

Minutes **Agreed 10.07.24**
Tuesday 12 March 2024, 11am – 1pm
Devizes Town Hall & Teams

Present: CHAIR, Cllr Stephen Stacey **SS** (JSC Co-Chair, Chair Avebury SC, Avebury Parish Council), Hugh Morrison **HM** (JSC Co-Chair, Chair Stonehenge SC, WHS Farmers), Claire Selman **CSe** (WHS Coordination Unit), Neil Adam **NA** (Wiltshire Council), Mel Barge **MB** (Historic England), Cllr Donna Byatt **DB** (Avebury Parish Council), Patrick Cashman **PC** (RSPB), Richard Crook **RC** (NFU), Cllr Jane Davies **JD** (WC, Marlborough West), David Dawson **DD** (Wiltshire Archaeological and Natural History Society/ASAHRG Chair), Cllr Jayne Drew **JED** (Kennet Valley Parish Council), Chris Farr **CF** (Country Land and Business Association/CLA), Phil Foxwood **PF** (DCMS), Rachel Hosier **RH** (WHS farmers), Cllr Ron Lock **RL** (Shrewton Parish Council), Henry Oliver **HO** (North Wessex Downs National Landscape), Richard Osgood **RO** (MOD), Melanie Pomeroy-Kellinger **MPK** (Wiltshire Council), Heather Sebire **HS** (English Heritage), Colin Shell **CS** (ASAHRG), Gill Swanton **GS** (Avebury Environs Forum), Jan Tomlin **JT** (National Trust), Lynn Trigwell **LT** (Wiltshire Council), Sarah Valduis **SV** (Wiltshire Council), Andrew Williamson **AW** (Avebury Society).

Observer by agreement of the Chair: Emma Sayer **ES** (Independent Chair, Partnership Panel), Ross Simmonds **RS** (Historic England)

Presenting: Item 3.1.3 Sarah Lester **SL** (Wiltshire Council)

Minutes: Becky Banbury (WHS Coordination Unit)

Apologies: David Andrews (Visit Wiltshire/Great West Way) Laura Corbett (WHS Farmers), Susan Denyer (ICOMOS UK), Cllr Tim Edwards (Amesbury Town Council), Helen Garside (Wiltshire Council), Adrian Green (Salisbury Museum), Andrew Guest (Wiltshire Council), Eddie Leighton (Wilsford cum Lake PC and representative of the WHS landowners), Stephanie Payne (Natural England), Alison Robinson (Wiltshire Council), Cllr Andrew Shuttleworth (Winterbourne Stoke PC), Cllr Ian Silk (Durrington PC), Roland Smith (Wiltshire Council), Nick Snashall (National Trust), Stephen Thomas (Avebury Society), Jo Tudor (Durrington Town Council), Helen Woodhouse (Historic England).

Abbreviations: Steering Committee **SC**, Coordination Unit **CU**, Partnership Panel **PP**, World Heritage Site **WHS**, English Heritage Trust **EHT**, National Trust **NT**, Historic England **HE**, Department for Culture, Media and Sport **DCMS**, Wiltshire Council **WC**, Royal Society for the Protection of Birds **RSPB**, Trust Transition Project Board **TTB**, Trust Transition Project **TTP**, Avebury & Stonehenge Archaeological & Historical Research Group **ASAHRG**, Working Group **WG**, National Lottery Heritage Fund **NLHF**, Terms of Reference **ToR**, Project Manager **PM**, Outstanding Universal Value **OUV**, Development Consent Order **DCO**, State of Conservation Report **SoCR**

Meeting Summary	<p>This was a joint meeting of the Stonehenge & Avebury WHS Steering Committees. Members received a National Highways briefing on A303 scheme and update from DCMS on State of Conservation Report. The CU updated on Trust Transition Project timeline and SC consultation points. The meeting discussed the appointment of the Independent Partnership Panel Chair.</p> <p>Due to time constraints, some decisions could not be reached in the meeting and require further action by email including agreement of the Annual Action Plan.</p>
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Item	Decision	Outcome
3.1.2	Agreement of updated TTB and CIO Terms of Reference	Not agreed – ToRs to be revised and agreed by TTB and recirculated to SCs for comment, with final review / sign off by Chairs
3.1.3	Agree proposal: To receive monthly updates on Trust Transition	Agreed – CU to issue monthly by

