



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: 11 August 2020

In attendance:

MHCLG

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

SODC

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

1. Timetable

- Update from SODC of progress against Project Plan for July-August (see chart on page 4).
Key tasks undertaken since Direction:
 - Council participated in 22 examination hearings between 14th July and 7th August;
 - Statements of Common Ground with Oxfordshire County Council and 7 strategic site promoters and published on the [examination webpage](#);
 - Monitoring and Local Plan Five year land supply position paper, published on the [examination webpage](#);
 - Viability Assessment update completed, published on the [examination webpage](#);
 - Updated Infrastructure Delivery Plan, published on the [examination webpage](#);
 - Additional statement prepared by the Council on new Matter 7b Watlington relief road;
 - Responded to additional Inspectors Question IC9 about Wheatley Oxford Brooks University modifications, published on the [examination webpage](#);
 - Rolling action log of additional notes or work required that were raised at the hearing sessions, kept up to date and actions are being completed;
 - Housing delivery additional work on supply scenarios, published on the [examination webpage](#);
 - Update report on the District employment land supply position, published on the [examination webpage](#);
 - Note on impact of Policy DES11 requirements on affordable housing provision, published on the [examination webpage](#);
 - Note on Growth of the Towns and Larger Villages, published on the [examination webpage](#);
 - Note on the implications of the Use Classes Order changes, particularly in relation to retail, published on the [examination webpage](#);
 - South Oxfordshire District Council Note on Allocations at Didcot, published on the [examination webpage](#);

- Update received from PINS via Programme Officer on arrangements for examination:
 - Reserve hearing dates of 6 – 7 August to be used for an additional session on Chalgrove Airfield allocation and a ‘wash-up’ session;
 - Additional session 7b Watlington relief road added to hearing agenda;
- Update from SODC on partnership working (e.g. County Council):
 - Working closely with Oxfordshire County Council (OCC) throughout the hearings on transport, education and general infrastructure requirements as well as strategic allocations;
 - Submitted Statement of Common ground;
 - Working closely with all Oxfordshire authorities on the Oxfordshire Plan 2050, current focus on evidence base studies and scope of plan.
 - Consultation with neighbouring authority Reading on their Local Transport Plan;
- Update from SODC on evidence base updates from consultants:
 - Consultants Aspinall Verdi (Viability), Woods (SA), Atkins (Transport assessment) assisted with hearings. May be required to update documents for main modifications stage.

2. Resourcing

- Update from SODC on staffing and dedicated officer resource for examination
 - The Council is continuing with home working as Covid-19 working arrangements continue;
 - SODC policy team were allowed to collaborate at the offices (maximum of 6) for the Local Plan hearing sessions;
 - SODC now have a team of 5 planners ringfenced on the South Oxfordshire Local Plan; support used from 9 policy planners across the wider policy team and development management;
 - 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
 - SODC asked MHCLG to review options for next steps with regards to adoption of the plan, should it be found sound

Other matters

- Any other business
 - Discussed the Inspectors verbal preliminary findings and what matters the Inspector still has some deliberations to make;
 - Discussed forming a timetable going forward and needing to agree this timetable with the Inspector following completion of Main Modifications collaboration between the LPA and Inspector;

- Discussed Planning for the Future consultation.

ACTIONS:

- SODC to formulate response to 'Planning for the Future'.
- To discuss the agreed timetable and next steps at the next monthly monitoring meeting.
- SODC asked MHCLG to review options for next steps with regards to adoption of the plan, should it be found sound

Date of next monthly monitoring meeting: After bank holiday August/Early September 2020, with a view to having a timetable on modifications consultation to discuss

Gantt chart showing key weekly progress on examination workstreams

Week	May				June				July				Aug					Sep	
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	5	1	2
Response to Inspector's Question IC5			★ ✓																
Updates to modifications and trajectory			★ ✓																
Viability Assessment update				★					✓										
Statements of Common Ground			★						✓										
5 year housing land supply update					★			✓											
Arrangements made for examination hearings				★ ✓															
Matters, Issues & Questions published				★ ✓															
Council prepares Statements on the Matters								★ ✓											
Hearings held											★	★	★ ✓						
Actions/additional work resulting from hearing sessions														★					
Inspectors deliberations, consultation and report*																			
Main modifications consultation*																			
SODC Inspectors Report fact-checking*																			

Key:

Deadline ★

Achieved ✓

Timetable to be agreed

** SODC has no control over PINS timetabling/process, timetable will shortly be agreed between the Inspector and LPA

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>