



Nina Rickman

31 May 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 7 June 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. 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 7 June 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.

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Date of Meeting Item Raised	Details of Action	Update
8 March 2022	Jeremy Prescott reiterated his previous request for 2-3 headline information points to be added to the commentary regarding repairs general.	Please refer to item 4.

4.

## THE MANAGEMENT CHARGE

for the Accounting Period from 1 April 2021 to 31 March 2022

### SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual Year Ended March 2022 £	Forecast 2 Year Ended March 2022 £	Actual Year Ended March 2021 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	169,073	173,721	162,879
NET BASIC EXPENDITURE - <i>Schedule 3</i>	338,362	325,850	254,916
<b>TOTAL MANAGEMENT CHARGE</b>	<b>507,435</b>	<b>499,571</b>	<b>417,795</b>

#### Final Outturn Headlines

The final outturn for the financial year is some 1.5% higher than the Forecast 2 presented to the Committee at its March meeting.

There was little variance in the Amenity Expenditure elements with all the significant swings occurring in the Basic Expenditure.

Committee members should be aware that the audit is not complete and so there may be changes to the actuals above although these are unlikely to be significant.

#### Major Variances from Forecast 2

Basic Expenditure of £134,000 in the final quarter was some 15% higher than the £116,000 forecast with staff costs, solicitors' and architects' fees being the main contributors.

**Staff Costs** ended some £15,000 higher than Forecast 2 partly due to late arriving final adjustments to the cost of the surveyor who departed in December but mostly to the recruitment cost (18.5% of salary) of the new full-time Applications Officer.

**Solicitors' and Architects' Costs** were much higher than Forecast 2, £4,000 and £9,000 respectively, as a result of a late surge of costs relating to contentious and complex applications.

These additional costs more than wiped out reductions arising from better than forecast **Licence Fee** income, some £6,000 higher than forecast, and lower **Tree Consultant Fees**, also £6,000.

#### Amenity Expenditure Commentary for the year

##### Dulwich Woods

There has been an overspend on the gardening contract due to unforeseen additional work. However, this has been partially offset by an underspend on the main gardening contract.

**Tree works** are higher than forecast, partly due to the effects of the storms earlier in the year and the associated tree consultancy costs.

**Other repairs** are higher than forecast, largely due to the cost of the works undertaken by the London Wildlife Trust, on behalf of the Estate, being higher than expected.

## Other Areas

**Repairs to Paths & Roads** are slightly less than forecast with the majority of the expenditure in this category being the partial resurfacing of Low Cross Wood Lane, at a cost of £21,308. The balance of expenditure was made up of minor repairs to the Old College Forecourt and the contribution towards the upkeep of College Road and Hunts Slip Road of £6,219.

Other areas of expenditure are broadly in line with the previous forecast. The principal areas of expenditure under the heading **Other Repairs & Maintenance** can be summarised as follows:

- Perimeter fence repairs to Dulwich Woods and the Orchard £7,538
- Repointing & jet-washing of the Old College Complex £2,443
- Repairs to posts & chains throughout the Estate £3,241
- Feasibility studies and habitat surveys for the Millpond and Dulwich Woods £5,400

