

Nina Rickman

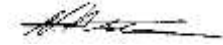
4 November 2021

**TO ALL MEMBERS OF THE ADVISORY COMMITTEE**

(and via the Trustee Intranet, to all other members of the Board of the Incorporated Trustees of The Dulwich Estate, for information)

**NOTICE IS HEREBY GIVEN** that a meeting of the Advisory Committee will be held on Tuesday 9 November 2021 at 4:30 p.m., via Teams. Electronic invite to the meeting to follow.

Please find attached your Advisory Committee papers for the meeting on Tuesday 9 November 2021. So that we have a productive and informative meeting, can I ask that you raise any detailed questions directly with me and request any further information, or clarification of items, prior to the meeting. Finally, please can you confirm your attendance or offer your apologies, if you are unable to make the meeting.



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**A G E N D A**

**Page No.**

- |     |  |    |
|-----|--|----|
| 1.  | Apologies for absence  |    |
| 2.  | Minutes of the meeting held on 8 June 2021 (previously circulated)   |    |
| 3.  | Matters arising  | 2  |
| 4.  | Accounts: Actual results for the six months ended 30 September 2021 and Forecast for the year ending 31 March 2022 | 3  |
| 5.  | The Scheme of Management Charge 2020/2021 & 2021/2022  | 6  |
| 6.  | Charges for applications for works, registration and miscellaneous services under the Scheme of Management         | 6  |
| 7.  | Programme of Repairs, Maintenance & Improvements – Programme for the years 2021/2022 & 2022/2023                   | 7  |
| 8.  | Scheme of Management information table   | 8  |
| 9.  | Advisory Committee Terms of Reference  | 9  |
| 10. | Advisory Committee Membership 2022   | 9  |
| 11. | Matters raised by the Advisory Committee Representatives   | 9  |
| 12. | Programme of meetings for 2022   | 10 |
| 13. | Any other business   | 10 |
| 14. | Date of next meeting – 8 March 2022  | 10 |

3. **Matters arising**

Date of Meeting Item Raised	Details of Action	Update
9 March 2021	Determine true cost of processing applications.	We acknowledge that we are late in providing this information to the Committee. An update will be provided at the March AC Meeting and the figures will be provided in the agenda for that meeting.
9 March 2021	Guideline Review - a further revised draft would be circulated to the Committee after receiving comments from our legal advisers and The Dulwich Society.	The review is complete and these are published on our website. An email to the AC representatives was sent on 16 August 2021.
9 March 2021	Green policy is to be developed	Please refer to the update circulated as Appendix I.
9 March 2021	Two Stage Licence Process	This will be implemented in January 2022.
9 March 2021	Frank Dixon Way/Close - summary of outstanding issues to be forwarded to Nina Rickman.	A meeting is being arranged with Penny Stern to compile a working document, like that produced with the Whytefield Estate, where all concerns can be logged and periodically updated by the Administrator.
9 March 2021	Advisory Committee Terms of Reference.	Included as Appendix II.
8 June 2021	More details are to be provided on the repairs. Useful to have a longer view about what the expenditures are and why. Variations in the budget should trigger commentary.	Addressed as part of the accounts items in the November agenda.

4. **Accounts: Actual results for the six months ended 30 September 2021 and Forecast for the year ending 31 March 2022**

**SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES**

	Actual 6 Month ended Sept 2021 £	Forecast Year Ended March 2022 £	Budget Year Ending March 2022 £	Actual Year Ended March 2021 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	69,186	165,226	157,245	162,877
NET BASIC EXPENDITURE - <i>Schedule 3</i>	152,041	345,480	303,336	254,916
<b>TOTAL MANAGEMENT CHARGE</b>	<b>221,227</b>	<b>510,706</b>	<b>460,581</b>	<b>417,793</b>

**HEADLINES**

Expenditure has increased over the original budget. The significant variations in the supporting schedules are as follows: -

***Amenity – Dulwich Woods***

Expenditure has been higher than forecast year to date, primarily due to the costs of closing down and clearing the hidden BMX track in the woods close to Great Brownings but also due to higher-than-expected tree works costs and it is likely that we will see a slight overspend in the second half, leading to a c.£5k overspend for the year.

