

**N. Wales Regional Aggregates Working Party.  
Regional Technical Statement - Political Sub-Group.  
Memorandum of Understanding**

**1. PARTIES**

Anglesey County Council  
Conwy County borough Council  
Denbighshire County Council  
Flintshire County Council  
Gwynedd Council  
Snowdonia National Park  
Wrexham Borough Council

**2. AIMS**

The aim of the Regional Technical Statement [RTS] Political Sub-Group is to oversee the preparation of a Regional Technical Statement for Aggregates within North Wales, as defined by the administrative boundaries of the seven Parties, to endorse the Statement and thereafter oversee and endorse amendments thereto as the occasion demands in accordance with the Welsh Assembly Government Technical Advice Note MTAN (WALES) 1: AGGREGATES.

**3. OBJECTIVES**

The objectives of the Political Sub-Group are:

- To consider the drafting and development of the RTS at key stages
- To approve proposals and actions as required to maintain satisfactory progress
- For each representative to evaluate the final projected demand for aggregate reserves and to secure the approval of the RTS from the authority they represent
- To ensure the integration of the approved RTS into the appropriate UDP / LDP for each authority

The Parties will regulate the proceedings of the Political Sub-Group in accordance with the attached Schedule which shall form part of this Memorandum.

The views or decisions of the Group shall have not be taken as binding on any individual Party in the exercise of that Party's statutory duties or functions.

**4. AMENDMENTS**

The terms of this Memorandum shall come into force as from the date of its signature by a majority of the Parties as set out above.

It shall be open to any individual Party to withdraw from these arrangements on giving not less than three months notice of its intention to do so. Such notice shall be made in writing, addressed to the N. Wales RAWP Secretary and shall be taken to be served two working days after posting.

## 5. STATUS

Each of the Parties hereto is an independent agent and neither anything contained in this Memorandum nor action taken by the Parties thereunder shall be construed as to imply that there is any legal relationship between the Parties or that the Parties are hereby engaged in a joint venture, association or other co-operative venture. Accordingly none of the Parties shall have any right or authority to act on behalf of the others or to bind any other by contract or otherwise.

This Memorandum is in the public domain.

Each Party, upon signature of this Memorandum confirms that he/she has the appropriate authority to do so and to fulfil the functions set out herein;

SIGNED

<b>NAME</b>	<b>Signature</b>	<b>On behalf of</b>
		<b>Anglesey County Council</b>
		<b>Conwy County Borough Council</b>
		<b>Denbighshire County Council</b>
		<b>Flintshire County Council</b>
		<b>Gwynedd Council</b>
		<b>Snowdonia National Park</b>
		<b>Wrexham Borough Council</b>

## SCHEDULE

### Constitution

1. The Political Sub-Group shall comprise one political representative from each authority.
2. Each authority shall nominate a substitute to attend in the absence of the principal member.
3. In addition to the representative, if the Group so resolves by a majority vote, each of the Parties shall be entitled to be accompanied by one officer at Group meetings.

4. The Political Sub-Group shall be administered by the Secretary to the N. Wales RAWP for the time being, or such other person as may be agreed by the Group.
5. Welsh Assembly Government shall be entitled to have a representative at each meeting.
6. Upon the advice of the Secretary and Chair, other appropriate bodies such as the Environment Agency may be invited to send a representative from time to time to advise on or facilitate discussion of topic of particular interest.
7. Each of the Parties shall verify with the Secretary to the N. Wales RAWP the name and address and e-mail if possible of each of their representatives to whom all documents or other communications concerning the business of the Group shall be sent and shall advise in writing of any change in such name or address.
8. The Group shall meet at least once a year. Additional meetings may be called either:
  - (i) on the decision of the Chairman or
  - (ii) at the request of the majority of the representatives of the Parties
9. Meetings of the Group shall be held in camera.
10. The Group shall initially elect a Chairman and a Vice-Chairman from the nominated representatives of the Parties. Thereafter these positions shall be open to election every 2 years.
11. Meetings of the Group and all administrative matters relating to each such meeting (including the production of papers and minutes) shall be arranged by the Secretary in consultation with the Chairman.
12. The Secretary shall endeavour to give a minimum of seven days prior notice in writing or by email to representatives of the date, time and place of any meeting of the Group and the business to be undertaken.
13. Each meeting of the Group shall be undertaken during normal working hours and shall take place within North Wales or at such other locations as may be agreed from time to time by the Parties.
14. The Parties shall provide the Secretary with such information as may be required to enable the submission of properly prepared papers to each of the representatives at least seven working days prior to the meeting at which they are to be considered.
15. Minutes of each meeting will be prepared by the Secretary and sent to each representative as soon as practicable (and in any event within ten working days) after each meeting.

16. Notices or other communications to be given to the individual representatives shall wherever possible be despatched by e-mail to the representatives' e-mail address as notified to the Secretary, and otherwise by first class surface postal delivery addressed to the address as notified to the Secretary and shall be taken to be served at the time the e-mail is sent or otherwise two working days after being posted.
17. It is the intention of the Parties that all decisions of the Group shall be arrived at by consensus, but where voting takes place, each representative shall have one vote. The Chair shall have a casting vote.
18. Any statement to the media regarding the proceedings of the Group shall be made with the consent of the Parties. Responses to the media may be made by the Chair after appropriate consultation.
19. Any press releases issued in the name of the Group shall wherever possible be copied to each representative in advance.