

THE AGGREGATE WORKING PARTIES (AWP) SECRETARIAT

Appendix 2 to Schedule 2 Specification

Draft National Terms of Reference of the Aggregate Working Parties - ToR to be finalised upon contract commencement

1. The role of Aggregate Working Parties (AWPs) are set out in National Planning Practice Guidance (NPPG) and AWPS should refer to the latest NPPG for guidance.
2. The role of the AWPs is:
 - a. to provide technical advice and produce fit-for-purpose and comprehensive data on aggregate demand and supply in their area;
 - b. to provide advice to individual mineral planning authorities on matters relevant to its role;
 - c. to consider, scrutinise and provide advice on the Local Aggregate Assessment of each mineral planning authority in its area;
 - d. to provide an assessment on the position of overall demand and supply for the Aggregate Working Party area, including whether, in its view, the area is making a full contribution towards meeting both national and local aggregate needs. This assessment should be based on local aggregate assessments and should be informed by other economic data. It should also include an indication of emerging trends of demand in the Aggregate Working Party area;
 - e. to obtain, collect and report on data on minerals activity in their area. This includes annual data on sales, permissions and mineral reserves in their area, and data on recycled and secondary sources.
3. The membership of AWPs should comprise of each constituent mineral planning authority, aggregate industry representation and the Marine Management Organisation where necessary. Other organisations can attend at the discretion of the AWP.
4. It will be for each AWP to decide on the Chairperson. The Chairperson will be a member of the AWP and will be appointed for a specified period to be decided by the AWP.
5. The frequency of meetings is a matter for the AWPs but a minimum of two AWP meetings a year should be held.
6. Each AWP should operate in a transparent manner, with all minutes of meetings and annual reports being made publicly available.
7. The secretary of each AWP must attend the annual MHCLG- AWP secretariat meeting.
8. To agree either at the first meeting of each year, or early in the year via correspondence, an agenda of AWP business for that year.
9. To organise, in conjunction with MPAs, an Annual Monitoring (AM) survey to monitor (subject to confidentiality) the sales and reserves of primary aggregates in the region, imports to it and exports from it by sea or rail (including marine

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aggregates and imports via wharves and railhead facilities), significant construction projects and non-energy minerals.

10. To support the National Aggregate Minerals surveys, which include all inter-regional movements of aggregate, in years when such surveys are carried out.
11. To produce and submit to MHCLG for publishing on its website an Annual Monitoring Report containing core information as advised by MHCLG to inform stakeholders in a consistent manner of the findings from the AM survey.
12. The meeting minutes and agenda of should be published by the Secretary within three weeks of the AWP meeting on a publicly accessible website.
13. To give technical advice to MHCLG and MPAs on:
 - a) demand for and supply of aggregates in the region (including alternatives, marine aggregates and imports)
 - b) forecasts in supply in the medium to longer term, including aggregate imports and exports
14. To give technical advice to MPAs on:
 - a) the adequacy of their Local Aggregates Assessments (LAAs),
 - b) apportionment of land-won aggregates, and, where undertaken,
 - c) apportionment of provision for recycling sites for CD&EW
15. To proactively work with other AWP's on the inter-regional movement of aggregates and, where appropriate, the implications of LAAs undertaken in their area.
16. To respond to, and where appropriate to engage in the preparation of, Statements of Common Ground (SoCG) in respect of minerals and waste local plans. Notes of its discussions and outcomes shall be set out within the minutes of the meeting at which the SoCG was considered.
17. Where the Chairperson is unavailable or has a conflict of interest in relation to any particular issue, the Secretary will assume Chairmanship for the relevant item or meeting.