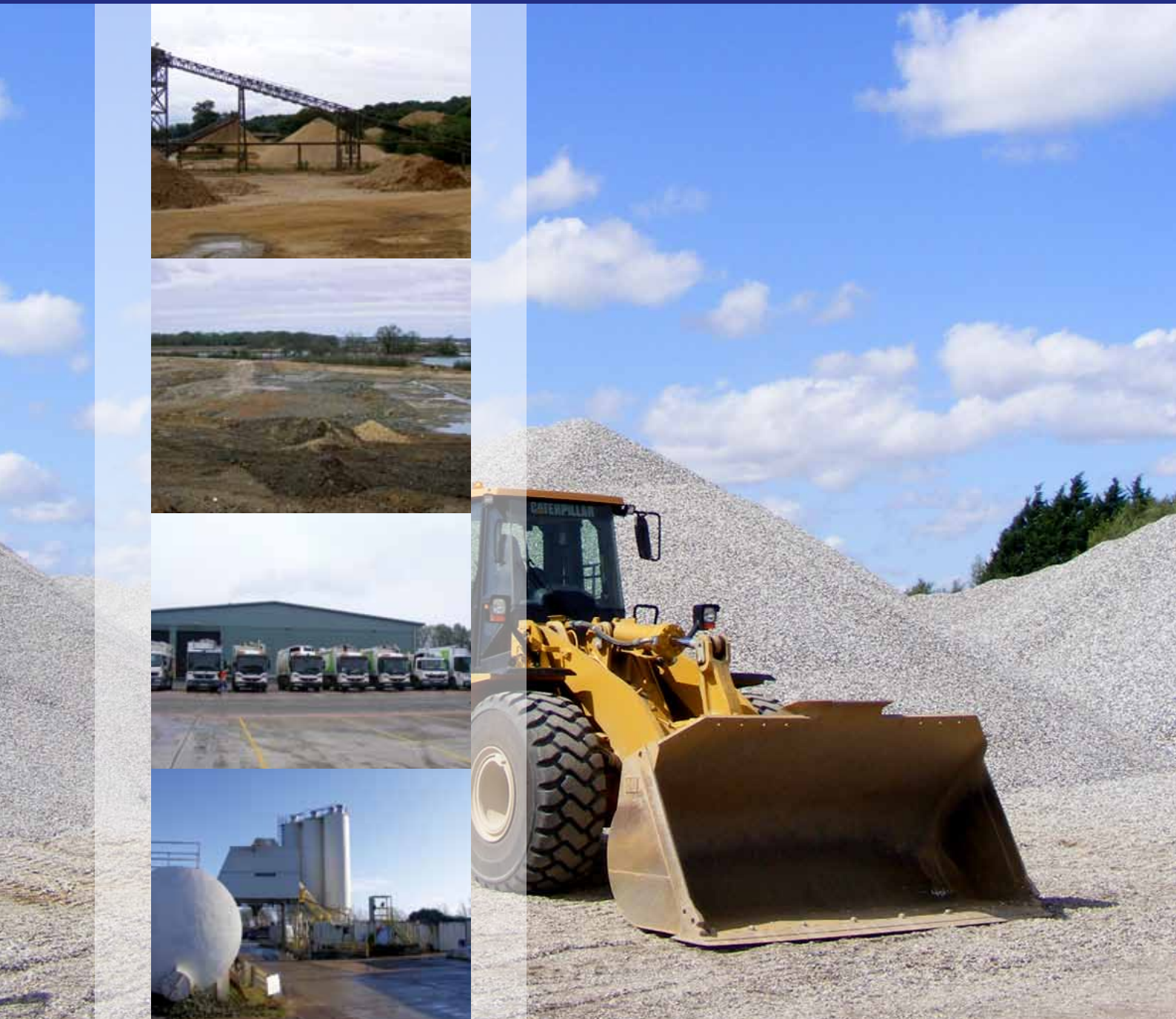


# West Berkshire Minerals and Waste Local Plan Duty to Cooperate Statement Appendices November 2020

## West Berkshire Local Plan



**Appendix 1: Summary of Duty to Cooperate Meetings and Activities**

<b>Meetings with Surrounding Minerals and Waste Planning Authorities</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
13 <sup>th</sup> May 2014	Berkshire Officers meeting in West Berkshire	Matt Meldrum	West Berkshire District Council (WBDC)	Agreed that the Berkshire M&W officer group should maintain the need for ongoing dialogue between the Berkshire UAs on M&W matters. Discussions took place on plan making, the Berkshire LAA and status of the Berkshire UAs MOU
22 <sup>nd</sup> September 2014	DtC meeting with Royal Borough of Windsor and Maidenhead	Matt Meldrum Rebecca Williams Sarah Ball	WBDC WBDC RBWM	General discussion on DTC, and the Berkshire MOUs and SEWPAG MOU. Plan making update was also discussed alongside LAAs. Also discussed the cross boundary movements of both minerals and waste. Agreed that RBWM would review the data provided by WBDC.
23 <sup>rd</sup> September 2014	DtC meeting with Slough Borough Council	Matt Meldrum Rebecca Williams Paul Stimpson Pippa Hopkins	WBDC WBDC SBC SBC	General discussion on DTC. Plan making update was also discussed alongside LAAs. Also discussed the cross boundary movements of both minerals and waste. Agreed that there was likely to be limited movement of aggregates from WBDC into Slough but highly likely that waste arising in WBDC would be managed at the Colnbrook EFW due to operational linkages.
25 <sup>th</sup> September 2014	DtC meeting with Bracknell Forest Council	Matt Meldrum Rebecca Williams Andrew Morrow Sue Scott Max Baker	WBDC WBDC WBDC BFC BFC	General discussion on DTC, and the Berkshire MOUs and SEWPAG MOU. Plan making update was also discussed alongside LAAs. Also discussed the cross boundary movements of both minerals and waste and the response from Bracknell on the I&O consultation for the West Berkshire MWLP.
17 <sup>th</sup> October 2014	DtC meeting with Reading Borough Council	Rebecca Williams Andrew Morrow	WBDC WBDC RBC	General discussion on DtC, and the Berkshire MOUs and SEWPAG MOU. Plan-making updates also discussed as well as the local authority LAAs. It was acknowledged that there are likely to have been significant cross boundary movements of secondary and recycled aggregates between the two authorities. Possible MoU or SoCG discussed with regards to this movement.

Meetings with Surrounding Minerals and Waste Planning Authorities				
Date	Meeting	Attendees		Summary of Discussion
		Mark Worringham		An update on minerals and waste sites and applications was also given. Confirmation that future DtC meetings were only considered necessary if there were concerns raised during the emerging MWLP process.
7 <sup>th</sup> November 2014	Oxfordshire County Council DtC meeting	Bryan Lyttle Matt Meldrum Andrew Morrow Peter Day Trevor Brown Poulomee Basu	WBDC WBDC WBDC OCC OCC OCC	Discussion on DTC and the cross boundary movements of both minerals and waste between the authorities was discussed.  Soft sand issues were also discussed as the majority of viable soft sand deposits in WBC are located in the AONB. Existing sites in Oxfordshire are likely to be supplying soft sand to construction sites in WBC. It was confirmed that this matter had been discussed with Hampshire and Wiltshire. It was agreed that an MOU on this matter may be required at the West Berkshire MWLP emerges.
10 <sup>th</sup> December 2014	Berkshire Officers Meeting	Matt Meldrum	WBDC	Discussion on Minerals and Waste matters in Berkshire including the need for a waste sites list for Berkshire, the SEWPAG waste capacity system and future plan making options.
11 <sup>th</sup> December 2014	Wiltshire Council DtC meeting	Matt Meldrum Andrew Morrow Mark Cooke	WBDC WBDC WC	Meeting to discuss WBDCs general response to the comments made by Wiltshire and Swindon to the I&O consultation on the West Berkshire MWLP as well as the ongoing call for sites process. It was agreed that the comments from Wiltshire and Swindon raised no specific issues.  Soft sand issues were also discussed as the majority of viable soft sand deposits in WBDC are located in the AONB. Existing sites in Wiltshire are likely to be supplying soft sand to construction sites in WBC. It was confirmed that this matter had been discussed with Oxfordshire and Hampshire. It was agreed that an MOU on this matter may be required at the West Berkshire MWLP emerges. Discussions around the Regional waste planning database and the future of this tool in waste planning Regional Hazardous Waste report also discussed and comments provided to Eunomia for incorporation

Meetings with Surrounding Minerals and Waste Planning Authorities				
Date	Meeting	Attendees		Summary of Discussion
11 <sup>th</sup> December 2014	DtC Meeting with Hampshire County Council	Matt Meldrum Andrew Morrow Lisa Kirby Rob Sellen Ilina Todorovska Melissa Spriggs	WBDC WBDC HCC HCC HCC HCC	<p>Meeting to discuss WBDCs general response to the comments made by HCC to the I&amp;O consultation on the West Berkshire MWLP as well as the ongoing call for sites process. It was agreed that the comments from HCC raised no specific issues.</p> <p>Soft sand issues were also discussed as the majority of viable soft sand deposits in WBDC are located in the AONB. Existing sites in Hampshire are likely to be supplying soft sand to construction sites in WBDC. It was confirmed that this matter had been discussed with Oxfordshire and Wiltshire. It was agreed that an MOU on this matter may be required as the West Berkshire MWLP emerges. Discussions also included the importance of considering the regional and national situation.</p>
20 <sup>th</sup> April 2015	DtC meeting with Wokingham Borough Council	Matt Meldrum Andrew Morrow John Kaiser Angus Ross John Spurling Vanessa Rowell Sarah Hollamby	WBDC WBDC WBC WBC WBC WBC WBC	<p>General discussion on the DtC, and plan-making updates from both authorities. The response from Wokingham on the MWLP was highlighted including concerns from Wokingham as to whether West Berkshire had adequately considered the need for waste facilities across Berkshire. Local authority LAAs discussed including cross-boundary movements of minerals and waste. Updates on minerals and waste sites and applications were also given.</p>
5 <sup>th</sup> May 2015	Berkshire Minerals and Waste Joint working meeting	Matt Meldrum Bryan Lyttle Gary Lugg Andrew Hunter Sue Scott	WBDC WBDC WBDC Bracknell Bracknell	<p>Discussions relating to the possibility of a greater level of joint working on Minerals and Waste Plan Making in Berkshire.</p>

Meetings with Surrounding Minerals and Waste Planning Authorities				
Date	Meeting	Attendees		Summary of Discussion
		Kiaran Rough	Reading	
		Mark Worringham	Reading	
		Wesley McCarthy	Slough	
		Pippa Hopkins	Slough	
		Sarah Ball Peter Learner	RBWM RBWM	
		Sarah Hollamby	Wokingham	
		John Spurling	Wokingham	
		Judith Winslip	Bracknell	
		Rebecca Williams	RBWM	
12 <sup>th</sup> January 2017	DtC meeting with Hampshire County Council. Also discussing Joint Central and Eastern Berkshire M&W Plan as represented by Hampshire Planning Services.	Matt Meldrum	WBDC	Plan updates from all authority areas were given and minerals and waste movements between authorities were discussed.
		Andrew Morrow,	WBDC	
		Alistair Buckley	WBDC	Strategic issue of soft sand supply also discussed, including possible evidence to support plan-making.
		Ilina Todorovska	HCC	
		Melissa Spriggs	HCC	

<b>Meetings with Surrounding Minerals and Waste Planning Authorities</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
11 <sup>th</sup> September 2017	DtC meeting with Joint Central and Eastern Berkshire Authorities	Alistair Buckley Andrew Morrow Vanessa Rowell Mark Worringham Melissa Spriggs Mike Culver	WBC  WBC  Wokingham BC Reading BC Hampshire CC Hampshire CC	Plan updates from both authorities were given and minerals and waste movements between authorities were discussed.
27 <sup>th</sup> September 2018	DtC Meeting with Hampshire County Council	Elise Kinderman Rachael Lancaster Ilina Todorovska Sophie Champion	WBDC  WBDC  HCC  HCC	Plan updates from both authorities were given, and mineral and waste movements were discussed. HCC representation on WBDC preferred options consultation was also discussed, including implications of sites close to the Hampshire border.
11 <sup>th</sup> October 2018	Joint Central and Eastern Berkshire DtC meeting	Ian Church Mark Worringham Melissa Spriggs Rachael Lancaster Alistair Buckley Elise Kinderman	Wokingham Reading  Hants  WBDC  WBDC  WBDC	Plan updates from both authorities were given and minerals and waste movements were discussed. Both plans are aiming to achieve net self-sufficiency in waste management. Wokingham's holding objection to the West Berkshire Plan, and it was agreed that this would be removed at the proposed submission consultation stage. Soft sand supply issues in both authorities were discussed.

