

## LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

(Registered Society under the Co-operative and Community Benefit Societies Act 2014.  
Registered Society includes a Community Benefit Society)

### **PARTS I, and II MINUTES OF THE 319<sup>th</sup> BOARD OF TRUSTEES MEETING HELD ON 30<sup>th</sup> JANUARY 2024 AT ONE GARDEN CITY, BROADWAY, LETCHWORTH GARDEN CITY, SG6 3BF**

<b>Present:</b>	Gareth Hawkins (Chair)	<b>GH</b>
	John Hillson	<b>JH</b>
	Lucy Gravatt	<b>LG</b>
	Michael Collins	<b>MC</b>
	Roger McIntyre-Brown	<b>RMB</b>
	Simon Franklin	<b>SF</b>
	Terry Hone – HCC Nominated Trustee	<b>TH</b>
	Ian Mantle – NHC Nominated Trustee	<b>IM</b>
<b>In attendance:</b>	Graham Fisher (Chief Executive)	<b>GF</b>
	Kerry Kyriacou (Executive Director,	<b>KyK</b>
	Mark Coles (Executive Director – Property)	<b>MC</b>
	Matt Peak (Executive Director – Finance)	<b>MP</b>
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	<b>SS</b>
	Jo Walker (Governance Support Executive)	<b>JW</b>
	Alex Robinson – Commercial Advisor	<b>AR</b>
<b>Apologies</b>	Kevin Jones	<b>KJ</b>
	Jo Dew	<b>JD</b>
	Chris Pattison (Vice-Chair)	<b>CP</b>
	Amanda Egbe	<b>AE</b>

#### **APOLOGIES, MEMBERSHIP & QUORUM**

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.

#### **MINUTES**

Minutes of the 318<sup>th</sup> meeting held on 28<sup>th</sup> November 2023 were agreed and signed as a true record.

#### **DECLARATIONS OF INTEREST**

Ian Mantle – Civic Trust and LG1 Discussion

#### **ELECTION OF CHAIR AND VICE-CHAIR**

The Chair and Vice-Chair positions are elected on an annual basis. As Gareth Hawkins and Chris Pattison were the only candidates, they are both re-elected as Chair and Vice-Chair respectively.

#### **EXECUTIVE DIRECTOR – STEWARDSHIP and DEVELOPMENT**

DA updated the Board on LG1

### Points to Note

- A requirement of the local plan is to have a strategic master plan
- NHC, HCC planning and transportation team are supportive and for HF to proceed to the design review panel .
- Master plan to be submitted to NHC after the elections.
- The next steps are:
  - Draft the strategic master plan
  - Finalise public consultation
  - Approval of the final master plan
- The masterplan achieves:
  - 900 new homes
  - Protecting and enhancing landscape by diversity
  - Creating healthy and active streets and space networks
  - Vibrant living neighbourhoods
  - Inclusive community
  - Climate efficient, resilient buildings.
- There are pedestrian links through to the Greenway and play areas.
- The 20mph speed limit is supported by HCC and residents on the Grange, who would welcome the same on the Grange.
- The area around the edge creates a biodiversity corridor and is a real asset, along with the existing trees and hedges.
- Access to the site during construction will be from Norton Road and not through the Grange.

The Trustees AGREED the recommendations to appoint CBRE as land agent for the LG3 development.

### **CEO's REPORT**

#### GF updated the Board

Following a skills audit of the Board it's noted that there is a shortage of skills around IT, digital and data security. It's further noted that it's difficult to get people with these skills onto Boards.

There are vacancies coming up on the Board and the recommendation is that Trustees are appointed to address those skill shortages. A panel will be convened for selection as agreed within the HF rules and regulations.

### **EXECUTIVE DIRECTOR – FINANCE**

#### MP provided an update to the Board

The external audit is due to begin soon, and a set of accounts will be presented to the May Board for signing and approval.

The Board agreed the approach to the external audit and the internal audit programme.

### **EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE and HERITAGE**

#### SS updated the Board on the HF charitable funding

Assisted by HF funding, Citizens Advice have gained nearly £1m of income for local residents.

There's been a successful relocation of Cherrytrees pre-school which has made a significant difference to the main school, working with the pre-school on family activities.

The Letchworth family support team is crucial in getting support for those with special educational needs.

