



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: 12 October 2020

In attendance:

MHCLG

John Romanski, Head of Plan Delivery
Eamon Mythen, Senior Planner

SODC

Suzanne Malcolm, Acting Deputy Chief Executive – Place
Adrian Duffield, Head of Planning
Lucy Murfett, Planning Policy Manager

Apologies:

Benjamin Clayton, Deputy Director for Development Plans
Mark Stone, Chief Executive
Emma Baker, Planning Policy Team Leader

1. Timetable

- Update from SODC of progress against Project Plan for September - October (see chart on page 4).

Key tasks undertaken since last meeting on 14 September 2020:

- Preparing, checking and formatting the proposed main modifications for consultation;
 - Updating maps and diagrams;
 - Reviewing and proof-reading the Sustainability Appraisal Addendum and Habitats Regulations Assessment Addendum;
 - Producing a track-changes version of the Local Plan
 - Working with Community Engagement team on tasks for launching the consultation (drafting forms, notifications, letters, press notices etc);
 - Launching the consultation on 21st September.
 - Publishing an Erratum on 22nd September.
 - Establishing a system for processing the representations, and then starting to process them.
- Update received from PINS via Programme Officer on arrangements for examination:
 - Advice provided on processing the representations received during the 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 preparing for the next consultation stage.

- Update from SODC on evidence base updates from consultants:
 - N/A, all studies completed

MHCLG welcomed the positive progress made in meeting deadlines and launching the Main Modifications consultation on time.

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 has a team of 5 planners ringfenced on the South Oxfordshire Local Plan. Support from the wider Planning service available as necessary for processing representations at the end of the modifications stage;
 - Separate internal resource (within another service area) supported Member engagement during local plan examination.

In the context of rising levels of COVID-19 and regular Government review of restrictions, MHCLG asked about risk of impacts on officer availability. SODC explained that contingency plans are in place from the council's perspective to ensure work continues in line with the timetable set out in the Direction.

3. Governance

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

Other matters

- Any other business
 - None

ACTIONS: None

Date of next monthly monitoring meeting: 9 November 2020

Gantt chart showing key weekly progress on examination workstreams

Week	September				October				November				December			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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>