

Summary of Minutes of the 322<sup>nd</sup> Board Meeting of Letchworth Garden City Heritage Foundation held on 16<sup>th</sup> July 2024 at One Garden City, Broadway, Letchworth Garden City.

**Board Members Present**

Gareth Hawkins (Chair)	GH
David Adam	DA
Jane Perry	JP
Joanna Dew	JD
John Hillson	JH
Kevin Jones	KJ
Kieran Khangura	KiK
Lucy Gravatt	LG
Michael Collins	MiC
Sir Tim Wilson	TW
Terry Hone	TH
Ian Mantle	IM

**Foundation Officers Present**

Graham Fisher (CEO)	GF
Mark Coles (ED Property)	MaC
Matt Peak (ED Finance)	MP
Stuart Sapsford (ED Communities Culture & Heritage)	SS
Kerry Kyriacou (ED Regeneration & Growth)	KyK
Corrina Windsor (Governance Support Assistant)	CW
Joseph Valley (Property Team)	JV
Clare Valentine (Property Team)	CV

**Apologies**

Chris Pattison (Vice-Chair)	CP
Simon Franklin	SF

**1. Welcome and Apologies**

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 321<sup>st</sup> meeting on 14<sup>th</sup> May 2024 were agreed and signed.

**2. Declarations of Interests**

John Hillson and Kevin Jones

**3. Papers to Note**

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

Decisions May 2024

- Pasture Road: Demolition and re-build, PV arrays to rear – Approved
- Pasture Road: Fell cedar tree on frontage – Refused
- Icknield Way: PV arrays – Approved in principle
- Chaomans: Two storey and single storey rear extensions, alterations to front garage roof and door and to fenestration – Approved
- Howard Drive: Two storey rear extension – Approved

Decisions June 2024

- Gernon Walk: Retrospective - Window to loft conversion single storey rear extension – No consent.

- Baldock Road: Erection of part single, part double storey rear extensions and associated works – Refused, negotiate an acceptable re-design.
- Rudham Grove: Rear fence – Refused, negotiate a hedge and wire fence.
- Redhoods Way East: Demolition of attached garage and erection of part single, part double storey side/rear extension – agree in principle to part, suggestions for rest of application.
- Whitethorn Lane: part two storey, part first floor rear extension, new roof to existing garage, alterations to openings, new canopy to front elevation – Approved in principle.
- Pix Road: Air source heat pump to front – Refused.
- Norton Road: reinstatement/conversion of two dwellings into an original single dwelling. Internal and external alterations, replacement of windows, the creation of a single storey rear extension. Addition of solar panels on the pitched roof – Approved.
- Tabbs Close: Business Licence – Refused

Applications to the HAC in 2024

May 2024 – 59

June 2024 – 52

Annual Total 2024 – 415

## 1. Chief Executive Report

**Ian Mantle** has been re-appointed as the nominated governor for North Herts Council for the next 12 months.

**North Herts Council** have committed to a Community Governance Review which includes an initiative to promote town councils, with a consultation running until October 2024. Proposals will go through a referendum process later in 2025.

**The Foundation's KPI** update report was presented in a new format which highlights the need to categorise and alert when there is a risk in terms of our performance reporting. The action log and impact on reporting of percentage scores on the KPI report was amended.

## 2. Executive Director – Communities, Culture and Heritage

**Standalone Farm** had footfall challenges created by the wet weather. More events to be added to the calendar later in the year to address this, and indoor play was being considered.

**Broadway Cinema** noted that audiences were returning to the cinema and film content should improve now that the writers' strike had ended. The Foundation continues to work with our customers on developing our audience plan, diversification and engaging with audiences.

**Arts, Culture and Heritage Strategy** had raised a significant part of the fundraising target, with the remainder being worked on.

**Garden City Collection** exhibits loaned by North Herts Council have now been permanently given to the Collection.

**Great Place to Grow Up** programme carried out a consultation exercise at the Annual Garden City Meeting. A partner event is being planned. The Foundation is liaising with Hertfordshire services for young people to ensure the strategy aligns.

**All About Us conference** programme, in partnership with NHC and NH & Stevenage CVS, was held in May had 120 local voluntary sector partners attend. Workshops were delivered on storytelling and AI, designed to support the three key challenges that the voluntary sector face; collaborative working, fundraising and volunteer recruitment/retention. Priorities and actions are being discussed to find a way of taking them forward and provide greater support. **Volunteer Programme** is going from strength to strength with 106 volunteers currently in place across the Foundation, and a new range of programmes and activities being planned.

### **3. Executive Director – Finance**

**2025 Budget Setting Approach** was presented and received approval from the Board. The budget will take its lead from Strategy 2028 and business cases for expenditure will be welcomed and reviewed.

**Management Accounts** up to May 2024 were presented and discussed, with a small underspend.

### **4. Executive Director – Property**

**The Construction Design and Management Regulation Policy** was approved by the Trustees. **The Health and Safety Policy** (updated) was approved by the Trustees.

**Residential Freehold Sales.** A new policy following the Leasehold and Freehold Reform Act 2024 was agreed by the Board.

**Spirella De-carbonisation** – a report and business case were considered by the Board for this Grade II\* listed building. The Board agreed that further action be undertaken subject to a number of letting conditions being satisfied.

### **5. Executive Director – Regeneration and Growth**

**Glebe Road Industrial Estate** the Board noted the progress on the disposal of this property which has had some interest shown.

**Green Lane Industrial Site** the Board noted the progress on the disposal of this property which has had strong interest shown.

**Plinston Hall** the Board noted the progress on the disposal of this property which has had several offers.