



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: 14 September 2020

In attendance:

### **MHCLG**

Benjamin Clayton, Deputy Director for Development Plans  
John Romanski, Head of Plan Delivery  
Eamon Mythen, Senior Planner

### **SODC**

Suzanne Malcolm, Acting Deputy Chief Executive – Place  
Lucy Murfett, Planning Policy Manager  
Emma Baker, Planning Policy Team Leader

Apologies: Mark Stone, Chief Executive  
Adrian Duffield, Head of Planning

## **1. Timetable**

- Update from SODC of progress against Project Plan for August-September - (see chart on page 4).  
Key tasks undertaken since last meeting on 11 August 2020:
  - Project planning the next stages of the examination to meet the Direction timetable;
  - Finishing the actions outstanding in the rolling Action Log from the examination hearing sessions, all tasks and actions completed;
  - Preparing, checking and formatting the proposed main modifications for consultation;
  - Commissioning addenda to the Sustainability Appraisal and Habitats Regulations Assessment to reflect the proposed main modifications;
  - Working with Community Engagement team on tasks for launching the consultation (drafting forms, notifications, letters, press notices etc);
  - Preparing and publishing one further Statement of Common Ground with the strategic site promoter for STRAT13 - Sandhills portion.

MHCLG acknowledged the positive progress made and noted the timetable to December.

- Update received from PINS via Programme Officer on arrangements for examination:
  - The Inspector's Interim Findings letter issued on 28<sup>th</sup> August and published on the [examination webpage](#);
  - Advice provided on the format for the schedule of proposed main modifications into order to get it ready for public consultation.
- Update from SODC on partnership working (e.g. County Council):
  - Working closely with Oxfordshire County Council (OCC) throughout and beyond the hearings on transport, education and general infrastructure requirements;
  - Working closely with all Oxfordshire authorities on the Oxfordshire Plan 2050, current focus on evidence base studies and scope of plan;

- Consultation response submitted to neighbouring authority Reading on their Local Transport Plan.
- Update from SODC on evidence base updates from consultants:
  - Consultants Wood (Sustainability Appraisal) and Land Use Consultants (Habitats Regulations Assessment) producing addenda for the proposed main modifications stage.

## **2. Resourcing**

- Update from SODC on staffing and dedicated officer resource for examination
  - The policy team is continuing with 100% home working in line with Covid-19 working arrangements;
  - SODC have a team of 5 planners ringfenced on the South Oxfordshire Local Plan. Support from 9 policy planners across the wider policy team and development management drawing to a close but available as necessary for modifications stage;
  - Separate internal resource (within another service area) supported 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.

MHCLG emphasised the importance of adopting the plan should it pass Examination, and SODC and MHCLG will discuss next steps in due course.

### **Other matters**

- Any other business
  - None

**ACTIONS:** None

**Date of next monthly monitoring meeting:** 12 October 2020

Gantt chart showing key weekly progress on examination workstreams

Week	August				September				October				November				December			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Examination hearings held	✓																			
Actions/additional work resulting from hearing sessions				✓																
Receipt of Inspector's Interim Findings				✓																
Prepare Main Modifications for consultation							★													
Sustainability Appraisal Addendum							★													
Habitats Regulations Assessment Addendum							★													
Main modifications public consultation							★													
Process representations													★							
Despatch representations to Inspector													★							
Inspector's deliberations and report**																				
SODC Inspector's Report fact-checking																				
Inspector's Report published**																			★	
Drafting reports for Democratic Services																				
SODC Council meetings																				

Key:

Deadline ★

Achieved ✓

\*\* SODC has no control over PINS timetabling/process

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	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>