

**SEWPAG**  
**South East Waste Planning Advisory Group**

Laura Treagus  
South East Waste Planning Advisory Group

Mrs. Sharon Thompson  
Minerals and Waste Planning Policy  
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Maidstone  
Kent  
ME14 1XX

By email only: [mwlp@kent.gov.uk](mailto:mwlp@kent.gov.uk)

29 February 2024

Dear Mrs Thompson,

I am writing as a representative of the South East Waste Planning Advisory Group (SEWPAG) concerning the public consultation on the **Kent Minerals and Waste Local Plan 2024 – 39 Pre-Submission Draft (Regulation 19)**. SEWPAG was set up by Waste Planning Authorities (WPAs) in the South East of England for the purpose of co-ordinating the planning of waste management within the region. SEWPAG's terms of reference are attached, and a list of members can be found in Appendix A.

Following our response to the draft Kent Minerals and Waste Local Plan 2024-39 Further Proposed Changes Consultation Document (Regulation 18), SEWPAG have no further comments to make regarding the Kent Minerals and Waste Local Plan 2024 – 39 Pre-Submission Draft (Regulation 19). Furthermore, SEWPAG are content that Kent provides a full contribution towards meeting waste management requirements within the region, and therefore raise **no objection** to the current consultation.

I trust the above is self-explanatory and helpful. However, should you have any questions or require further information please do not hesitate to contact me.

Yours sincerely,

*Laura Treagus*, on behalf of South East Waste Planning Advisory Group (SEWPAG)

Planning Policy Officer  
Surrey County Council  
Tel: 03456 009 009

Chair: Ian Blake ([ian.blake@cpresources.co.uk](mailto:ian.blake@cpresources.co.uk))  
Secretary: Andy Denton ([planning.policy@hants.gov.uk](mailto:planning.policy@hants.gov.uk))

**SOUTH EAST WASTE PLANNING ADVISORY GROUP (SEWPAG)**

**TERMS OF REFERENCE**

**Version 3.0 (Final)**

**January 2018**

**GENERAL**

The South East Waste Authority Planning Advisory Group (SEWPAG) comprises Waste Planning Authorities (WPAs) in the south east of England<sup>1</sup>, the Environment Agency, representatives from similar fora in London and the east of England and waste industry representation through the Environmental Services Association (ESA). It is a nonexecutive body, funded directly by the WPA members.

**SCOPE OF THE GROUP**

SEWPAG exists to help WPAs to plan for waste management taking account of the wider strategic cross boundary waste issues in the south east and in doing so helps them fulfil their statutory plan making 'Duty to Co-operate' responsibilities<sup>2</sup>; giving effect to the Government's stated intention to encourage WPAs to work together in groups in order that they may carry out their individual responsibilities more effectively.

**AIM**

The overall aim of SEWPAG is to ensure that meaningful, collaborative joint working between WPAs, the Environment Agency and the waste industry (represented by the ESA) within the South East of England on strategic waste management issues is undertaken diligently and on an ongoing basis for the mutual benefit of those authorities.

**OBJECTIVES**

- To ensure that policies and plan preparation takes full account of the strategic and cross boundary issues associated with the management of waste (not just within the south east) and ensuring that these are addressed in the most appropriate manner as part of the Duty to Co-operate.
- To develop and share best practice and initiate joint working to aid the process of preparing and reviewing emerging waste policy and relevant Waste Local Plans.
- To provide a wider response to relevant consultations e.g. on neighbouring areas' plans for waste management.
- To maintain an information exchange and communication link with other relevant forums (including other similar regional waste planning groups etc.) to further the groups' interests and action plans.

