

Summary of Minutes of the 328th Board Meeting of Letchworth Garden City Heritage Foundation held on 15th July 2025 at One Garden City, SG6 3BF

Board Members Present

Gareth Hawkins (Chair)	GH
Chris Pattison (Vice-Chair)	CP
David Adam	DA
Jane Perry	JP
John Hillson	JH
Michael Collins	MC
Simon Franklin	SF
Sir Tim Wilson	TW
Sean Prendergast	SP
Ian Mantle	IM

Apologies

Jo Dew	JD
Kieran Khangura	KiK

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

Kris Karlake (Sustainability Manager)	KrK
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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 Trustees AGREED to ratify the appointment of Sean Prendergast as the nominated Trustee of HCC.

Solar Farm Feasibility Study Presentation – Kris Karlake

- The study will explore land suitability, biodiversity impacts, alternative renewable options and delivery models.
- The decisions were framed as exploratory rather than a commitment to development
- **The Trustees AGREED to the Feasibility Study for a Solar Farm. SF abstained.**

Previous Minutes

- The minutes of the 327th meeting held on 13th May 2025 were agreed subject to an amendment.

Declarations of Interests

- SF confirmed a Conflict of Interest for the discussion around development site LG1
- TW declared an interest for the discussion of Nortonbury Farmhouse

Papers to Note

- Health & Safety – Annual Report
- Grants Committee Minutes

The following funding applications were reviewed and awarded;

Headway Hertfordshire	£4,000
Letchworth Festival	£5,900
Made with Clay	£0
Resolve	£14,983
Trembaths	£0
Hertfordshire Disability Sports Foundation	£8,000
J Reichental	£0
Letchworth Educational Settlement	£0
SPADS	£0
Time Bank	£0
Total Grants Awarded	£32,883

- SPC notes 01/05/2025
- SPC notes 09/06/2025
- Residential Leasehold Reform Act Completions
- Health & Safety Board Report
- Health & Safety KPI Report – May
- HAC Minutes

57 Gernon Road – Single Storey Rear & Side Extension – Refused

8 Manor Way – First floor front, side & rear extension. Attached garage. Roof lantern to existing flat rook, demolition of conservatory, modifications to existing window openings – Refused

16 Rowan Crescent – Replacement solid roof to conservatory – Approved

80 Lytton Avenue – Re-roofing, replacement rooflights and new rainwater goods on rear extension – Approved

75 Bursland – Rear single storey extension and front porch – approved

17 Birds Hill – Removal of rear porch – Approved

45 South View – Fell T1 Scots Pine in rear garden – Deferred

Air Source Heat Pump Guidance – Noted

Enforcement Update – Noted

13 Haselfoot – Dormer to rear elevation, rooflight to side elevation – Refused

Guysfield – Redevelopment to form new 70 bed care home – Deferred

Annual Total of Applications received to date in 2025- 353

- **The Trustees NOTED the papers**

CEO's Report

- **The Trustees AGREED the re-ratification of Ian Mantle as NHC Nominated Trustee**
- **The Trustees AGREED the ratification of Julia Sonander as the Nominated Governor for the Built Environment**
- **The Trustees AGREED the ratification of Carla Pilsworth as the Nominated Governor for Health**
- **The Trustees AGREED the ratification of Kieran Khangura to the Risk & Internal Audit and the Strategic Property Committees**
- The Trustees noted a remaining vacancy for one Nominated Governor.
 - Actions were agreed to follow up potential candidates.
- **The Trustees AGREED to receive the sub-committee minutes as Committee Assurance Reports as recommended by the Internal Auditors.**
 - Trustees approved changes to how sub-committee assurance is reported to the Board, following an internal governance review.
 - Some groups will continue as advisory or executive forums rather than formal Board Committees.
 - Further governance discussions will be undertaken with the Chair of Trustees and Committee Chairs.
- The Garden City meeting was reviewed positively. Options for increasing future attendance and accessibility were discussed, including consideration of alternative venues. Further work was agreed to assess feasibility, cost and safety requirements.
- **Heritage & Sustainability** - Trustees discussed challenges around balancing heritage protection with climate and energy priorities. Concerns raised included consistency, clarity of policy and public perception. The Board agreed that advisory recommendations should be developed to simplify processes, increase flexibility where appropriate and support sustainability aims while protecting heritage value
- **Heritage Collections** - The Board agreed to pursue further discussions on a potential archive partnership that could enhance public access and cultural value, subject to viability and alignment with strategic objectives.

Executive Director – Communities, Culture & Heritage

- Trustees reviewed a strategic update on Standalone Farm
- Key themes included improving financial sustainability, strengthening educational outcomes and refreshing operating models and visitor offers.
- **The Trustees AGREED that the Farm strategy should link to educational outcomes and to make the venue financially viable.**
- **The Trustees AGREED the changes to the Corporate Strategy**
- **The Trustees AGREED the updated GDPR policy**

Executive Director – Finance

- **The Trustees AGREED the budget approach and timetable for 2026.**
- The Trustees discussed and agreed an approach and timetable for the next annual budget setting process.
- Updates were noted on the risk management framework.

Executive Director – Property

- The Board discussed strategic principles relating to asset use and long-term viability, bringing under-used assets back into productive use and exploring future options for town centre and estate sites.
- **ACTION: The Trustees AGREED that the team should continue to market Plinston Hall building/site.**
- **The Trustees AGREED the lease regear for 1-5 Protea Way, 6-21 Protea Way, Jubilee Trade Centre, Jubilee House**
- **The Trustees AGREED for MaC to continue negotiations on the Fox Inn and look at the figures for selling the lease, without a commitment to do so.**
- **The Trustees AGREED more in-depth analysis of the figures for selling/letting 8-10 Leys Avenue.**
- **The Trustees AGREED more data is required on affordability on town centre residential properties.**
- **The Trustees AGREED to a review all town centre assets rather than disposals individually with a view to student accommodation/HMOs. To include costs and possible return times.**
- **The Trustees AGREED to take Crossways Cafe to market.**
- **The Trustees NOTED the Spirella Update**
- Trustees approved the proposed approach to future farm tenancies.
- The focus is on environmental improvement, flexibility and supporting regenerative practices.
- **The Trustees APPROVED the approach to tenants and the outline terms of the FBT**
- **The Trustees AGREED to delegate the selection of the tenant(s) and the detailed provisions of the FBT to the CEO and the Executive.**

The Board discussed one confidential item separately.

There being no further business, the meeting was closed at 21.25pm