HF have funded three core programmes for over three years and made significant progress. As part of strategy 2028 HF will continue to develop these programmes, striving for more

established partnerships, greater outcomes for residents and will explore opportunities to generate external funding to allow to divert community budget to new programmes. Nearly 50% of HF charitable funding (£315k pa) goes towards funding Citizens Advice, Jackmans Early Years Partnership and Letchworth Family Support Team. HF are continuing to work with these groups to try and maintain them and to enable them to attract more funding.

Work is being done on working up an appropriate peer mentoring programme for young people's mental health.

#### **EXECUTIVE DIRECTOR – PROPERTY**

##### MC gave a presentation to the Board

- Office lettings are improving with the last suite in Nexus under offer and 2 suites in Spirella under offer.
- A new café has opened in the Spirella.
- Sustainability plans are going ahead for Spirella
- There's a high demand for residential units.
- Emil Dale Theatre School to relocate to the old Grammar School. This is excellent news for the town centre economy with up to 600 young people involved.
- Applications to the Heritage Advice Service are down due to the rise in building costs.
- Positive sentiment from the customer service survey.

#### **PAPERS TO NOTE**

##### HAC Minutes December

Pasture Road, felling of cedar tree – Refused

Campers Avenue, external cladding of properties – Agreed in principle

Lordship Lane, loft conversion with dormer and rooflights – Refused

Souberie Avenue, PV panels – Refused

Applications Summary up to December 2023

	No. of Applications	Board/HAC	AMC	Independent Inspector
<b>01/01/2021-31/12/2021</b>	837	48	9	3
<b>01/01/2022-31/12/2022</b>	895	46	13	1
<b>01/01/2023-31/12/2023</b>	984	42	10	4

##### Grants Committee Minutes

#### **Grants Awarded in 2023**

Meeting Date	Starting Balance	Amount Awarded	Remaining Balance
24 March 2023	£120,000	£40,575	£ 79,425
12 May 2023	£79,425	£18,183	£61,242
28 July 2023	£61,242	£24,344	£36,898
20 October 2023	£36,898	£16,654	£20,274
15 December 2023	£20,274	£25,918	£-5,644

## Grants Awarded December 2023

Organisation	Activity	Obj	Amount Requested	Amount Awarded
Grange Community Association	Operational Costs	ii	£7,500	£3,000
Letchworth Amateur Swimming Club	Swimming Coaching Training	iii	£1,497	£1,497
Jackmans Community Centre	Upgrading fixtures and fittings	ii	£2,000	£5,000
Angels	Support Worker	iv	£7,621	£7,621
Kings Community Church	Crisis Food, Running Costs and Weekly older people cafe	iv	£2,000	£2,000
Tilehouse Counselling	1:1 Counselling for teenagers	iv	£15,000	0
Letchworth Art Society	Operational Costs	ii	£800	£800
Reanella Trust	Young Peoples Mental Health	iv	£12,000	0
Growing Resilience in Teenagers	Resilience programmes for teenagers in Letchworth	iv	£15,000	0
Norton Greencare	Grounds Maintenance	iv	£3,000	£3,000
Herts Schools Outreach	School Mental Health Programme	iv	£14,688	0
Letchworth Foodbank	Replacement Boiler in Storage Unit	iv	£3,000	£3,000
Total			£ 81,106	£25,918

A large number of applications for young people's mental health have been received during 2023, the decision was taken to form a group to work collectively on the theme.

Eight stakeholders have been identified and there was an initial mapping session that outlined the:

- Existing in-school, in community and statutory support or provision available.
- The issues the schools and clinicians were seeing
- The factors driving the issues to the surface.

The Committee acknowledged that this is a complex area and working directly with the schools will enable LGCHF to meet their needs. It was suggested there should be primary school representation of work of a similar nature with primary schools.

Applications for children's and young peoples' mental health programmes to be deferred until there is a better understanding of the support that will have the most impact. The applicants will be informed of this decision.

### **Letchworth Foodbank shared an update on the work of the Foodbank across 2023 in support of a grant application of £18,000.**

- The Foodbank has 70 volunteers supporting the infrastructure and delivery of provision.
- They would like to progress to become a multi-bank offering items people need to cook and eat the food.
- Donations are dropping and the Foodbank is having to buy food to help meet demand.
- Feeding 400-500 people per month, of which 300 are from Letchworth.
- It's anticipated the numbers needing to use the Foodbank are likely to increase.

**The Committee awarded the grant in full, £18,000.**

**The Trustees NOTED the minutes of the Household Applications Committee and the Grants Committee Meeting.**

**NEXT MEETING 12 March 2024**

**There being no further business the meeting was closed AT 20:20**