	Project via Highlight Reports	email (with support of PM Team)
3.2.2	Agree SC review process for CIO Constitution	Agreed – draft Constitution to be sent to SC for comment by email 29 April -10 May, with review by Chairs/CSe prior to TTB Meeting 14.05.24
3.3	Agree proposed joint SC meeting in July to shape partnership Governance and ToR	Agreed – precise meeting date and location to be confirmed
4.2	Agree/amend recommendation in Independent Partnership Panel paper	Not agreed – to be discussed at Partnership Panel
5.1	Agree minutes of Stonehenge Steering Committee (16.11.23)	Agreed
5.3	Agree Stonehenge SC Deputy Chair: nominations	Not agreed – further outreach required by email / discussion at next SC
6.1	Agree minutes of Avebury Steering Committee (09.11.23)	Agreed
7.0	Agree the Annual Action Plan	Not agreed – action plan to be circulated to members for comment and review by Chairs

Item	Action log	Lead	Completion date / notes
2.0	CSe to recirculate draft State of Conservation Report to members (less paras 7-12)	CSe	20.03.24
2.0	PF to provide written summary of DCMS presentation for CU to circulate.	PF/CU	21.03.24
2.0	Members to send questions on the National Highways update to CSe for NH response.	All/CSe	Members to email comments/questions by 27 March
3.1	CSe to make change to CIO WG ToR as per recommendation, notifying CIO Working Group.	CSe	28.03.24
3.1.2	Revised process for ToR agreement to be completed by 14 May 2024. <ul style="list-style-type: none"> ToRs to be discussed and agreed by TTB Members via email. Updated ToRs (with tracked changes) to be circulated to SC members by email for comment. CSe to review SC comments with Chairs (meeting). Chairs to sign off ToRs by email. 	TTB/Cse SC/Cse Chairs/CSe Chairs	28.03.24
3.1.3	CU to circulate 12.03.24 highlight report and share updates thereafter mid-month, every month for duration of project.	CU/PM	21.03.24
3.2.2	CSe to send draft Constitution to SC members for review / comment 29 April – 10 May.	CSe/All	
3.2.3	CU to take soundings from organisations wishing to nominate First Trustee.	CU	
3.2.3	CSe to progress First Trustees with TTB members and consult charity law specialist.	CSe/TTB	
3.3	Members to comment / provide information to support the development of governance work in advance of July SC.	All	
3.3	CSe to recirculate governance key principles to members.	CSe	20.03.24
4.2	CSe to send papers on Independent Partnership Panel Chair to PP.	CSe	
6.4	LT to provide written update on Avebury Transport Strategy.	LT	
7.0	Draft Annual Action Plan to be sent out to SC for comments and Chair review.	CSe	Members to email comments by 10 April
AOB	Meeting papers (where possible) to be issued fortnight prior to meetings.	CU	
AOB	CU to do 40 year anniversary of Stonehenge SC feature in forthcoming newsletter.	CU	
AOB	CU to contact Antrobus House to check availability and costs for July Steering Committee.	CU	20.03.24

