Letchworth Garden City Heritage Foundation

Summary of Minutes of the 331st Board Meeting of Letchworth Garden City Heritage Foundation held on 27th January 2026 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	
Michael Collins	MC	Culture & Heritage	SS
Simon Franklin	SF	Emma Hone (Housing	EH
Sir Tim Wilson	TW	Development Programme Manager)	
Ian Mantle	IM		
Apologies		**Others Present**	
Jo Dew	JD		
Sean Prendergast	SP		

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 resignation was noted, recruitment to fill this vacancy will commence shortly

Previous Minutes

- The minutes of the 330th meeting held on 25th November 2025 were agreed subject to an amendment within the medium-term financial plan section – Executive Director – Finance.

Declarations of Interests

- Declarations of Interest were noted by SF and IM.

Papers to Note

- Grants Committee Assurance Report (December 2025)
  The following funding applications were reviewed and awarded;

Flawed Hero Marathon	£5,000
Read Easy	£2,000
Garden House Hospice Care	£20,000
Stand by Me	£10,000
Total Grants Awarded	**£37,000**

- Householder Applications Committee - Committee Assurance Report (December 2025)
  The following applications were reviewed;

-3 Harvest Court – Replacement window – Approved subject to the use of aluminium
-17 Pasture Road – Demolition and erection of detached dwelling with integral garage – Approved subject to recommendations
-98 Norton Road – Removal of tree – Approved
-221 Icknield Way – Two storey side extension and rooflight and alterations to fenestration. Garden Office. – Approved
-Enforcement Report – Noted
-PV Arrays – Deferred to Governors Meeting

- Strategic Property Committee Update (December 2025)
- Residential Transaction Report
  The Trustees NOTED the contents of the papers

Land & Local Plan Update
Trustees received an update on strategic land and Local Plan matters.

- **The Trustees AGREED that they are happy for the wider plans and associated information to be shared with the Local Plan team at North Herts Council, with an emphasis on employment land opportunities.**

Executive Director – Communities, Culture & Heritage
The Board discussed opportunities to strengthen the town centre, cultural activity across the town and stakeholder engagements. Trustees noted work connected with a potential Town of Culture bid and the forthcoming 125 anniversary celebrations.

CEO's Report
Trustees noted recent changes in trustee and governor membership and discussed the approach to recruitment. The Board agreed in principle that a Governor should attend each Board meeting as an observer, except where confidential or restricted business is discussed, and asked for related terms of reference to be reviewed. The Board supported continued work to simplify relevant processes and review Design Principles with appropriate stakeholder input. The Trustees discussed Safeguarding, internal succession planning and the Letchworth Commissioner role.

- **The Trustees AGREED that the current campaign should be expanded to appoint two Trustees. Should a third application be received, an election will take place.**
- **The Trustees AGREED to pause governor recruitment for a couple of months while the Community Trust model is agreed, subject to the Board remaining compliant with the Rules.**
- **The Trustees AGREED to the renewal of the Governor Term for two Trustees – this will be for a final term of 5 years.**
- **The Trustees APPROVED the adoption of the amended Safeguarding policy**

- **The Trustees AGREED to formally adopt the principle of one Governor attending each Board meeting in an observing capacity, starting from the March 2026 Board meeting. It was noted that the Governor in attendance cannot attend while restricted confidential items are discussed. They will not be permitted to vote on agenda items.**

Executive Director – Finance

Trustees noted the financial performance update, received audit-related reports and reviewed detailed financial figures.

- **The Trustees NOTED the financial results to November 2025.**
- **The Trustees APPROVED the ongoing application for the Going Concern concept for the preparation of the 2025 Financial Statements for both entities in the Group.**
- **The Trustees NOTED the Menzies/Beever and Struthers' Audit Planning document for the 2025-year end audit (Appendix A) and the clean interim audit opinion (appendix B)**
- **The Trustees APPROVED the Internal Audit plan for 2026**

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 Dispose of the asset by way of long leasehold interest, subject to restrictions to use. .**
- **The Trustees AGREED to approve a lease renewal at Vasanta Hall.**
- **The Trustees AGREED to approve the letting of an office at The Colonnade**
- **The Trustees AGREED to grant a virtual freehold at Plinston Retail Park.**
- **The Trustees AGREED to a change of use at a convenience store on Pixmore Avenue.**
- **The Trustees AGREED to the sale of garden land at Oaktree Close.**
- **The Trustees REVIEWED an offer for a mixed scheme at Plinston Hall.**

The Board discussed one confidential item separately.

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