<b>Meetings with Surrounding Minerals and Waste Planning Authorities</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
16 <sup>th</sup> October 2018	Oxfordshire DtC meeting	Alistair Buckley Peter Day Charlotte Simms	WBDC  OCC OCC	Plan updates from both authorities were given, and the LAAs from both authorities were discussed. WBDC raised issues regarding soft sand supply in the authority and evidence required to support any decisions made. Waste movements between both authorities were discussed, particularly non-hazardous landfill movements to Oxfordshire as West Berkshire has no capacity for such facilities. Declining non-hazardous landfill capacity is a strategic issue that is occurring across the South East. Formats of future possible SoCGs were also discussed.
14 <sup>th</sup> November 2018	Wiltshire Council DtC meeting	Elise Kinderman Rachael Lancaster Jason Day	WBDC  WCC	Plan updates from both authorities were given and minerals and waste movements were discussed. West Berkshire outlined their intention to undertake a soft sand study to inform the approach to soft sand provision within the authority. There are strategic movements of non-hazardous and hazardous waste from West Berkshire to landfill in Wiltshire. Formats of future possible SoCGs were also discussed.
5 <sup>th</sup> June 2019	Oxfordshire County Council DtC meeting	Rachael Lancaster Elise Kinderman Peter Day Charlotte Simms	WBDC  WBDC  OCC OCC	The strategic issue of soft sand supply between the two authorities was discussed, with a view to progressing a Statement of Common Ground.
20 <sup>th</sup> November 2020	Oxfordshire County Council DtC meeting	Elise Kinderman Charlotte Simms Kevin Broughton	WBDC  OCC  OCC	DtC meeting regarding Statement of Common Ground on Soft Sand between the two authorities.

<b>South East England Aggregate Working Party (SEEAWP) and South East Mineral Planning Authority (Pre-SEEAWP) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
12 <sup>th</sup> March 2014	Pre-SEEAWP	Matt Meldrum	WBDC	Discussions around LAAs and the new NPPG website. Each LPA provided an update on key issues. WBDC raised the difficulties facing soft sand provision within the authority and the difficulties in identifying a separate landbank. Update on the LAA guidance note was discussed.
9 <sup>th</sup> July 2014	SEEAWP	Andrew Morrow	WBDC	Discussion on marine aggregates and the draft SEEAWP AM 2013 report. General discussion relating to LAAs and need for silica sand.
27 <sup>th</sup> October 2014	Pre-SEEAWP	Matt Meldrum	WBDC	Discussion on Minerals Planning Association Guidance. Discussion on LAAs (Berkshire, West Berkshire, Hampshire, Isle of Wight, Kent, Medway, Milton Keynes, Surrey, Oxfordshire, East Sussex, West Sussex). General update on Minerals Local Plans.
27 <sup>th</sup> October 2014	SEEAWP	Matt Meldrum	WBDC	Discussion around LAAs being presented to AWP and general update from each MPA including cross boundary activities. Meeting concentrated around the discussions on each of the LAAs being presented to SEEAWP.
23 <sup>rd</sup> February 2015	Pre-SEEAWP	Matt Meldrum	WBDC	LAAs to be tabled for consideration at the upcoming AWP meeting were discussed.
23 <sup>rd</sup> February 2015	SEEAWP	Matt Meldrum	WBDC	Two LAAs were discussed, update provided on marine aggregates. Intra and inter flows of soft sand were discussed as this is seen as a regional challenge for the MPAs in the SE Region. It was agreed that these matters would need to be kept under review.
10 <sup>th</sup> November 2015	Pre-SEEAWP	Matt Meldrum	WBDC	LAAs discussed. Brief update on Aggregates Minerals Survey 2014.
10 <sup>th</sup> November 2015	SEEAWP	Matt Meldrum	WBDC	LAAs discussed. Update from DCLG. Discussion on the SEEAWP work programme and priorities. Update on South Marine Plans.



<b>South East England Aggregate Working Party (SEEAWP) and South East Mineral Planning Authority (Pre-SEEAWP) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
14 <sup>th</sup> July 2016	SE Mineral Officers Meeting	Matt Meldrum	WBDC	LAAs discussed. Updates on Minerals Local Plans given. Discussion regarding soft sand supply and provision in the South East.
14 <sup>th</sup> July 2016	SEEAWP	Matt Meldrum	WBDC	LAAs discussed. Discussion on Aggregates Monitoring Report 2014/15. Discussion on Marine Plans and the call for evidence by the Marine Management Organisation for the South East Marine Plan. Further discussion regarding soft sand.
21 <sup>st</sup> November 2016	Pre-SEEAWP	Matt Meldrum	WBDC	Update on MPA positions on preparations of LAAs. MPA updates on Minerals Local Plans. Discussion on Statement of Common Ground of Soft Sand supply and provision in the South East.
21 <sup>st</sup> November 2016	SEEAWP	Matt Meldrum	WBDC	Updates given on LAAs. Discussion on the Aggregate Monitoring Survey 2016. Update on Marine Plans. Presentation on MPA Economic Outlook.
3 <sup>rd</sup> April 2017	Pre-SEEAWP	Andrew Morrow	WBDC	
3 <sup>rd</sup> April 2017	SEEAWP	Andrew Morrow	WBDC	Discussion on improving data on recycled aggregates for future aggregate monitoring reports. Discussion on Aggregates Monitoring report 2016. Update on progress on the MoU for soft sand. Update on Marine Plans. Discussion on the UK Minerals Strategy consultation.
3 <sup>rd</sup> July 2017	Pre-SEEAWP	Andrew Morrow	WBDC	
3 <sup>rd</sup> July 2017	SEEAWP	Andrew Morrow	WBDC	Discussion on South East England Aggregates Monitoring Report. Discussion on recycled and secondary aggregates. Update on South East England LAAs. Presentation on Aggregate demand/supply scenarios economic forecast. Update from DCLG.
6 <sup>th</sup> November 2017	Pre-SEEAWP	Andrew Morrow	WBDC	Discussion on, the Aggregate Monitoring Report, Recycled Aggregates, Aggregate monitoring 2017, LAAs, SoCG on soft sand supply and provision.

<b>South East England Aggregate Working Party (SEEAWP) and South East Mineral Planning Authority (Pre-SEEAWP) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
6 <sup>th</sup> November 2017	SEEAWP	Andrew Morrow	WBDC	Review of LAAs. Discussion on estimating recycled aggregates. Discussion on Aggregate monitoring 2017. Update following NCG meeting. Update on SoCG on Soft Sand.
16 <sup>th</sup> April 2018	Pre-SEEAWP	Andrew Morrow	WBDC	Discussion on data collection for AM2017. Discussion on the draft NPPF consultation. Discussion on Soft Sand and the SoCG. Updates from Local Authorities.
16 <sup>th</sup> April 2018	SEEAWP	Andrew Morrow	WBDC	Discussion on the revised NPPF consultation. Update on progress of the AM 2017. Update/discussion on LAAs.
16 <sup>th</sup> July 2018	Pre-SEEAWP	Andrew Morrow	WBDC	Discussion on AM2017 report and implications. Review of LAAs. Discussion on Road Planings and data in the Monitoring Report. Discussion on future of AWP. Discussion on the Soft Sand Position Statement. Round up of Local Authority positions/issues.
16 <sup>th</sup> July 2018	SEEAWP	Andrew Morrow	WBDC	Update and discussion on Aggregates Monitoring report 2017. Review of LAAs. Discussion on reporting on road planings. Discussion on the future of AWP.
19 <sup>th</sup> November 2018	Pre-SEEAWP	Elise Kinderman	WBDC	<p>Buckinghamshire LAA            East Sussex LAA            Hampshire LAA            JCEB LAA            Kent LAA            Medway LAA            Surrey LAA            Milton Keynes LAA            West Berkshire LAA            West Sussex LAA.</p> <p>Discussion on Aggregates Monitoring Survey 2018 including road planings. Discussion on soft sand position statement, the NPPF and the NPPG. Review of LA positions/issues.</p>

<b>South East England Aggregate Working Party (SEEAWP) and South East Mineral Planning Authority (Pre-SEEAWP) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
19 <sup>th</sup> November 2018	SEEAWP	Elise Kinderman	WBDC	Discussion on Aggregates Monitoring report 2017. Review of 2018 LAAs, update on implications of the NPPF/PPG the introduction of SoCGs. Update on AM 2018 survey. Update on Soft Sand.
09 <sup>th</sup> April 2019	Pre-SEEAWP	Elise Kinderman	WBDC	Discussion on the future of the National Aggregate Survey. Review of AM 2019 (using 2018 data). Soft Sand position statement reviewed. Review of LA issues/position.
09 <sup>th</sup> April 2019	SEEAWP	Elise Kinderman	WBDC	Update and discussion on Marine Plans. Discussion on the LAA draft SPG. Discussion on Statements of Common Ground. Comments invited on Soft Sand position statement.
27 <sup>th</sup> June 2019	Pre-SEEAWP	Elise Kinderman	WBDC	Discussion on AM 2018 survey, revised SEEAWP Supplementary Guidance on LAAs, Position Statement on Soft Sand in the South East. Presentation on the outcomes of the West Berkshire Soft Sand Study, general discussion on Statements of Common Ground and MPA/POS practice guidance on Mineral Safeguarding. Brief MPA updates on mineral local plans and mineral applications.
27 <sup>th</sup> June 2019	SEEAWP	Elise Kinderman	WBDC	SEEAWP Annual Report AM 2018 draft content and format discussed. Comments invited on the SEEAWP draft supplementary practice guidance on LAAs. Discussion on statements of common ground and AWP additional signatory sign off, and draft SoCG between Kent, East Sussex, West Sussex & South Downs National Park. Update on Position Statement on Soft Sand in the South East.
14 <sup>th</sup> November 2019	Pre-SEEAWP	Rachael Lancaster	WBDC	Discussion on LAAs, SEEAWP Annual Report and SEEAWP Work programme 2020. Member updates on Mineral Local Plans and major mineral applications.
14 <sup>th</sup> November 2019	SEEAWP	Rachael Lancaster	WBDC	SEEAWP Member LAAs discussed as well as MHCLG Update regarding AM Survey, SEEAWP Annual Report 2018 and SEEAWP Work Programme 2020.

