

Historic Places Panel – Terms of Reference

1. The Historic Places Panel is a multi-disciplinary group of experts who visit historic towns and cities around the country, hear from stakeholders about the issues those places are facing and provide ideas and insights about shaping their future.
2. Since the Panel was established in 2000 it has been involved in some of the most significant regeneration and place-making successes the country has seen.
3. The Historic Places Panel operates as part of Historic England's broader approach to working in place. The Panel is supported and facilitated by Historic England teams and its work is aligned with Historic England corporate activities and priorities. The conclusions and recommendations of the Panel are independent of Historic England's own advice.

Role

4. The Panel's remit is to:
 - use their skill and expertise to provide strategic advice to public and private bodies with an interest in places where significant changes to the built environment are being planned;
 - contribute to Historic England's work on issues related to regeneration, place-making and the historic environment, when requested.
5. To achieve these goals, the Panel will focus on places, sites and cases that highlight specific themes and strategic issues and, in the case of particular development proposals, are likely to be at the pre-application or master planning stage.

Chair and Membership

6. Members of the Panel shall be appointed by the Chief Executive of Historic England on the advice of the Historic Places Panel Chair, the Panel Co-ordinator and the Director of Regions. Ideally, there will be at least one Historic England Commissioner serving on the Panel. The panel shall have no fewer than 12 and not more than 20 members.
7. The Chair of the Panel shall be appointed by the Chair of Historic England and may be a Commissioner. In his or her absence, the Chair shall normally be taken by the Deputy Chair who shall be appointed by the Chair of the Panel.
8. Membership of the Panel should include *at least* one expert in each of the following fields: archaeology, conservation, development economics, design and development - including architecture and other built environment professionals - gardens and landscape, history, property, retail and

regeneration. Membership should be from both public and private sectors and take account of the need for diversity.

9. The terms of office for Panel members will be renewable after a period of three years. Panel members will generally serve a maximum number of two consecutive terms.

Meetings

10. Meetings of the Panel will be convened as required, including an Annual General Meeting at a location agreed by Historic England staff. For formal meetings of the whole Panel, the quorum will be five members, or one third of the appointed members (fractions counted as a whole), whichever is the greater.

Visits

11. There will generally be three site visits per year. At any one visit, the Panel should be represented by a minimum of six attendees. The make-up of the Panel should reflect the particular skills required for the visit.

**Approved by Commission:
March 2024**

**Next review:
March 2027**