Letchworth Garden City Heritage Foundation

Summary of Minutes of the 332nd Board Meeting of Letchworth Garden City Heritage Foundation held on 19th May 2026 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
Julia Sonander	JS	Stuart Sapsford (ED Communities	
Michael Collins	MC	Culture & Heritage	SS
Sam Villis	SV	Emma Hone (Housing Development	
Sean Prendergast	SP	Programme Manager)	EH
Ian Mantle	IM	**Others Present**	
Sir Tim Wilson	TW	David Kearns (Observer)	DK
Apologies		Emma Dagless (Policy & Programme	
Chris Pattison (Vice Char)	CP	Manager - Nature & Wellbeing)	ED
Simon Franklin	SF		
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. Apologies were received from Trustees unable to attend.

DK was in attendance as the inaugural Governor observer for this meeting,

Previous Minutes

- The minutes of the 331st meeting held on 24th March 2026 were agreed

Declarations of Interests

- Declarations of Interest were noted by ISF, CP and JD.

Papers to Note

- Community Investment Committee - Committee Assurance Report (March 2026)
  The following funding applications were reviewed and awarded;

Letchworth Garden City Eagles	£10,000
Letchworth Festival	£5,690
Letchworth Morris	<u>£500</u>
Total Grants Awarded	£16,190

- Householder Applications Committee – Committee Assurance Report (February 2026)

The following applications were reviewed; -119 Baldock Road – Replacement windows (Retrospective) – No consent
-45 Campers Avenue – PV arrays to front and side (retrospective) - Deferred
-50 Hartington Place – Window to rear of garage and part conversion of garage to habitable accommodation - Approved
-331 Norton Way South – Demolition of conservatory and replacement with single storey extension, outbuilding and associated works - Refused

- Householder Applications Committee – Committee Assurance Report (March 2026)
  - 45 Campers Avenue – PV arrays to front and side (retrospective) – Deferred
  - 39 Creamery Court – Single storey rear extension - Approved
- Strategic Property Committee – Committee Assurance Report - March
- Strategic Property Committee – Committee Assurance Report – April
- Property Transaction Report
  The Trustees NOTED the papers

Spotlight Presentation – Strategic Aim 3, Nature and Wellbeing
Trustees welcomed a spotlight presentation on wellbeing through nature from ED. The discussion focussed on improving public access to information about local green spaces, ensuring that materials are accessible and developing more volunteering opportunities. Trustees were very positive about the progress made on the strategic aim, and asked that accessibility, inclusion and clear signposting remain central to this work.

ED shall return to the November Board meeting to provide Trustees with a nature and wellbeing update.

Executive Director – Finance
The Trustees considered the annual report and financial statements and received an update from the external auditors, Menzies. Trustees reviewed the first quarter management accounts and noted the financial position remained under close monitoring, with particular attention to operating performance, property voids, maintenance timing, venue income and cash flow.

The Board reviewed the risk register and noted ongoing work to strengthen controls, including cyber resilience and recovery planning with continued oversight through the Ris & Internal Audit Committee.

- **The Trustees unanimously AGREED the Annual Report and Financial Statements for the year ended 31st December 2025 (as amended by the Board as appropriate) and authorise the Chair, Vice-Chair and CEO/Company Secretary to sign.**
- **The Trustees unanimously AUTHORISED the Chair to sign on behalf of the Board the Representation Letter to the external auditors, Menzies.**

- **The Trustees AGREED that the Annual Report and Financial Statements shall be circulated to the Governors in line with the normal timing of the Annual General Meeting of the Foundation (June 2026) in accordance with the Rules.**

CEO's Report

The Chief Executive reported on governance matters, including committee self-effectiveness reviews. Governor engagement, community governance and preparations for future Governor's recruitment were discussed. Trustees agreed that questions from Governors to Trustees should become a standing item for Governor meeting.

- **Trustees unanimously AGREED that the Committee Self-Effectiveness survey shall be distributed to all Committees.**

Executive Director – Property

Trustees discussed strategic projects, including the Community Trust, local sporting facilities, heritage guidance, town-centre activity, estate strategy and the LG1 development.

Trustees reviewed interim guidance on photovoltaic panels and agreed that a wider community consultation should be undertaken to inform the Foundation's approach.

- **The Trustees AGREED to the principle of disposal of 2 & 2a Station Road for medium term regeneration.**
- **The Trustees AGREED to the disposal of 63-65 Station Road for conversion/redevelopment into residential use.**
- **The Trustees AGREED to the disposal of Howard Park Corner for commercial uses or conversion/redevelopment into residential use.**
- **The Trustees AGREED to the disposal of the Crossways, Works Road site for commercial uses.**
- **The Trustees AGREED to the principle of the development of Lloyds Lawnmowers and Openshaw House, Old Bank as a care home**
- **The Trustees AGREED that a community consultation process shall be undertaken relating to PV panels to gather feedback from the public and to be led by this.**
- **The Trustees AGREED to publish interim guidance for PV panels**
- **The Trustees AGREED to a new letting at the former Ernest Gardiner Treatment Centre**

There being no further business, the meeting was closed at 20.40pm