***Amenity – Other Areas***

Although expenditure looks light year to date, this is because the expenditures under Repairs to Paths & Roads will be taking place in the second half of the year, which has more than offset higher than expected expenditure on Tree Works in the first part of this year.

The c.£5k forecast overspend for the year includes c. £4k overspend on gardening and other repairs. The other element of forecast year-end overspend comes from tree works, including significant works to large historic Horse chestnuts, vandalised trees on Low Cross Lane, the failure of trees planted in previous years, and significant increases in supply costs due to the effects of Covid. These overspends are mostly offset by an expected underspend in the repairs to paths and roads budget.

***Basic Expenditure***

The Staff costs have risen against budget due to the recruitment of a Scheme Surveyor who will take over the workload of the architect. Although these costs will be offset against the reduction in Architect costs in future years, in the current year there are additional costs due to necessary overlap to allow transfer of knowledge and support, along with temporary and recruitment costs.

The expenditure on Professional fees overall sees a small reduction. Architect fees see a large reduction, as a result of the departure of Madeleine Adams. However, these saving are offset by an overspend in Tree consultant fees due to a significant increase in the number of hours the consultant has undertaken. The first half of the year saw a surge in freehold licence applications and therefore fees. The second half is not expected to be as high as the first, but it is likely that by the end of the year the income received will be above budget.

The Committee is **INVITED** to **COMMENT** on the report.

*The Scheme of Management***AMENITY AREA & CERTIFICATION COSTS**

	Actual 6 Month ended Sept 2021 £	Forecast Year Ended March 2022 £	Budget Year Ending March 2022 £	Actual Year Ended March 2021 £
<b>AMENITY AREA COSTS</b>				
<b>DULWICH WOODS</b>				
Maintenance Contract	6,173	10,000	9,000	10,056
Tree Works	3,690	7,000	5,000	8,821
Other Repairs & Maintenance	4,332	8,000	5,500	18,347
<b>OTHER AMENITY AREAS</b>				
Gardening Contract	26,267	55,000	52,000	54,432
Tree Works	9,352	21,000	10,000	10,386
Repairs to Paths & Roads	267	30,000	40,000	9,410
Salting, Sweeping & Gully Cleaning	3,904	7,000	7,000	4,933
Garden Refuse Removal	6,231	15,000	15,000	4,897
Other Repairs & Maintenance	14,581	26,500	25,500	56,853
<b>TOTAL WORKS DONE</b>	<b>74,797</b>	<b>179,500</b>	<b>169,000</b>	<b>178,135</b>
<b>MANAGEMENT CHARGE - 15% (exc. VAT)</b>	9,349	22,438	21,100	22,266
<b>OTHER COSTS &amp; FEES</b>				
Public Liability Insurance	1,900	3,800	4,000	4,081
Tree Consultants	2,782	9,000	9,000	6,751
Auditor	418	800	850	1,241
Certification Costs - Share	2,732	4,120	5,514	4,494
<b>TOTAL AMENITY EXPENDITURE</b>	<b>91,979</b>	<b>219,658</b>	<b>209,464</b>	<b>216,968</b>
<b>RECHARGED TO THE DULWICH ESTATE</b>	(22,793)	(54,432)	(52,219)	(54,091)
<b>NET AMENITY EXPENDITURE</b>	<b>69,186</b>	<b>165,226</b>	<b>157,245</b>	<b>162,877</b>
<i>% Recovered from Residents &amp; Tenants</i>	75.22%	75.22%	75.07%	75.07%
<b>CERTIFICATION FEES &amp; COSTS</b>				
Staff & Office	4,080	4,100	4,000	3,650
Surveyor	2,400	5,000	8,000	3,840
Auditor	769	1,500	1,500	2,284
<b>TOTAL SHARED BETWEEN AMENITY &amp; BASIC</b>	<b>7,249</b>	<b>10,600</b>	<b>13,500</b>	<b>9,774</b>

