Letchworth Garden City
Heritage Foundation

Summary of Minutes of the 329th Board Meeting of Letchworth Garden City Heritage Foundation held on 23rd September 2025 at One Garden City, SG6 3BF

Board Members Present		**Foundation Officers Present**	
Gareth Hawkins (Chair)	GH	Graham Fisher (CEO)	GF
Chris Pattison (Vice-Chair	CP	Mark Coles (ED Property)	MaC
David Adam	DA	Matt Peak (ED Finance)	MP
Jane Perry	JP	Stuart Sapsford (ED Communities Culture & Heritage	SS
John Hillson	JH	Jo Walker (Governance Support Executive)	JW
Michael Collins	MC	**Others Present**	
Simon Franklin	SF	Fiona Grant (Policy, Research & Programme Manager)	FG
Sir Tim Wilson	TW	Sarah Golding (Head of Arts, Culture & Heritage)	SG
Sean Prendergast	SP		
Ian Mantle	IM		
Apologies			
Jo Dew	JD		

The Chair reported that notice of the meeting had been given in accordance with the Rules of the Foundation and that the meeting was quorate.
One trustee and one governor resignation was noted.

Previous Minutes

- The minutes of the 326th meeting held on 15th July 2025 were agreed

Declarations of Interests

- No Declarations of Interest were recorded

Play! Discover! Share!

- Trustees received a presentation on the summer Play! Discover! Share! programme. The initiative provided free activities for children and families, supported inclusion, and helped deliver the Foundation's strategic aim of making Letchworth a great place for children and young people to grow up.
- Trustees welcomed the positive participation figures, strong community response and partnership working, and asked for further information on new visitors to the Gallery.

Papers to Note

- Grants Committee Assurance Report
  The following funding applications were reviewed and awarded;
  Carers in Herts £6,000

Carers Hub and outreach support	£1,000
Letchworth Music Club	£1,000
Home Start Herts	£5,000
Total Grants Awarded	**£13,000**

- Householder Applications Committee - Committee Assurance Report
  The following applications were reviewed;
  -4 Hawthorn Hill – Two storey and single storey rear extensions, raising of roofline to existing side extension, rear veranda, replacement dormer windows to front and rear elevations, replacement windows and doors, PV arrays to rear and side elevations – Approved, in principle
  -17 Pasture Road – Demolition and erection of detached dwelling with integral garage – Refused
  -28 Pasture Road – Outbuilding – Approved, in principle
  Heritage Character Area Design Principles – Proposed revisions agreed
- 2026 Board and Committee Dates
- 2025 Advisory Management Committee - Terms of Reference
- 2025 Householder Applications Committee - Terms of Reference
- 2025 Strategic Property Committee - Terms of Reference
- 2025 Grants Committee Terms of Reference
- Risk and Internal Audit Committee Update
- Strategic Property Committee Update
- KPI Report
  The Trustees NOTED the papers and AGREED the format and content of the Terms of Reference documents

CEO's Report
Trustees discussed governor engagement, trustee recruitment, volunteer recognition, public meetings, heritage collections and archive matters, complaints handling and the role of the Independent Inspector.

- **The Trustees NOTED the Future Foundation report**
- **The Trustees AGREED in principle to develop plans to separate the Heritage Foundation's investment/estate management functions and community programme funding and delivery through the establishment of a new Community Trust under a Foundation group structure which would be funded by the Foundation to fulfil its charitable objectives.**
- **The Trustees APPROVED Trustee recruitment.**
- **The Trustees APPROVED the development of a structured communications and consultation plan to engage governors and wider stakeholders in the development of the Trust.**
- **The Trustees AGREED that the team shall continue to explore a marquee option for the Town Meeting.**

Executive Director – Finance

Trustees considered the use of surplus cash and the Foundation's investment approach. Trustees approved reinvesting a proportion of proceeds from asset disposals into listed investments, with investment phased to manage market timing risk. Trustees also noted remaining cash available to support future budget requirements. Management accounts were reviewed, including overall performance, income, expenditure, operational pressures and areas requiring continued monitoring.

- **The Trustees APPROVED the reinvestment of the proceeds from asset disposals achieved across 2024 and 2025 into listed investments in the form of the Sustainable Multi Asset Investment Fund.**
- **The Trustees NOTED the remaining excess cash above the approved 2025 budget which is forecast to be available to support and budgeted funding in 2026.**

Executive Director – Communities, Culture & Heritage

Trustees noted progress on culture, leisure and heritage activity, including a major heritage funding application, cultural strategy development, the cinema, Standalone Farm, volunteer data and the Grants Committee.

Executive Director – Property

- Trustees received an update on property team recruitment, lettings, farm tenancy arrangements, disposals, regeneration opportunities and policy matters. Trustees. Trustees also discussed updates to solar panel policy wording, with further drafting to be developed for later consideration.
- **The Trustees AGREED to the terms of the letting for the former NatWest Bank building**
- **The Trustees AGREED to the terms of the letting for Unit 1 & 2, Focus Four**
- **The Trustees AGREED the letting of the Former NatWest Bank to HL Daycare Ltd**
- **The Trustees AGREED the principle of entering a Joint Venture Partnership with a developer for appropriate sites and requests a detailed analysis and proposal is presented for further consideration.**
- **The Trustees AGREED the disposal of Unit 1&2 Focus 4.**
- **The Trustees AGREED to JH working with the HAS team to create some wording to cover acceptable side facing arrays. He will circulate for future ratification once this is complete.**

The Board discussed one confidential item separately.

There being no further business, the meeting was closed at 21.15pm