## AMENITY AREA & CERTIFICATION COSTS

	Actual Year Ending March 2022 £	Forecast 2 Year Ending March 2022 £	Actual Year Ended March 2021 £
<b>AMENITY AREA COSTS</b>			
<b>DULWICH WOODS</b>			
Maintenance Contract	12,778	10,500	10,056
Tree Works	17,321	15,000	8,821
Other Repairs & Maintenance	8,020	5,000	18,347
<b>OTHER AMENITY AREAS</b>			
Gardening Contract	52,864	54,000	54,432
Tree Works	16,370	21,000	10,386
Repairs to Paths & Roads	28,175	30,000	9,410
Salting, Sweeping & Gully Cleaning	5,679	7,000	4,933
Garden Refuse Removal	14,456	15,000	4,897
Other Repairs & Maintenance	25,901	26,500	56,853
<b>TOTAL WORKS DONE</b>	<b>181,564</b>	<b>184,000</b>	<b>178,135</b>
<b>MANAGEMENT CHARGE - 15% (exc. VAT)</b>	22,696	23,000	22,268
<b>OTHER COSTS &amp; FEES</b>			
Public Liability Insurance	4,484	4,500	4,081
Tree Consultants	11,603	14,000	6,751
Auditor	1,060	950	1,241
Certification Costs - Share	3,365	4,500	4,494
<b>TOTAL AMENITY EXPENDITURE</b>	<b>224,772</b>	<b>230,950</b>	<b>216,970</b>
<b>RECHARGED TO THE DULWICH ESTATE</b>	(55,699)	(57,229)	(54,091)
<b>NET AMENITY EXPENDITURE</b>	<b>169,073</b>	<b>173,721</b>	<b>162,879</b>
<i>% Recovered from Residents &amp; Tenants</i>	75.22%	75.22%	75.07%
<b>CERTIFICATION FEES &amp; COSTS</b>			
Staff & Office	4,080	4,100	3,650
Surveyor	2,400	5,000	3,840
Auditor	1,950	1,750	2,284
<b>TOTAL SHARED BETWEEN AMENITY &amp; BASIC</b>	<b>8,430</b>	<b>10,850</b>	<b>9,774</b>

## BASIC EXPENDITURE

	Actual Year Ending March 2022 £	Forecast 2 Year Ending March 2022 £	Actual Year Ended March 2021 £
<b>STAFF COSTS</b>			
Administrator	202,201	187,500	141,327
Heads of Department	15,657	15,500	15,000
Other Staff	20,025	20,000	17,054
	<b>237,883</b>	<b>223,000</b>	<b>173,381</b>
<b>PREMISES &amp; OFFICE COSTS</b>			
Rent & Rates	22,700	22,500	22,000
Utilities & Cleaning	6,201	9,800	6,109
Telecommunications	6,009	5,500	7,616
Printing, Postage & Stationery	5,874	5,500	4,849
Office Equipment Depreciation	3,052	3,000	8,068
Website & IT Maintenance	2,499	2,500	2,499
Other Office Costs	4,548	5,900	4,832
	<b>50,883</b>	<b>54,700</b>	<b>55,973</b>
<b>PROFESSIONAL FEES</b>			
Solicitors fees: Enforcement and General Advice	24,616	20,500	16,418
Surveyors & Architects	67,190	57,500	82,596
Tree Consultants	79,102	85,000	41,309
Auditor	1,229	1,100	1,218
	<b>172,137</b>	<b>164,100</b>	<b>141,541</b>
<b>OTHER COSTS &amp; FEES</b>			
Certification Costs - Share	5,065	6,350	5,280
	<b>5,065</b>	<b>6,350</b>	<b>5,280</b>
<b>TOTAL BASIC EXPENDITURE</b>	<b>465,968</b>	<b>448,150</b>	<b>376,175</b>
<b>INCOME</b>			
Freehold Licences	(125,961)	(120,000)	(118,956)
Registration Fees	(1,645)	(2,300)	(2,303)
	<b>(127,606)</b>	<b>(122,300)</b>	<b>(121,259)</b>
<b>NET BASIC EXPENDITURE</b>	<b>338,362</b>	<b>325,850</b>	<b>254,916</b>

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	
7 June 2022	55	26	28	1	2	187	10	12	0	22	9	0	15	0	

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

6. **Updated Guidelines for Solar Energy Panels**

At the Scheme of Management Meeting held on 3 May 2022, the Committee reviewed the guidelines for solar energy panels and agreed to relax the guidance to allow for a greater surface area of roof surface to be used. A copy of the updated guidelines are attached for your information (Appendix I).

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

7. **Green Strategy Update**

The Dulwich Estate Sustainability Strategy Progress Report, May 2022, is attached as Appendix II.

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

8. **Two Stage Licence Process Update**

Attached as Appendix III is an updated flow chart showing the two stage licence process. I'm pleased to confirm that a Consultant Surveyor has now been appointed for a maximum of two days per week. His role will be to inspect the building work on completion and for large scale projects ie new builds, additional site inspections will be made during the construction.