*The Scheme of Management***BASIC EXPENDITURE**

	Actual 6 Month ended Sept 2021	Forecast Year Ended March 2022	Budget Year Ending March 2022	Actual Year Ended March 2021
	£	£	£	£
<b>STAFF COSTS</b>				
Administrator	85,974	213,500	152,050	141,327
Heads of Department	7,854	15,500	15,500	15,000
Other Staff	9,900	20,000	25,750	17,054
	<u>103,728</u>	<u>249,000</u>	<u>193,300</u>	<u>173,381</u>
<b>PREMISES &amp; OFFICE COSTS</b>				
Rent & Rates	11,056	22,500	22,500	22,000
Utilities & Cleaning	4,374	10,600	7,700	6,109
Telecommunications	3,663	5,800	2,250	7,616
Printing, Postage & Stationery	3,693	8,500	9,800	4,849
Office Equipment Depreciation	1,972	4,000	8,000	8,068
Website & IT Maintenance	1,249	4,500	4,500	2,499
Other Office Costs	2,140	4,400	4,600	4,832
	<u>28,147</u>	<u>60,300</u>	<u>59,350</u>	<u>55,973</u>
<b>PROFESSIONAL FEES</b>				
Solicitors	1,702	5,500	5,500	16,418
Surveyors & Architects	30,119	35,500	70,500	82,596
Tree Consultants	34,622	75,000	43,000	41,309
Auditor	600	1,000	1,000	1,218
	<u>67,043</u>	<u>117,000</u>	<u>120,000</u>	<u>141,541</u>
<b>OTHER COSTS &amp; FEES</b>				
Scheme Enforcement	7,500	15,000	15,000	0
Certification Costs - Share	4,516	6,428	7,986	5,280
	<u>12,016</u>	<u>21,428</u>	<u>22,986</u>	<u>5,280</u>
<b>TOTAL BASIC EXPENDITURE</b>	<u>210,934</u>	<u>447,728</u>	<u>395,636</u>	<u>376,175</u>
<b>INCOME</b>				
Freehold Licences	(58,305)	(100,000)	(90,000)	(118,956)
Registration Fees	(588)	(2,300)	(2,300)	(2,303)
	<u>(58,893)</u>	<u>(102,300)</u>	<u>(92,300)</u>	<u>(121,259)</u>
<b>NET BASIC EXPENDITURE</b>	<u>152,041</u>	<u>345,428</u>	<u>303,336</u>	<u>254,916</u>

5. **The Scheme of Management Charge 2020/2021 & 2021/2022**

The demands for payment for the Scheme of Management Charge in respect of the years 2020/2021 (a balancing charge) and 2021/2022 (the on account estimate), were despatched in September 2021. Prior to despatch, copies of the Certificate and accompanying circular were sent to Trustees and to Advisory Committee representatives for comment.

To date, approximately 78.5% (2020/2021: 72%) of the total Charge has been received. Legal Charges are currently registered against 23 (2020/2021: 23) properties where the freeholders have failed to pay the Charge relating to previous periods.

The Committee is **INVITED** to **NOTE** the report.

6. **Charges for applications for works, registrations and miscellaneous services under the Scheme of Management:**

- a) At the Scheme of Management Committee meeting held on 5 November 2019 (Item 6a), the Committee agreed to increase charges every year in line with CPI. The attached Appendix III shows the charges for 2021 and the proposed increase for 2022.

The Committee's **IEWS** are **INVITED**.

- b) Charge for registration of ownership

This charge was last increased with effect from 1 January 2021 (up from £90 to £95). The Service Level Agreement with Thackray Williams LLP has been updated to increase the charge yearly in line with CPI. However, Thackray Williams do not wish to increase their fees in 2022, therefore this will remain unchanged. This will be reviewed again in November 2022 for January 2023.

