

## LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

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

Registered Society includes a Community Benefit Society)

### **PARTS I AND II MINUTES OF THE 313<sup>th</sup> BOARD OF TRUSTEES MEETING HELD ON 17 JANUARY 2023 AT ONE GARDEN CITY, BROADWAY, LETCHWORTH GARDEN CITY, SG6 3BF**

<b>Present:</b>	GARETH HAWKINS (Chair)	<b>GH</b>
	CHRIS PATTISON (Vice-Chair)	<b>CP</b>
	AMANDA EGBE – via Teams video	<b>AE</b>
	JOHN COLING	<b>JC</b>
	JOHN HILLSON	<b>JH</b>
	KEVIN JONES	<b>KJ</b>
	LUCY GRAVATT	<b>LG</b>
	MICHAEL COLLINS	<b>MiC</b>
	ROGER MCINTYRE-BROWN	<b>RMB</b>
	SIMON FRANKLIN	<b>SF</b>
	TERRY HONE – HCC Nominated Trustee	<b>TH</b>
	IAN MANTLE – NHC Nominated Trustee	<b>IM</b>
<b>In attendance:</b>	Graham Fisher (Chief Executive)	<b>GF</b>
	David Ames (Executive Director – Stewardship and Development)	<b>DA</b>
	Mark Coles (Executive Director – Property)	<b>MaC</b>
	Matt Peak (Executive Director – Finance) – via Teams video	<b>MP</b>
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	<b>SS</b>
	Jo Walker (Governance Support Executive)	<b>JW</b>
	Abigail Jones – Savills	<b>AJ</b>

#### **APOLOGIES, MEMBERSHIP & QUORUM**

CP took the chair in the absence of GH, who joined the meeting at 16.55.

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 received from Jo Dew.

Welcome all

#### **MINUTES**

Minutes of the 312<sup>th</sup> meeting held on 29<sup>th</sup> November 2022 were agreed and signed as a true record.

Matters Arising – none.

#### **CHAIR AND VICE-CHAIR APPOINTMENT**

GF reported that there was one application for each position and therefore Gareth Hawkins and Chris Pattison were re-elected as Chair and Vice-Chair respectively.

#### **CEO's REPORT**

The paper is taken as read.

Points to note

- The allocation of Trustees/Governors for meetings was changed slightly and the new list will be circulated. Pro-forma for the meetings will be circulated.
- A salary sacrifice scheme to enable employees to purchase EV's had been agreed at no cost to HF, who would administer the scheme, which starts in March.
- **The Trustees SUPPORTED the EV scheme.**
- The Board noted that NHC were investing part of their UK Shared Property Funding into supporting the delivery of the town centre recovery plan.
- In line with budget 2023, the Board formally approved the appointment of a new role of Director of Regeneration and Growth, and recruitment would begin shortly.

#### **EXECUTIVE DIRECTOR – STEWARDSHIP and DEVELOPMENT**

The paper is taken as read

##### DA introduced the LG1 Vision

Following discussion and amendments to some wording, the Trustees AGREED to adopt the LG1 Vision Document in principle.

Following the recent workshop and discussion, the Trustees APPROVED the proposal to adopt the hybrid model of delivery for LG1.

##### Housing Development Committee

Following discussion, the Trustees AGREED that the process leading to the appointment of a land agent for LG1 should begin.

#### **BRAND LETCHWORTH UPDATE**

SGW updated the Board on the progress of Brand Letchworth. The last presentation covered what the place brand concept was and how it shows the message about Letchworth is communicated from all partners with one voice.

##### Points to note

- LGCHF leading the project
- Strong consultations have taken place
- Key stakeholder relationships in place
- Research undertaken on other successful projects
- This isn't an HF project it's a town project HF are leading on
- HF are leading as it covers several HF strategies
- Six key questions asked in consultations, still lots of work to do with consultations
- Work with what people like about the town
- Objectives include the brand launch, create a united voice, create a sense of place, educate residents of the key attributes of Letchworth (brand ambassadors)
- Bring the town together creating a united Letchworth
- Outputs include a launch event, freely accessible brand toolkit
- Outdoor promotional materials
- Toolkit to include schools' educational packages, children need to be involved
- Brand team to work with organisations to get them onboard
- Brand Pillars (5) to decide the style of the brand and what we should be talking about. These Pillars are
  - ◆ Letchworth is a great place to work and do business
  - ◆ Letchworth is the world's first garden city, retaining the initial principles whilst being forward thinking
  - ◆ Letchworth is a great place to grow up
  - ◆ Letchworth is for everyone