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

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

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

- 9.1 There is some confusion about the roles at the Scheme of Management – could the Estate publish a clarification about their staff and roles – e.g. who is the Consultant Architect?
  - a. The "two stage process" - general update please on the implementation and specifically:
  - b. What is the timing?
  - c. Who is dealing with the stages?
  - d. How is recruiting going?
- 9.2 The Planning and Architecture Group of The Dulwich Society would also like to extend an invitation to the new Applications Officer, Nadine Brown-Williams, to meet the group at one of our monthly sessions and talk through views on a couple of applications - our next will be on Thursday 9 June.
- 9.3 There are a lot of "objections for lack of information" comments to the Scheme of Management from The Dulwich Society's Planning and Architecture Group on all or parts of licence applications (6 in the 14 objections raised by the Planning and Architecture Group in January and February). How does the Scheme of Management deal with such applications and at what stage in the process - should this not be sorted out before the applications are reviewed?
- 9.4 Estate policy on unoccupied homes – how many long-term unoccupied homes are there in the Scheme of Management and what actions, if any, will the Estate take to get them re-occupied? We are aware of properties in Ruskin Walk SE24 and Roseway SE21.



- 9.5 We would like to see development of the 5-year Scheme of Management maintenance plan to include costing information, and have a chance to comment on this.
- 9.6 Update on the white posts - have we now got a plan for dealing with all the posts that still need improvement?
- 9.7 What is the plan for the burial ground maintenance (some concern about letting the ground go wild and maintenance of the graves [e.g. visibility of lettering])? At this stage, The Dulwich Society has not identified volunteers to open the burial ground on a regular basis but at some point, with the agreement of the Estate, it would be good to open the ground again say on Open House Sunday in 2022 or more likely 2023.
- 9.8 Any update on the stocks stone? (The Society has agreed that the Ancient Stocks should stay in the Burial Ground and the Society is now opening discussions with Aquinna Homes as they will need to unwind the planning consent and revise their drawings with regard to the stocks being mounted on their premises.)
- 9.9 The Farquahar water standpipes – a resident representative has raised continuing concerns about the changes to the charging process which he alleges is not aligned. Update please?
- 9.10 Dulwich Estate Green Strategy/Policy - general update please on progress and specifically:
- a. Are there examples of Scheme of Management planning obstacles which the Advisory Committee should be aware of?
  - b. Scheme of Management residents' participation in Solar Together, the community scheme run by the Mayor of London and Southwark.
  - c. Off-street parking/new hardstandings as applications are going to rise significantly.
  - d. Rules for domestic heat pumps.
- 9.11 Trees and planting general update please and specifically:
- a. Communication with the Residents Associations on proposed tree works - could we reinforce the need to keep the Residents Associations abreast of proposed tree works? Increased picus testing of trees may well lead to more work on 2 day applications to Southwark/Lambeth, meaning communication to the Residents Associations is even more important.
  - b. In view of the increasing frequency of storms, please update us on the tree safety survey. A number of trees in the public realm in Herne Hill were lost during Storm Eunice.
  - c. Please share any PR plans for publicising the scale of work carried out for the Scheme of Management and on its trees (the tree safety survey, fast-track tree work and tree succession planting).
  - d. We would welcome more detail on Oliver Stutter's Scheme of Management planting etc. plans.
- 9.12 Update please on the new IT portal. When will it be ready and will there be a beta test with residents?
- 9.13 Estate map update please.

9.14 Skateboard park - are there any plans for a successor park on The Dulwich Estate?

10. **Any Other Business**

11. **Date of Next Meeting**

Tuesday 8 November 2022

## Minutes of the meeting of the Advisory Committee

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

#### on Tuesday 7 June 2022

Present: Representatives of the Managers:  
Andreas Köttering (Chairman)  
Caroline Price

Representatives of The Dulwich Society:  
James Thompson  
Jeremy Prescott

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), Dominic Joseph (Estate Manager), Nina Rickman (Administrator)

#### 1. Apologies for absence

Apologies for absence received from Irene Bishop, Louise Mulley, Martyn Deane and Pamela Dusu.