	<u>2022/2021</u>
Solicitors' fee	£59.15
VAT @ 20%	£11.83
Estate's administration charge	£24.02
	<hr/> £95.00 <hr/>

The Committee's **IEWS** are **INVITED**.

7. **Programme of Repairs, Maintenance and Improvements:  
Programme for the years 2021/2022 & 2022/2023**

This report is in respect of expenditure recoverable from freeholders under the Scheme of Management through the annual Charge, and refers to the Amenity Areas as defined in the Scheme (which includes the Woods).

a) Works for the year 2021/2022

Routine maintenance of woods and amenity areas, trees, paths and roads, fences and gates, lighting and street furniture, has proceeded as necessary. Other specific items are reported as follows:

- i) Work is continuing in Dulwich Woods in conjunction with the London Wildlife Trust;
- ii) Various fencing and railing repairs are in progress;
- iii) Work is programmed for isolated repairs to the footpath in Low Cross Wood Lane and the road surface in Grange Lane;
- iv) A programme of tree planting throughout the Estate is expected to commence shortly.

At this stage, expenditure on amenity works for the financial year is forecast at £179,500, to be compared with the budget of £169,000. The increase is largely due to additional tree work and planting throughout the Estate, offset by a reduction in expenditure on paths and roads.

b) Proposals for the year 2022/2023

These comprise routine maintenance of amenity areas - woods, trees, paths and roads, fences and gates, lighting and street furniture, including the following:

- i) Fence repairs throughout the Estate;
- ii) Further repairs to Grange Lane;
- iii) Further work in Dulwich Woods, in conjunction with the London Wildlife Trust;
- iv) Further road and footpath repairs in College Road;
- v) Repairs to the Old College forecourts and boundary walls;
- vi) Further tree and shrub planting throughout the Estate and re-wilding of various grassed/meadow areas.

The Committee's **COMMENTS** are **INVITED**.

8. **Scheme of Management Information Table**

Date of Committee Meeting	No. of building Apps Received since Last Meeting	Decisions				No. of Breaches	Enforcements			No. of Arbitrations	Japanese Knotweed			Residents Associations	
		Approved/ Approved in Principle	Still Pending	Refused			Total on Current List	Removed from List since Last Meeting	Added to List Since Last Meeting		Total on List receiving ongoing treatment (as of 5 Nov 2019)	Removed from List since Last Meeting	Added to List since Last Meeting	No. of Meetings held with RA	New RA Registration Applications
12 Nov 2019	60	21	38	1	0	167	5	114	1	14	2	1	15	0	
10 Mar 2020	52	17	37	2	0	183	20	4	0	14	0	0	14	0	
9 Jun 2020	43	8	35	0	0	185	0	2	0	Please see response in agenda			7	2	
10 Nov 2020	70	42	28	0	0	190	5	10	0	14	0	0	10	0	
9 Mar 2021	87	51	36	0	1	187	10	7	0	14	0	0	4	0	
8 Jun 2021	70	30	39	1	1	177	13	3	0	14	0	0	8	1	
9 Nov 2021	154	103	49	2	0	180	15	5	0	13	1	0	11	1	

The Committee is **INVITED** to **COMMENT**.



9. **Advisory Committee Terms of Reference**

Attached as Appendix II are the updated Terms of Reference for this Committee, which have taken into consideration, the comments submitted by the Advisory Committee representatives.

The Committee is **INVITED** to **AGREE** the Terms of Reference.

