

# Who is The Advisory Management Committee?

**The Committee consists of four members, and they represent local residents.**

**Two members are elected from local bodies representing local residents, namely Letchworth Garden City Society and Letchworth Garden City Citizens Society who each elect a member to sit on the Committee.**

**Two members are Governors of Letchworth Garden City Heritage Foundation. However, these Governors must not be members of the Board of Management, who would have made the initial decision.**

**The Committee elects its own Chairman, which according to the Committee's rules cannot be one of the Governors of the Heritage Foundation. The Chairman has the casting vote, but is not bound by the convention of reflecting the status quo when using the casting vote.**



The Advisory  
Management  
Committee

The Garden City Estate  
of Letchworth

If you would like further information about the Advisory Management Committee, please contact **Head of Estates** at the Heritage Foundation, on **01462 476007** or by email **[info@letchworth.com](mailto:info@letchworth.com)**



# The Advisory Management Committee

If applicants are unhappy about a decision by the Heritage Foundation, following an application for works to their property, they have a right to request a review of the decision by a separate body known as the **Advisory Management Committee**.

The Committee comprises four local people and its purpose is to review such decisions made by the Heritage Foundation's Board of Management under the Scheme of Management and Leasehold covenants for residential properties.

The Committee meets as necessary to consider referrals. It may agree with the decision made by the Board of Management or, if not, refer the matter back to the Board for further consideration.

The Advisory Management Committee does not have the power to overturn a decision made by the Board of the Heritage Foundation, but only to recommend that the Board reconsiders its earlier position.



## Your questions about The Advisory Management Committee



### How do I apply to the Advisory Management Committee?

If applicants would like to refer a matter to the Advisory Management Committee they need to do so in writing stating:

- **Their reason for disagreeing with the Board of Management's decision**
- **Whether they are unhappy with the way the decision was reached or the decision itself**
- **Any further information, which they feel would be helpful in their case.**

This information should be sent to the Head of Estates at the Heritage Foundation.

There is no charge made for referring matters to the Advisory Management Committee.

### What happens when a request is received?

When a request is received, the applicant or their agent will be asked for any further information which may be

required, then they will be informed of the date of the next meeting of the Advisory Management Committee.

Meetings are usually held on alternate months.

At this stage, any neighbours who expressed an interest in the original proposals will be informed of the request.

### What happens at a Committee meeting?

Each meeting follows a set routine and must have a minimum of three members of the Committee present.

Before the meeting, the Committee will have received a written report, which will include the applicants request to the AMC and any comments made by neighbours when it was originally considered by the Heritage Foundation.

During the first part of its meeting the Committee will carry out a site visit.

At the site visit, the committee will meet with the applicant and/or their agent. Neighbours

are given the opportunity to make any further comments or to speak directly to the Committee when they visit the site. If requested, the Committee will view the proposals from the neighbours property and meet the neighbours.

The site visit gives the opportunity for both the neighbours and applicants to explain the proposals, restate their case, and point out any particular features of relevance on site.

The Committee may carry out a number of site visits, to different properties, during its meeting and therefore a concise and relevant presentation is often helpful.

The Committee at the second part of its meeting will review all the evidence including the written report and outcome of the site visit. The Committee then makes a decision on the request, which is sent in writing to both the applicant and neighbours, within 14 days of the meeting.

If the Committee recommends

that the Heritage Foundation's Board of Management reconsider the application, both the neighbours and applicant will be informed of the date of this meeting. Normally, the Board will reconsider the application the following month.

### How many requests does the Advisory Management Committee receive?

This figure will be different every year depending on the number of applications submitted and the subsequent refusals.

The Heritage Foundation produces an annual report each year which will include the most up to date figures for cases considered by the Board of Management and the Advisory Management Committee. This document is also available at [www.lgchf.com](http://www.lgchf.com)