<b>South East England Aggregate Working Party (SEEAWP) and South East Mineral Planning Authority (Pre-SEEAWP) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
30 <sup>th</sup> April 2020	SEEAWP	Ian Blake	BPP - Representing WBDC	Matters discussed included: South East Inshore Marine Plan consultation, AWP Contract 2020 – 2023, Aggregates Monitoring 2019 Survey. Statements of Common Ground - West Berkshire and Joint Central and Eastern Berkshire to be circulated/discussed at next AWP meeting.
21 <sup>st</sup> July 2020	SEEAWP	Ian Blake	BPP - Representing WBDC	Matters discussed included: AWP Contract 2020 – 2023, Aggregates Monitoring Survey 2019, Local Aggregates Assessments 2020, SEEAWP Annual Report 2019, Central and Eastern Berkshire Soft Sand Study and Statement of Common Ground, West Berkshire Statement of Common Ground discussed with comments to be received and presented again at next AWP meeting.
23 <sup>rd</sup> November 2020	Pre-SEEAWP	Elise Kinderman	WBDC	Matters discussed included: Progress on AM survey 2020, Local Aggregates Assessments: Full LAAs - West Berkshire and Milton Keynes, LAA Dashboards – other authorities. SEEAWP Annual Report, Statements of Common Ground – SEEAWP Protocol, C&E Berkshire Sharp Sand and Gravel and Soft Sand SoCG, West Berkshire SoCG, Medway SoCG. Update on Mineral Local Plans and mineral applications of interest.
24 <sup>th</sup> November 2020	SEEAWP	Elise Kinderman	WBDC	Matters discussed included: AM 2019 (2020) survey, Local Aggregates Assessments 2020 (incl. West Berkshire), SEEAWP Annual Report 2019, Minerals and Waste Plans – Statements of Common Ground – SEEAWP protocol, Medway SoCG, West Berkshire SoCG, Central and Eastern Berkshire SoCGs, MHCLG update.

<b>South East Waste Planning Advisory Group (SEWPAG) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
10 <sup>th</sup> April 2014	SEWPAG	Matt Meldrum Andrew Morrow	WBDC WBDC	Discussion on the proposed replacement for PPS10 and potential inclusion of a reference to DtC and RTABs. Thresholds for triggering DtC discussions with authorities receiving /sending volumes of waste from one LPA to another were discussed. It was agreed that SEWPAG members would use the following thresholds as an indicator to trigger DtC discussions: <ul style="list-style-type: none"> <li>• 2,500 tpa for non-hazardous waste</li> <li>• 5,000 tpa for inert wastes</li> </ul>

<b>South East Waste Planning Advisory Group (SEWPAG) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
				<ul style="list-style-type: none"> <li>• 100 tpa for hazardous wastes.</li> </ul>
10 <sup>th</sup> July 2014	SEWPAG	Rebecca Williams	WBDC	General plan making update, WBDC officers confirmed that the authority was dealing with the 3000 responses made on the I&O consultation. Confirmed that WBDC had signed up to the SEWPAG MOU.
16 <sup>th</sup> October 2014	SEWPAG	Matt Meldrum	WBDC	Plan making and major application update. Continued discussions around the Waste capacities database and the option of producing a regional waste monitoring report. Update on the London plan was also discussed. General discussion on DTC, and the Berkshire MOUs and SEWPAG MOU. Plan making update was also discussed alongside LAAs. Also discussed the cross boundary movements of both minerals and waste and the response from Reading on the I&O consultation for the West Berkshire MWLP.
13 <sup>th</sup> January 2015	SEWPAG	Matt Meldrum	WBDC	Presentation and discussion on Waste Planning Database. Update on the London Plan was discussed. General updates provided on plan making and Major applications.
28 <sup>th</sup> April 2015	SEWPAG	Matt Meldrum	WBDC	Discussed the Hazardous Waste Report and ability to measure the true capacity of sites. Discussion on the Waste Arisings Model and Database, some concerns regarding age of data considered up to date was raised. Agreement that the MoU was still generally fit for purpose.
2 <sup>nd</sup> July 2015	SEWPAG	Matt Meldrum	WBC	Presentation and discussion on the material flow planning project to estimate the level of managed C&I waste in the South East. Agreement that the Hazardous Waste Report would be signed off. Discussion of London Apportionment for the Model. MoU revised and signed by most authorities. Agreed to review the MoU annually.
20 <sup>th</sup> October 2015	SEWPAG	Matt Meldrum	WBC	Discussion on the "Call for Evidence on Local Plans" although the main thrust of the consultation was on planning for housing, it did present an opportunity to raise some waste planning issues. Suggested response discussed which LAs could use if they wished to respond. Various London matters were

<b>South East Waste Planning Advisory Group (SEWPAG) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
				discussed (SSPOLG, London Waste Planning Forum and London AMR), Final sign off of the Hazardous Waste Report. WBC specific issues relating to recruitment were discussed, although seems to be a wider issue.
7 <sup>th</sup> January 2016	SEWPAG	Not Attended	WBDC	Presentation and discussion on Definition of Waste: Development Industry Code of Practice from CL:AIRE. EA provided an update covering the Court of Appeal judgement on a quarry site in Yorkshire and the implication for works at Wallasea Island (classed as disposal rather than recovery of waste). Discussion regarding excavated material from HS2, in conjunction with other large scale infrastructure projects going on in and around London. Update from DCLG on the Circular Economy EU consultation.
19 <sup>th</sup> April 2016	SEWPAG	Andrew Morrow	WBDC	Presentations and subsequent discussions on Safeguarding. Update on the North London Waste Plan consultation and preparations for submission of the plan for examination.
18 <sup>th</sup> July 2016	SEWPAG	Andrew Morrow	WBDC	Monitoring of policy and review of current practice, presentations from WPAs setting out progress and key issues from AMRs.
20 <sup>th</sup> October 2016	SEWPAG	Andrew Morrow	WBDC	MOU review carried out and agreed it is a useful document and should be rolled forward. Discussion regarding landfill capacity in the region. Details of plans under preparation for consultation given by relevant WPAs. Discussion regarding the development of a waste operator survey carried out by Surrey and West Berkshire.
31 <sup>st</sup> January 2017	SEWPAG	Andrew Morrow	WBDC	MOU reviewed in particular discussion focused around self-sufficiency. Waste Data Survey was discussed. Discussion and debrief from training regarding Waste Data Interrogator and establishing a common methodology. Discussion regarding landfill capacity across the region, as capacity is declining.
24 <sup>th</sup> April 2017	SEWPAG	Andrew Morrow	WBDC	Presentation from Biffa and discussion regarding landfill. MOU discussed specifically in relation to landfill issues. Discussion took place regarding the group direction, approach and possible improvements including consideration

<b>South East Waste Planning Advisory Group (SEWPAG) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
				of terms of reference and the MOU. The Waste Survey was discussed in relation to agreeing the wording of the survey, cover letter and timings of the survey.
13 <sup>th</sup> July 2017	SEWPAG	Not Attended		Presentation and discussion on the Circular Economy and planning. The involvement of industry at SEWPAG was discussed and agreed that it was useful to have them in attendance, and that if necessary the agenda would be split and 'sensitive' issues would be dealt with after the industry had left.
11 <sup>th</sup> October 2017	SEWPAG	Andrew Morrow	WBDC	Key issues discussed included how best to respond to the London Plan consultation, the impact of Heathrow on waste facilities, particularly the Lakeside EFW facility in Slough. The Terms of Reference of the group were discussed and final comments received. Discussion took place on the Landfill Statement of Common Ground, it was decided that the SoCG could not go as far as to set out a strategy for the south east, and instead a statement about SEWPAG's joint approach to planning for landfill and a comprehensive annual technical report would be a more appropriate way forward. The implications and importance of demonstrating the DtC requirement linked to SEWPAG were also discussed. The Waste Survey was discussed and LWAs gave feedback on how the survey had gone. A review of recent publications was carried out.
16 <sup>th</sup> January 2018	SEWPAG	Not Attended		Review of the draft proposed response to the draft London Plan. Discussion took place regarding the Annual Monitoring Report for the South East and the time period for data collection.
26 <sup>th</sup> April 2018	SEWPAG	Alistair Buckley	WBDC	Review of the non-inert Landfill SoCG in light of the draft NPPF proposed revisions concerning the preparation of SoCGs. It was agreed that the draft already completed should be renamed a Position Statement. Concerns raised regarding the new definition of SoCGs as set out in the draft NPPF. Discussion was held as to how LWAs approach site identification. HCC agreed to carry out a survey among SE authorities to better quantify how sites are coming forward.

<b>South East Waste Planning Advisory Group (SEWPAG) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
31 <sup>st</sup> July 2018	SEWPAG	Elise Kinderman	WBDC	Update on the new NPPF, no changes in relation to waste policy. Discussion regarding Heathrow expansion and the implications for the Lakeside EfW facility. Options appear to be, not replace facility, replacement facility accommodated with the plans for Heathrow or replacement facility outside of Heathrow. Due to uncertainty difficult to rely on capacity at Lakeside at the moment. Some concern regarding the importation of materials in order to deliver the expansion proposals (source/volume etc). Further discussion took place on the non-inert landfill joint position statement. Final statement to be agreed by email rather than at another meeting.
9 <sup>th</sup> October 2018	SEWPAG	Elise Kinderman	WBDC	Presentation on Residual waste in London and the South East and where it is going. The SE is more reliant on exporting residual waste than elsewhere in the country, some if exported to Europe. Discussion around recycling goals, construction rates and the implication of Brexit. Joint Position Statement agreed. Discussion regarding Statements of Common Ground and how to ensure they meet the requirements of the NPPF. Discussion on the Waste Operator Survey results, decided a simpler survey may result in more responses if quicker to complete. Discussion on development of the AMR for the SE, and a move away from national to reconcile methodology for data.
22 <sup>nd</sup> January 2019	SEWPAG	Elise Kinderman Alistair Buckley	WBDC	Presentation on Shifting Sands of Mineral and Waste Planning. Further discussion to take place at the next SEWPAG meeting. Update on the London Plan examination. Review of the Waste Operator survey to reduce the length of the survey. Update on the AMR for the South East including discussion on a consistent approach to data collection/presentation to make it easier to record. The joint position statement was also discussed, reminding everyone that the document is a draft and in need for further refinement. Discussions took place on a common approach to statements of common ground and how best to take this forward, especially for those LWAs looking towards Reg 19 consultations in the near future.



