

Nina Rickman

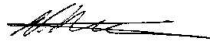
2 July 2025

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 8 July 2025 at 10:30 a.m., which will be a hybrid set up. Those wishing to attend in person, please come to the Dulwich Estate's offices where the meeting will take place in the Board Room. A Teams invite will be sent to all, shortly. Please let me know if you will be attending in person, so that I can make the necessary arrangements.

Please find attached your Advisory Committee papers for the meeting on Tuesday 8 July 2025. 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.



Nina Rickman
ADMINISTRATOR
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3. **Matters arising**

Date of Meeting Item Raised	Details of Action	Update
7 June 2022	Adrian Brace to discuss a “maintenance swap” with Southwark Council regarding posts and chains in the village.	21 March 2023 Maintenance would be limited to the posts and chains, not the grassed areas contained within. Adrian Brace is yet to discuss the maintenance swap with the Southwark Council but hoped to do this in conjunction with discussion concerning the relocation of the Skateboard Park. 21 November 2023 A meeting with the parks team will be arranged before the end of this year to discuss the possible relocation of the skate park and their proposed business plan. 19 March 2024 Discussions are ongoing with Southwark. 9 July 2024 <i>This has not progressed any further since the last meeting and is not currently a priority. Can the Advisory Committee, and in particular the Dulwich Society, explain what it is doing to encourage / lobby Southwark Council to maintain their posts and chains in Dulwich Village and when they intend to attend to the condition of the finger posts which need maintaining around the village?</i> <i>This in our view should now be removed from the matters arising as it is not for the estate to pursue further.</i>
18 March 2025	The website will be updated with FAQ's regarding non-payment of the charge.	2 July 2025 The wording has been drafted and the intention is for it to be uploaded before the September SOM charge is issued. The delay has been a small reconfiguration of some of the pages on the website which should be completed shortly.
18 March 2025	Terms of Reference: It was agreed that a “tracked changed” document setting out the amendments from the original for further input and discussion before the meeting to be held on 8 July 2025.	2 July 2025 Completed – please refer to item 6 below.

4. **The Scheme of Management – The Management Charge for the accounting period from 1 April 2024 to 31 March 2025**

THE MANAGEMENT CHARGE

for the Accounting Period from 1 April 2024 to 31 March 2025

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual 12 Months ended March 2025 £	Forecast 2 Year Ended March 2025 £	Forecast 1 Year Ended March 2025 £	Budget Year Ending March 2025 £	Actual Year Ended March 2024 £
NET AMENITY EXPENDITURE - Schedule 2	257,395	246,079	265,662	266,971	250,833
NET BASIC EXPENDITURE - Schedule 3	343,648	390,704	399,032	380,117	335,620
TOTAL MANAGEMENT CHARGE	601,043	636,783	664,694	647,089	586,453

Final Outturn Headlines

The final outturn for the financial year 2024/25 is 5.61% lower than the Forecast 2 presented to the Committee at its March meeting.

Major Variances from Forecast 2

Amenity Areas

Dulwich Woods: Tree Works are up c.£7,000 due to increased costs relating to a health and safety review of trees near main paths . These increases are mostly offset by a reduction in Other Repairs & Maintenance costs due to an unused provision for ancillary works.

Other Amenity Areas: Repairs to Paths and Roads increased by c.£6,000 due to Grange Lane surfacing costs and an increase in Garden Refuse Removal c.£4,000 for additional Green Waste Removal.

Other Costs & Fees were c.£6,000 lower than forecast primarily due a decrease in Tree Consultants fees.

Basic Expenditure

Staff Costs are down c. £16,000 due to a reduction in the role of the Scheme of Management Administrator in the daily running of the Scheme.

Premises and Office costs are down c. £7,000 due to lower Utilities and postage costs.

Professional Fees are up c. £27,000 due to Surveyor & Architects fees in relation to the increase in value of licence applications.

Other Costs & Fees were c.£6,000 due to lower Scheme Enforcement costs.

Freehold Licence income was c.£45,000 higher due to a continuation of higher than expected fee income in the final quarter.

