

Summary of Board of Trustees 11 July 2017



In attendance were:

Colin Chatfield (Chairman)
William Armitage
Ian Cotterill
Lynda Needham
Robert Riggall
Trevor Saunders
Terry Hone
Michael Underwood
Graham Fisher (Chief Executive)
Jas Kaur (Company Secretary)
Johannah Flaherty (Senior Communications Manager)
David Ames (Head of Strategic Planning and Development)
Glen Dawson (Head of Marketing and Leisure Development)
Mark Coles (Head of Property)

Apologies were received from Alastair Stewart. The Board noted the resignation of Camilla Hamilton and that Governors would be contacted regarding expressions of interest to join the Board.

The following items were discussed, noted and/or agreed:

1 – Matters Arising

Leys Avenue

Following the discussion in June, the Board was updated that the issues regarding pavement space use by retailers had been passed on to be actioned by the relevant people at Herts County Council.

Householders Application Committee

The Board was informed about one formal application from a Governor to join the committee and two further expressions of interest. The dates and times for the committee meetings were also confirmed.

Committees

Following Camilla Hamilton's resignation, it was agreed that a new chair for the Grants Committee would be appointed once the vacancy on the Board had been filled.

2 – Declarations of Interest

None

3 – Advisory Management Committee (AMC)

Warm Roof Tiling Solutions for Conservatories

The Board discussed applications for two properties to use warm roof tiling systems on their conservatories. The Board was given sample materials for these new systems and agreed

that they were not suitable for use in the Heritage Character Area, but could be used in the Modern Character Area. The Board then discussed the applications from the two properties.

26 Bell Acre – The Board considered this application to replace an existing conservatory with a new structure in the same location, incorporating a warm roof system, which looked to imitate a lead roof of the same profile of the original glazed roof.

The Board APPROVED the application.

33 Kristiansand Way – The Board considered this application for retrospective consent on a warm roof system using materials to replicate a clay concrete roof tile. The Board noted that the conservatory was not in keeping with the design of the rest of the property.

The Board REFUSED consent for the property.

4 – Arts and Leisure Portfolio

The Board received was updated on the half year activities for the Foundation's Arts and Leisure Portfolio. The update included information on:

- The first two seasons at the Broadway Theatre, which saw 54 performances take place and 10,979 tickets sold in that time.
- How the team would be working on developing the theatre audience further in the second half of the year using insight gained from previous shows.
- The café at the Broadway Gallery which has the capacity to be busier, and how the team can raise the profile of its location.

The Board NOTED the update.

5 – Key Performance Indicators

The Board was provided with a six month update of the Key Performance Indicators for the organisation.

The Board NOTED the update.

6 – Active Letchworth

The Board was updated on Active Letchworth's work to date, including:

- Establishing strong links to 28 local National Governing Body (NGB) Sports Clubs and health and leisure groups.
- Building the profile of Active Letchworth in the community.
- Understanding the present use of facilities and active places across the town.

The Board noted the update and advised on potential future projects for Active Letchworth to explore, such as encouraging more inactive people to take part in activities across the town.

The Board NOTED the update.

7- Fenners Building Review

The Board was updated on the current use of the Fenners Building and how the Foundation is working with the tenants to enable both parties to gain maximum community benefit for the town.

The Board NOTED the update.

8 – Garden City Events

The Board was updated about recent events organised by the Heritage Foundation and the associated press coverage.

The Board NOTED the update.

9 – Board Planner

The Board noted the planner, which provides details of proposed papers for discussion.

The Board NOTED the update.

10 – Health and Safety Report

An update was given about Health and Safety matters that had arisen during the period 7 June – 27 June 2017. Two incidents were reported during that time.

The Board NOTED the report.

11 – Grants Committee

The Board was provided with the minutes from the Grants Committee meeting from 16 June 2017. The grants budget for the financial year is £190,000 and to date £85,062 has been awarded to local groups and individuals.

The Board NOTED the report.

12 – Any Other Business

The Fox in Willian

The Board was advised that residents had complained about the Fox in Willian using the village green as additional seating space for the restaurant. They have asked the Foundation to install signs discouraging patrons from using them.