<b>South East Waste Planning Advisory Group (SEWPAG) Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
02 <sup>nd</sup> May 2019	SEWPAG	Rachael Lancaster	WBDC	Discussion on the Circular Economy and implications for the NPPW. Further discussion on waste re-use and a right to repair, use of Energy from Waste and Anaerobic Digestion. Presentation and discussion on DoWCoP (Definition of Waste: Code of Practice). Discussion focused around what is deemed to be waste, planning for the management of CDE materials (as opposed to waste) and definitions of beneficial use. Presentation on the results of the Site Identification survey carried out by Hampshire CC. Timetable and survey agreed for the Waste Operator Survey 2019. Some discussion on developing a Hazardous Waste joint position statement. Feedback given on the London Plan hearing session regarding waste policies.
09 <sup>th</sup> July 2019	SEWPAG	Elise Kinderman	WBDC	Discussion on updates to the SEWPAG MoU and potential to turn this into a statement of common ground. Discussion on revised draft of the Joint Position Statement on Permanent Deposit of Inert Waste to Land and draft Joint Position Statement on Heathrow. London Plan update & update on progress of SEWPAG waste operator survey 2019. Discussion on a combined Annual Monitoring Report for the South East – way forward and general thoughts on changes needed to the NPPW in the light of Resources and Waste Strategy. Local Authority update on waste local plans and major applications.
05 <sup>th</sup> November 2019	SEWPAG	Elise Kinderman	WBDC	Items discussed included: Hazardous Waste Joint Position Statement for the SEWPAG area, Heathrow Joint Position Statement, Joint Position Statement on Permanent Deposit of Inert Waste to Land (final draft), London Plan Update, Waste Operator Survey of Capacity 2019, SEWPAG Statement of Common Ground, SEWPAG Annual Monitoring Report. WPAs also gave an update of progress on Waste Local Plans and major waste applications.
20 <sup>th</sup> October 2020				Discussion included SEWPAG AMR, Common Waste Needs Assessment methodologies (CDEW and C&I waste), Wider South East Residual Waste Management Study, Allington DCO consultation, Climate Change Policy work by Surrey County Council, Planning White Paper and other publications. WPAs also gave an update of progress on Waste Local Plans and major waste applications.

<b>Planning Officers Society Minerals and Waste Learning Group Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
2 <sup>nd</sup> April 2014	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Broad discussions on plan making and development plan examinations with various LPAs sharing experiences.
9 <sup>th</sup> July 2014	POS Minerals and Waste Learning Group Meeting	Rebecca Williams	WBDC	Broad discussions on plan making and development plan examinations with various LPAs sharing experiences.
5 <sup>th</sup> November 2014	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Discussion on Northamptonshire EIP experience and need to address DtC.
14 <sup>th</sup> January 2015	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Discussions took place around current consultations being undertaken by DLCCG and detailed discussions around the role of LEPs as well as general discussions on plan making across all member authorities.
22 <sup>nd</sup> April 2015	POS Minerals and Waste Learning Group	Matt Meldrum Andrew Morrow	WBDC WBDC	Discussion around shared services and joint/combined authority arrangements and the role and work of Natural England as statutory consultee for minerals and waste development.
8 <sup>th</sup> July 2015	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Discussion on POS guidance on Local Aggregate Assessments and updates from DCLG post-election. Roundtable updates on current MPA/WPA planning issues and discussion on post-election planning agenda.
29 <sup>th</sup> September 2015	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	DCLG update on proposed shale oil/gas call-ins for non-determination in 16 weeks and discussion on the 2017 deadline for plans to be submitted for examination. Roundtable discussion on current MPA/WPA planning issues and session on mineral restoration. Also discussed the West London Waste Plan.

<b>Planning Officers Society Minerals and Waste Learning Group Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
6 <sup>th</sup> November 2015	POS Minerals and Waste Forum	Matt Meldrum	WBDC	Update from DCLG on the 2014 AMRI survey and acknowledgement that AWP contracts would be renewed. Discussion on the cutting red tape review and issues raised by the industry around delays and costs coupled with duplication of regulation. Also discussed the DCLG technical consultation on implementation of planning changes, the RTPI minerals and waste planner survey Local Aggregates Assessments, mineral safeguarding, liaison with the minerals industry, Oil and Gas, and updates from the minerals and waste Planning Advisory Groups.
14 <sup>th</sup> January 2016	POS M&W Learning Group	Matt Meldrum	WBDC	Roundtable update on MPA/WPA planning issues. Discussion on the review of 2008 English Heritage practice guidance: Minerals and the Historic Environment. Also discussion on the safeguarding of minerals and waste sites.
14 <sup>th</sup> April 2016	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Roundtable update on MPA/WPA planning issues and presentation on the report of the Local Plans Expert Group. Devolution deals update and discussion on Strategic Flood Risk Assessments.
7 <sup>th</sup> July 2016	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Roundtable update on MPA/WPA planning issues and presentation from Kent CC on their M&W Plan examination, including lessons learned. Discussion on environmental permitting and the interface with planning and implications of the Brexit referendum.
13 <sup>th</sup> October 2016	POS Minerals and Waste Learning Group	Matt Meldrum	WBDC	Roundtable update on MPA/WPA planning issues and update from DCLG. Plan examination workshop sharing best practice and lessons learned from recent examinations. Review of recent discussions including waste safeguarding, shale gas wealth fund, charging for discharge of conditions and consulting neighbourhood forums.
09 <sup>th</sup> November 2017	POS Minerals and Waste Learning Group	Andrew Morrow	WBDC	Waste Data issues regarding the EA Waste Data Interrogator were discussed. Feedback from the West Sussex Joint Minerals Local Plan examination was given, as well as a roundup of relevant government consultations and national issues regarding minerals and waste.

<b>Planning Officers Society Minerals and Waste Learning Group Meetings</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
10 <sup>th</sup> October 2018	POS Minerals and Waste Learning Group	Elise Kinderman	WBDC	Roundtable update on MPA/WPA planning issues. Discussion on the revised NPPF/NPPG, and preparation of Statements of Common Ground. Also discussed approaches to site identification in emerging minerals and waste location plans.
30 <sup>th</sup> January 2019	POS Minerals and Waste Learning Group	Rachael Lancaster	WBDC	Roundtable update on MPA/WPA planning issues. Discussion on the role of Natural England in minerals and waste planning and approaches to appropriate assessment. Also discussed the new Resources and Waste Strategy for England.
27 <sup>th</sup> March 2019	POS Minerals and Waste Learning Group	Rachael Lancaster	WBDC	Roundtable update on MPA/WPA planning issues. Discussion of the role of Historic England in minerals and waste planning. Also discussed the implications of minerals and waste planning on public health.
19 <sup>th</sup> June 2019	POS Minerals and Waste Learning Group	Rachael Lancaster	WBDC	Discussion on Statements of Common Ground and also Energy from Waste facilities including a case study on Sutton. Update given from MHCLG and Roundtable update on MPA/WPA planning issues.
09 <sup>th</sup> October 2019	POS Minerals and Waste Learning Group	Elise Kinderman	WBDC	Discussion included: Update on current MPA/WPA planning issues. Surrey Waste Plan examination – lessons learned. Strategic planning update (how should M&W be addressed in the new models of strategic plans?), update from MHCLG, update from MPA and overview of new POS/MPA guidance on safeguarding.
24 <sup>th</sup> June 2020	POS Minerals and Waste Learning Group	Alistair Buckley	WBDC	Discussion included: Round up of current MPA/WPA planning issues and focus on natural capital and green infrastructure.
07 <sup>th</sup> October 2020`	POS Minerals and Waste Learning Group	Elise Kinderman	WBDC	Discussion included: Update on current MPA/WPA planning issues. Government reforms – planning and LGR – response to white paper, M&W planning within a new approach to strategic planning.

<b>Nuclear Legacy Advisory Forum (NuLeAF)</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
5 <sup>th</sup> March 2014	NuLeAF radioactive waste planning group	Rebecca Williams	WBDC	Discussions took place on a DTC paper developed by NuLeAF with support from LLWR. This paper concluded that a MOU should be developed between LPAs most affected by VALLW and VLLW and MOUs between LPAs that generate radioactive waste and LPAs that manage radioactive waste. DTC and the implications for radioactive waste was discussed more widely and the importance of discussion with affected LPAs was identified.
16 <sup>th</sup> June 2014	NuleAF Seminar on Radioactive Waste Management: Local Authorities and Regulation	Matt Meldrum Andrew Morrow	WBDC	Items discussed included environmental permitting and radioactive waste management, on-site storage and regulation of radioactive waste, co-location of Intermediate level waste and fuel element debris, landfill management and VLLW/LLW, revision of the UK Low Level Radioactive Waste Strategy, UK strategy for the management of naturally occurring radioactive materials and the implications for local government and communities.
5 <sup>th</sup> September 2014	NuleAF Radioactive Waste Planning Group	Matt Meldrum	WBDC	Broad discussions on radioactive waste management matters including updates on the GDF, Flooding at sites that produce / manage / handle radioactive waste and the management of radioactive waste at a national level.
10 <sup>th</sup> December 2014	NuLeAF	Matt Meldrum	WBDC	Broad discussions on radioactive waste management matters including updates on the GDF, and the management of radioactive waste at a national level.
4 <sup>th</sup> March 2015	NuleAF	Matt Meldrum	WBDC	Updates on all nuclear sites and plan making issues. LLW programme was discussed along with other topics.
4 <sup>th</sup> June 2015	NuleAF	Matt Meldrum	WBDC	Discussion included transportation of radioactive materials, the future of nuclear licensed sites an update on national developments regarding radioactive waste management, an update on the Geological Disposal Facility process, and an update on developments at local sites.

<b>Nuclear Legacy Advisory Forum (NuLeAF)</b>				
<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>		<b>Summary of Discussion</b>
2 <sup>nd</sup> September 2015	NuLeAF	Matt Meldrum	WBDC	Discussion included progress of decommissioning at Winfrith nuclear licensed site, the future of nuclear licensed sites and planning issues, an update on the Geological Disposal Facility siting process, and an update on developments at local sites, including any DtC issues.
2 <sup>nd</sup> December 2015	NuleAF	Matt Meldrum	WBDC	Discussion included Magnox Integrated Decommissioning and Radioactive waste strategy, and update in the Geological Disposal Facility and local authority updates.
12 <sup>th</sup> April 2016	NuLeAF	Andrew Morrow	WBDC	Discussion included the Nuclear Decommissioning Authority Strategy 2016 – 2021, EA guidance on the controls for former nuclear licensed sites, an update on the Geological Disposal Facility, an update on national developments in radioactive waste management and local authority updates.
20 <sup>th</sup> July 2016	NuLeAF	Matt Meldrum	WBDC	Discussion included a review of draft outputs from BGS for the national geological screening exercise, an update on the Geological Disposal Facility siting process, an update on national developments in radioactive waste management and local authority site updates.
19 <sup>th</sup> October 2016	NuLeAF	Matt Meldrum	WBDC	Discussion included administrative controls for protecting people and the environment from residual contamination, a review of the updated briefing paper on the UK LLW Strategy and local authority planning (BP19), an update on the Geological Disposal Facility siting process, an update on national developments in radioactive waste management and local authority updates.
24 <sup>th</sup> January 2017	NuLeAF	Matt Meldrum	WBDC	Meeting included a discussion with Low Level Waste Repository Ltd. on waste arisings, an update on the Geological Disposal Facility siting process, and update on national developments in radioactive waste management, and site updates from local authorities including Duty to Cooperate issues.

