



Questions and Answers

What is the Advisory Management Committee (AMC)?

The AMC is an independent group which advises the Householder Applications Committee (HAC) with their review of applications for consent to alter Garden City homes.

The AMC comprises two independent design professionals, nominated by the Heritage Foundation; and two Letchworth Garden City homeowners appointed by the Enfranchised Properties Representative Body (EPRB).

How many members of the AMC will there be?

There will be two nominees from the Heritage Foundation and two community representatives (homeowners) 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 property in Letchworth Garden City, 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 the Heritage and Stewardship team will notify you that there will be a meeting, you will need to confirm whether you are able to attend. Ahead of the meeting, papers will be circulated via SharePoint, 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 to 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 and referred to HAC

What happens at the HAC meeting?

At the 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 the EPRB. 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?

Simply write a short statement (maximum of 150 words) with details on how you will engage and contribute to the Committee. Please email this to enfranchisedpropertiesrepresentativebody@letchworth.com, or 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 Friday 25th April 2025**.

There will be an expectation that you will attend an interview with our current community representatives on either the afternoon of Tuesday 6th May, or the morning of Wednesday 7th May.

