



Nina Rickman

15 March 2023

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 21 March 2023 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 21 March 2023. 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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A G E N D A

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3. **Matters arising**

Date of Meeting Item Raised	Details of Action	Update
7 June 2022	Development of the 5-year SOM maintenance plan to include costing information and provide AC representatives a chance to comment.	Outline costed five year plan prepared and issued to Jeremy Prescott for comment. Detailed proposals to be developed further following further discussion with AC representatives.
7 June 2022	Simon Hoare to prepare costings regarding the repair and maintenance of white posts and chains owned by Southwark. To be an item for November AC meeting.	<p>November 2022 Plans showing location of Southwark posts and chains, with indicative costings issued to Jeremy Prescott. However, DE unsure as to whether this is now required, as it is clear from a recent inspection that a number (but not all) of Southwark’s posts and chains have recently been redecorated.</p> <p>March 23 Adrian Brace to discuss a “maintenance swap” with Southwark Council. Discussion yet to be had.</p>

4. The Scheme of Management Charge 2022/2023 & 2023/2024

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual 9 Month ended Dec 2022 £	Forecast 2 Year Ended March 2023 £	Forecast 1 Year Ended March 2023	Budget Year Ending March 2023 £	Actual Year Ended March 2022 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	134,809	214,310	196,980	185,898	169,074
NET BASIC EXPENDITURE - <i>Schedule 3</i>	226,914	330,864	303,137	294,774	338,362
TOTAL MANAGEMENT CHARGE	361,723	545,174	500,117	480,672	507,437

HEADLINES

Amenity – Dulwich Woods

Forecast 2 expenditure is marginally higher than Forecast 1, primarily as a result of necessary Tree Works within the Woods running above the anticipated level. Other repairs have reduced due to delays in works.

Amenity – Other Areas

Expenditure on Tree works is higher than the prior forecast primarily due to fallen trees during the winter period. All other expenditure is running to the prior forecast.

Amenity – Overall

The other element of forecast year-end overspend comes from additional Tree Consultant fees.

Basic Expenditure

Forecast 2 shows a lower net expenditure than Forecast 1 the significant variances are as follows.

Utilities are forecast £2,000 higher than forecast one due to the continued high rates due to global events. Postage costs have increased by £1,000 due to additional documents included with the Scheme demands.

These increases are partially offset by small reductions in repairs and Depreciation costs.

Professional Fees are slightly down on the previous forecast primarily due to a reduction in general solicitors' costs.

Income from Freehold licences is down by £35,000 on the previous forecast, this is due to a reduction in applications in the second half of the year due to current economic conditions.

The Scheme of Management

AMENITY AREA & CERTIFICATION COSTS

	Actual 9 Month ended Dec 2022	Forecast 2 Year Ended March 2023	Forecast 1 Year Ended March 2023	Budget Year Ending March 2023	Actual Year Ended March 2022
	£	£	£	£	£
AMENITY AREA COSTS					
DULWICH WOODS					
Maintenance Contract	6,187	10,000	10,000	10,000	12,778
Tree Works	9,233	15,000	12,000	10,000	17,321
Other Repairs & Maintenance	1,690	6,000	8,000	6,000	8,020
OTHER AMENITY AREAS					
Gardening Contract	44,697	60,000	60,000	57,000	52,864
Tree Works	43,825	45,000	30,000	20,000	16,370
Repairs to Paths & Roads	348	25,000	25,000	25,000	28,175
Salting, Sweeping & Gully Cleaning	5,547	7,500	7,500	7,500	5,679
Garden Refuse Removal	11,759	12,000	12,000	15,000	14,456
Other Repairs & Maintenance	10,110	41,000	41,000	46,000	25,901
TOTAL WORKS DONE	133,398	221,500	205,500	196,500	181,564
MANAGEMENT CHARGE - 15% (exc. VAT)	16,675	27,688	25,688	24,563	22,697
OTHER COSTS & FEES					
Public Liability Insurance	2,638	4,800	4,800	4,800	4,484
Tree Consultants	22,527	25,000	20,000	15,000	11,603
Auditor	776	1,150	1,150	1,100	1,060
Certification Costs - Share	2,849	4,206	4,213	5,176	3,365
TOTAL AMENITY EXPENDITURE	178,862	284,344	261,351	247,139	224,773
RECHARGED TO THE DULWICH ESTATE	(44,053)	(70,034)	(64,371)	(61,241)	(55,699)
NET AMENITY EXPENDITURE	134,809	214,310	196,980	185,898	169,074
<i>% Recovered from Residents & Tenants</i>	<i>75.37%</i>	<i>75.37%</i>	<i>75.37%</i>	<i>75.22%</i>	<i>75.22%</i>
CERTIFICATION FEES & COSTS					
Staff & Office	4,515	4,500	4,500	4,500	4,080
Surveyor	520	2,500	2,500	5,000	2,400
Auditor	1,429	2,100	2,100	1,850	1,950
TOTAL SHARED BETWEEN AMENITY & BASIC	6,464	9,100	9,100	11,350	8,430