General Duty to Cooperate Meetings				Summary of Discussion
Date	Meeting	Attendees		
26 <sup>th</sup> March 2014	Duty to Cooperate meeting with Natural England	Andrew Morrow Rebecca Williams Charles Routh	WBDC WBDC Natural England	Discussed the I&O consultation on the WBMWLP and the response made by NE to the consultation. WBC officers explained the projected development of the West Berkshire MWLP
3 <sup>rd</sup> April 2014	Duty to Cooperate meeting with Jockey Club	Andrew Morrow Rebecca Williams William Gittus Will Riggall	WBDC WBDC Jockey Club Jockey Club	Provided general update on the development of the West Berkshire MWLP. Specific discussions regarding equine waste production and current management options / techniques. Jockey club do not have equine waste as an issue for trainers suggesting management options were sufficient.
22 <sup>nd</sup> April 2014	Duty to Cooperate meeting with Benham Estate	Matt Meldrum Rebecca Williams Jonathan Russell  Steven Smallman	WBDC WBDC Benham Estate Manager Provision Planning and Design, Agent for Benham Estate	Discussion with local estate relating to submission of the estate site for mineral extraction as part of the West Berkshire MWLP call for sites. WBC officers suggested that the estate consider revising the submission to only include viable areas of the estate.
30 <sup>th</sup> April 2014	Duty to Cooperate meeting with Thames Water	Matt Meldrum Rebecca Williams David Wilson	WBDC WBDC Town Planner for	Discussions took place in respect of Thames Waters development proposals over the next 5 year period. Thames water explained the long term strategy for the management of sewage and the potential need for additional infrastructure in West Berkshire.

General Duty to Cooperate Meetings				
Date	Meeting	Attendees		Summary of Discussion
		Garry Strange	Thames Water (Savills) Sludge Strategy Manager for Thames Water	Confirmed that WBDC projections on sewage sludge arisings in the LWA published alongside the I&O consultation aligned to Thames Waters projections.
14 <sup>th</sup> May 2014	Duty to Cooperate meeting with English Heritage	Rebecca Williams Andrew Morrow Martin Small	WBDC WBDC English Heritage	Broad discussions on plan making in general and the emerging West Berkshire MWLP. More specific discussions took place in relation to the response from EH to the I&O consultation. Key issues agreed as being site specific and impacts on heritage assets.
27 <sup>th</sup> May 2014	Duty to Cooperate meeting with West Berkshire Highways Officers	Matt Meldrum Andrew Morrow Paul Goddard	WBDC WBDC WBDC	Meeting with internal highways officers to discuss the outcomes of the I&O consultation and discuss the implications of the call for sites process in respect of a highways response that will be sought in due course.
17 <sup>th</sup> November 2014	Duty to Cooperate meeting with English Heritage	Matt Meldrum Andrew Morrow Rebecca Williams Martin Small	WBDC WBDC WBDC EH	Meeting to discuss WBDCs general response to the comments made by EH to the I&O consultation on the West Berkshire MWLP as well as the ongoing call for sites process.
18 <sup>th</sup> November 2014	Duty to Cooperate meeting with	Matt Meldrum Andrew Morrow	WBDC WBDC	Meeting to discuss WBDCs general response to the comments made by EA to the I&O consultation on the West Berkshire MWLP as well as the ongoing call for sites process.



General Duty to Cooperate Meetings				
Date	Meeting	Attendees		Summary of Discussion
	Environment Agency	Veronica James	EA	
21 <sup>st</sup> November 2014	Duty to Cooperate meeting with Natural England and WBC Ecologist	Matt Meldrum Andrew Morrow Rebecca Williams Jeremy Davey Piotr Behnke Mary Tomlinson	WBDC WBDC WBDC WBDC NE NE	Meeting to discuss WBDCs general response to the comments made by NE to the I&O consultation, in conjunction with the Council's Ecologist, on the West Berkshire MWLP as well as the ongoing call for sites process.
26 <sup>th</sup> February 2015	DtC Meeting with Thames Valley Berkshire Local Enterprise Partnership (TVB LEP)	Matt Meldrum Andrew Morrow Richard Tyndall	WBDC WBDC TVB LEP	The meeting gave a broad overview of the preparation of the MWLP, the interaction with the Strategic Economic Plan (SEP) produced by the LEP and the MWLP was discussed. The two priorities of the SEP are the delivery of housing and promoting urban connectivity, which will clearly create demand for additional construction materials. The increase in the density of urban areas is also likely to result in the generation of significant construction, demolition and excavation waste as part of the development as well as an increase in commercial and industrial waste and municipal solid waste as the population of the LEP area increases. It was confirmed that the LEP would continue to be consulted on the emerging MWLP but it was acknowledged that there was unlikely to be any specific need for regular discussions/engagement.
16 <sup>th</sup> September 2016	South East England M&W DM officers group	Matt Meldrum	WBDC	Meeting discussed team structures, key challenges, specific M&W cases, monitoring/enforcement issues, relationship between county/district councils and devolution.

General Duty to Cooperate Meetings				
Date	Meeting	Attendees	Summary of Discussion	
31 <sup>st</sup> May 2018	SE MPA Regional Soft Sand Supply Meeting	Elise Kinderman Sharon Thompson Bryan Geake Alice Short Ian Blake Paul Sanderson Barnaby Orr Thoma Light Peter Day Rupy Sandhu Kirsten Williamson Emily Brown Melissa Spriggs Sophie Champion Phil Smith Ross Crayford	WBDC Kent CC Kent CC Kent CC Surrey CC Surrey CC Surrey CC Oxfordshire CC West Sussex CC South Downs NP Bucks CC Hampshire CC/JCEB Hampshire CC Surrey CC Medway Council	Updates on soft sand supply position from all authorities was given. A regional perspective on soft sand supply and demand was also discussed. Implications from the West Sussex examination were discussed including the certainty required by inspectors when examining local plans. There was a consensus that the draft statement of common ground on soft sand between the South East Authorities be revised as a 'Joint Position Statement' which can be used to support individual SOCGs prepared by relevant local authorities.
25 <sup>th</sup> September 2018	Berks, Bucks and Oxon Wildlife Trust (BBOWT) DtC meeting	Alistair Buckley Elise Kinderman Dr Sam Cartwright	WBDC WBDC BBOWT	Meeting to discuss BBOWT representation to the preferred options consultation including the vision and objectives, restoration and biodiversity policies. Particular discussion around biodiversity net gain and what can/should be achieved and extending the minimum 5 year aftercare period.

General Duty to Cooperate Meetings				
Date	Meeting	Attendees		Summary of Discussion
		Alex Cruickshank	BBOWT	
19 <sup>th</sup> December 2018	North Wessex Downs Area of Outstanding Natural Beauty DtC meeting	Elise Kinderman Rachael Lancaster Rebecca Davies	WBDC WBDC NWDAONB	An update was given on the progress of the MWLP, including the fact that previously soft sand have automatically been excluded from the AONB. This approach was found unsound in West Sussex and so WBDC have commissioned a soft sand study to look at the options for provision for West Berkshire's need for soft sand. The NWD AONB would be looking for exceptional circumstances to be demonstrated when considering the allocation of sites within the AONB.

Other Duty to Cooperate Engagement				
Date	Meeting	Attendees		Summary of Discussion
27 <sup>th</sup> January 2014	SHLAA consultation with parishes Kintbury, Hungerford and Great Shefford & Lambourn	Rebecca Williams	WBDC	Public consultation events relating to the Issues and Options consultation for the MWLP.
4 <sup>th</sup> February 2014	SHLAA consultation with parishes Hermitage & Chieveley and Compton	Andrew Morrow	WBDC	Public consultation events relating to the Issues and Options consultation for the MWLP.
5 <sup>th</sup> February 2014	SHLAA consultation with parishes Newbury South, Newbury North, Cold Ash and Thatcham	Andrew Morrow	WBDC	Public consultation events relating to the Issues and Options consultation for the MWLP.

Other Duty to Cooperate Engagement				
Date	Meeting	Attendees		Summary of Discussion
6 <sup>th</sup> February 2014	SHLAA consultation with parishes Western catch all session	Andrew Morrow	WBDC	Public consultation events relating to the Issues and Options consultation for the MWLP.
10 <sup>th</sup> February 2014	SHLAA consultation with parishes Bradfield & Pangbourne, Purley on Thames & Tilehurst, Holybrook, Tidmarsh with Sulham & Theale, Burghfield, Mortimer & Sulhamstead and Aldermaston, Midgham & Woolhampton	Matt Meldrum	WBDC	Public consultation events relating to the Issues and Options consultation for the MWLP.
11 <sup>th</sup> February 2014	SHLAA consultation with parishes Eastern catch all session	Matt Meldrum	WBDC	Public consultation events relating to the Issues and Options consultation for the MWLP.
21 <sup>st</sup> March 2014	Duty to Cooperate Letter sent to	N/A		Initial Duty to Cooperate Letters were sent to the following Prescribed Bodies: Environment Agency Historic England (formerly English Heritage)

Other Duty to Cooperate Engagement				
Date	Meeting	Attendees		Summary of Discussion
	Prescribed Bodies.			Mayor of London Civil Aviation Authority Homes and Communities Agency North and West Reading and Newbury and District Clinical Commissioning Groups Office of Rail Regulation Transport for London West Berkshire Highways Thames Valley Berkshire Local Enterprise Partnership See example letter in Appendix 2
25 <sup>th</sup> March 2014	WBDC District/Parish Conference	Andrew Morrow	WBDC	The M&W team had a “stand” at the regular District Parish Conference to provide information to the public relating to the emerging West Berkshire MWLP
2 <sup>nd</sup> April 2014	Newsletter sent to all registered interested parties on Local Plan database	N/A		Provided all interested parties on the plan making database with a brief update on the development of the West Berkshire MWLP.
5 <sup>th</sup> June 2014	Oil and Gas event in Hampshire	Matt Meldrum	WBDC	Consultation event hosted by neighbouring authority on Oil and Gas matters. No cross boundary matters identified.
27 <sup>th</sup> January 2015	Duty to Co-operate letter regarding the Emerging West Berkshire Minerals and Waste Local Plan	N/A		DtC letters regarding strategic movements of minerals and waste were sent to the following Minerals and Waste Planning Authorities: Bristol City UA Buckinghamshire CC Doncaster UA Essex CC Gateshead UA Gloucestershire CC Greenwich UA Isle-of-Wight Kent CC Newham LB

Other Duty to Cooperate Engagement			
Date	Meeting	Attendees	Summary of Discussion
			North Tyneside UA Surrey CC Warwickshire CC See example letter in Appendix 4
14 <sup>th</sup> December 2015	Duty to Cooperate - Minerals and waste movements Letter, 2014 WDI	N/A	List of Minerals and Waste Planning Authorities (MWPAs) sent a DtC letter regarding strategic movements of minerals and waste: Barnsley UA Wiltshire CC Swindon UA Surrey CC Somerset CC Slough UA Reading UA Windsor & Maidenhead UA Oxfordshire CC Nottinghamshire CC NE Lincolnshire UA Isle-of-Wight UA Hertfordshire CC Hampshire CC Gloucestershire CC Buckinghamshire CC Bristol UA Bracknell Forest UA Wokingham UA Derbyshire CC See example letter in Appendix 4
January 2017	Duty to Cooperate - Minerals and waste movements	N/A	List of MWPAs sent a DtC letter regarding strategic movements of minerals and waste: Cambridgeshire CC Wiltshire CC Swindon UA Surrey CC

