



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: 4 December 2020

In attendance:

MHCLG

Benjamin Clayton, Deputy Director for Development Plans

Andrew Langley, Plan Delivery Team Leader

Eamon Mythen, Senior Planner

Dave Jones, Senior Planner

SODC

Adrian Duffield, Head of Planning

Margaret Reed, Head of Legal and Democratic

Lucy Murfett, Planning Policy Manager

Apologies:

Mark Stone, Chief Executive

Suzanne Malcolm, Acting Deputy Chief Executive – Place

John Romanski, Head of Plan Delivery

Emma Baker, Planning Policy Team Leader

1. Timetable

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

Key tasks undertaken since last meeting on 9 November 2020:

- Receiving the Inspector's Fact-Check Report and responding on 26 November
 - Receiving Inspector's Report on 27 November
 - Sending out a press release and notifications about the publication of the Inspector's Report
 - Checking and proof-reading Plan for further minor modifications needed
 - Checking the Policies Map
 - Preparing a non-track-changes clean copy version of the Local Plan to assist with December Council meetings, published 5 December
 - Preparing a Cabinet Paper for the consideration of adoption of the Local Plan.
- Update received from PINS via Programme Officer on arrangements for examination:
 - N/A - examination now formally concluded on issuing of Inspector's Report
 - 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 workshops on different plan themes to prepare plan content.
- Update from SODC on evidence base updates from consultants:
 - Work on adoption version of Sustainability Appraisal underway.

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;
 - 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.
 - Programmed dates as follows:

Milestone	Date
Scrutiny Committee	7/12/20
Cabinet	8/12/20
Council – to consider adoption of the Local Plan	10/12/20

Other matters

- Any other business
 - None

ACTIONS: None

Date of next monthly monitoring meeting: w/c 14 December 2020

Gantt chart showing key weekly progress on examination workstreams

Week	November				December			
	1	2	3	4	1	2	3	4
Process main mods representations	★✓							
Despatch representations to Inspector	★✓							
Inspector's deliberations and report*			✓					
SODC Inspector's Report fact-check			✓					
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>