



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: 9 November 2020

In attendance:

MHCLG

Benjamin Clayton, Deputy Director for Development Plans

John Romanski, Head of Plan Delivery

Eamon Mythen, Senior Planner

Dave Jones, Senior Planner

SODC

Mark Stone, Chief Executive

Suzanne Malcolm, Acting Deputy Chief Executive – Place

Adrian Duffield, Head of Planning

Margaret Reed, Head of Legal and Democratic

Lucy Murfett, Planning Policy Manager

Emma Baker, Planning Policy Team Leader

1. Timetable

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

Key tasks undertaken since last meeting on 12 October 2020:

- Receiving and processing representations to the Local Plan Main Modifications consultation;
 - Closing the consultation at midnight on 2 November 2020 (web updates etc);
 - Despatching all 1171 representations from 259 respondents to the Inspector on 5 November 2020;
 - Redacting personal details in the representations to prepare for publication on the website;
 - Presenting a paper to the Council's Climate Emergency Advisory Committee on the climate change provisions of the Local Plan on 28 October;
 - Working on the track-changes version of the Local Plan to convert it to a draft Publication version;
 - Preparing for Cabinet and Council meetings.
- Update received from PINS via Programme Officer on arrangements for examination:
 - Discussion on the timetable for Council to despatch the representations (achieved) and indicative dates for the Inspector's report. Anticipated dates are: week commencing 23 November for the fact check process, and Inspector's Report issued on 30 November
 - 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:
 - N/A, all studies completed

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 was utilised to process representations at the end of the 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.
 - Indicative dates as follows:

Milestone	Date
Receive and publish Inspector's Report*	30/11/20?
Scrutiny Committee	7/12/20
Cabinet	8/12/20
Council – to consider adoption of the Local Plan	10/12/20

SODC has no control over PINS timetabling/process

Other matters

- Any other business
 - None

ACTIONS: None

Date of next monthly monitoring meeting: 4 December 2020

Gantt chart showing key weekly progress on examination workstreams

Week	October				November				December			
	1	2	3	4	1	2	3	4	1	2	3	4
Main modifications public consultation				★✓								
Process 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>