



Nina Rickman

2 March 2022

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 March 2022 at 4:30 p.m., which will be our first hybrid set up. Those wishing to attend in person, please come to the The Dulwich Estate's offices where the meeting will take place in the Board Room. For those unable to attend in person, a Teams invite will follow.

Please find attached your Advisory Committee papers for the meeting on Tuesday 8 March 2022. 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
9 March 2021	Determine true cost of processing applications.	Please refer to item 6.
9 March 2021	Green policy is to be developed	To be discussed under item 7.
9 March 2021	Two Stage Licence Process	Unfortunately no suitable candidates have come forward to the role of undertaking the inspections but the aim is to have someone in place for 1 April when the new licence fees will be in place.

4. The Scheme of Management Charge 2021/2022 & 2022/2023

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual 9 Month ended Dec 2021 £	Forecast 2 Year Ended March 2022 £	Forecast 1 Year Ended March 2022	Budget Year Ending March 2022 £	Actual Year Ended March 2021 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	101,623	173,721	165,226	157,245	162,877
NET BASIC EXPENDITURE - <i>Schedule 3</i>	241,106	325,850	345,480	303,336	254,916
TOTAL MANAGEMENT CHARGE	342,729	499,571	510,706	460,581	417,793

HEADLINES

Amenity – Dulwich Woods

Forecast 2 expenditure is marginally higher than Forecast 1, primarily as a result of necessary Tree Works within the Woods. Other repairs are now in line with budget as we expect to be in a position to cover the costs of closing down and clearing the hidden BMX track in the woods close to Great Brownings through our insurance.

Amenity – Other Areas

Expenditure year-to-date looks light compared with Forecast 2 but repairs to paths and roads and other repairs are still expected to occur as planned, leading to a high Q4 spend. Overall, the expected saving on Paths and Roads will still be offset by higher than budgeted spend on Tree Works as explained in the Forecast 1 report.

Amenity – Overall

The other element of forecast year-end overspend comes from additional advice on tree planting a proposed tree planting scheme, devised by Oliver Stutter.

Basic Expenditure

Forecast 2 shows a lower net expenditure than Forecast 1 as a result of the continued increase in Freehold Licence Fees. The budget had been achieved by the end of Q3 and by mid-February, income was above £105,000 leading to the higher forecast.

The expenditure on the Tree Consultant is significantly above budget for two reasons: firstly, that c.£12k of costs in the last financial year were not accrued and so have hit in this financial year, leading to the budget also being understated for this year; and secondly that the demand from freeholders across the Estate for visits has been higher than expected.

Employed salary costs are on budget for the year and the apparent overspend of £35,000 relates to Temporary Staff costs, being the costs of the surveyor retained by the Estate in the summer and autumn, as a replacement for the Scheme architect. A part time surveyor will be recruited in the new financial year as part of the restructuring of the team involved in the licence applications process.

The saving on Surveyors and Architects would have been larger than the £13,000 forecast, had it not been that the services of the architect have had to be called upon more than expected in the budget, due to the late arrival and early departure of the surveyor.

The Scheme of Management

AMENITY AREA & CERTIFICATION COSTS

	Actual 9 Month ended Dec 2021	Forecast 2 Year Ended March 2022	Forecast 1 Year Ended March 2022	Budget Year Ending March 2022	Actual Year Ended March 2021
	£	£	£	£	£
AMENITY AREA COSTS					
DULWICH WOODS					
Maintenance Contract	8,133	10,500	10,000	9,000	10,056
Tree Works	7,285	15,000	7,000	5,000	8,821
Other Repairs & Maintenance	2,446	5,000	8,000	5,500	18,347
OTHER AMENITY AREAS					
Gardening Contract	39,272	54,000	55,000	52,000	54,432
Tree Works	10,964	21,000	21,000	10,000	10,386
Repairs to Paths & Roads	7,647	30,000	30,000	40,000	9,410
Salting, Sweeping & Gully Cleaning	4,107	7,000	7,000	7,000	4,933
Garden Refuse Removal	9,492	15,000	15,000	15,000	4,897
Other Repairs & Maintenance	17,234	26,500	26,500	25,500	56,853
TOTAL WORKS DONE	106,579	184,000	179,500	169,000	178,135
MANAGEMENT CHARGE - 15% (exc. VAT)	13,322	23,000	22,437	21,100	22,266
OTHER COSTS & FEES					
Public Liability Insurance	3,363	4,500	3,800	4,000	4,081
Tree Consultants	8,235	14,000	9,000	9,000	6,751
Auditor	767	950	800	850	1,241
Certification Costs - Share	2,834	4,500	4,120	5,514	4,494
TOTAL AMENITY EXPENDITURE	135,101	230,950	219,657	209,464	216,968
RECHARGED TO THE DULWICH ESTATE	(33,478)	(57,229)	(54,431)	(52,219)	(54,091)
NET AMENITY EXPENDITURE	101,623	173,721	165,226	157,245	162,877
<i>% Recovered from Residents & Tenants</i>	<i>75.22%</i>	<i>75.22%</i>	<i>75.22%</i>	<i>75.07%</i>	<i>75.07%</i>
CERTIFICATION FEES & COSTS					
Staff & Office	4,080	4,100	4,100	4,000	3,650
Surveyor	2,400	5,000	5,000	8,000	3,840
Auditor	1,412	1,750	1,500	1,500	2,284
TOTAL SHARED BETWEEN AMENITY & BASIC	7,892	10,850	10,600	13,500	9,774