The Scheme of Management

AMENITY AREA & CERTIFICATION COSTS

	Actual 12 Months ended March 2025	Forecast 2 Year Ended March 2025	Forecast 1 Year Ended March 2025	Budget Year Ending March 2025	Actual Year Ended March 2024
	£	£	£	£	£
AMENITY AREA COSTS					
DULWICH WOODS					
Maintenance Contract	14,308	14,000	13,750	13,750	9,878
Tree Works	23,403	16,000	16,000	16,000	17,047
Other Repairs & Maintenance	22,816	27,000	23,000	23,000	18,532
OTHER AMENITY AREAS					
Gardening Contract	81,381	80,000	80,000	80,000	75,268
Tree Works	21,870	20,000	40,000	40,000	37,146
Repairs to Paths & Roads	21,442	15,000	25,000	25,000	42,368
Salting, Sweeping & Gully Cleaning	9,643	8,300	8,300	8,300	10,222
Garden Refuse Removal	29,446	25,000	25,000	25,000	37,480
Other Repairs & Maintenance	82,817	83,000	81,000	81,000	13,466
TOTAL WORKS DONE	307,125	288,300	312,050	312,050	261,408
MANAGEMENT CHARGE - 15% (exc. VAT)	12,106	10,000	12,000	15,000	32,683
OTHER COSTS & FEES					
Public Liability Insurance	6,738	8,000	8,000	8,000	7,109
Tree Consultants	5,187	10,000	10,000	10,000	24,135
Auditor	1,816	2,500	2,400	2,400	1,592
Certification Costs - Share	6,420	5,671	5,843	5,780	4,970
TOTAL AMENITY EXPENDITURE	339,392	324,471	350,293	353,230	331,896
RECHARGED TO THE DULWICH ESTATE	(81,997)	(78,392)	(84,631)	(86,259)	(81,063)
NET AMENITY EXPENDITURE	257,395	246,079	265,662	266,971	250,833
<i>% Recovered from Residents & Tenants</i>	<i>75.84%</i>	<i>75.84%</i>	<i>75.84%</i>	<i>75.58%</i>	<i>75.58%</i>
CERTIFICATION FEES & COSTS					
Staff & Office	5,390	5,500	5,500	5,500	5,145
Surveyor	4,190	3,500	3,500	3,000	2,772
Auditor	3,341	3,500	3,500	3,500	2,078
TOTAL SHARED BETWEEN AMENITY & BASIC	12,921	12,500	12,500	12,000	9,995

The Scheme of Management

BASIC EXPENDITURE

	Actual 12 Months ended March 2025	Forecast 2 Year Ended March 2025	Forecast 1 Year Ended March 2025	Budget Year Ending March 2025	Actual Year Ended March 2024
	£	£	£	£	£
STAFF COSTS					
Administrator	283,257	295,000	275,000	253,523	239,401
Heads of Department	18,040	18,375	18,375	18,375	17,955
Other Staff	19,110	23,000	43,100	43,100	20,424
	<u>320,407</u>	<u>336,375</u>	<u>336,475</u>	<u>314,998</u>	<u>277,780</u>
PREMISES & OFFICE COSTS					
Rent & Rates	22,864	22,900	22,900	22,900	22,869
Utilities & Cleaning	8,487	11,800	11,500	15,500	7,635
Telecommunications	5,627	5,000	5,000	5,000	4,667
Printing, Postage & Stationery	7,322	9,000	9,000	9,000	10,682
Office Equipment Depreciation	1,190	1,200	2,000	3,000	1,538
Website & IT Maintenance	4,072	4,000	3,000	3,000	2,499
Other Office Costs	5,124	7,500	7,400	7,400	6,838
	<u>54,697</u>	<u>61,400</u>	<u>60,800</u>	<u>65,800</u>	<u>56,728</u>
PROFESSIONAL FEES					
Solicitors	31,835	30,500	18,500	12,500	14,161
Surveyors & Architects	114,426	88,000	83,000	73,000	70,074
Sustainability	2,640	3,500	3,500	3,500	3,480
Tree Consultants	25,000	25,000	16,000	20,000	42,840
Auditor	2,106	2,100	2,100	2,100	1,310
	<u>176,007</u>	<u>149,100</u>	<u>123,100</u>	<u>111,100</u>	<u>131,865</u>
OTHER COSTS & FEES					
Scheme Enforcement	4,098	10,000	25,000	25,000	29,594
Scheme Arbitrations	0	0	20,000	20,000	28,749
Certification Costs - Share	6,501	6,829	6,657	6,220	5,025
	<u>10,599</u>	<u>16,829</u>	<u>51,657</u>	<u>51,220</u>	<u>63,368</u>
TOTAL BASIC EXPENDITURE	<u>561,709</u>	<u>563,704</u>	<u>572,032</u>	<u>543,117</u>	<u>529,741</u>
INCOME					
Freehold Licences	(215,804)	(170,000)	(170,000)	(160,000)	(190,976)
Registration Fees	(2,257)	(3,000)	(3,000)	(3,000)	(3,145)
	<u>(218,061)</u>	<u>(173,000)</u>	<u>(173,000)</u>	<u>(163,000)</u>	<u>(194,121)</u>
NET BASIC EXPENDITURE	<u>343,648</u>	<u>390,704</u>	<u>399,032</u>	<u>380,117</u>	<u>335,620</u>

