Privacy Notices published.

ACTIONS:

- 1) None

Date of next monthly monitoring meeting: 11 August 2020

Gantt chart showing key weekly progress on examination workstreams

	June				July				August			
Week	1	2	3	4	1	2	3	4	1	2	3	4
Arrangements made for virtual hearings				✓								
Statements on the Matters submitted				★✓								
Statements of Common Ground submitted				★✓								
5 year housing land supply updated				★✓								
Viability Assessment update published												
Staff trained to livestream virtual hearings												
Council prepares for hearings												
Hearings held						★	★	★	★			

Key:

Deadline ★

Achieved ✓

Production timetable for the South Oxfordshire Local Plan

2019												2020												2021																	
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D						
P	P	S		E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	R	C	A																

Preparation, analysis and / or plan development	
Cabinet, Cabinet Member or Full Council review and decision	C
Public Consultation on Scope, Issues and Options (regulation 18)	P
Public Consultation on Preferred Options (regulation 18)	P
Public Consultation prior to plan submission for examination (regulation 19)	P
Submit plan and supporting documents to the Secretary of State for independent examination (regulation 22)	S
Examination in public of the plan by an independent Planning Inspector (regulation 24)*	E
Temporary Direction	E
Receipt of Inspector's Report (regulation 25)*	R
Adoption of the plan (regulation 26)	A

(Regulation references taken from The Town and Country Planning (Local Planning) (England) Regulations 2012)

*Based on Planning Inspectorate "Examining Local Plans: Procedural Guidance"
<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>