1.0	General Items
1.1	Apologies and introductions
2.0	A303 Scheme update and State of Conservation Report
	<p>A303 Scheme Phil Foxwood confirmed National Highways A303 Stonehenge paper (circulated to members on 11.03.24) provides the very latest information on A303 Scheme including the judicial review process / appeal and A360 temporary closure. A National Highways representative will be invited to next Steering Committee meeting in July to provide an in-person update.</p> <p>Action: CSe invited members to send any questions on the National Highways paper to her, which she will forward to National Highways for response.</p> <p>At the last World Heritage Committee meeting in September, a draft decision for Stonehenge was adopted. DCMS sought for paper not to be opened/discussed at meeting as the Development Consent Order [DCO] had just come out and more work was required in terms of next steps. Draft decision requested updated State of Conservation Report and comprehensive information package, which were submitted by 1 Feb deadline.</p> <p>State of Conservation Report [SoCR] A draft SoCR, less responses to paras 7-12, was circulated to WHS Steering Committee and Partnership Panel members on 16.01.24. PF said that an unredacted SoCR has not been shared because proposed 'modifications' to the A303 scheme are not in the public domain and are currently being discussed with World Heritage Centre advisory bodies. DCMS does not wish to affect a future appeal/judicial review should one be sought. DCMS is expecting follow-up meetings to inform the draft decision which is likely end May/beginning June prior to the World Heritage Committee (21-31 July). PF expected that it would be possible to share a copy of the full SoCR at that point.</p> <p>The World Heritage Committee will make a decision. They have power to approve, amend or reject the World Heritage Centre's recommended draft decision.</p> <p>PF acknowledged the dissatisfaction expressed by some members present that the full SoCR had not been shared at this point, that the partnership had not been given the opportunity to fact check the complete report and that the World Heritage Site will not receive any additional information until end of May/early June.</p> <p>Action: CSe will recirculate the draft SoCR (less responses to paras 7-12) to members to assist in the interim until complete Report is available.</p> <p>AW asked PF to confirm the process of how World Heritage status will be retained should the A303 Scheme go ahead. PF reiterated that the State Party/ DCMS is keen to ensure that world heritage status is retained and a solution is found to deliver the scheme as per the approved planning. This is a live negotiation, with DCMS putting forward the case that the scheme sufficiently considers and protects the OUV of the site.</p> <p>PF confirmed that 'modifications' (the term used by the WH Centre) being considered are adjustments that can be made within the design phase of the DCO framework to address the concerns of the World Heritage Committee. There are no modifications being made outside the DCO.</p> <p>CS asked how 'cut and cover' design to tunnel might be affected by modifications. PF could not provide an update at this point as it has not been agreed.</p>

Action:	SS asked PF to provide written summary of his presentation.
3.0	Trust Transition Project [TTP]
3.1	<p>Overall Update CSe thanked members for their ongoing commitment and support of the TTP.</p> <p>3.1.1 TTB Draft Minutes were circulated to members on 29.02.24 and meeting summarised below:</p> <ul style="list-style-type: none"> • Approval of updated TTB and CIO Terms of Reference [ToR] for Steering Group agreement. • An introduction to project manager and overview of support. • A discussion on the process for agreeing Constitution and revision of proposal for First Trustees of CIO. <p>3.1.2 Agreement of updated TTB and CIO Terms of Reference LT requested that meeting summary / action regards approval of updated ToRs is changed in light of TTB Draft minutes (for review and approval at next TTB, 14.05.24). Summary should reflect item 4.1.1 that ToR were considered but not approved, with further points of discussion and clarification required by TTB before sign-off.</p> <p>Cse responded that ToRs had been put through meetings a number of times. Not agreeing the ToRs at the Joint Steering Committee would require another cycle of meetings (TTB and SC) and present a challenge to the progress of TTP.</p> <p>SS thanked LT for points raised and recommended that discussion about ToRs is continued online.</p> <p>Revised decision: Meeting agreed the following process so that a decision on Constitution can still be made at TTB on 14 May.</p> <ul style="list-style-type: none"> • ToRs to be discussed and agreed by TTB Members via email • Updated ToRs to be circulated to SC members by email (with track changes) for comment • CSe to review SC comments with Chairs (meeting) • Chairs to sign off ToRs by email. <p>SS suggested that in the box 'Frequency of meetings' in Appendix B of the CIO ToR, the phrase "The Working Group will meet on an ad hoc basis with a frequency led by the pace of the project" should be rephrased to "The Working Group will meet sufficiently frequently to drive the project forward at pace" to ensure that the project can be delivered without delay.</p> <p>Action: CSe will make this change to CIO WG ToR as per recommendation, notifying CIO Working Group.</p> <p>3.1.3 Project timeline and progress update (highlight report) CSe and SL presented TTP timeline and progress update (circulated by email 06.03.24) and introduced summary 'Highlight Report' (dated 12 March) with roadmap, workstream updates, risks & issues. CU is being supported by PM and consultants on preparatory phase to ensure project deliverables can be achieved within timescales and budget.</p> <p>Current project RAG (red, amber, green) rating is 'Amber'. This is because evaluation has to be scoped into programme of work but will be addressed imminently. Other areas of project are 'Green'.</p> <p>Decision: Meeting agreed proposal (endorsed by CIO WG on 04.03.24) that members should receive monthly Highlight Report updates via email to review progress against project plan.</p>