The Scheme of Management

BASIC EXPENDITURE

	Actual 9 Month ended Dec 2021	Forecast 2 Year Ended March 2022	Forecast 1 Year Ended March 2022	Budget Year Ending March 2022	Actual Year Ended March 2021
	£	£	£	£	£
STAFF COSTS					
Administrator	151,691	187,500	213,500	152,050	141,327
Heads of Department	11,679	15,500	15,500	15,500	15,000
Other Staff	15,543	20,000	20,000	25,750	17,054
	<u>178,913</u>	<u>223,000</u>	<u>249,000</u>	<u>193,300</u>	<u>173,381</u>
PREMISES & OFFICE COSTS					
Rent & Rates	16,556	22,500	22,500	22,500	22,000
Utilities & Cleaning	5,999	9,800	10,600	7,700	6,109
Telecommunications	4,795	5,500	5,800	2,250	7,616
Printing, Postage & Stationery	3,753	5,500	8,500	9,800	4,849
Office Equipment Depreciation	1,972	3,000	4,000	8,000	8,068
Website & IT Maintenance	1,874	2,500	4,500	4,500	2,499
Other Office Costs	3,392	5,900	4,400	4,600	4,832
	<u>38,342</u>	<u>54,700</u>	<u>60,300</u>	<u>59,350</u>	<u>55,973</u>
PROFESSIONAL FEES					
Solicitors	2,310	13,000	5,500	5,500	16,418
Surveyors & Architects	44,995	57,500	35,500	70,500	82,596
Tree Consultants	53,927	85,000	75,000	43,000	41,309
Auditor	890	1,100	1,000	1,000	1,218
	<u>102,123</u>	<u>156,600</u>	<u>117,000</u>	<u>120,000</u>	<u>141,541</u>
OTHER COSTS & FEES					
Scheme Enforcement	7,500	7,500	15,000	15,000	0
Certification Costs - Share	5,058	6,350	6,480	7,986	5,280
	<u>12,558</u>	<u>13,850</u>	<u>21,480</u>	<u>22,986</u>	<u>5,280</u>
TOTAL BASIC EXPENDITURE	<u>331,935</u>	<u>448,150</u>	<u>447,780</u>	<u>395,636</u>	<u>376,175</u>
INCOME					
Freehold Licences	(89,184)	(120,000)	(100,000)	(90,000)	(118,956)
Registration Fees	(1,645)	(2,300)	(2,300)	(2,300)	(2,303)
	<u>(90,829)</u>	<u>(122,300)</u>	<u>(102,300)</u>	<u>(92,300)</u>	<u>(121,259)</u>
NET BASIC EXPENDITURE	<u>241,106</u>	<u>325,850</u>	<u>345,480</u>	<u>303,336</u>	<u>254,916</u>

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Budget Year Ended March 2023 £	Forecast 2 Year Ending March 2022 £	Actual Year Ended March 2021 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	185,898	173,721	162,877
NET BASIC EXPENDITURE - <i>Schedule 3</i>	294,774	325,850	254,916
TOTAL MANAGEMENT CHARGE	480,672	499,571	417,793

HEADLINES

Amenity – Dulwich Woods

Patterns of expenditure are expected to be very similar to this year, although the reactive nature of much of the Tree Works and Repairs costs make it difficult to predict with any degree of certainty.

Amenity – Other Areas

This area would be showing a decrease in the budget were it not for an allowance of £25,000 for replacement fencing to the Grange Lane allotments.

Amenity – Overall

The other element of forecast year-end overspend comes from additional advice on tree planting a proposed tree planting scheme, devised by Oliver Stutter.

