

## 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 320<sup>th</sup> BOARD OF TRUSTEES MEETING HELD ON 12<sup>th</sup> MARCH 2024 AT ONE GARDEN CITY, BROADWAY, LETCHWORTH GARDEN CITY, SG6 3BF**

<b>Present:</b>	Gareth Hawkins (Chair)	<b>GH</b>
	Chris Pattison (Vice-Chair) part	<b>CP</b>
	Joanna Dew	<b>JD</b>
	John Hillson	<b>JH</b>
	Kevin Jones	<b>KJ</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>
	Kerry Kyriacou (Executive Director, – Regeneration and Growth)	<b>KyK</b>
	Mark Coles (Executive Director – Property)	<b>MC</b>
	Matt Peak (Executive Director – Finance)	<b>MP</b>
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	<b>SS</b>
	Jo Walker (Governance Support Executive)	<b>JW</b>
<b>Apologies</b>	Lucy Gravatt	<b>LG</b>

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

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 noted as above.

The Chair noted this was Roger McIntyre-Brown's last Board as he had come to the end of his tenure as a Trustee. The Chair thanked RMB for his contributions and insight over the past few years, he will be missed. Amanda Egbe has resigned as a Trustee and general governor. The recruitment process has begun to find successors.

#### **MINUTES**

Minutes of the 319<sup>th</sup> meeting held on 30<sup>th</sup> January 2024 were agreed and signed as a true record.

#### **DECLARATIONS OF INTEREST**

None

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

GF reported that the vacancies for the Elected Trustees process was complete and the following appointments were ratified by the Board.

- Chris Pattison was re-elected as a Trustee for a 2<sup>nd</sup> and final term of 4 years.
- Sir Tim Wilson elected as a Trustee for an initial term of 4 years

- David Adam elected as a Trustee for an initial term of 4 years
- The Board also ratified Chris Pattison's 2<sup>nd</sup> and final term of 5 years as a General Governor.

John Hillson's appointment to the Strategic Property Committee was confirmed by the Board.

Michael Collins agreed to represent HF and become vice-chair of the Sustainable Travel Towns Group.

Robert Hyman was ratified as the Nominated Governor for Artistic and Cultural Activities.

#### **EXECUTIVE DIRECTOR – FINANCE**

MP reported the operating results for Q4 2023 to the Board.

- Range of under and overspends.
- Grants underspend of £74k.
- Rent collection is stable, 94% within the 90 day deadline.
- The trend for arrears is gradually rising, probably due to the 6% not collected within the 90 days.
- Debt older than 4 months is stable
- Voids finished the year 1.9% higher than budget of 11.6%
- Overall subsidy for the cinema £423k, budget was £490k.
- Significant increases in revenue from Standalone Farm.
- A number of other projects are underway
  - Conamar fit out at 1GC
  - Toilet refurbishment in Nexus building
  - Spirella sustainability improvements
  - £0.5mn planned investment into the Colonnade
  - NatWest and Bank Chambers PPM work.

The Trustees NOTED the December Management Accounts.

#### Annual Report on Internal Controls

- The four internal audits this year graded HF with reasonable assurance, which is a positive score.
- This time in 2023 HF were stuck on partial assurance, which is a negative opinion.
- HF have two separate forms of cyber security training, phishing exercise and on-line training.

The Trustees Approved the updated Corporate Risk Register

#### **EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE and HERITAGE**

- Standalone Farm
  - 98,000 visitors to Standalone Farm in 2023
  - A lot of visits are repeat visits by season ticket holders.
  - Most of the staff are paid the minimum wage.
  - Since the strategy was set in 2021, pay has increased in this bracket by 50%.
  - Rain has impacted visitor numbers over the half-term so they're not as good as they could be, but the new carpark surfacing has helped keep numbers up.
- Broadway Cinema and Theatre
  - Feels like the industry is stabilising, with a good start to 2024.
  - Previous negatives such as the writers' strike, uncertain costs and attendances are levelling out. There are reasons to feel optimistic about this year. Relationships with external partners are doing well.

- Ovo, the operators from St Albans, have put some performances on in the theatre.
- Arts, Culture, Heritage
  - Came in under budget and fund raising met its target. The funding has allowed the part time Head of Arts, Culture & Heritage to move from 3-days to 5-days a week plus added 2 part-time members of staff.
  - One application for funding was unsuccessful but another is waiting for a decision
- Communities
  - Successful event with Community Sector Partners introducing some of the 2028 Strategy with 40 organisations present.
  - The Great Place to Grow Up programme was introduced.
  - Groups wanted to do more in collaboration.
  - Children and Young People’s Health programme has a programme going into the two secondary schools. Delivered by a local charity, GRIT (Growing Resilience in Teens) working with a local GP, who is one of their Trustees.
  - This will develop a peer mentoring programme with year 12 supporting year 9 students, expanding after that. This will be shared with the Grants Committee on Friday (15<sup>th</sup> March)

