



Department for Levelling Up,
Housing & Communities

PTME – Statement of Requirements (DRAFT)

Contract Reference: CPD4124278

Aggregate Minerals Survey 2023

1. PURPOSE

- 1.1. The Department of Levelling Up, Housing and Communities or “DLUHC” (hereafter referred to as The Authority) wishes to commission survey analysis and report on national and sub national sales, consumption, flows and permitted reserves of aggregate minerals. The purpose is to update the previous Aggregate Minerals Survey (AMS) from 2019 and to continue a data set which has been typically collected every 4 years since 1973. <https://www.gov.uk/government/publications/aggregate-minerals-survey-for-england-and-wales-2019>.
- 1.2. The survey is used to inform the development of national policy to ensure a steady and adequate supply of aggregate minerals. Aggregate minerals are essential raw materials to meet the governments ambitious housebuilding and infrastructure proposals.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1. The Department of Levelling Up, Housing and Communities (The Authority) is responsible for national planning policy for the provision of land-won aggregates - crushed rock and sand and gravel - used for construction. The Aggregate Minerals Survey (AMS) has been undertaken typically every four years since 1973. The survey covers both land-won and marine dredged aggregates. It is the only source of national information on the inter-regional movement of aggregates, the supply and consumption of aggregates, permitted reserves of aggregate, and production in designated areas.
- 2.2. The Authority is committed to supporting infrastructure provision and housing supply and recognises the importance of supporting this through ensuring a steady and adequate supply of aggregate minerals in the National Planning Policy Framework (NPPF). The effective implementation of national policy on aggregate minerals is supported by the Managed Aggregates Supply System (MASS). The Authority currently supports the MASS through funding regionally based Aggregate Working Party Secretariats and through commissioning related survey and research work including the AMS.
- 2.3. The responsibility for minerals planning lies with the Planning Infrastructure Division of the Planning Directorate. The policy leads work closely with Mineral Planning Authorities, the aggregates industry representatives and Aggregate Working parties, and representatives of these groups form a steering group for the AMS.

3. BACKGROUND TO REQUIREMENT

- 3.1. This requirement is to collate, process, analyse and report on data from survey material from Minerals Planning Authorities and aggregate quarry operators. The Aggregate Minerals Survey for England and Wales 2023 is carried out on behalf of the Authority and the Welsh Government and covers all areas of England and Wales. The scope of this requirement may be expanded to include all areas of Scotland, however, this is yet to be confirmed and the Authority are unable to commit to this at

this stage. The survey has typically been published every four years since 1973. The requirement is to continue and improve upon the analysis and reporting which has been carried out continuously since 1973. The last survey was dated 2019 and it provides an in depth and up to date understanding of sub national (including county level) and national; sales; cross boundary flows; transportation; consumption and permitted reserves of primary aggregates. <https://www.gov.uk/government/publications/aggregate-minerals-survey-for-england-and-wales-2019>.

- 3.2. The data and information from this survey will be used by Government to monitor and revise, as necessary, national planning policy and guidance on anticipated mineral demand. As the most robust and comprehensive survey of aggregates performance, its findings underpin three key activities:
 1. It allows the aggregates industry to understand current national (and sub national) supply, so that operators can adjust production to reflect market demand. This is particularly important now given the increasing demand for aggregates by the construction industry, linked to the Government's housebuilding and infrastructure programmes and ambitions and the cessation of the Annual Mineral Raised Inquiry (AMRI) survey in 2014;
 2. The preparation of Local Aggregates Assessments (as required by the National Planning Policy Framework) by minerals planning authorities, which are annual assessments of the demand for and supply of aggregate in their areas; and
 3. The ability of Government to monitor guidance on anticipated mineral demand, including the need to revise current national aggregates production guidelines.
- 3.3. In addition to the role of the survey as an essential part of monitoring and developing national aggregate minerals policy and national guidance, the survey provides contextual data for planning decision makers, is utilised as the basis of reports by other stakeholders in particular the minerals industry and provides stakeholders with a clear picture of the current position on flows, sales consumption and planning permissions.
- 3.4. The work associated with the survey needs to take account of the confidentiality restraints including those imposed by the Freedom of Information Act and the Environmental Information Regulations and General Data Protection Regulations. The Potential Provider, Mineral Planning Authorities and AWP Secretaries will be subject to strict conditions of confidentiality. The personal data included in the forms used in the survey is low level, low risk data which is related to the contact details of the person filling in the form and would be covered by DLUHC standard GDPR statements. The Authority will work with stakeholders to identify a full list of survey participants for both the survey of Mineral Planning Authorities and the survey of quarry sites. The Authority will work with stakeholders to ensure the effective dissemination of survey forms to survey participants. The Authority will work with the stakeholders and the Potential Provider to ensure that the requirements for commercial confidentiality are identified, addressed and met.
- 3.5. The specific research objectives are to:

- Review and refine data collection methods. Evaluate associated data flows, chasing and checking processes for both of the survey questionnaires used in the survey (known as Form A and form B) and make final recommendations regarding any proposed changes to the proposals.
- Check proposed data outputs for both of the surveys to ensure they will provide appropriate data inputs for reporting purposes and that they will allow comparison with past survey data
- Define and agree with steering group a list of tables and maps to include in the final report
- Collate, input and analyse data from completed Form A and Form B
- Prepare the report with agreed tables and maps with associated commentary providing comparisons to the past study in line with past reports
- Provide a valuable information asset to Government and other stakeholders.

4. DEFINITIONS

Expression or Acronym	Definition
Aggregate Mineral	Naturally occurring material suitable for aggregate use in the context of this survey- gravel and crushed rock includes marine dredged sand and gravel
Primary aggregates	Aggregate produced from naturally occurring mineral deposits and used for the first time
MPA	Mineral Planning Authority responsible for minerals planning
NPPF	National Planning Policy Framework
AWP	Aggregate working Party
AMS	Aggregate Minerals Survey
Land-won aggregates	crushed rock and sand and gravel - used for construction

5. SCOPE OF REQUIREMENT

5.1 The scope of the requirements of the survey are:

- Ensuring high levels of participation by using meetings of the project Steering Group which has representatives from Welsh Government, AWP's and MPAs and industry to ensure engagement, cooperation and stakeholder support from the start of the contract. The Potential Provider once appointed will arrange regular meetings of the steering group to ensure steering group sign off to format of data collection forms, methodology report and final report. The Potential Provider will be in frequent contact with Aggregate Working Party Secretaries in each region to monitor and manage level of participation on Form A survey responses.

- b) Reviewing and developing the proposed data collection approach and proposed forms. This should include consideration of data collection through an online platform to be discussed and agreed with the Authority. Any approach should ensure that the data content will provide sufficient information to enable the production of the final survey report and that the burden on participants will be minimised to ensure high levels of participation.
- c) Reviewing the format of the data which will be produced from the data collection (excel based) if necessary, converting it into a format that can be used for analysis. Ensuring that the data forms have been subject to the relevant quality assurance and validation processes.
- d) Processing, analysing and presenting the data as a final report taking a lead from the format and approach of previous studies to enable comparison. Comparing results with that of previous surveys. Ensuring uncollated data from Form A is destroyed once reporting is completed.
- e) Dissemination of the survey findings.
- f) Identifying any lessons for future surveys in a short report.
- g) Out of scope: There will be no requirement to compile a list of survey participants as this will be provided by MPAs and industry bodies. The chasing of incomplete forms in relation to both surveys will be carried out by The Authority, MPAs and AWP secretaries unless initial review of processes indicates otherwise. There will no requirement to comment on wider NPPF policy implications resulting from the analysis of the survey.
- h) The completion of survey forms by third parties is not mandatory but The Authority would wish to see response rates at similar levels as previous studies before the collation and reporting process commences.