Other Duty to Cooperate Engagement			
Date	Meeting	Attendees	Summary of Discussion
	Letter, 2015 WDI		North Somerset UA Slough UA Reading UA Windsor & Maidenhead UA Oxfordshire CC Isle-of-Wight UA Hertfordshire CC Hampshire CC Gloucestershire CC Buckinghamshire CC Bracknell Forest UA Wokingham UA Cornwall UA Devon CC Essex CC Leicestershire CC Kent CC Medway UA Neath Port Talbot County Borough Council Powys CC Rhonda Cynon Taf County Borough Council Shropshire CC Somerset CC South Downs National Park Authority UA Warwickshire CC South Gloucestershire UA West Sussex CC See example letter in Appendix 4
November 2017	Duty to Cooperate - Minerals and waste movements	N/A	List of MWPA's sent a DtC letter regarding strategic movements of minerals and waste: Bristol City UA Wiltshire CC Swindon UA

Other Duty to Cooperate Engagement			
Date	Meeting	Attendees	Summary of Discussion
	Letter, 2016 WDI		<p>Surrey CC            Nottinghamshire CC            Reading UA            Windsor &amp; Maidenhead UA            Oxfordshire CC            Isle-of-Wight UA            Hertfordshire CC            Hampshire CC            Gloucestershire CC            Buckinghamshire CC            Bracknell Forest UA            Wokingham UA            Kent CC            Derbyshire CC            Hillingdon LB            Warwickshire CC            See example letter in Appendix 4</p>
November 2018	Duty to Cooperate - Minerals and waste movements Letter, 2017 WDI	N/A	<p>List of MWPA's sent a DtC letter regarding strategic movements of minerals and waste:            North Yorkshire CC            West Sussex CC            Swindon UA            Surrey CC            Nottinghamshire CC            Slough UA            Reading UA            Windsor &amp; Maidenhead UA            Oxfordshire CC            Isle-of-Wight UA            Hertfordshire CC            Hampshire CC            Gloucestershire CC            Buckinghamshire CC</p>



Other Duty to Cooperate Engagement			
Date	Meeting	Attendees	Summary of Discussion
			Bracknell Forest UA Wokingham UA Hillingdon LB Walsall UA Kent CC Bristol UA Derby City UA Derbyshire CC See example letter in Appendix 4
18 <sup>th</sup> December 2018	Soft Sand Study DtC Consultation Letter	N/A	Letters were sent to the following Mineral Planning Authorities regarding the issue of soft sand supply in West Berkshire: Bracknell Forest Hampshire Oxfordshire Windsor and Maidenhead Reading Slough Surrey Wiltshire Wokingham See example letter in Appendix 2

**Appendix 2: Example Soft Sand Duty to Cooperate Letter**

18 December 2018



Sent by email to:

**Development and Planning**West Berkshire District Council  
Council Offices  
Market Street Newbury  
Berkshire RG14 5LD**Our Ref:** DtC Soft Sand**Please ask for:** Minerals and Waste  
Planning Team**Direct Line:** 01635 519111**Fax:** 01635 519408**e-mail:** [mwdpd@westberks.gov.uk](mailto:mwdpd@westberks.gov.uk)

Dear Sir/Madam,

**Re: Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) Duty to Co-operate on the emerging West Berkshire Minerals and Waste Local Plan Regarding Soft Sand**

As the Minerals and Waste Planning Authority for West Berkshire we are currently preparing a new Minerals and Waste Local Plan (MWLP), which will form part of the West Berkshire Local Plan. This will set out our overall minerals and waste planning strategy for the area, site specific allocations and development management policies for the period to 2036.

To date, soft sand sites have not been proposed for allocation in the MWLP due to confidentiality issues preventing the publication of soft sand sales and reserves figures. However, recent changes in circumstances have meant that separate soft sand production figures can be published. Therefore, a separate landbank, annual requirement and requirement for soft sand over the plan period can now be determined. In order to be found sound, the MWLP will need to identify how this shortfall will be provided for in order to deliver a steady and adequate supply of aggregate minerals as required by NPPF para 207.

Historically, the majority of the soft sand deposits that have been worked in West Berkshire have been those found in the North Wessex Downs Area of Outstanding Natural Beauty (AONB). It is understood from the British Geological Survey (BGS), that there are soft sand deposits in West Berkshire that are located outside the AONB, but these deposits have not been worked in recent years and their extent, quantity and quality of resource are unknown. Two potentially deliverable sites have been nominated for inclusion within the MWLP for soft sand extraction, both located within the AONB. Therefore any allocation and subsequent permission of these potential sites will need to demonstrate that exceptional circumstances exist in line with paragraph 172 of the NPPF.

You may be aware that as part of the plan preparation, we are undertaking a study into the soft sand resources within West Berkshire and in surrounding areas to analyse all other supply options within the authority area and from areas where soft sand could reasonably be

expected to travel to West Berkshire, in order to determine whether exceptional circumstances exist such that development within the AONB would be in the public interest.

As one of the surrounding authorities with soft sand resources, we would therefore be grateful if you could answer the following questions to assist us in this study, and in line with the Duty to Co-operate on strategic cross-boundary issues outlined in paragraph 24 of the NPPF:

1. For currently adopted plans - does your plan make provision for soft sand provision of wider than local supply, either specifically or as part of a contribution to national supply outlined in national planning guidance on the managed aggregates supply system (Paragraph: 060 Reference ID: 27-060-20140306)? If so, could you provide the details of this?
2. For emerging plans - is your plan considering the option of soft sand provision of wider than local supply, either specifically or as part of a contribution to national supply outlined in national planning guidance on the managed aggregates supply system (Paragraph: 060 Reference ID: 27-060-20140306)? If so, could you provide the details of this?
3. Do you know of any evidence that soft sand extracted within your authority area has been travelling to supply areas outside of the authority?
4. Are you aware of any constraints that would prevent soft sand extracted within your authority area from travelling to supply areas outside the authority?
5. Would you consider that West Berkshire is within the range that minerals extracted from your authority could travel?
6. Do you agree that mineral movements are largely dictated by market conditions, and mineral planning authority boundaries do not influence the flow of minerals?
7. Is there anything else relevant to this matter that you may be aware of, or that you consider would assist us?

Your assistance in this matter and a response at your earliest convenience would be greatly appreciated.

Yours faithfully,

West Berkshire Minerals and Waste Planning Team

### Appendix 3: Example Duty to Cooperate Letter Regarding Strategic Movements of Minerals and Waste

February 2017



Sent by email to:

**Planning and Countryside**

West Berkshire District Council  
Council Offices  
Market Street Newbury  
Berkshire RG14 5LD

**Our Ref:** MWLP DTC

**Your Ref:**

**Please ask for:** Minerals and Waste  
Planning Team

**Direct Line:** 01635 519111

**Fax:** 01635 519408

**e-mail:** [mwdpd@westberks.gov.uk](mailto:mwdpd@westberks.gov.uk)

Dear Sirs,

**Localism Act 2011 (as amended)**

**Duty to Co-operate - Emerging West Berkshire Minerals and Waste Local Plan**

This letter is being sent with regard to the waste and mineral movements from/to West Berkshire to/from other minerals and waste planning authorities. Your authority has been identified as an area that historically/currently accepts or receives waste or minerals. In line with the Localism Act 2011 and the National Planning Policy Framework on the Duty to Co-operate, this letter is a request for information to assess any potential planning restrictions or capacity considerations which could affect the future management of waste or mineral exportation/importation across our authority areas.

**Emerging Minerals and Waste Plan**

As the Minerals and Waste Planning Authority, West Berkshire Council is currently preparing its new Minerals and Waste Local Plan. This plan will set out our overall minerals and waste planning strategy for the area, site specific allocations, and development management policies, and will form part of the overarching Local Development Plan for West Berkshire.

In January 2014 an 'Issues and Options' consultation was undertaken which formed the initial stage of consultation on the West Berkshire specific plan and relevant evidence gathering. These documents are available to view on our website at: [www.westberks.gov.uk/mwdpd](http://www.westberks.gov.uk/mwdpd). It is currently intended that the 'Preferred Options' stage of plan making will be consulted on in 2017.

West Berkshire Council is a member of the South East Waste Planning Advisory Group (SEWPAG) which has formally agreed thresholds for consultation of waste movements under the Duty to Cooperate as follows:

- 2,500 tpa for non-hazardous waste (Household, Commercial and industrial)
- 5,000 tpa for inert wastes (construction demolition and excavation waste)
- 100 tpa for hazardous wastes

It was noted by SEWPAG that the thresholds need to be applied sensibly and that tonnages exported need to be examined in any event to ensure that the thresholds are appropriately applied. It is also recognised that local circumstances need to be respected. However, West Berkshire Council agrees that these thresholds are a useful “starting point” for consultation in an attempt to establish whether the movements between the authorities involved are considered to be of a strategic nature.

Only those planning authorities which either receive waste from, or send waste to West Berkshire, and the quantities meet (or exceed) the applicable thresholds, will be contacted. This is excepting:

- neighbouring authorities;
- authorities which indicate that they wish to be contacted; and
- authorities where there is considered to be a specific relationship of importance in regard to waste movements.

For the sake of clarity only one of the identified “waste thresholds” needs to be met or exceeded to trigger contact with the receiving / providing waste planning authority.

### **Minerals movements**

Historic patterns of movements of aggregates are generally recorded between mineral planning authority areas in the four yearly aggregates movements survey. The latest of these which have been published are AM2009 and AM2014 (published most recently in 2016). Despite requests from West Berkshire for the 6 unitary authorities of Berkshire to be recognised as separate authorities and for the movements data to be reported as such, this request has not been addressed, and the data for destinations of construction aggregates is collated at a Berkshire-wide level in these reports.

This makes the data within these reports of limited use for West Berkshire. Whilst we can ascertain the origins of construction aggregates that are imported into Berkshire, together with broad volumes (based on additional information provided by the BGS), this information cannot be broken down to the West Berkshire level.

Despite this issue the appendix to this letter identifies the minerals that are exported from your authority into Berkshire. If you are able to identify the specific sites within your authority that are likely to have exported minerals to Berkshire together with any reasons why these exports might be constrained in future years that would be appreciated.

### **Waste Movements**

The Environment Agency’s Waste Data Interrogator for 2015 has been published and this source has been used to glean information about cross-boundary movements of waste between West Berkshire Council and other planning authorities in 2015.

The information provided within the appendix to this correspondence shows the recorded volumes of waste imported to or exported from your authority to or from West Berkshire in Waste Data Interrogator 2010, 2011, 2012, 2013, 2014 and 2015.

