Letchworth
Garden City
Heritage Foundation

Summary of Minutes of the 330th Board Meeting of Letchworth Garden City Heritage Foundation held on 25th November 2025 at One Garden City, SG6 3BF

Board Members Present		**Foundation Officers Present**	
Gareth Hawkins (Chair)	GH	Graham Fisher (CEO)	GF
David Adam	DA	Mark Coles (ED Property)	MaC
Jane Perry	JP	Matt Peak (ED Finance)	MP
John Hillson	JH	Stuart Sapsford (ED Communities Culture & Heritage	SS
Michael Collins	MC	Jo Walker (Governance Support Executive)	JW
Simon Franklin	SF	**Others Present**	
Sir Tim Wilson	TW	Emma Santos – Finance Business Partner	ES
Sean Prendergast	SP		
Ian Mantle	IM		
Apologies			
Jo Dew	JD		
Chris Pattison (Vice-Chair	CP		

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.

Previous Minutes

- The minutes of the 329th meeting held on 23rd September 2025 were agreed

Declarations of Interests

- No Declarations of Interest were recorded

Papers to Note

- Grants Committee Assurance Report - October
  The following funding applications were reviewed and awarded;

Willian Church	£10k
John & Jo Cruse	£1,050
248 Letchworth Squadron ATC	£800
Total Grants Awarded	**£11,850**

- Householder Applications Committee September Committee Assurance Report
  The following applications were reviewed;
  -139 Baldock Road – Treehouse and raised platform for slide in rear garden (retrospective) – Refused
  -22 Blackmore – Frontage Alterations – front and side fence and hedging (retrospective) – Refused

-11 Broadcroft – Fell Cedar tree in front garden – Refused
-20 Woolston Avenue – 3 dormers to main roofline – Refused
-9 Eastholm Green – Two outbuildings to rear garden – Approved, in principle
-8 Manor Way – 1st floor side and rear extensions, attached garage, demolition of existing ground floor snug, modifications to window openings & replacement of windows and new frontage layout – Refused
-62 Rushby Walk – Frontage alterations – Unsupported
-34 Valley Road – PV Array - Approved
-Board Report – PV Arrays – Noted

- Householder Applications Committee October Committee Assurance Report
  The following applications were reviewed;
  -60 Howard Drive – Two storey side extension. Balcony to side elevation, three rooflights to rear elevation, PV array to front roofline, replacement windows to first floor front and rear with circular windows and new canopy plus loft conversion (revised scheme) – Refused
  -38 Pix Road – Frontage alterations and removal of hedge (revised scheme) – Refused
  -2 Whitechurch Gardens – Rear dormer window, rear single storey extension, 2 rooflights, replacement windows and doors, re-roofing and painting of render – Refused
  -24 Woolston Avenue – 3 dormers to main roofline – Refused
  -Design Principles - Deferred
  -9 Sollershott West – Proposed vents - Approved
- Risk and Internal Audit Committee Update
- Strategic Property Committee Update
  The Trustees NOTED the papers

CEO's Report
Trustees discussed trustee recruitment and ways to improve the sharing of appropriate information with stakeholders. Trustees considered progress on the Foundation's future governance model and agreed in principle to continue to develop proposals, subject to consultation with governors and wider stakeholders. The Board noted work to strengthen community engagement, support future cultural ambitions and the exploration of opportunities linked to arts, education, apprenticeships and placemaking.

- **The Trustees AGREED that Decarbonise Letchworth meet the criteria for a Nominating Body within the context of the Rules and Regulations of the Heritage Foundation.**

- **The Trustees NOTED the SPC members confirmed the approval of the Barratt Reserved Matters Planning Application.**
- **The Trustees NOTED the report on the Letchworth Commissioner's findings.**
- **The Trustees APPROVED the Letchworth Commissioner role description and increased honorarium.**
- **The Trustees AGREED in principle to the proposed new governance model for the Foundation and Trust.**
- **The Trustees AGREED that the approved governance model shall be subject to a detailed consultation with governors and wider stakeholders ahead of a formal vote in Q1 2026.**
- **The Trustees AGREED to adopt the timeframe and action plan to set up the Trust. A more detailed budget is being developed.**
- **The Trustees NOTED the potential future asset ownership of the cinema/theatre and farm.**
- **The Trustees AGREED to adopt the Business Plan for 2026.**

Executive Director – Finance
The Board approved the 2026 Business Plan and budget framework. Trustees discussed the importance of financial resilience, responsible stewardship of assets, careful management of maintenance obligations, and the need for clear long-term planning. Trustees discussed risk management and agreed that risk appetite and strategic risks should be explored further at a future Board session.

- **The Trustees APPROVED the 2026 Operating Budget for the Foundation and LGCT) as presented within the report and associated appendices.**
- **The Trustees APPROVED a capital expenditure budget for the Foundation, as per Appendix C.**
- **The Board of Trustees APPROVED a land investment budget**
- **The Board of Trustees APPROVED the 2026 pay award (contained within the budget as presented), aligned to Remuneration Committee recommendations:**
- **The Board of Trustees APPROVED three new posts contained within the proposed budget:**
  -new Marketing Executive for Venues
  -Proposed new Business Support/Procurement Business Partner Role
  -Apprentice IT Technician to provide tier 1 support.
- **The Trustees AGREED that an away day shall be convened later in the year, the Corporate Risk Register shall be added to the agenda.**
- **The Trustees APPROVED the updated Risk Management Policy.**
- **The Trustees APPROVED the revised Terms of Reference for the Risk & Internal Audit Committee.**

Executive Director – Communities, Culture & Heritage
The Board received an update on proposals for an Arts and Heritage Centre within the town centre, discussed the creation of a Culture Vision and reviewed the proposed changes for the Grants Committee.

- **The Trustees AGREED to support the full application submission to the National Lottery Heritage Fund for Round 1 Development Funding.**
- **The Trustees AGREED to an increased budget of £10k revenue budget in 2026 for consultant engagement.**
- **The Trustees AGREED the required match-funding of £80k that would be required if the Development Funding application is approved – this will be released in 2027.**
- **The Trustees APPROVED the proposed changes to the Grants Committee**
- **The Trustees APPROVED the revised Terms of Reference for the Grants Committee, which shall be known as the Community Investment Committee**

Executive Director – Property
The Board considered property matters and agreed delegated arrangements for the management of one property following changes to its use. Sensitive details relating to tenants, lease terms, negotiations, holding costs and future options have been excluded from this public summary.

- **The Trustees AGREED to the surrender of a lease**
- **The Trustees AGREED to delegate day to day decision making for this property to the Executive Director – Property.**

There being no further business, the meeting was closed at 21.00pm