

LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

(Registered Society under the Co-operative and Community Benefit Societies Act 2014.
Registered Society includes a Community Benefit Society)

SUMMARY of MINUTES OF THE 303rd BOARD OF TRUSTEES MEETING HELD ON 22nd JUNE 2021 BY TELEPHONE CONFERENCING DUE TO THE COVID-19 PANDEMIC

Present	PAM BURN (Chair)	PB
	GARETH HAWKINS	GH
	CHRIS PATTISON	CP
	KEVIN JONES	KJ
	ROBERT RIGGALL	RR
	TERRY HONE	TH
In attendance:	Graham Fisher (Chief Executive)	GF
	Matt Peak (Executive Director – Finance)	MP
	David Ames (Executive Director – Stewardship and Development)	DA
	Mark Coles (Executive Director – Property)	MC
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	SS
	Jo Walker (Governance Support Executive)	JW

APOLOGIES, MEMBERSHIP, QUORUM, MINUTES and MATTERS ARISING

The Chairman reported that notice of the Meeting had been given in accordance with the Rules of the Foundation and that a quorum was present.

Apologies were received from Trevor Saunders, Simon Franklin and Roger McIntyre-Brown.

Gareth Hawkins is the new Vice-Chair Elect.

Minutes of the 302nd meeting held on 27th May 2021 were approved and signed by the Chairman as a true record.

There were no matters arising.

Governor Jane Fae has resigned as an elected Governor, Governor Helen Booth steps in as an elected Governor.

CEO's REPORT

Rent's paid have been under the target set at the beginning of the year.
Most of the voids within the portfolio are in the office sector.

The Trustees agreed the recommendation that HF proceed with taking forward the budget for 2021 as planned.

FINANCE

The Management Accounts for 2020 were presented and noted by the Trustees

- Rental income is slowly increasing.
- Arrears are also increasing with recoveries of debts and write-offs to be determined.

COMMUNITIES, CULTURE AND HERITAGE

KPI's are being reported and we're building on customer satisfaction now customers are able to return.

HERITAGE AND ENVIRONMENT

Some areas of grass are being permitted to grow to allow for natural wildflower environments.

We hope to plant 70 semi-mature trees cross the town to celebrate the Queen's Platinum Jubilee.

HF are working with HCC and NHC to become a Sustainable Travel Town and an HF trustee will be joining the HCC, NHC steering group.

PAPERS TO NOTE

The Trustees noted the following reports:

Commercial Property Transactions

9 Commercial property transactions were reported as completed.

Householder Applications Committee

There were 8 applications approved and 4 refused during March, April and May.

A total of 405 residential applications submitted and 165 requests for pre-application advice up to the end of May 2021, running total 570. These totals are consistently higher than the numbers for 2019 and 2020.

Applications

- Pasture Road, new garage, refused
- Waysbrook, rear extension and front porch, approved.
- Fouracres, loft conversion and dormer, rear extension, refused.
- Pasture Road, rear extension, side extension, first floor extension, refused.
- Lytton Avenue, replacement garage, approved.
- Sollershott West, carport, approved.
- Lawrence Avenue, Business Licence, approved.
- Cowslip Hill, re-roofing (retrospective) refused.
- Pasture Road, outbuilding, approved.
- Brandles Road, swimming pool, approved.
- Lawrence Avenue, outbuilding, approved.
- Pasture Road, rear extension, approved.

NEXT MEETING 14th September 2021