Action:	<p>CSe to circulate 12 March Highlight Report to members. Future reports will be issued mid-month for the duration of the delivery phase.</p> <p>The CU will be happy to respond to questions about the monthly summary highlight reports.</p>
3.2	<p>CIO CSe presented update on CIO.</p> <p>3.2.1 CIO WG, Draft Minutes were circulated to members on 06.03.24 The meeting was held to:</p> <ul style="list-style-type: none"> • Comment on project plan in advance of circulation to Steering Committees and TTB. • Work on draft Constitution in advance of consultant support, TTB review and Steering Committees comment. <p>3.2.2 Constitution – timeline and consultation: CSe provided a proposed timeline for the development & submission of CIO Constitution. ES was thanked for her work to date on draft the Constitution which is currently being reviewed by the CIO WG.</p> <p>Decision: Meeting agreed the following process for SC involvement:</p> <ul style="list-style-type: none"> • Constitution to be sent to SC members for review / comment by email between 29 April – 10 May. • Chairs & CSe to review / assimilate SC comments prior to TTB meeting (14.05.24). TTB to review SC comments and agree Constitution. <p>CSe confirmed that a charity law specialist has been engaged to review the CIO WG Draft Constitution to ensure that it meets the requirements of the Charity Commission prior to submission.</p> <p>Possible timeline for CIO ‘go live’ is June-August 2024 subject to no re-submission being required. Should the application require re-submission, a consultation phase will need to be added to the programme to allow changes to be considered and agreed by TTB and SCs.</p> <p>3.2.3 Constitution – First Trustees CSe updated the JSC on TTB discussion (19.01.24), where it was agreed in principle that the First Trustees would be Emma Sayer, Hugh Morrison and Stephen Stacey, plus a representative from both Wiltshire Council and Historic England.</p> <p>The First Trustees are required to be named on Constitution for the CIO submission and their appointment should be time limited. Once established the CIO will work to appoint a strong, effective board of Trustees recruited with requisite expertise determined by skills audit to deliver goals of CIO.</p> <p>CSe reported that ongoing work was being undertaken by CU and TTB members to progress before end of March; including the provision of Trustee model for formal agreement by TTB via email and a First Trustee role description for WC to identify a candidate or, if more appropriate, be a ‘Nominated Trustee’ in which the member might not need to be named. HE has yet to confirm whether it wishes to nominate a First Trustee.</p> <p>DD (Current Chair of ASHRG) reported back from 16.02.24 ASHRG meeting that its members wished to have same trustee status on the CIO as other organisations represented on Partnership Panel at the same point. He noted that the ASHRG meeting was held after TTB and therefore its views could not be tabled or considered when First Trustees were discussed in January.</p>