Basic Expenditure

The significant changes in the Basic Expenditure budget are as a result of the re-organisation of the applications and inspection process with consequent changes to the team and the fee structure.

Proposed changes to the structure of fees, to be applied from 1st April 2022, means that based on a similar level of activity to this year, the Estate expects to generate c.£190,000 in fees rather than £120,000.

The increase in salaries is primarily as a result of the recruitment of an Applications Officer although expenditure on surveyors and architects is expected to remain at a similar level.

Tree consultant costs are expected to remain high and scheme enforcement costs, which are highly unpredictable have been set at a similar level to the current year budget.

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

	Budget Year Ended March 2023	Forecast 2 Year Ending March 2022	Actual Year Ended March 2021
	£	£	£
AMENITY AREA COSTS			
DULWICH WOODS			
Maintenance Contract	10,000	10,500	10,056
Tree Works	10,000	15,000	8,821
Other Repairs & Maintenance	6,000	5,000	18,347
OTHER AMENITY AREAS			
Gardening Contract	57,000	54,000	54,432
Tree Works	20,000	21,000	10,386
Repairs to Paths & Roads	25,000	30,000	9,410
Salt ing, Sweeping & Gully Cleaning	7,500	7,000	4,933
Garden Refuse Removal	15,000	15,000	4,897
Other Repairs & Maintenance	46,000	26,500	56,853
TOTAL WORKS DONE	196,500	184,000	178,135
MANAGEMENT CHARGE - 15% (exc. VAT)	24,563	23,000	22,266
OTHER COSTS & FEES			
Public Liability Insurance	4,800	4,500	4,081
Tree Consultants	15,000	14,000	6,751
Auditor	1,100	950	1,241
Certification Costs - Share	5,176	4,500	4,494
TOTAL AMENITY EXPENDITURE	247,139	230,950	216,968
RECHARGED TO THE DULWICH ESTATE	(61,241)	(57,229)	(54,091)
NET AMENITY EXPENDITURE	185,898	173,721	162,877
<i>% Recovered from Residents & Tenants</i>	<i>75.22%</i>	<i>75.22%</i>	<i>75.07%</i>
CERTIFICATION FEES & COSTS			
Staff & Office	4,500	4,100	3,650
Surveyor	5,000	5,000	3,840
Auditor	1,850	1,750	2,284
TOTAL SHARED BETWEEN AMENITY & BASIC	11,350	10,850	9,774

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

	Budget Year Ended March 2023	Forecast 2 Year Ending March 2022	Actual Year Ended March 2021
	£	£	£
STAFF COSTS			
Administrator	219,500	187,500	141,327
Heads of Department	16,000	15,500	15,000
Other Staff	21,000	20,000	17,054
	<u>256,500</u>	<u>223,000</u>	<u>173,381</u>
PREMISES & OFFICE COSTS			
Rent & Rates	22,500	22,500	22,000
Utilities & Cleaning	10,800	9,800	6,109
Telecommunications	4,500	5,500	7,616
Printing, Postage & Stationery	7,500	5,500	4,849
Office Equipment Depreciation	8,000	3,000	8,068
Website & IT Maintenance	3,000	2,500	2,499
Other Office Costs	6,400	5,900	4,832
	<u>62,700</u>	<u>54,700</u>	<u>55,973</u>
PROFESSIONAL FEES			
Solicitors	6,000	13,000	16,418
Surveyors & Architects	60,000	57,500	82,596
Tree Consultants	78,500	85,000	41,309
Auditor	1,200	1,100	1,218
	<u>145,700</u>	<u>156,600</u>	<u>141,541</u>
OTHER COSTS & FEES			
Scheme Enforcement	16,000	7,500	0
Certification Costs - Share	6,174	6,350	5,280
	<u>22,174</u>	<u>13,850</u>	<u>5,280</u>
TOTAL BASIC EXPENDITURE	<u>487,074</u>	<u>448,150</u>	<u>376,175</u>
INCOME			
Freehold Licences	(190,000)	(120,000)	(118,956)
Registration Fees	(2,300)	(2,300)	(2,303)
	<u>(192,300)</u>	<u>(122,300)</u>	<u>(121,259)</u>
NET BASIC EXPENDITURE	<u>294,774</u>	<u>325,850</u>	<u>254,916</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	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	
8 March 2022	43	20	23	1	0	185	0	5	0	13	1	0	7	1	

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

6. **Scheme of Management application fees**

Further to discussions at the Advisory Committee meeting held on 9 November 2021, please find attached as Appendix I the proposed increased application fee charges, that will enable recovery of the Consultant's fees, Applications Officer and proposed new part time Surveyor's salary, together with a significant portion of the Administration teams' costs.