When using Waste Data Interrogator, there are two formats of extracting data (i.e. 'waste removed' and 'waste received'). It is widely acknowledged that the 'waste received' is more accurate and so this will be the primary data utilised in this correspondence and for the future. The 'waste removed' data will be used in order to 'sense check' the 'waste received' data, and for background information. Please see the appendix (attached excel workbook) for the imports/exports between West Berkshire and your authority area based on the 'waste received' data. When answering the following questions please confirm if there are reasons which may justify any disparity in the attached waste figures.

It is acknowledged that the sites within the Waste Data Interrogators are those permitted by the Environment Agency and so may not capture all waste flows from sites with planning permissions.

### Questions

Once you have viewed the information in the appendix, it would be beneficial if you could answer the following points:

1. Do you consider the information enclosed is accurate? Do you have any additional minerals or waste movement data or site specific information?
2. Are you aware of any planning reasons as to why minerals or waste movements similar to those enclosed cannot continue in the future? Please provide facility end dates where these are known.
3. Do you consider that sites within your minerals/waste planning area have the capacity to continue to accept or transfer minerals or waste movements to/from West Berkshire similar to those enclosed over our plan period?
4. Do you consider the cross boundary movements identified in the appendix to be a strategic matter for your authority?
5. Please identify if you have, or are likely to, safeguard specific sites?
6. Do you have any general comments or further additional information on the movement of minerals or waste to West Berkshire from your planning area or vice versa?

It is recognised that there will always be cross boundary movements of minerals and waste, and that this is driven by the market and infrastructure. It is acknowledged that the private sector has numerous contract arrangements in place to meet these demands. We generally assume such contract arrangements will continue but are interested in information you may be able to provide that may impact on these movements. As part of the development of our plan it is important for us to ascertain if there are any planning reasons as to why these minerals and waste flows may significantly change in the future or if they cannot continue.

### Register of Consultees

If you haven't already done so and you wish to receive future notifications on the emerging Minerals and Waste Local Plan, please register at: <http://consult.westberks.gov.uk/portal>. It is prudent to select the relevant consultation documents you are interested in, to avoid being

consulted on all West Berkshire planning policy documents. Alternatively, please let us know your email address by sending it to [mwdpd@westberks.gov.uk](mailto:mwdpd@westberks.gov.uk).

**What happens next?**

We would be grateful for a response to this Duty to Co-operate request by 15 March 2017 by email to the details provided above.

The responses received from these Duty to Cooperate requests, and those relevant to the evidence base during the consultation stages of the emerging plan will be used to update the baseline information held within subsequently produced supporting documents. As a result they will directly influence the development of the plan. Please note that it is our intention to include replies received to this request as part of our Duty to Cooperate evidence base when submitting the Minerals and Waste Local Plan to the Secretary of State.

Please note that if we don't hear from you by 15 March 2017, we will assume that you haven't identified any significant issues at this stage with continued movement of minerals or waste to/from West Berkshire, of a similar scale to that set out in this letter.

Through the Duty to Cooperate process we are trying to understand the wider implications of the development of our plan, and to ensure ongoing and meaningful engagement. As stated above the SEWPAG agreed thresholds will be used as triggers for 'Duty to Cooperate' consultation. We are interested in your views to this approach. Do you think this is appropriate and aligned with Duty to Cooperate?

Should you have any questions, please contact me on the details provided above.

Yours faithfully,

**Team Leader – Minerals and Waste Planning Team**

**Attached:**

**Appendix: Waste movements 2010 - 2015**

## **Appendix 4: Memorandum of Understanding between the six Berkshire Unitary Authorities on Minerals and Waste Planning**

### **Draft Memorandum of Understanding between the six Berkshire Unitary Authorities on Minerals and Waste Planning**

May 2013

#### **Introduction**

The six Berkshire Unitary Authorities (BUAs) are as follows:

- Bracknell Forest Borough Council
- Reading Borough Council
- Royal Borough of Windsor and Maidenhead
- Slough Borough Council
- West Berkshire Council
- Wokingham Borough Council

The BUAs are minerals and waste planning authorities for their respective areas. The Localism Act 2011 introduces a legal “duty to co-operate” for local planning authorities and other public bodies, that, in terms of minerals and waste planning, partly replaces the regional and strategic planning policy tiers that have been, and will be, removed.

Under Section 110 of the Localism Act, planning authorities are required to engage constructively, actively, and on an ongoing basis in any process where there are cross-boundary issues or impacts. This includes the preparation of development plan documents so far as relating to strategic matters such as planning for minerals or waste.

The National Planning Policy Framework (NPPF) confirms that the duty involves a continuous process of engagement throughout the plan-making process. The duty to cooperate includes the need to demonstrate effective cooperation on issues with cross-boundary impacts and the need to plan positively, and should enable plans to seek to meet development requirements, including unmet requirements from neighbouring authorities, where it is practical to do so. Authorities should also consider producing plans or policies prepared as part of a joint committee, a memorandum of understanding or a jointly prepared strategy which is presented as evidence of an agreed position.

This Memorandum of Understanding has been produced in order to form an on-going basis for implementing the duty to co-operate for minerals and waste planning in the former county of Berkshire.



The Memorandum of Understanding covers the period from June 2013 to June 2018. It will be updated as required, and the latest version signed by all six BUAs will replace all previous versions.

The Memorandum of Understanding is not intended to be legally binding. It does not form a statement of policy, rather it is the six BUAs' understanding of how joint working on minerals and waste planning will proceed.

The UAs agree the following:

### *Mechanisms for Joint Working*

- A. The BUAs recognise that planning for minerals and waste is a strategic matter requiring co-operation between the six BUAs;
- B. The main officer-level mechanism through which co-operation on minerals and waste planning matters will be the Berkshire Minerals and Waste Planning Working Group (BMWPWG), formed of officers from each of the six BUAs. This group will meet on a regular basis (at least twice a year), and will report to Development Plans Group (DPG), which in turn will report to Berkshire Heads of Planning (BHoP).
- C. The BUAs will continue to contribute to the regional groupings South East England Aggregates Working Party (SEEAWP) and South East Waste Planning Advisory Group (SEWPAG) as individual authorities (where they are members), but will share information and collaborate on regional planning matters of joint interest to all BUAs through the BMWWG.
- D. The BUAs will discuss and share information relating to development plans and major schemes outside Berkshire through BMWPWG. Where there is a Berkshire-wide interest, or a wider interest than for a single BUA, the relevant BUAs will collaborate through the most appropriate grouping of authorities.
- E. The BUAs will discuss and share information relating to plans and major schemes within Berkshire through BMWPWG. The BUAs will engage positively with minerals and waste plans produced by individual BUAs or groupings of BUAs throughout the process, including sharing information and seeking to reach agreement on key issues. There may be further Memoranda of Understanding or Statements of Common Ground on specific key issues that arise in the production of development plans.
- F. Where there is a Berkshire-wide need for liaison with the minerals and waste industries, and/or with industry bodies, this will be co-ordinated through BMWPWG.

### *Monitoring*

- G. The BUAs agree that certain key matters should be monitored across all BUA areas to ensure consistency of information:
- Amount of primary aggregate produced (tonnes per annum);
  - Amount of primary aggregate reserves (tonnes) in permitted sites and any restrictions on the projected future output from permitted sites;
  - Amount of secondary and recycled aggregate produced (tonnes per annum);
  - Capacity and throughput of new waste facilities permitted/ operational (tonnes per annum);
  - Capacity of new landfill sites (total available voidspace);
  - Amount of municipal solid waste produced and how that waste is managed (tonnes); and
  - New or extended minerals and waste sites and facilities, to feed into the maintenance of a Berkshire-wide list of minerals and waste sites.
- H. Much of the information, particularly for waste, can be derived from existing published sources. However, it can be difficult to generate BUA-level data for aggregate production. Therefore, the BUAs agree to co-operate on the monitoring of aggregate production, as appropriate, and this may be undertaken by jointly-commissioned consultants as required or through the most appropriate grouping of authorities.

#### *Evidence Base*

- I. The BUAs will seek to agree on the main components of a Berkshire-wide evidence base for minerals and waste planning. They will co-operate as appropriate in producing this Berkshire-wide evidence base.
- J. A vital part of the evidence base will be a Local Aggregate Assessment (LAA) 2013 to cover the area of the six BUAs. This will be undertaken on behalf of all six BUAs, and jointly commissioned, and will provide a basis for development of a further minerals evidence base, whilst meeting the requirements of the National Planning Policy Framework. The BUAs will consider whether and with what frequency future versions of the LAA will be produced, but this will need to be subject to further agreement by the BUAs. The BUAs agree to liaise with the South-East Aggregates Working Party on all LAA matters.
- K. The BUAs will discuss whether the results of the LAA can lead to agreement on future apportionment for minerals extraction, both for Berkshire as a whole and for individual BUAs or groupings of the BUAs.
- L. The BUAs, alongside inputting into work being carried out by SEWPAG, will seek to establish and agree the capacity of existing waste management facilities and the level of need for new facilities within Berkshire, in order to reduce the scope for disagreement in future plan-making. This may require the commissioning of Berkshire wide Waste assessment documents.

- M. The BUAs will consider whether there is a need for this Memorandum to be updated and expanded in future to provide more detail on the extent of a joint minerals and waste evidence base.

### *Plan-Making*

- N. This Memorandum does not commit any BUA to joint plan-making for minerals and waste within Berkshire. However, the BUAs agree that there remains future scope for joint plan-making between individual signatories to this Memorandum.
- O. In particular, there is scope for authorities within central Berkshire to consider future joint plan-making for minerals and waste. The authorities within central Berkshire (Bracknell Forest Borough Council, Reading Borough Council, Royal Borough of Windsor and Maidenhead and Wokingham Borough Council) agree to explore the potential for joint working on plan-making for minerals and waste, above and beyond the measures set out in the rest of this Memorandum.
- P. In planning for minerals development, the BUAs will aim to:
- Safeguard potentially important deposits of aggregate minerals from sterilisation by surface development, either by steering that development elsewhere or by securing prior extraction where possible.
  - Seek to maintain a steady and adequate supply of primary minerals and, whilst acknowledging the geology of Berkshire, seek to ensure that new mineral extraction sites are sustainable located whilst taking account of national and international designations such as the Area of Outstanding Natural Beauty, Green Belt, Special Areas of Conservation and Special Protection Areas.
  - Ensure that the supply of land won minerals will cause the minimum of environmental damage, including that from transportation. Capacity for the recovery and use of recycled and secondary aggregates will be increased and located where it can best serve development needs.
  - Retain rail facilities that are required for the movement of minerals to meet requirements which cannot be met from Berkshire's own natural resources, and utilise real opportunities for other means of non road mineral transport to serve local markets.
- Q. In planning for waste development, the BUAs will have regard to the following key principles:
- Drive waste treatment higher up the waste hierarchy and specifically secure an increase in re-use, recycling and recovery of materials, and

energy recovery, while minimising the quantities of residual waste requiring final disposal.

- Safeguard existing waste management facilities which are appropriately located from loss or unnecessary operational constraint as a result of competing forms of development.
- Ensure that new waste management facilities are located, insofar as is possible, to meet the needs of the main centres of population and economic activity in Berkshire, taking account of national and international designations such as the Area of Outstanding Natural Beauty, Green Belt, Special Areas of Conservation and Special Protection Areas.
- Recognise that, whilst net self-sufficiency for waste management facilities (in terms of total volume rather than individual streams) may be a viable aspiration for Berkshire as a whole to work towards, such net self-sufficiency cannot be achieved by all individual unitary authorities. In producing waste local plans within Berkshire, authorities will have to liaise closely to plan for existing and expected future movements of waste across authority boundaries both within Berkshire and to and from other authority areas.