<sup>1</sup>See Appendix A

<sup>2</sup>Section 110 of the Localism Act

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- To keep abreast and share information on issues and best practice outside of the South East of England, and on policy development and implementation in such areas that will have an impact on the South East.
- To provide a forum for sharing general information and experience on policy issues.
- In order to provide an information base for strategy and the preparation of Waste Local Plans, in conjunction with the Environment Agency, SEWPAG will:
  - Assemble and collate information for the South East of England on arisings, movements (within and into/out of the South East), management and disposals of waste and on existing and proposed provision of waste management facilities;
  - Identify gaps in information requirements and co-ordinate any necessary survey work (subject to available resources);
  - As appropriate, and to the extent that resources allow, provide advice on future waste management requirements in the South East, and identify and evaluate options for meeting those requirements in terms of likely quantities of waste and the nature and distribution of waste management capacity, in accordance with the National Planning Policy for Waste (NPPW), National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG), and having regard to:
    - likely trends in waste arisings, movements, deposits and management practices;
    - changes in waste management practice;
    - the adequacy of existing and proposed waste management capacity;
    - strategies and planning policies for waste management and Environment Agency policies;
    - cross-boundary waste movements and management provision and the waste strategies of adjoining areas;
    - the SEWPAG Memoranda of Understanding on planning for waste management in the South East; and
    - any apparent disparity between requirements and provisions for waste management within the South East.
- To monitor annually changes in waste management within each authority area using any best practice agreed by SEWPAG and report back on wider trends within the South East of England through the forum.

## **MEMBERSHIP**

Formal membership of SEWPAG shall comprise nominated officer representatives from the following organisations:

- Waste Planning Authorities (see Appendix A);
- Central Government (Department of Communities and Local Government) – 1 representative;
- Environment Agency – 1 representative;
- Waste Management Industry – 1 representative from The Environmental Services Association;
- East of England Waste Technical Advisory Body – 1 observer representative;
- London Waste Planning Forum – 1 observer representative.

Representatives from other organisations (e.g. Environmental Services Association (ESA)) and additional representatives from constituent organisations may be co-opted as and when particular input or expertise is required.

## **ADMINISTRATION**

### *Chair*

The Chair of the group is provided via a consultancy agreement initially contracted on an annual basis with the option of extending for a further 2 years in annual increments. The chairperson fulfils the duties of chair, supporting the functions and purposes of SEWPAG.

### *Project Management Subgroup*

A Project Management Subgroup of constituent WPAs will oversee the management of SEWPAG including its budget and priorities.

### *Business Plan*

SEWPAG's priorities are reviewed and set on an annual basis by the Project Management Subgroup in an annual 'business plan'. The deliverables of these priorities are reviewed and endorsed by the Subgroup the following quarter, and progress reviewed on a quarterly basis. Priorities may be subject to change in light of any national policy or legislation requirements which arise.

## **WORKING GROUPS**

Working groups may be set up from time to time to research, consider and report back to SEWPAG on specific issues. Such working groups may include nominated co-opted representatives in addition to SEWPAG members.

## **CONSULTATION**

Consultation shall be carried out with appropriate stakeholders in waste management, such as waste disposal authorities, waste collection authorities, other waste management industry interests, and voluntary, environmental and community interest groups through the preparation of individual local plans using any relevant best practice; to ensure that relevant interests are taken into account, particularly in identifying and considering options for future strategy and for meeting future waste management requirements.

## **MEETINGS**

Meetings of SEWPAG will not normally be open to the press and members of the public, but minutes of meetings will be made public. Agenda papers and minutes will be circulated to those constituent WPAs within the South East that are not directly represented on SEWPAG.

Meetings will generally be held on a quarterly basis. The frequency of meetings may change in light of business plan requirements.

Meetings will be generally be hosted by constituent WPAs on a voluntary basis. Meetings may be combined with visits to sites of interest.

## **ANNUAL REVIEW**

This terms of reference including arrangements for chairing and administering SEWPAG and a review of membership and its effectiveness will be reviewed annually, towards the end of each year by the Project Management Subgroup.

**Appendix A - South East Waste Planning Authorities**

Bracknell Forest Council  
Brighton & Hove City Council  
Buckinghamshire County Council  
East Sussex County Council  
Hampshire County Council  
Isle of Wight Council  
Medway Council  
Milton Keynes Council  
New Forest National Park Authority  
Oxfordshire County Council  
Portsmouth City Council (represented by Hampshire County Council)  
Reading Borough Council  
Royal Borough of Windsor and Maidenhead  
Slough Borough Council  
South Downs National Park Authority  
Southampton City Council (represented by Hampshire County Council)  
Surrey County Council  
West Berkshire Council  
West Sussex County Council  
Wokingham Borough Council