<p>Action:</p> <p>Action:</p>	<p>SS recommended CU take soundings from all parties that wish to be represented as a Trustee as soon as possible.</p> <p>CSe to progress First Trustees with TTB members and consult charity law specialist.</p> <p>ES wished it to be minuted that valid points were made at TTB about central funding partners having a representative on First Trustees (should they wish/be permitted).</p> <p>ES and HS are on record that they have no intention to remain First Trustees for a long period.</p> <p>SS is prepared to offer continuity and remain in post for longer if that is required.</p>
<p>3.3</p> <p>Decision:</p> <p>Action:</p>	<p>Partnership Governance</p> <p>CSe presented update on partnership governance.</p> <p>3.3.1 Timeline and consultation</p> <p>Governance is second strand of TTP. Timescales have been staggered with creation of CIO, based on feedback to CU presentation at November 23 SC meetings, to ensure both workstreams are delivered successfully.</p> <p>To achieve goal of having a new structure in place in August, members agreed proposal to hold a consultant-facilitated joint steering committee on a date within the period 8-12 July. This is intended to shape the new governance structure and Terms of Reference. Meeting will have extended agenda to allow standing SC items to be covered.</p> <p>Members are invited to provide any comments or support the delivery of the new governance structure in advance of the next JSC (date TBC).</p> <p>CSe to recirculate governance key principles (presented to members in November '23 SCs). PM / CSe to identify process issues in current governance to be avoided in new structure.</p> <p>As raised in previous meetings, members discussed the reshaping of governance in context of the creation and future development of the CIO. It was agreed that it's important to start aligning partnership governance in direction of travel and that clear structured guidance and decision making is developed for this transition phase so that expectations and ambitions of the partnership are met.</p> <p>It was acknowledged that if the new CIO can establish itself and generate enough money to develop into a full CIO, it's governance structure will be different. An effective governance structure is required in the meantime and could be ported into a future structure.</p>
<p>4.0</p>	<p>Partnership Panel</p>
<p>4.1</p>	<p>Partnership Panel update (minutes circulated 29.02.24)</p> <p>CSe summarised the PP meeting for members. No comments were raised.</p> <p>The meeting:</p> <ul style="list-style-type: none"> • Received briefing on A303 Scheme and state of Conservation Report from DCMS. • Discussed Independent Partnership Panel Chair's review and appointment process. • Agreed to alternate between in-person and online meetings (no hybrid meetings).
<p>4.2</p>	<p>4.2 WHS Recruitment</p> <ul style="list-style-type: none"> • Independent Partnership Panel Chair <p>Meeting discussed following two papers issued to members:</p> <ol style="list-style-type: none"> 1) Paper from Committee Chairs – Independent Partnership Panel Chair (circulated 07.03.24) 2) Paper from Wiltshire Council - response to paper circulated by Committee Chairs on Independent Partnership Panel Chair (circulated 11.03.24)

	<p>SS invited SV to summarise Wiltshire Council’s paper. The key points were:</p> <p>The Council does not view the recommendation being made to the Committee to automatically extend the Chair tenure for a further 3 years as appropriate given firstly the changing nature of the WHS governance and secondly given the outcome of the recent Chair review survey. The outcome of the recent chairs review indicated that opinions on delivery against the role are clearly divided across the WHS Partnership. Automatic continuation in a role for another 3 years under these circumstances would not be in the best interests of the partnership. Due process for recruitment should be undertaken in a fair, open and transparent way involving members of the Partnership Panel. The Council’s view is that an open recruitment which would allow all potential candidates to apply, including the present Chair should they wish to do so, would help build trust and ensure that the post is filled with the person most suited to this emerging new role.</p> <p>This is clearly a decision for the Panel, as set out in the management plan, and discussions need to take place as soon as possible. As would be the case with any role being discussed, this must be done in the absence of the current chair, if they have the intention to apply for the post, in order to make the process open and fair to all potential future candidates. If the current postholder is not looking to be considered for that position, then we see that there is no risk of it being unfair and therefore no requirement for them to be excluded from any discussion.</p> <p>SS summarised the Joint Chairs’ paper, of which the conclusions and proposed advice to the PP are as follows:</p> <p>a. We believe that the Chair should be invited to continue in post for three years (but see 9.d below) and that the Panel be asked to consider extending the invitation now since it is paramount that effective leadership continues.</p> <p>b. We note that there may have to be new governance arrangements at some point in the near future.</p> <p>c. Whilst significant revision of the arrangements currently in force may not be required if as is hoped a CIO limited to raising additional funding is set up in the next few months, recalibration is probable on the CIO acquiring management responsibility, which is anticipated within two years of the CIO’s creation.</p> <p>d. If the current timeline is respected, the function of an independent Chair as it is defined today will not continue for a full three year term, it being subsumed into the new role of chair of the CIO’s trustees.</p> <p>.....</p> <p>Decision/ Action: Members discussed both papers, their rationales and recommendations at length. A consensus not being achieved, it was agreed the issue be referred to the PP for decision.</p> <ul style="list-style-type: none"> • Coordination Unit - this was not discussed in the meeting.
<p>All subsequent items took place after published finish time of 1.00pm. Some members left at this juncture (see list below).</p>	
<p>5.0</p>	<p>Stonehenge Steering Committee matters</p>
<p>5.1</p>	<p>Agree minutes of Stonehenge SC Meeting minutes agreed.</p>