10. **Advisory Committee Membership 2023**

At the Advisory Committee meeting held on 10 November 2020 (item 9), the Committee agreed to the following proposal which now forms part of the Terms of Reference:

*“In order to gain feedback from representatives across the Estate as a whole, the following changes to the process of appointing members to the Advisory Committee have been agreed:*

- *The Advisory Committee has four seats for amenity societies; two of these will be nominated by The Dulwich Society and two will be filled with representatives from Resident Associations on the Estate.*
- *Representatives will have a term of two years, with one nominee from The Dulwich Society and one from a Resident Association rolling off at the end of every calendar year.*
- *The representatives must have active involvement for at least two years in a Residents’ Association and have knowledge of how the Scheme of Management works.*
- *The Committee has a preference for diverse representation of the different geographic areas of the Estate.*

*In accordance with clause 16(b) of the Scheme it must “form a consultative committee (to be known as “The Advisory Committee”) of not less than 8 persons of whom half shall be representatives of the Managers and half shall be representatives and nominated by such residents or amenity societies as the Managers consider appropriate.”*

The following changes to membership will occur on 1 January 2020;

Sue Badman will step down as a Dulwich Society representative of the Advisory Committee and James Thompson (a current Residents Association representative and also new Chair of The Dulwich Society) will take her place for a term of two years.

A second Residents Association representative will be recruited to serve a term of two years.

Martyn Deane will remain as a Residents Association representative for the remaining year of his two year term.

Jeremy Prescott will remain as a Dulwich Society representative for the remaining year of his two year term.

The Committee’s **COMMENTS** are **INVITED**.

11. **Matters raised by the Advisory Committee representatives**

Attached as Appendix IV are the queries raised by the Advisory Committee representatives, for general discussion at the meeting.

12. **Programme of meetings for 2022**

The Committee has adopted the practice of holding three meetings a year in March, June and November, on Tuesdays at 4.30pm.

The arrangements are considered to have worked well to date and it is proposed that these are retained for 2022, with suggested dates being:

8 March  
7 June  
8 November

The Committee's **VIEW**S are **INVITED**.

13. **Any other business**

14. **Date of next meeting**

Subject to the Committee's decision under item 11., above, the date of the next meeting is 8 March 2022.

## Minutes of the meeting of the Advisory Committee

held virtually via TEAMS

on Tuesday 9 November 2021

Present: Representatives of the Managers:

Andreas Köttering (Chairman)  
Irene Bishop  
Caroline Price

Representatives of The Dulwich Society:

Sue Badman  
Jeremy Prescott

Representatives of Residents Associations:

Martyn Deane (PWCWR Residents Association)  
James Thompson (Stradella and Springfields Residents Association)

In attendance: Staff of The Dulwich Estate: Simone Crofton (Chief Executive), Adrian Brace (Director of Property), Simon Hoare (Principal Building Surveyor), Andy Irvine (Financial Accountant), Nina Rickman (Administrator)

### 1. Apologies for absence

Apologies for absence received from Pamela Dusu.

### 2. Minutes of the meeting held on 8 June 2021

The Minutes of the meeting held on 8 June 2021 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

### 3. Matters arising

The Administrator reviewed the action log with the Committee.  
One additional item was raised as follows;

#### The Old Burial Ground

Will not be open to the public while the stocks are in place there.

### 4. Accounts: Actual results for the six months ended 30 September 2021 and Forecast for the year ending 31 March 2022

Andy Irvine introduced the report circulated with the agenda, which the Committee **NOTED**. Comments were made in relation to the following:

Simon Hoare confirmed that the three year watering/maintenance and replacement plan is a new item policy.

Adrian Brace confirmed that the Scheme of Management paid for the removal of the BMX track and will check to see if insurance will pay for cost of rectifying any damages. It was noted that there is an excess of £750.00 which may mean pursuing this is not cost effective. Martyn Deane enquired whether the cost of damage done to Peckarmans Wood during lockdown ie damaged fence panel etc could also be pursued through insurance.

It was noted that Administrator costs were up due to the new Principal Applications Surveyor being accounted for under this item, whereas the Consultant Architects fees were accounted against Consultant fees.

5. **The Scheme of Management Charge 2020/2021 & 2021/2022**

Andy Irvine introduced the report circulated with the agenda and confirmed that to date, 82.6% of the charge had been received. The Committee were informed that there will be some additional amounts owing over and above the 23 where a Statutory Charge had been placed on property, for example, where the owner has passed away.