<ul style="list-style-type: none"> <li>◆ Aspiration to be known as a cultural destination</li> <li>• A tender exercise will be undertaken for 4 separate streams of work</li> <li>• Agency will create the visual brand</li> <li>• Branding is the next thing to do, although there's still some consultation to do with key businesses in the town.</li> </ul>
<p><b>EXECUTIVE DIRECTOR – PROPERTY REPORT</b></p> <p>There was a discussion regarding poor repairs and maintenance works being carried out by one of the Foundation's partner landlords who manages several of our residential homes. It was agreed to discuss with Citizens Advice how these tenants could be supported to enforce disrepair matters.</p> <p>Two property disposals were agreed by the Board.</p> <p>An update report on Buildings Safety Act 2022 was provided with an indication of the risk/liability for the Foundation.</p>
<p><b>ANY OTHER BUSINESS</b></p> <p><u>Safeguarding</u></p> <p>SF – [I'm] currently completing a qualification in children/young people's (CYP) mental health and the statistics show that their mental health has declined significantly over the past 10 years, despite financial investment. HF have taken the initiative in early learning in Letchworth and [I] would like to see HF take an active role in CYP mental health by bringing together stakeholders in Letchworth. To understand the challenges of local provision in local schools and undertake some partnerships in schools looking at the services that could be employed and to explore what services HF could offer. [We] don't have a lot of cash but we're good at joining lots of discussions together. One challenge in this area is that there are lots of different stakeholders, [My] proposition is to have CYP wellbeing at the centre of this going forward.</p> <p>GH – we've discussed a youth board for some years, but we have found it difficult to engage with young people over time. I'd like to see a paper on how the youth wellbeing slots into the wider desire to improve the prospects of youth in Letchworth.</p> <p>GF – we did some research at Highfield and mental health wellbeing falls in the top category for pastoral care.</p> <p>SF – statistics show that 1 in 6 children could have mental health issues at any one time and mental health issues start to show before the age of 12.</p> <p>The Trustees NOTED SF's concerns and AGREED HF should consider how to support CYP mental health.</p>
<p><b>THE TRUSTEES NOTED THE FOLLOWING PAPERS</b></p> <p><u>HAC Minutes and Summary reports</u></p> <p>Westholm – Single storey rear extension, insertion of rooflights and new outbuilding – Approved</p> <p>Runnalow – Rear extension, rooflights replacement windows, render existing brick walls and outbuilding – Refused</p> <p>Howard Drive – Two storey rear extension, ground floor side extension and infill – Approved</p>

St Catherine's Nursing Home, Spring Road – Increase height of existing dormers – Refused  
Chaomans – Two storey front extension and single storey rear extension – Approved  
Cashio Lane – Outbuilding to rear garden – Approved  
Croft Lane – Side and rear storey and a half extension, demolition of single storey garage – Approved  
Haselfoot – 1 & 2 storey side and rear extensions – Approved in principle  
Pasture Road – Two storey rear extension, two storey side extension and first floor extension above part of garage. Alterations to roofline and fenestration – Refused  
Willian Way – Two storey rear extension. First floor side extension.  
Single storey extension to rear of garage – Approved  
Bowershott – Outbuilding to rear (retrospective) – Refused

**Total Residential Applications and Pre-Application Submissions 2022**

Residential Applications 895

Pre-Application Advice 192


**Total 1,087 – A record number of applications and pre-app advice**

Property report – Property Transactions  
Nexus Building – 3-year Lease  
Blackhorse Road – 10-year Lease renewal  
Blackhorse Road – 10-year Lease renewal  
Office Business Centre West – 3-year Lease  
Office Business Centre West – 18 months Lease renewal  
The Arcade – 5-year Lease  
Such Close – 3-year Lease  
Focus 4 – 5-year new Lease  
Jubilee Road – 5-year Lease  
EGTC – 25-year Lease  
The Arcade – 5-year Lease renewal  
Nexus Building – 3-year Lease  
Manor Farm – 3-year Lease  
Grazing Land – 2-year Lease  
Station Road – 5-year Lease  
Saunders Close – 10-year Lease

**NEXT MEETING**

7<sup>th</sup> March 2023

**There being no further business the meeting was closed at 20:50**

Signed 

Dated 07<sup>th</sup> March 2023