The Scheme of Management

BASIC EXPENDITURE

	Actual 9 Month ended Dec 2022	Forecast 2 Year Ended March 2023	Forecast 1 Year Ended March 2023	Budget Year Ending March 2023	Actual Year Ended March 2022
	£	£	£	£	£
STAFF COSTS					
Administrator	166,914	219,500	219,500	219,500	202,201
Heads of Department	11,865	16,000	16,000	16,000	15,657
Other Staff	17,538	20,000	20,000	21,000	20,025
	<u>196,317</u>	<u>255,500</u>	<u>255,500</u>	<u>256,500</u>	<u>237,883</u>
PREMISES & OFFICE COSTS					
Rent & Rates	17,162	22,870	22,500	22,500	22,700
Utilities & Cleaning	5,509	13,000	11,000	10,800	6,201
Telecommunications	2,876	4,300	4,300	4,500	6,009
Printing, Postage & Stationery	9,715	9,500	8,500	7,500	5,874
Office Equipment Depreciation	930	2,000	4,000	8,000	3,052
Website & IT Maintenance	1,458	2,500	2,500	3,000	2,499
Other Office Costs	2,828	5,500	6,400	6,400	4,548
	<u>40,477</u>	<u>59,670</u>	<u>59,200</u>	<u>62,700</u>	<u>50,883</u>
PROFESSIONAL FEES					
Solicitors	2,960	6,000	11,000	6,000	24,616
Surveyors & Architects	44,040	61,000	63,000	60,000	67,190
Sustainability	2,000	-	-	-	-
Tree Consultants	51,701	75,000	75,000	78,500	79,102
Auditor	901	1,000	1,350	1,200	1,229
	<u>101,602</u>	<u>143,000</u>	<u>150,350</u>	<u>145,700</u>	<u>172,137</u>
OTHER COSTS & FEES					
Scheme Enforcement	10,829	16,000	16,000	16,000	-
Scheme Arbitrations	-	-	-	-	-
Certification Costs - Share	3,615	4,894	4,887	6,174	5,065
	<u>14,444</u>	<u>20,894</u>	<u>20,887</u>	<u>22,174</u>	<u>5,065</u>
TOTAL BASIC EXPENDITURE	<u>352,839</u>	<u>479,064</u>	<u>485,937</u>	<u>487,074</u>	<u>465,968</u>
INCOME					
Freehold Licences	(122,972)	(145,000)	(180,000)	(190,000)	(125,961)
Registration Fees	(2,953)	(3,200)	(2,800)	(2,300)	(1,645)
	<u>(125,925)</u>	<u>(148,200)</u>	<u>(182,800)</u>	<u>(192,300)</u>	<u>(127,606)</u>
NET BASIC EXPENDITURE	<u>226,914</u>	<u>330,864</u>	<u>303,137</u>	<u>294,774</u>	<u>338,362</u>

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Budget Year Ended March 2024 £	Forecast 2 Year Ending March 2023 £	Actual Year Ended March 2022 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	228,077	214,322	169,074
NET BASIC EXPENDITURE - <i>Schedule 3</i>	468,703	330,864	338,362
TOTAL MANAGEMENT CHARGE	696,780	545,186	507,437

HEADLINES

Amenity – Dulwich Woods

Expenditure is overall budgeted to be broadly in line with the current year.

Amenity – Other Areas

The current gardening contractor is retiring, and their replacement is likely to not only be more expensive, but also to be registered for VAT which is budgeted to increase costs by 30% overall.

Tree works are budgeted to decrease on the current year expenditure due to additional costs in the year for a number of fallen trees.

General repairs are increasing £10,000 due to a delay in works originally forecast in the current year and inflationary increases.

Basic Expenditure

The increase in salaries is based on the current inflation rates in lieu of the recommendation of the remunerations committee being released.

Premises in Offices costs show an increase in depreciation based on anticipated replacement of fully depreciated equipment. Other costs are broadly in line with the current year forecast with provisions for inflationary increases.