The Committee is **INVITED** to **COMMENT** on the new fee structure which will come into effect on 1 April 2022.

7. **Items raised by the Advisory Committee representatives**

The Advisory Committee representatives have raised the following matters to be discussed:

- 7.1 Longer term view of repair/maintenance expenditure - any points arising from our meeting with Paul Greenwood, Simon Hoare and Andy Irvine on 28 February.
- 7.2 Update on green plans.
- 7.3 Scheme of Management charges based on cost analysis (? analysis of accounts to highlight planning income/costs).
- 7.4 Surveyor/planner - recruitment/position/status of two stage planning process.
- 7.5 LTN boards and "For Sale" type signs that contravene Scheme of Management rules.
- 7.6 Trees:
 - i. An "unsafe" (? very dangerous) dead tree in Dulwich Village (at the corner of Dulwich Village and Burbage Road) took 8 months to come down from its Southwark application. Does The Dulwich Estate monitor action on unsafe trees? (It seems clear that Southwark doesn't)
 - ii. An overview of the tree safety programme on the Estate would be helpful, including in Dulwich Wood.
- 7.7. Any update on Scheme of Management ground maintenance plans? Improving the gardening in the Old College area?
- 7.8 Village Orchard:
 - i. Although not strictly a Scheme of Management matter, an overview of plans to encourage use/events/professional tree maintenance would be welcome.
 - ii. Could the profile be raised, e.g its own Dulwich Estate website page?
- 7.9 What plans are there to increase tree planting on Dulwich Estate non-Scheme of Management land?

7.10 For Advisory Committee/Dulwich Estate information:

- i. The London Wildlife Trust is looking at a major public appeal in April for funds to improve footpaths and conservation in Sydenham Hill Woods, which The Dulwich Society intends to support.
- ii. The Dulwich Society may put in a CGS application in the Autumn for re-planting the Village roundabout.

8. **Any other business**

9. **Date of next meeting**

Tuesday 7 June 2022

Minutes of the meeting of the Advisory Committee

held virtually via TEAMS

on Tuesday 8 March 2022

Present: Representatives of the Managers:
Andreas Köttering (Chairman)
Irene Bishop
Pamela Dusu
Caroline Price

Representatives of The Dulwich Society:
James Thompson
Jeremy Prescott

Representatives of Residents Associations:
Martyn Deane (PWCWR Residents Association)

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

1. Apologies for absence

Apologies for absence received from Louise Mulley (Woodhall Estate RA).

2. Minutes of the meeting held on 9 November 2021

The Minutes of the meeting held on 9 November 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, with comment in particular on the two stage licence process as follows:

Although a surveyor is yet to be appointed, the Administrator can see no reason why the two stage licence process should not commence from 1st April 2022.

4. The Scheme of Management Charge 2021/2022 & 2022/2023

The increase in net expenditure was noted.

Jeremy Prescott reiterated his previous request for 2-3 headline information points to be added to the commentary regarding repairs general.

The Committee **NOTED** the report.

5. Scheme of Management Charge information table

The Administrator introduced the report circulated within the agenda.

The Committee **NOTED** the report.

6. **Scheme of Management application fees**

Paul Greenwood introduced the report circulated with the agenda. The Administrator confirmed that the increase in fees would be communicated to residents together with information regarding the two stage licence process which will come in to effect at the same time.

The Committee **NOTED** the report.

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

The Committee **NOTED** the responses to the matters raised by the Committee representatives, with discussion in particular on the following (numbering taken from the Agenda)

- 7.1 Longer term plan provided by Simon Hoare was well received.
- 7.5 No action to be taken for the time being.
- 7.6 (i) The Administrator confirmed it is the Freeholders responsibility to carry out works to dangerous trees without delay, although the office staff do write to owners to encourage this further.
(ii) The Estate is looking at all vulnerable trees and when confirmed they pose a danger via a picus test, an application is made with the local authority with 2 days notice for removal. Tree plotter management system in being purchased to record a full Estate wide tree survey.
- 7.8 (i) LWT and volunteers maintain the Village Orchard and Oliver Stutter is working on a plan to increase planting via 3 new hedges and 4 replacement horse chestnuts and 6 replacement apple trees.
(ii) LWT also carry out events.
- 7.9 Succession planting is being rolled out across the Estate and where possible, Residents Association will be involved in this.

8. **Any other business**

The Administrator confirmed that progress has been made on an Estate map for the website and this will be circulated shortly for comment.

10. **Any other business**

Date of next meeting – 7 June 2022

17.03.2022