The process for recovering charges where owners do not pay was outlined by Adrian Brace; i.e. a charge is placed on the property and then the owners are unable to sell without first settling the charge. All costs of enforcing the payment of the Scheme charge are recharged back to the property.

The Committee **NOTED** the report.

6. **Charges for applications for works, registration and miscellaneous services under the Scheme of Management**

Nina Rickman introduced reports a) and b) circulated with the agenda.

The Committee **AGREED** the charges as set out in the agenda, noting that a) Charges for Applications for works would be reviewed against the true cost figures once received in early 2022 and increased accordingly.

7. **Programme of Repairs, Maintenance & Improvements – Programme for the years 2021/2022 & 2022/2023**

Simon Hoare introduced reports a) and b) circulated with the agenda which the Committee **NOTED**. The Committee agreed that a longer term, more detailed commentary is required in order for the members to make representations on. It was therefore agreed that Andy Irvine and Simon Hoare will arrange a time to have a pre-meeting with the representatives to discuss the budget in advance of the Spring meeting.

8. **Scheme of Management information table**

Nina Rickman introduced the report circulated within the agenda and confirmed that a high percentage of the items under “Enforcement – Total on Current List” were items of a minor nature that do not warrant a formal breach notice being served. They are noted on file to be remedied as a condition of future consent or point of sale.

The Committee **NOTED** the report.

9. **Advisory Committee Terms of Reference**

The Committee **AGREED** the Terms of Reference, subject to one amendment as highlighted in the attached final draft.

10. **Advisory Committee Membership 2022**

The Committee **AGREED** to the proposal set out in the agenda. The new representative will be introduced to the rest of the Committee as soon as they have been recruited.

11. **Matters raised by the Advisory Committee Representatives**

The Committee **RECEIVED** and **NOTED** the responses to the matters raised by the Committee representatives, with discussion in particular on the following (numbering taken from Appendix IV circulated with the agenda):

1. Simone Crofton confirmed that there will be stakeholder involvement and that the steering group currently consists of the following two Trustees; Rosemarie Jones and Helen Freeman. It was noted that this project is being undertaken by staff on top of their usual workload. External support will be drafted in to move the project forward.
9. When corresponding with Committee representatives on Advisory Committee matters, the whole Committee (including Trustees) are to be included.
10. The Administrator confirmed that she is very happy to update the wording regarding the description of the role of the Committee on the website and would circulate a draft for their comment.
11. Comments were very helpful and assisted in the refinement of the letter, thank you.
12. The Administrator confirmed Roger Moore's job description is the same as his predecessor Madeleine Adams. Job descriptions are not displayed on our website.
13. Madeleine Adams will provide five hours architectural support per month.
14. Applicants are required to seek approval from both Local Authority and Scheme of Management. The applicant can decide who to apply to first – it is possible to run both applications at the same time. Scheme of Management advise large scale developments to apply to the Local Authority first.
16. The Administrator confirmed that approximately 433 residents had signed up to the paperless campaign. It was suggested that consideration should be given to offering an incentive to residents for signing up. For example, discount on next bill.
17. The Estate uses its own resources for alterations to its own properties.
18. The Gilkes development was given approval prior to the introduction of the New Build Guidelines.
19. The Scheme of Management works with Southwarks Empty Homes Department.
20. The issue of LTN advertising boards will be revisited in the New Year.
21. As these are internal works, the addition of these are not covered by the Scheme. We try to encourage the positioning of flues to be in a discreet location.
24. We would support any fund raising initiatives.
25. For work carried out on Dulwich Estate trees on amenity land, staff will try to notify residents associations in advance.
26. There is no specific plan at present but will discuss with LWT.

12. **Programme of meetings for 2022**

The Committee **AGREED** to the programme of meetings for 2022, noting that the Spring meeting will be a hybrid setup.

13. **Any other business**

None.

14. **Date of next meeting**

8 March 2022

29.11.2021