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

The Minutes of the meeting held on 8 March 2022 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

#### 3. Matters arising

The rolling action log was reviewed and noted. One additional item was raised regarding for sale type boards. Any boards that have been in place for a long time should be reported to Nina Rickman who will ask for them to be removed.

#### 4. The Scheme of Management – The Management Charge for the accounting period from 1 April 2021 to 31 March 2022

##### The Scheme of Management – Amenity Area and Certification Costs

##### The Scheme of Management – Basic Expenditure

The Committee **NOTED** the report, with comment that the original budget should be included in accounting items. This is to be added and then recirculated to the Committee.

#### 5. Scheme of Management information table

The Administrator introduced the report circulated within the agenda.

The Committee **NOTED** the report, with comment made with regards to the increase in Japanese Knotweed cases, largely due to spread from Railtrack land. Simon Hoare will contact Railtrack to ask what they are doing to treat and stop the spread from their land.

6. **Updated Guidelines for Solar Energy Panels**

The Committee **NOTED** the report. The new Guideline will be included in the Newsletter to residents.

7. **Green Strategy Update**

The Committee **NOTED** the report and commented that the information provided was a huge advancement on previous information supplied. Simone Crofton was confirmed to be the Project Manager and it was noted that there are also two Trustees on the working group which meet regularly to drive the project forward.

8. **Two Stage Licence Process**

The Committee **NOTED** the report. The new process will be included in the Newsletter to residents.

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

Each item raised by the Advisory Committee Representatives was discussed, with comment in particular on the following (numbering taken from the Agenda):

9.2 Nadine Brown-Williams would welcome a meeting with The Planning and Architecture Group and will be in touch to arrange this.

9.3 Agreed. Applications are now being returned to the applicant for additional information to be provided before the application is processed.

9.4 Nina Rickman works closely with the Empty Homes Department at Southwark but the Managers have no jurisdiction over this matter, only the external appearance of the property.

9.5 Simon Hoare will prepare a report by the end of July.

9.6 Simon Hoare will prepare costings regarding the repair and maintenance of white posts and chains owned by Southwark. This will be an item for discussion at the November AC meeting.

9.8 The question was raised as to whether the stocks stone, currently stored temporarily in the old burial ground, could be moved a little closer to the original position with a view to keeping this permanently within the burial ground rather than move it to the Aquinna Homes site. In addition could a plinth be added to raise the stone higher? This will be costed and sent to the Advisory Committee. Adrian Brace will review this and also the position of the stocks stone in the cemetery.

Post meeting note: Adrian met with Sue Badman of The Dulwich Society and John Strange of Aquinna Homes and it was agreed that the location of the stocks stone was best in its current position as it did not interfere with any of the existing graves. Aquinna Homes have agreed to make a planning application amendment to keep the stocks in their current location, on a newly formed plinth, and will undertake restoration work, at their cost, to the wooden surround.

9.9 There was an overlap between different periods of ownership which has caused this issue and Dominic Joseph has a meeting with a broker next Monday.

- 9.11 a) Tree notifications will be placed on trees for planned maintenance work however this is not always possible for emergency work. Residents Associations have different set ups for communication with the Estate. Some have Whatsapp groups that Dominic Joseph can send notifications to and others do not wish to be communicated with in this way, therefore it is hard to notify residents in advance of the emergency work. This is something that should be resolved in the future with the new customer portal being developed.
- b) Tree Plotter is being introduced so that trees can be mapped. Funding from the Urban Tree Challenge has also been applied for.
- c) Information from the Annual Report is to be lifted into our website and newsletter.
- d) Oliver Stutter is working on the proposal and we will share this with the Committee when it is ready.
- 9.12 Working towards an Autumn launch. This will be an item for the November Advisory Committee meeting.
- 9.13 Map is now available on our website.
- 9.14 Working on a successor skate park. Currently looking at two other sites. Users' desires are that it is to be as close to the existing as possible, well lit and easily accessible.

10. **Any Other Business**

The Estate has been very proactive regarding the lack of fiber internet and it has delivered. Dominic Joseph was thanked for his hard work on this project.

11. **Date of Next Meeting**

Date of next meeting – 8 November 2022

25.07.2022