

Letchworth Garden City Heritage Foundation

Summary of Minutes of the 334th Board Meeting of Letchworth Garden City Heritage Foundation held on 21st July 2026 at One Garden City, SG6 3BF.

Board Members Present

Gareth Hawkins (Chair)	GH
David Adam	DA
Julia Sonander	JS
Michael Collins	MC
Sam Willis	SV
Sean Prendergast	SP
Ian Mantle	IM
Sir Tim Wilson	TW

Apologies

Chris Pattison (Vice Chair)	CP
Jane Perry	JP
Matt Peak (ED Finance)	MP

Foundation Officers Present

Graham Fisher (CEO)	GF
Mark Coles (ED Property)	MaC
Stuart Sapsford (ED Communities, Culture & Heritage)	SS
Emma Hone (Housing Development Programme Manager) Notes.....	EH

Others Present

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 and Officers that were unable to attend.

Previous Minutes

- The minutes of the last meeting, held on 19th May 2026, were agreed

Declarations of Interests

- Declarations of Interest were noted by TW for Letchworth Rugby Club.

Papers to Note

- Risk & Internal Audit Committee – Committee Assurance Report – April
- Householder Applications Committee – Committee Assurance Report – April. The following applications were reviewed;
 - 83 Bedford Road – Garage Conversion, removal of garage door and install brickwork and window (retrospective) - Refused
 - 45 Campers Avenue – PV arrays to front and side (retrospective) - Deferred
 - 37 Haymoor – Single storey side and rear extensions - Approved
 - 68 Cowslip Hill – Two storey and single storey rear extension - Approved
 - Heritage Character Area Design Principles

- AMC Terms of Reference
- PV Panels – Referred to Board
- 45 South View – PV Array – Approved
- Householder Applications Committee – Committee Assurance Report – May. The following applications were reviewed;
 - 3 Broadcroft – Single storey rear extension, re-roofing and rooflights to rear main roof, alterations and replacement windows and doors. PV arrays, ASHP, new outbuilding and attached covered walkway and EV charging point – Approved, subject to minor revisions
 - 45 South View – Fell T1 & T2 Pine trees – Approved
- Householder Applications Committee – Committee Assurance Report – June. The following applications were reviewed;
 - 185 Baldock Road – Replacement window - Refused
 - 60 Jackmans Place – PV arrays - Approved
 - 10 The Quadrant – Two storey and single storey rear extensions, alterations to existing garage to include new roof and fenestration - Refused
 - 23 Willian Way – Part tow storey, part single storey rear and side extensions, replacement windows – Approved
- Strategic Property Committee – Committee Assurance Report – May
- Community Investment Committee – Committee Assurance Report – May. The following funding applications were reviewed and awarded;

Steam Arena CIC	£5,000
Love Letchworth	£900
Letchworth Cricket Club	£7,000
Letchworth Sports & Tennis Club	£4,500
Whitethorn Lane Bowls Club	£2,500
Letchworth Open Gardens	£290
Jackmans Community Centre	£1,850
Resolve	£9,618
Angels	£10,000

- Health & Safety – Annual Report
- Property Transaction Report
- Residential Statutory Freehold & Lease Extensions

The Trustees NOTED the papers

CEO's Report

The Board received updates on governance, Strategy 2028 and strategic priorities, partnerships, Trustee Succession Planning and organisational matters. They discussed the next stage of work required for the proposed Community Trust.

- The Trustees AGREED the proposed amendments to the Terms of Reference for the Strategic Property Committee to reflect its role in reviewing and recommending property disposals to the Board.
- The Trustees APPROVED the Memorandum of Understanding and Articles of Association for the Community Trust to be established as an independent entity and registered charity.
- The Trustees AGREED to expedite the recruitment of additional Trustees to the Board.

Executive Director – Communities, Culture & Heritage

The Board discussed the performance of its venues, marketing plans and audience data. The Board noted the Resilient Together project based at Standalone Farm and the investments they have made to the venue.

- The Trustees APPROVED the revised Data Protection, Privacy Notice and Data Breach policies.

Executive Director – Property

The Trustees discussed strategic projects, and a number of property matters were approved following appropriate review.

Trustees discussed proposed changes to photovoltaic panels guidance and agreed that a wider community consultation to seek residents' views should be undertaken to inform the decision-making process.

- The Trustees AGREED with the recommendation to dispose of Crossways, Works Road.
- The Trustees AGREED with the recommendation to dispose of the Leasehold of 1-9 Howard Park Corner
- The Trustees AGREED with the recommendation to dispose of the Leasehold of 2 & 2a Station Road
- The Trustees AGREED to dispose of Elim Hall, Icknield Way on a long Leasehold basis
- The Trustees AGREED to the letting of the Fenner's Building through the creation of a charitable lease
- The Trustees APPROVED the grant of reversionary leases to Letchworth Rugby Club & Whitethorn Lane Sports Club

Executive Director – Finance

The Board discussed future budget planning and received the latest management accounts.

- The Trustees APPROVED the current outline approach to the planning of the budget for 2027
- The Trustees took the Management Accounts paper as read

- The Trustees APPROVED the Financial Regulations and Delegated Authorities paper, subject to a review of delegated approval for the Chair and Chief Executive taking place next year

There being no further business, the meeting was closed at 20.15pm