6. THE REQUIREMENT

- 6.1 The aim of the work is to manage the survey and process, collate and report on data on primary land-won and marine dredged aggregates in England and Wales in 2023 that is needed to inform aggregates planning, covering:
- sales, consumption and flows;
 - permitted reserves;
 - sales of primary aggregates (sand and gravel, crushed rock);
 - flows of primary aggregates (sand and gravel, crushed rock);
 - consumption of primary aggregates (sand and gravel, crushed rock);
 - sales and reserves in environmentally designated areas;
 - planning permissions, applications under consideration, withdrawals and refusals
 - number of active land-won quarries and wharves;
 - activity in relation to allocated sites.
 - alternative aggregates; and mode of transport

- 6.2 The key output overall is the production of a comprehensive survey report. The survey will provide reporting at national, sub national and county level.

7. STUDY PHASES

7.1 REVIEW DATA COLLECTION:

- Review previous post study improvements report and consider incorporation of potential changes in line with recommendations
- Review The Authority's proposed data collection methods (including the use of an online platform), data flows and outputs, and make recommendations about any changes to data collection to The Authority
- Review quality checking processes
- Review data collection outputs to ensure they will provide appropriate inputs to analysis and reporting (in line with previous studies) and report any issues to The Authority including where the Potential Provider will need to process or covert data to enable analysis
- Review and clarify underpinning definitions which inform the survey
- Organising a steering group meeting to discuss the methodology report, draft tables and final data collection/survey forms

7.2

DATA

PROCESSING AND COLLATION

- Monitor levels of completion of survey responses take appropriate steps working with stakeholders to ensure levels of response as per previous surveys
- Collate and process data provided by The Authority and Stakeholders, check results and compile draft tables
- Implement clear data protection and confidentiality protocols
- Interpret and analyse data and compare with that of previous studies
- Provide collated data and map files to the Authority in an agreed format
- Prepare a draft final report in the Authority's house style which includes a clear self-contained executive summary covering all main conclusions and a commentary for each set of tables and maps
- Organising a steering group to discuss the draft final report, to ensure all issues raised by the steering group at methodology report stage are covered and to ensure the draft final report is fit for purpose and accurate.

7.3 DATA REPORTING

- Following the steering group meeting, a final report is to be produced to address steering group comments
- The report should be set out in the Authority's house style
- Final report circulated for fact check only
- Complete online publication ready version of the final report

- Produce a 'lessons learned' note and indicate any changes which need to be made in relation to future survey

7.4 DATA DISSEMINATION

- Report published on Gov website
- Circulation of information and covering letter to other government departments
- Included as link in Chief Planners newsletter
- Presentations to main parties included in the contract
- DLUHC staff to provide internal presentations to other Government Depts with an interest in the results
- Press briefing
- Articles for planning and minerals publications

8. KEY MILESTONES AND DELIVERABLES

- 9.1 The Potential Provider will provide weekly email updates on progress and will have an online review meeting via Microsoft Teams with The Authority fortnightly.
- 9.2 Where third parties are engaged by the Potential Provider, the Potential Provider will use all reasonable endeavours to achieve the desired results to meet these deliverables.
- 9.3 The final report will have a self-contained summary section. The report format should be compiled with reference to previous reports and should be compatible with the tables in previous report as there is a requirement to compare the results with those of previous years. The following Contract milestones/deliverables shall apply:

Milestone/ Deliverable	Description	Timeframe or Delivery Date*
1	Inception meeting to review specification and bid and agree milestones and detailed timescales	Within week 1 of Contract Award
2	Survey methodology report with data collection forms, definitions and list of proposed tables and maps	No later than October 2023
3	Steering group organised to review data collection methods, verification processes and data protections/confidentiality requirements with recommendations for any changes	No later than November 2023
4	Data collection – responses received, collated and analysed	No later than May 2024
5	Draft interim report produced	No later than July 2024

6	Steering group organised and feedback on draft interim report	No later than August 2024
7	Drafting of final report	No later than September 2024
8	Steering group organised and final draft report signed off by steering group	No later than end of September 2024
9	Final report issued	No later than October 2024
10	Presentation of results to AWP secretaries	No later than December 2024
11	Presentation of results to wider industry and MPAs at suitable events.	No later than December 2024
12	Produce lessons learned report	No later than December 2024

*Specific dates within stated months to be agreed with supplier.