



Questions and Answers

What is the Advisory Management Committee (AMC)?

The AMC is an independent group which advises our Householder Applications Committee with their review of applications for consent to alter Garden City homes. The AMC comprises members nominated by the Heritage Foundation and local community representatives.

How many members of the AMC will there be?

There will be two nominees from the Heritage Foundation and two Freeholder representatives in attendance at each meeting.

How often will meetings take place?

Meetings will be called when written confirmation is received from an applicant requesting a review of the decision to refuse consent. It is likely that there will be no more than one meeting every two months and the meetings will take place during the day.

Will there be payment for the representatives?

No, as this is a voluntary role.

Do representatives have to be architects or be trained in building design?

No, but you must own a Freehold home, covered by the Scheme of Management. We ask that you have an interest in the built environment and a basic knowledge of how to understand building plans and drawings. Architects can apply for the role, if they meet the criteria, but cannot be practising in Letchworth Garden City.

What will members of the AMC be required to do?

A member of our team will notify you that there will be a meeting. You will need to confirm if you are able to attend. Before the meeting, papers will be sent to you online, which will include details of the application and a supporting statement from the homeowner and the case officer.





On the day of the meeting, you will meet at The Cloisters, Barrington Road and the application drawings will be explained to you. A minibus will take you the property, where you can meet the homeowner and/or their representatives. Interested neighbours may also wish to speak with the Committee.

You will then convene to a closed meeting, where the case will be discussed and considered against the Design Principles ([Forms and guides | Letchworth](#)). The Committee will then provide its views on the application.

How will the AMC decision be communicated?

A written report will be formulated by the AMC Secretary. This will be provided to our Householder Applications Committee.

What happens at the Householder Applications Committee meeting?

At our next available meeting, the report by the AMC will be considered. This will be presented by the Chair of the AMC meeting, who will attend the HAC meeting (if required). The HAC will then review the decision and the team will inform the homeowner of the decision.

How will the appointment be made?

This will be made by two representatives from the Committee. The representatives will review the statements and request those who they think may be suited to this role in to meet with them. They will then make a decision on the two appointments. Each appointment will be for a maximum of five years.

I am interested – how do I apply?

A short statement (maximum of 150 words) stating why you may be suitable for this role should be sent to enfranchisedpropertiesrepresentativebody@letchworth.com or by post to Heritage & Stewardship, Letchworth Garden City Heritage Foundation, One Garden City, Broadway, Letchworth Garden City, SG6 3BF. Applications should be received by 5pm on 14th March 2025. There will be an expectation that you will attend an interview with our current community representatives, held during the day.

