

Minutes

Thursday 19 September 2024, 10.30am – 11.10am

Only-only via Teams

Minutes agreed: 05.03.25

Members present: Emma Sayer **ES** (Chair), Claire Selman **CSe** (WHS Coordination Unit/minutes), Steve Bax **SB** (English Heritage Trust), David Dawson **DD** (ASAHRG / Wiltshire Museum), Cllr Dominic Muns **DM** (Wiltshire Council), Hugh Morrison **HM** (Stonehenge WHS Steering Committee Chair), Lynn Trigwell **LT** (Wiltshire Council), Ross Simmonds **RS** (Historic England), Stephen Stacey **SS** (Avebury WHS Steering Committee Chair), Jan Tomlin **JT** (National Trust)

Observer by agreement of the Chair: Claire Glazebrook (commissioned to complete CIO Strategic Plan and Fundraising Strategy)

Proposed decision	Agreed decision
3.1 To commence Chair's recruitment in January 2025 rather than November 2024	3.1 To retain the November start date for Chair's recruitment.

Action ID	Action	Lead	Complete
1.2	Revisit JT's comments on minutes 14.05.24 and confirm how they were responded to before recirculating to members for agreement via email.	CSe with ES & JT	Underway
2.0a	Include Setting Study and Condition Survey update as an agenda item for November Steering Committee.	CSe	Complete
2.0b	Amend Full Council ratification date of Setting Study from September to October 2025.	CSe	Complete
2.0c	Invite North Wessex Downs National Landscape Planning Lead to join the Management Plan Review Steering Group	CSe	Complete
3.1	Provide assistance from the National Trust to support the Coordination Unit prepare for Chair's recruitment	JT	Complete
3.3	Include a report on Coordination Unit funding as an agenda item for November meeting	CSe & LT	Agenda item for 07.11.24 JSC meeting, time didn't allow but retained for next meeting
5.0	Liaise with JT and SB for next meeting venue	CSe with JT & SB	Complete

1.0	General Items
ACTION 1.2	<p>1.1 Apologies and introductions Members welcomed new Partnership Panel members Steve Bax (English Heritage Trust) and Natalie Carr (Historic England). Apologies: Natalie Carr (Historic England), Colin Shell (ASAHRG)</p> <p>1.2 Minutes from Partnership Panel of 14.05.24. JT expressed need for confirmation that comments were noted. Before the minutes are agreed, members agreed for CSe and ES to revisit comments, confirm with JT how they were responded to, before recirculating minutes to members for agreement via email.</p> <p>1.3 Report from Joint Steering Committee 10.07.24 HM & SS reflected no further update from minutes of the meeting with subsequent activity covered in upcoming cross-partnership Partnership Governance meeting. ES shared news of the sad passing of Roger Fisher, member of the Partnership Panel for a number of years as Chair of the Stonehenge WHS Steering Committee. Members expressed</p>

	their sympathies and condolences for Roger's family.
2.0	Receive Annual Action Plan from Steering Committees
ACTION 2.0a & b	<p>CSe introduced Annual Action Plan to new members: a delivery mechanism taken directly from the Management Plan to provide structure for reporting between Steering Committee and Partnership Panel. Members reviewed the Annual Action Plan for updates on key projects, no comments were raised for attention of Partnership Panel at Steering Committee meeting 10.07.24 and no comments were raised by Partnership Panel for November's Steering Committee meeting.</p> <p>CSe gave a verbal update on the following projects within the plan:</p> <ul style="list-style-type: none"> - Key dates for WHS Setting Study consultation: partnership consultation 18 November – 13 December 2024 (4 weeks) and public consultation 6 May – 3 June 2025 (4 weeks) before final Wiltshire Council adoption. ES recommended for Setting Study update to be an agenda item for the November Steering Committee. LT advised Full Council ratification date to be amended from September to October 2025. - WHS Condition Survey is nearing completion with a summary and presentation available for November's Steering Committee. - Management Plan Review Steering Group meeting 30 September to prepare a project plan for November's Steering Committee. LT recommended inviting North Wessex Downs National Landscape Planning Lead to join the group. CSe is currently looking at costings and resources, with an initial discussion taking place with Historic England, and will provide Partnership Panel with a full funding proposal.
ACTION 2.0c	
3.0	Chair & Coordination Unit Update
ACTION 3.1	<p>3.1 Partnership Panel Chair Recruitment Process</p> <p>It was identified at previous meeting to begin recruitment November 2024. CSe raised potential capacity constraint to meet timescale. Members discussed the importance of maintaining completion of recruitment for appointment to commence from 01.04.25 to ensure there isn't a vacancy in the position. As a solution members suggested work to feature in Partnership Officer's early workplan and JT offered staff resource from the National Trust to support the Coordination Unit.</p> <p>Proposal: begin Chair's recruitment in January 2025 to allow adequate time for CU to prepare.</p> <p>Decision: to retain the November start date for Chair's recruitment</p> <p>SS sought clarity on the timetable for recruitment in correlation to the partnership governance review, and ES raised the importance of clarity within the role description regarding the nature of the role.</p> <p>LT confirmed there are sufficient funds within the Coordination Unit budget for the recruitment.</p> <p>3.2 Partnership Officer Recruitment update</p> <p>CSe reported that George Downs has been appointed as Partnership Officer, starting 9 October. Interviews took place 21 August with panel of CSe, Melanie Pomeroy-Kellinger (Wiltshire Council) and Rosie Byford (Historic England). George will send an introductory email to partners with some of his background and experience, and CSe is working with partners to arrange introductions and site visits. Members expressed that they look forward to welcoming and working with George.</p> <p>3.3 Partnership Funding for CU Staffing 2025-26</p> <p>CSe thanked funding partners Wiltshire Council, Historic England, English Heritage Trust and</p>

ACTION 3.3	<p>the National Trust for their support for 2024-25 staffing costs and confirmed that the funding need for 2025-26 will remain the same plus inflation. Historic England’s commitment to 2025-26 funding is dependent on confirmation from other partners. To support this, CSe sought confirmation of partners’ budget setting timings and that they were happy to continue discussion after the meeting:</p> <ul style="list-style-type: none"> - LT confirmed that Wiltshire Council budget setting starts in September for confirmation at Full Council in February. Funding towards staff costs will remain the same as 2024-25, with funds set aside this year for the Setting Study to decrease. LT agreed to report funding for CU to Steering Committee once budget setting has taken place and SS tabled this as an agenda item for November meeting. - DM raised the conditions that Wiltshire Council expressed relating to funding included effectiveness governance. - SB budget setting has started, not expecting a reduction in commitment and able to confirm later in the year. - JT confirmed that National Trust’s position remains that the 2024-25 contribution is for one year only to support progress towards a new governance structure, and that the key National Trust contribution is ownership of a third of the World Heritage Site which is mostly permissive open access. National Trust budgeting takes place a month ahead of other partners and is confirmed for 2025-26 ready to be ratified by Trustees in January.
4.0	Confirmation of decisions and actions
	See above.
5.0	Next meeting
ACTION 5.0	<p>Week commencing 20th January, date tbc via Doodle poll</p> <p>CSe to liaise with JT and SB for venue. JT advised upstairs at National Trust The Circles restaurant at Avebury is available for meeting use.</p>

Meeting started: 10:30am

Meeting ended: 11:10am

Record of arrival and departure outside of published times:

- Ross Simmonds arrival 11am