

Summary of Minutes of the 325th Board Meeting of Letchworth Garden City Heritage Foundation held on 30th January 2025 at One Garden City

Board Members Present

Gareth Hawkins (Chair)	GH
Chris Pattison (Vice-Chair)	CP
David Adam	DA
Jo Dew	JD
John Hillson	JH
Kevin Jones	KJ
Michael Collins	MC
Simon Franklin	SF
Sir Tim Wilson	TW
Terry Hone	JH
Ian Mantle	IM

Apologies

Jane Perry	JP
Kieran Khangura	KiK
Kerry Kyriacou	KeK

Foundation Officers Present

Graham Fisher (CEO)	GF
Mark Coles (ED Property)	MaC
Matt Peak (ED Finance)	MP
Stuart Sapsford (ED Communities Culture & Heritage)	SS
Jo Walker (Governance Support Executive)	JW

Others Present

Alex Robinson (Commercial Property Consultant)	AR
Will Sensecall (Director CBRE)	WS

1. The Chairman reported that notice of the Meeting had been given in accordance with the Rules of the Foundation and that a quorum was present. Apologies were noted as above.

The minutes of the 324th meeting on 26th November 2024 were agreed and signed.

2. Declarations of Interests

None

3. Papers to Note.

Grants Committee minutes for October 2024 were Noted by the Board

Grants awarded by the Heritage Foundation Grants Committee.

Create Community CIC – £10,500 awarded under object iv, Health and Wellbeing, to provide services to residents who have been out of work and are looking to get back into work; have lower levels of mental wellbeing; are lonely and/or isolated and have low levels of skills and confidence.

Letchworth Arcadians Music Society – £4,000 under object ii, Recreation and Leisure towards discounted tickets for those unable to pay the full £17.

Letchworth Family Support Team – A presentation was given by the LFST, who act as a bridge between families and school, especially where that relationship has broken down. The LFST receive funding of £120,000pa from HF.

The minutes and decisions of the Heritage Advisory Committee were Noted by the Board.

Decisions 22nd November 2024

- Croft Lane – Two storey side extension, single storey rear extension following demolition of garage – Refused
- Pasture Road Unauthorised garage block on the frontage – Refused

Decisions 13th December 2024

- Blackmore – demolition of garage, erection of part double, part single storey front extension and associated works (revised scheme) – Refused.
- Sollershott West - Creation of bay windows, bi-fold doors and rooflight to rear elevation of garage, two rooflights in main rear roofline, 2 rooflights to rear gable, creation of ground floor bay to west gable elevation, porch to front elevation, new French doors to rear elevation – Approved (in principle)
- Baldock Road - Two storey rear extension, replacement roof to single storey side roofline, replacement of windows and doors, removal of conservatory and boiler room, frontage alterations – Approved, (in principle)
- Glebe Road - Two storey side extension – Approved.

Applications to the HAC 2024

November – 73

December – 33

Annual Total – 895

The minutes of the Strategic Property Committee were Noted by the Board.

The minutes of the Risk and Internal Audit Committee were Noted by the Board.

4. Election of Chair and Vice-Chair

As required by the HF Rules and Regulations, the positions of Chair and Vice-Chair of the Board of Trustees are appointed annually. GH and CP were re-elected as chair and vice-chair unopposed.

5. Executive Director – Communities, Culture and Heritage

The feasibility study for an Arts and Heritage Centre is ongoing. The Board agreed that the Executive Director to continue to explore the possibility of National Lottery Heritage Fund funding for the study.

6. Report of the Executive Director – Finance

PPM works and venues investments to be prioritised as per proposals to be tabled by Executive colleagues. Current spend on investment property maintenance (inc PPM) is £2,019k.

The overall net investment needed to operate the Broadway Cinema for the eleven months to date (on an operating cost basis) was £370k.

The overall net investment needed to operate Standalone Farm for the eleven months to date (on an operating cost basis) was £188k

The audit approach for 2025 was agreed.

7. Executive Director – Property

The Board approved the sale of Balmoral House and the disposal of residential properties as they become available.

The Board approved the refurbishment of Standalone Farmhouse, which is a Grade II listed building.

The Board approved an initial project to look into a Zero Carbon Neutral initiative for the Spirella Building.

8. Chief Executive Report

The recruitment process for an Appointed Trustee to commence at the end of March.

The Board still require another Elected Trustee from the governor group to replace Kevin Jones and an appointments campaign will be undertaken.

Jo Dew was elected as chair of the Grants Committee.