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

5. **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
		Approved/ Approved in Principle	Still Pending	Refused		Total on Current List	Removed from List since Last Meeting	Added to List Since Last Meeting	
8 March 2022	43	20	23	1	0	185	0	5	0
7 June 2022	55	26	28	1	2	187	10	12	0
8 Nov 2022	83	23	59	1	3	180	15	8	0
21 March 2023	48	30	18	0	4	182	5	3	1
27 June 2023	31	13	18	0	3	176	6	0	1
21 Nov 2023	87	22	64	1	2	169	8	1	1
19 March 2024	67	11	56	0	2	165	11	6	0
9 July 2024	58	7	51	0	1	170	5	10	0
19 Nov 2024	66	56	57	0	0	177	5	12	0
18 March 2025	67	35	31	1	0	139	65	27	0
8 July 2025	61	35	23	3	0	165	27	53	0

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

6. **Terms of Reference (TOR)**

At the Advisory Committee meeting held on 18 March (item 7) it was agreed that a tracked change document would be shared with the AC representatives, that showed all the changes to the original TOR. This was provided and a meeting was held on 17 June 2025 with all the Representatives present. Questions from the AC Representatives were provided in advance of the meeting and Nina Rickman provided her response.

There was a misunderstanding of clause 16 of the Scheme of Management and the legal advice was provided:

“the Advisory Committee is not given remit to comment on the amenities of the Scheme generally but only in the context of applications, notices or otherwise (ie plans or other documents) which concern the amenity of the Estate.”

It was agreed that some further formatting and changes are to be made as follows:

- Consistency of language for example the alternating between the reference to “Committee” and “Managers”.
- The reference to “Accounts” is to specify “Scheme of Management Accounts”.
- The “Purpose” is to be moved to the top of the TOR with further clarification provided.
- Removal of the reference to “2023 and 2024” under section 2.
- An amendment to 3.4 rather than the omission.
- Section 8 to be reinstated – the omission was an error.

These changes have now been made; a tracked change document and clean version are attached as Appendix I and II.

The Committee is **INVITED** to **COMMENT** prior to the adoption of updated Terms of Reference.

8. **Any Other Business**

9. **Date of Next Meeting**

17 March 2026 - to be confirmed

Minutes of the meeting of the Advisory Committee

The Advisory Committee is constituted pursuant to, and held in accordance with, clause 16 of the Scheme

Hybrid meeting held both virtually via TEAMS and in person in the Board Room

on Tuesday 8 July 2025

Present: Representatives of the Managers:

Irene Bishop (Chair)

Menna McGregor

Representatives of The Dulwich Society and Residents Associations:

Martyn Deane (PWCWRRRA)

Jane Lyons (Dulwich Village, College Road and Woodyard Lane RA)

Penny Stern (The Dulwich Society)

Richard Wingfield (The Dulwich Society)

In attendance: Staff of The Dulwich Estate: Adrian Brace (Director of Property), Simone Crofton (Chief Executive), Andy Irvine (Financial Accountant), Gillian John (Assistant Administrator) and Nina Rickman (Head of Operations)

1. Apologies for absence

Helen Gough and Caroline Price.

2. Minutes of the meeting held on 18 March 2025

The Minutes of the meeting held on 18 March 2025 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

3. Matters arising

Posts and Chains

Sue Badman of The Dulwich Society has agreed to take this matter on. This item is to be removed from the rolling action log.

Update to Website

The Committee **NOTED** that the update to the website will be completed before the September charge is issued to Freeholders with additional wording to be included regarding notifying the Scheme of Management office if there has been a change in Council Tax banding.

4. The Scheme of Management – The Management Charge for the accounting period from 1 April 2024 to 31 March 2025

The Committee **NOTED** the report circulated within the agenda.

Health and Safety inspections of remaining Scheme of Management amenity areas will be carried out after the inspection of Dulwich Woods is completed. If the Committee members have any concerns regarding the health of trees, this should be reported immediately to the Scheme of Management office.

5. **Scheme of Management information table**

3 Roseway is a long term empty property that the Managers of the Scheme and the Empty Homes department at Southwark Council would like to see back in occupation. The Managers of the Scheme can only take action when the property falls into a state of disrepair, they cannot take enforcement action because the house is empty, however the administration team does liaise with the Empty Homes department and assists where possible.

The Committee **NOTED** the report.

6. **Terms of Reference**

One further amendment to the Terms of Reference is agreed:

The second bullet point on the first page under “Purpose” will change to

- *Provide an opportunity to make general representations within the scope of Clause 16.b)iii below.*

Subject to the one amendment above, the Terms of Reference are now adopted.

7. **Any Other Business**

Andy Irvine confirmed that the audit of the Scheme of Management accounts would be completed in August.

Nina Rickman informed the Committee that the Draft Managers Certificate would be circulated as soon as possible following the completion of the audit.

If the members of the Committee have any questions between now and the next meeting, this should be raised with the appropriate staff member.

8. **Date of Next Meeting**

17 March 2026 – to be confirmed

02.09.2025