

Summary of Minutes of the 326th Board Meeting of Letchworth Garden City Heritage Foundation held on 11th March 2025 at One Garden City

Board Members Present

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|-----------------------------|----|
| Gareth Hawkins (Chair) | GH |
| Chris Pattison (Vice-Chair) | CP |
| David Adam | DA |
| Jane Perry | JP |
| Kevin Jones | KJ |
| Kieran Khangura | KK |
| Michael Collins | MC |
| Simon Franklin | SF |
| Terry Hone | TH |
| Ian Mantle | IM |

Apologies

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|----------------|----|
| Jo Dew | JD |
| John Hillson | JH |
| Sir Tim Wilson | TW |

Foundation Officers Present

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|--|-----|
| 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

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| Alastair Stewart (Head of Learning and Grants) | AS |
| Fiona Grant (Policy, Research and Programme Manager – Poverty & Prosperity) | FG |

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 325th meeting on 30th January 2025 were agreed and signed.

2. Declarations of Interests

There were no declarations of interests.

3. Papers to Note.

Grants Committee minutes for January 2025 were Noted by the Board

There were no grants awarded by the Heritage Foundation Grants Committee at the January meeting.

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

Decisions 7th February 2025

- Woolston Avenue – Replacement front door – Approved in principle
- Icknield Way – Two storey side and rear extension – Refused
- Lytton Avenue – Fell conifer in rear garden – Approved
- Cromwell Road – Frontage alterations – Approved

Applications to the HAC 2025

January – 74

Annual Total – 74

4. Executive Director – Communities Culture and Heritage Report

The Great Place to Grow Up (GP2GU) (Strategic Aim 4) (SS), Learning (Strategic Aim 4) (AS) and Poverty and Prosperity (Strategic Aim 6) (FG) Policies were presented to the Board.

- The GP2GU policy has a collectively developed vision and six pillars.
- There are currently six collective impact groups with a shared vision and impact model. The will enable our partner organisations to deliver services for young people that clearly align with what the evidence locally shows is needed. There's a real knowledge deficit that exists where young people just don't know what's available to them, which [we] want to try to educate partners and residents about.
- The Learning Policy has taken broad approach to learning by looking at learning internally and externally. HF has a major role to play having learned from stakeholders that HF has the capacity and expertise that isn't available elsewhere. Measuring outcomes as [we] go along will inform and reshape the policy as needed. A peer-to-peer group of professionals has formed which wasn't there 6 months ago, which is a really successful outcome.
- Teachers have documented their appreciation of how the mental resilience techniques are helping them work more effectively with some students.
- The Poverty and Prosperity Policy will give HF the framework to work within [our] human, financial and physical resources and the capacity to affect change in partners. Experts from HF partners have fed back with what they're seeing and what's needed. A working group will be brought together in the summer to include what Play! Discover! Share! will look like this year. There are advanced conversations with schools on how they can get involved with the developments by way of apprenticeships.
- Financial commitments include funding to the Citizens Advice for the next 3 years.
- Learning is an area HF invest the most in in terms of its charitable objects.
- Net spend including overheads on 4 of the charitable objects are:
 - Education c£1.5m
 - Recreation and Leisure £1.2m
 - Preservation of Buildings c£800k
 - Relief of Poverty c£500k

Stuart also presented a venues' 2024 review:

- Standalone Farm has had a positive increase in visitor numbers and income recovery but faces some real challenges in terms of rising costs.
- The Cinema and Theatre had an incredible end to 2024 with 2025 having a great start, with a reduction in the overall Foundation subsidy.
- The Gallery had an increase in visitor numbers in 2024 to c14,000 for the year.

Volunteering within HF is a real success and are adding value to volunteering the organisation. Some volunteers have gone on to paid work with the skills they've learned being with HF.

The Board APPROVED the policies and thanked the team for the great work that had gone into developing the policies.

The Board NOTED the updates.

5. Report of the Executive Director – Finance

Management Accounts

- The operating deficit stands at £208k, compared to a budgeted loss of £723k.
- Expenditure against the capital budget finished the year £1.1m below budget, with total expenditure amounting to £1.3m (budget £2.4m).
- Cinema – Strong sales in the final quarter led to better than budgeted results for the cinema / theatre (£377k net investment V's budget of £439k) – so over £60k better
- Farm – broadly as forecast, results at the farm were disappointing with net investment of £233k required in 2024 (£235k adverse to budget). Chase up income – was £104k below budget at July and pushed back to £12k short.

The Board NOTED the Management Accounts

6. Chief Executive Report

It was noted that no governors had stood for election as a trustee following Kevin Jones retirement. This leaves on ongoing vacancy. The report included an update on progress with LG1 and other housing development sites.

7. Executive Director – Property

Contracts have been agreed for the sale of the Glebe Road Industrial Estate as a housing development site. Starwood House sale has also completed.