Signed:

Bracknell Forest Council

Reading Borough Council

Royal Borough of Windsor Maidenhead

Slough Council.

West Berkshire Council

Wokingham Borough Council

## Appendix 5: South East Waste Planning Advisory Group (SEWPAG) Statement of Common Ground

### Appendix 5: Example Duty to Cooperate Letter sent to Prescribed Bodies

21 March 2014



Sent by email only to:

**Planning and Countryside**

West Berkshire District Council  
Council Offices  
Market Street Newbury  
Berkshire RG14 5LD

**Our Ref:** MWDPD DTC STAT

**Your Ref:**

**Please ask for:** Minerals and Waste  
Planning Policy Team

**Direct Line:** 01635 519111

**Fax:** 01635 519408

**e-mail:** [mwdpd@westberks.gov.uk](mailto:mwdpd@westberks.gov.uk)

Dear Sir/Madam,

**Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)**  
**Duty to Co-operate on the emerging West Berkshire Minerals and Waste Development Plan Document**

As the Minerals and Waste Planning Authority for West Berkshire we are currently preparing a new Minerals and Waste Development Plan Document, which will form part of the West Berkshire Local Plan. This will set out our overall minerals and waste planning strategy for the area, site specific allocations and development management policies.

In line with the Localism Act 2011 (as amended) and the National Planning Policy Framework (March 2012), we are required to undertake 'Duty to Cooperate' in relation to the planning of sustainable development.

Under Regulation 4(1) of the aforementioned regulations we are required to cooperate specifically with your organisation during the preparation of development plan documents, and while undertaking associated activities. I am therefore writing to your organisation to establish a line of communication regarding this, and potentially arrange a meeting as a starting point for 'Duty to Cooperate' activities.

For information we consulted from 17 January to 28 February 2014 on our 'Issues and Options' document, which formed the initial stage of consultation and relevant evidence gathering. The relevant documents are available to view on our website at: [www.westberks.gov.uk/mwdpd](http://www.westberks.gov.uk/mwdpd). Of particular importance to 'Duty to Co-operate' are the Local Waste Assessment<sup>1</sup> and Local Aggregates Assessment<sup>2</sup>.

It is likely that you were consulted on the 'Issues and Options' document, however if you are not already registered on the database, and you wish to receive future notifications on the emerging Minerals and Waste Development Plan Document, please register at: <http://consult.westberks.gov.uk/portal>. It would be prudent to select the relevant consultation documents you are interested in to avoid being consulted upon all West Berkshire planning policy documents.

Any subsequent communication between our organisations is likely to form part of our 'Duty to Cooperate' evidence base which we will submit to the Secretary of State to support the Minerals and Waste Development Plan Document.

The key strategic issues from the Council's adopted Core Strategy (July 2012) have been identified below, and they have been considered in the context of minerals and waste planning.

- **Tackling climate change:** The provision of mineral (for construction purposes) is essential to deliver growth, in line with demand, within the District. Through delivery of a forward plan the Council can ensure the most sustainable and suitable locations for minerals development. This in turn should reduce reliance on the existing transport infrastructure.
- **Housing growth and housing needs:** Provision of mineral is essential to deliver growth, and waste management facilities will meet the additional demand resulting from housing growth.
- **Economy:** Provision of mineral is essential to deliver future growth and waste management facilities are likely to receive additional demand, resulting from economic growth.
- **Infrastructure requirements:** Delivery of new mineral extraction and waste management sites may require further infrastructure to be delivered to support the additional Heavy Goods Vehicle movements. Additional waste management requirements may place extra pressure on the existing sewage treatment sites. The plan should seek to minimise this.
- **Green infrastructure, heritage and Landscape:** Delivery of new mineral extraction and waste management sites which require restoration could provide green infrastructure gains to West Berkshire. Through the delivery of a forward plan, we can ensure the most sustainable and suitable locations for these sites. This is particularly important in the North Wessex Downs AONB where the potential impact on the natural beauty of the landscape would be a primary consideration.
- **Transport:** Delivery of new mineral extraction and waste management sites are likely to result in additional Heavy Goods Vehicle movements, but also may affect rail capacity through additional freight movements. The plan should seek to minimise any negative impacts from these additional movements.

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<sup>1</sup> <http://www.westberks.gov.uk/CHttpHandler.ashx?id=35139&p=0>

<sup>2</sup> <http://www.westberks.gov.uk/CHttpHandler.ashx?id=35146&p=0>

Existing waste management capacity and mineral landbank issues which have been identified as a result of the emerging evidence base for the Minerals and Waste development plan document are also identified below.

## **Waste**

- Local authority collected waste arisings has remained between 78,000 and 88,000 tonnes between 2000/01 and 2011/12. If the worst case projections from the Local Waste Assessment are realised, by 2036, there is the potential for there to be a very slight under provision of capacity to manage the waste arisings. Although this will depend on the existing waste management contracts and whether existing planning permissions continue to support this movement of waste.
- The estimation of commercial and industrial waste arising in West Berkshire suggest that, if the worst case projections are realised, by 2036, there is the potential for there to be a relatively significant under provision of capacity to manage the waste arisings, particularly given the lack of non inert landfill and waste recovery capacity currently within West Berkshire.
- The volumes of construction, demolition and excavation wastes being managed in West Berkshire is a considerably greater quantity than that for Local Authority collected waste and commercial and industrial wastes. If the worst case projections of waste arisings from this waste stream are realised it is considered that the existing consented capacity would be more that capable of managing the arisings within West Berkshire.
- Hazardous wastes are generally thought of as a significant waste stream due to the harm that could be caused to either human health or the environment. At present it is estimated that West Berkshire has somewhere in the region of 20,000 to 25,000 tonnes of capacity to manage hazardous waste arisings. If the worst case projections of arisings of hazardous waste are realised, the significant increases are likely to result in the level of arisings exceeding current capacity. Like most other authorities, West Berkshire is unlikely to be able to be in a position whereby it can fully manage the hazardous wastes that originate within the authority. This is due to the specialist nature of the wastes, the treatment methods needed to deal with the specialist nature of the wastes within this waste stream and the volumes produced. As such, there will always be cross boundary movements of such wastes.
- While the production of radioactive waste is known to take place in West Berkshire the volumes of waste generated for West Berkshire is significantly lower than any other waste stream assessed. Given the very specialist nature of radioactive waste, disposal options are being considered nationally. There will be no requirement for West Berkshire to consider a disposal option within the plan. It is, however, possible that facilities to aid in the treatment, transfer and storage prior to ultimate disposal of radioactive waste may be required.
- Unfortunately the Council's understanding of the existing waste management capacity to manage the sewage sludge waste stream is very limited making it very difficult to identify whether the emerging plan will need to address the issues of sewage sludge arisings. Therefore, it is clear further work is required in respect of this matter. However, due to the limited increase in the level of projected arisings, it is considered unlikely that additional capacity will be required at this stage.

- It is considered that further work is likely to be required on projecting future arisings of equine waste and the management of equine waste to ensure that the Minerals and Waste Development Plan Document is supported by robust evidence.
- When potential future projections are imposed to the most up to date waste stream figures and then compared to the existing level of waste management capacity in West Berkshire, it is predicted that there could be sufficient consented capacity to meet the projected level of need in the future. However, such a generalised analysis ignores the fact that a number of the existing consented waste management sites in West Berkshire currently operate under temporary permissions and that there are a number of waste streams where there are overcapacities of management capacity and other streams where there is a shortfall in waste management capacity.
- The Local Waste Assessment suggests that the West Berkshire Minerals and Waste Development Plan Document needs to be based on a strategy which seeks to achieve net self sufficiency, including potential unmet requirements from neighbouring Minerals or Waste Planning Authorities where it is reasonable to do so and consistent with achieving sustainable development. In theory therefore, if a neighbouring authority preparing a Local Plan provides robust evidence of an unmet requirement, such as unmet waste management need, the other surrounding local planning authorities or those who are already managing that waste would be required to consider the implications, including the need to review their waste policies on this matter. However, this analysis suggests that West Berkshire could realistically aim to achieve net self sufficiency across all waste streams, such that the level of waste management capacity provided is equal to, or greater than, the total waste arisings within the Authority area.

## Minerals

- West Berkshire currently has 7 years worth of aggregate supply during 2013. From 2015 onwards new minerals sites should be sought to ensure that an adequate and steady supply of minerals is available.
- The Local Aggregate Assessment estimates that future mineral reserve need for the potential plan period to 2036 (including a 7 year period beyond the end of the plan period) at 13,620,042 tonnes, with an average managed aggregate supply system rate of 439,356 tonnes per annum.
- The level of recycled aggregates sold in West Berkshire in 2012 exceeded the level of primary aggregates sales for the first time. Therefore, it is apparent that West Berkshire imports significant amounts of waste that is then used to produce recycled aggregates. This recycled aggregate is then either used within West Berkshire or exported to surrounding areas.
- The projected volume of primary aggregates imported into West Berkshire by rail is significant, and estimated to account for 44% of the total aggregates sales in 2012.
- The Local Aggregates Assessment suggests that there will continue to be cross boundary movements of minerals, both into and out of West Berkshire. In particular the demand for crushed rock in West Berkshire is provided by other mineral planning authorities.



Under 'Duty to Cooperate' we are trying to understand the wider implications of our plan making process and the necessary review procedures to ensure ongoing and meaningful engagement. We need to ensure that the scale and type of cooperation we undertake is both necessary and proportionate to the issues being addressed. In terms of your organisation, it may be that some of the issues raised above are not relevant to you, do not fall within your remit, or that you do not have the expertise to engage with us on them. If this is the case please write to / email us indicating as such.

As a starting point we would be grateful if, by 7 April 2014 you could:

- Write to / email us indicating some dates that would be agreeable to meet in regard to 'Duty to Cooperate', setting out strategic issues that you feel are relevant to your organisation [currently we are proposing to have bi-monthly 'Duty to Cooperate' meetings where necessary]
- Where you consider that meetings are not necessary, that this can be dealt with via another method, or that we do not need to communicate further on this matter, please write to / email us putting forward reasons and supplying relevant information
- Write to / email us indicating from your perspective if we have omitted any strategic issues from those which are listed within this correspondence.

On receiving your response we will contact you with suggested times and locations as appropriate. Many thanks for your assistance in this matter and should you have any queries in regard to 'Duty to Cooperate' or our plan-making process, please don't hesitate to contact us.

Yours faithfully,

**Principal Minerals and Waste Planning Officer**

If you require this information in an alternative format or translation,  
please call 01635 42400 and ask for the Minerals and Waste  
Planning Policy Team.

**West Berkshire Council  
Development and Planning**

Council Offices  
Market Street  
Newbury  
RG14 5LD  
T: 01635 519111  
F: 01635 519408  
E: [mwdpd@westberks.gov.uk](mailto:mwdpd@westberks.gov.uk)  
[www.westberks.gov.uk/mwlpps](http://www.westberks.gov.uk/mwlpps)