5.2	Review actions and matters arising from last Minutes No comments made.
5.3	Deputy Chair: vacancy Cllr Tim Edwards is stepping down from the role of Deputy Chair of the Stonehenge WHS Steering Committee as of 12 March due to relocation. HM shared the Partnership's thanks to Tim for his constructive work and commitment to the WHS within the Stonehenge WHS Steering Committee and also the CIO Working Group. The meeting wished Tim all the best for his relocation to the US. Stonehenge WHS Steering Committee is looking to appoint a new Deputy Chair. An email was circulated to SC members on 11.03.24, but no nominations have been received to date. HM & CSe welcome a conversation with any interested party. Further recruitment activities be undertaken in due course.
6.0	Avebury Steering Committee matters
6.1	Agree minutes of Avebury SC. Meeting minutes agreed.
6.2	Review actions and matters arising from last Minutes No comments made.
6.3	B4003 & Green Street update A second stakeholder meeting organized by the CU is planned for 26.03.24 to discuss B4003 and Green Street. It is hoped that improvements will be made to B4003 shortly.
6.4	Avebury Transport Strategy (Atkins, 2015). LT to provide update (action 2.2 Partnership Panel 19.01.24). CSe to request written update to be shared for circulation.
7.0	Management Plan - Annual Action Plan
	To agree the Annual Action Plan within the framework of the Management Plan CSe highlighted that delivery and oversight of the Management Plan is a crucial function of the steering committees. The formation of an annual action plan is in the Management Plan but has not been achieved prior to now. CSe has created a draft annual plan featuring key areas of work which will be used as a prototype to trial in advance of developing the new MP. The Annual Action Plan needs to be finalised and agreed by SCs and go to PP in May for review and allocation of resources to projects. Action: Meeting agreed the following process for SC involvement: <ul style="list-style-type: none"> • CSe to send out draft action plan by email for SC review and comment. • CSe to meet with Chairs to review and complete process ready for PP in May.
8.0	Confirmation of actions and decisions
	See pages 1 & 2
	AOB
Action:	Avebury Society letter - circulated with papers (06.03.24) SS requested that meeting papers are issued two weeks prior to meetings and that, if possible, the quantity of printed materials is reduced. CSe said that members are advised to access digital copies shared by email or via Sharepoint, which will be launched in due course.

Action:	RC notified meeting of imminent 40 year anniversary of Stonehenge SC and suggested this should be marked in some way. CU to feature this in forthcoming newsletter.
Action:	RC suggested Antrobus House , Amesbury as future location for Steering Committee meetings. Noted that it is conveniently located with ample free parking (given that members do not claim mileage/ parking costs). CU to contact Antrobus House to check availability and costs for July Steering Committee.
	<p>Dates of next meetings:</p> <p>Joint Steering Committee (suggested location Antrobus House) July - date and time tbc</p> <p>Avebury Steering Committee (Wiltshire and Swindon History Centre, Chippenham) 7 November 2024, 11am – 1pm</p> <p>Stonehenge Steering Committee (TBC) 13 November 2024, 11am – 1pm</p>

Meeting scheduled to end at 1.00pm but extended by 8 minutes. Ended: 1.08pm

Meeting attendees online:

- Neil Adam, Wiltshire Council
- Patrick Cashman, RSPB
- Cllr Jane Davies, Marlborough West
- Phil Foxwood, DCMS
- Sarah Lester, Wiltshire Council
- Richard Osgood, MOD
- Heather Sebire, English Heritage
- Ross Simmonds, Historic England

Record of arrival and departure outside of published times:

- David Dawson left meeting at 12.25pm
- Sarah Lester left meeting at 12.30pm
- Chris Farr left meeting c. 12.45pm
- Ross Simmonds left meeting 12.54pm
- Cllr Donna Byatt left meeting 12.55pm
- Cllr Jane Davies left meeting 1.00pm
- Henry Oliver left meeting 1.00pm
- Jan Tomlin left meeting 1.00pm
- Melanie Pomeroy-Kellinger left meeting 1.00pm
- Lynn Trigwell left meeting 1.00pm
- Sarah Valdus left meeting 1.00pm