

## National Terms of Reference of the Aggregate Working Parties

### Appendix 2 to Schedule 2 Specification

1. Aggregate Working Parties are technical advisory groups of mineral planning authorities and other relevant organisations covering specific geographical areas who work together to:
  - produce fit-for-purpose and comprehensive data on aggregate demand and supply in their area; and
  - provide advice to individual mineral planning authorities and to the National Aggregate Co-ordinating Group.
  
2. The role of each Aggregate Working Party is three-fold:
  - to consider, scrutinise and provide advice on the Local Aggregate Assessment of each mineral planning authority in its area;
  - 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; and
  - 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. Membership should comprise each mineral planning authority, aggregate industry representation and the Marine Management Organisation where necessary. Other organisations are allowed to attend at the discretion of the Working Party.
  
4. It will be for each AWP to decide on the Chairperson. The Chairperson will be a current or previous member of the AWP and will be appointed for a specified period to be decided by the AWP.
  
5. 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.
  
6. The frequency of meetings is a matter for the AWP, but a minimum of two AWP meetings a year should be held.
  
7. At the first meeting of each year, or early in the year via correspondence, an agenda of AWP business for that year should be agreed.
  
8. Each AWP should operate in a transparent manner, with all minutes of meetings being made publicly available on an appropriate website.

9. The secretary of each AWP must arrange and attend the required update meetings with DLUHC as specified in the contract.
10. The secretary and chairperson of each AWP must attend any meeting of the National Aggregate Coordinating Group (NACG) that is called.
11. To organise, in conjunction with mineral planning authorities, an Annual Aggregate Survey.
12. To produce and submit to DLUHC for publishing on its website an Annual Report containing core information as required by DLUHC.
13. To support the national Aggregate Minerals Surveys (AMS), which include all inter-regional movements of aggregate, in years when such surveys are carried out (typically every four years).
14. 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.
15. 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. Where collective agreement can be achieved, the AWP should sign the SOCG. Where collective agreement cannot be achieved, notes of its discussions and outcomes shall be set out within the minutes of the meeting at which the SoCG was considered.
16. In addition, the London AWP shall:
  - Advise and scrutinise the London LAA for the whole of London produced by the Mayor/GLA on behalf of the Boroughs.
  - Report against delivery of the apportionments for land-won aggregate supply set out in the London Plan.
  - Provide advice to the Mayor/GLA on planning for aggregates, particularly for the maintenance of a steady and adequate supply from within London and through imports to London's wharves or rail depots.

## APPENDIX 1 – TIMETABLE OF DELIVERY

The AWP contract includes an annual timeline for various milestones/deliverables, as reproduced below.

Milestone / Deliverable	Description	Timeframe or Delivery Date
1	To prepare a programme/project plan indicating timing of meeting milestones.	By end of May of each year
2	Collection of annual survey data and preparation of annual report draft in agreed consistent format.	By end of October of each year.
3	To provide advice, scrutiny and consideration of all LAAs in AWP area.	By end of October of each year
4	Provision of final agreed annual report including clear conclusions on implications of results in relation to national policy and MASS	By end of December of each year
5	Provision of additional data to support annual report.	By end of December of each year.
6	Organise and hold AWP Meetings.	By end of year.
7	Publish agenda and minutes of AWP meetings.	Within 2 weeks of receiving members comments at AWP meeting.
8	Provide a short quarterly update report.	By the end of June, September and December and March.
9	Organise and attend DLUHC-AWP Secretariat meeting (30 minutes) to present key findings from the quarterly update report.	By the end of June and December.
10	Attend joint quarterly meeting (1 hour) with DLUHC and all AWP Secretaries (to be arranged by DLUHC).	By the end of September.
11	Attend annual DLUHC- AWP Secretariat meeting.	By end of financial year.
12	To provide support to the AM survey as specified.	During AM Survey year.