Points to note on the Children and Young People’s Health programme pilot

- They have collectively put a theory of change programme together with GRIT as the delivery partner. As they were already working in the schools, GRIT will undertake the initial period of training with the mentors and teachers and will establish at that point how they expand. The next step is the consideration of how to get this into the primary schools, which is when discussions will take place on how to involve other partners who will support that programme. Some funds were released from the Grants Committee budget to the Grants Project budget to be able to carry out this piece of work. This proposal will go to the Grants Committee this Friday (15<sup>th</sup> March). The chair of the Grants Committee has been involved with the project and is comfortable that it’s a rigorous piece of work and is a positive step in the right direction.
- A number of groups have applied for grants in support of mental health recently and the Committee agreed they would look at mental health in schools holistically.
- This isn’t the solution to mental health in LGC, this is a secondary school programme as there were conversations with those schools regarding the challenges they have. The applicants had spoken with secondary schools and had also carried out some research but, most of them were incomplete. Adding HF and their data and research together, gives a complete picture of secondary and primary schools.
- Alistair went to those secondary schools who engage and collectively pulled this group of professionals together and they came up with a programme that they think might work to begin with. They told us that they already had a partner who could support this first step.
- [We] need to make the programme sustainable, and they think this is a sustainable programme where training mentors in school, and teachers to train the mentors, doesn't need our continuing intervention and doesn't need the Grants Committee to give £30-40k each year to mental health instead, it allows it to stand on its own.
- This was an equal partnership with schools at the table, they told us what they needed, rather than us telling them.

- [We] recognised that [we] didn't have the experience or skills to decide which mental health provision was the right one.
- There are measurables and theory of change model that allows [us] to put in the outputs and outcomes that [we] hope to achieve.
- There will also be a monitoring and evaluation framework that allows [us] to report back on the outcome of the programme. The Grants Committee and the Board will then be able to comment on the future viability and what other options [we] may want to explore.

#### Cost of Living Alliance

- Cost of Living Alliance was set up by settle and HF provided some partnership support. Three task and finish groups were set up to understand what opportunities exist for residents to access services.
- It's hoped to set up a multi-bank which allows numerous providers of the bank type services, such as clothing, food, equipment, furniture, etc. to be housed in one location. (IKEA have been part of the conversation). It will allow greater efficiencies from our voluntary sector partners and to get more outputs from our delivery partners such as CA and the family support team.

#### Other Points to Note

- A number of partners spoke positively about the brand and are very engaged The transport service has expanded to every day of the week since handing the transport to the Hospice.
- Brand Letchworth had a soft launch yesterday (11<sup>th</sup> March) and material will be in and around the town soon.
- A number of partners spoke positively about the brand and are very engaged
- A lot of positivity since the announcement of the Emil Dale (ED) school coming into the town and plans are being made to welcome the students in September.

### **EXECUTIVE DIRECTOR – REGENERATION and GROWTH**

#### Points to Note

- Focus is on maintaining assets and making sure those units are occupied.
- Last significant regeneration in the town was over 40 years ago.
- Priorities should be to create the physical environment to maintain investment in the community and generate high value jobs within the town.
- It's about attracting public and private regeneration investment.
- Have engaged with LEP, District and County Councils the BID and the Growth Board. Still to meet with town square shopping centre.
- With the new homes being built it's important there are good jobs in the area as well as the other side of good jobs attracting more people to LGC.
- 70% of residents commute out of LGC, completely at odds with the original ethos of the garden city.
- The location of LGC is excellent and creates great opportunities.

### **PAPERS TO NOTE**

#### **Household Applications Committee (HAS)**

#### Applications

Norton Way North – PV Panels – Refused

Woolston Avenue – First floor front extension – Refused

Willian Way – Ground floor rear extension – Refused

South View – Part single, part two storey rear extensions – Refused

Pasture Road – Pre-app advice – Not Supported

Lytton Avenue – Removal of twin stemmed, self-set conifer – Approved  
 Lordship Lane – Rear dormer – Approved  
 Whitethorn Lane – part ground floor, full first floor rear and side extension, front extension, rooflights to rear – Refused  
 Baldock Road – PV arrays to rear roof slopes – Approved  
 Lytton Avenue –Outbuilding – referred to March Board  
 Wilbury Road – Replacement garage door- Approved  
 Netley Dell – Garage conversion – Application required

Total Residential Applications and Pre-Application Submissions:

		<b>Running Total</b>	<b>Board</b>	<b>HAC</b>	<b>AMC</b>	<b>Independent Inspector</b>
From:	01/02/24	01/01/24	01/02/24	01/02/24	01/02/24	01/02/24
To:	29/02/24	29/02/24	29/02/24	29/02/24	29/02/24	29/02/24
<b>Residential Applications</b>	67	143	0	12	0	0
<b>Pre-app Advice</b>	18	29	-	-	-	-
<b>Running Totals</b>	<b>85</b>	<b>172</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>0</b>

Total Residential Applications – Annual Comparison:

	<b>No. of Applications</b>	<b>Board/HAC</b>	<b>AMC</b>	<b>Independent Inspector</b>
<b>01/01/2022-31/12/2022</b>	895	46	13	1
<b>01/01/2023-31/12/2023</b>	818	42	10	4

### **Grants Committee Minutes**

There were no grants awarded at the January meeting, but the committee discussed the way forward for the committee.

- Proposed changes to the Grants Committee to include:
  - Communities overview information session
  - Review of the Communities budget
  - Spotlight on information/discussion
  - Report from stewardship leads
  - Grant applications
- The Grants Committee will still
  - Continue with awarding grants from the £120k budget
  - Meet 5 times pa
  - Bring in major funded programmes, CA, FST, Acorns, to discuss their strategic priorities and future directions.
  - Highlight food provision and sports.
- To make the decision process quicker, suggestions include; Prior to the meeting:
  - Assess the applications
  - See reports and updates from partners prior to the meeting
  - Assess the budget
- It's suggested the work of the Grants Committee is highlighted at each governors meeting. This could help with engagement once they know what the committee does.
- The Terms for Reference for the Grants Committee were updated.

**NEXT MEETING 14<sup>th</sup> May 2024**

**There being no further business the meeting was closed AT 20:35**