Professional fees see higher Solicitors' costs after an underspend in the current year and additional costs towards the sustainability goal of the scheme.

Other costs and fees show a £90,000 provision for Arbitration costs defending the scheme, provisions in future budgets for Arbitration costs are likely to be included in future budgets.

Freehold Licence income is budgeted to remain close to the current year forecast in light of the current economic conditions.

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

	Budget Year Ended March 2024	Forecast 2 Year Ending March 2023	Actual Year Ended March 2022
	£	£	£
AMENITY AREA COSTS			
DULWICH WOODS			
Maintenance Contract	12,000	10,000	12,778
Tree Works	12,000	15,000	17,321
Other Repairs & Maintenance	8,000	6,000	8,020
OTHER AMENITY AREAS			
Gardening Contract	80,000	60,000	52,864
Tree Works	30,000	45,000	16,370
Repairs to Paths & Roads	27,500	25,000	28,175
Salting, Sweeping & Gully Cleaning	8,000	7,500	5,679
Garden Refuse Removal	12,000	12,000	14,456
Other Repairs & Maintenance	51,000	41,000	25,901
TOTAL WORKS DONE	240,500	221,500	181,564
MANAGEMENT CHARGE - 15% (exc. VAT)	30,063	27,700	22,697
OTHER COSTS & FEES			
Public Liability Insurance	6,000	4,800	4,484
Tree Consultants	20,000	25,000	11,603
Auditor	1,300	1,150	1,060
Certification Costs - Share	4,747	4,206	3,365
TOTAL AMENITY EXPENDITURE	302,610	284,356	224,773
RECHARGED TO THE DULWICH ESTATE	(74,533)	(70,034)	(55,699)
NET AMENITY EXPENDITURE	228,077	214,322	169,074
<i>% Recovered from Residents & Tenants</i>	<i>75.37%</i>	<i>75.37%</i>	<i>75.22%</i>
CERTIFICATION FEES & COSTS			
Staff & Office	5,000	4,500	4,080
Surveyor	5,000	2,500	2,400
Auditor	2,100	2,100	1,950
TOTAL SHARED BETWEEN AMENITY & BASIC	12,100	9,100	8,430

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

	Budget Year Ended March 2024	Forecast 2 Year Ending March 2023	Actual Year Ended March 2022
	£	£	£
STAFF COSTS			
Administrator	241,450	219,500	202,201
Heads of Department	17,500	16,000	15,657
Other Staff	22,000	20,000	20,025
	<u>280,950</u>	<u>255,500</u>	<u>237,883</u>
PREMISES & OFFICE COSTS			
Rent & Rates	22,900	22,870	22,700
Utilities & Cleaning	15,500	13,000	6,201
Telecommunications	5,000	4,300	6,009
Printing, Postage & Stationery	9,500	9,500	5,874
Office Equipment Depreciation	5,000	2,000	3,052
Website & IT Maintenance	3,000	2,500	2,499
Other Office Costs	6,600	5,500	4,548
	<u>67,500</u>	<u>59,670</u>	<u>50,883</u>
PROFESSIONAL FEES			
Solicitors	9,000	6,000	24,616
Surveyors & Architects	66,000	61,000	67,190
Sustainability	8,000	-	-
Tree Consultants	75,000	75,000	79,102
Auditor	1,400	1,000	1,229
	<u>159,400</u>	<u>143,000</u>	<u>172,137</u>
OTHER COSTS & FEES			
Scheme Enforcement	16,000	16,000	-
Scheme Arbitrations	90,000	-	-
Certification Costs - Share	7,353	4,894	5,065
	<u>113,353</u>	<u>20,894</u>	<u>5,065</u>
TOTAL BASIC EXPENDITURE	<u>621,203</u>	<u>479,064</u>	<u>465,968</u>
INCOME			
Freehold Licences	(150,000)	(145,000)	(125,961)
Registration Fees	(2,500)	(3,200)	(1,645)
	<u>(152,500)</u>	<u>(148,200)</u>	<u>(127,606)</u>
NET BASIC EXPENDITURE	<u>468,703</u>	<u>330,864</u>	<u>338,362</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	
7 June 2022	55	26	28	1	2	187	10	12	0	22	9	0	15	0	
8 Nov 2022	83	23	59	1	3	180	15	8	0	23	0	1	18	1	
21 March 2023	48	30	18	0	4	182	5	3	1	23	0	1	15	0	

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

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

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

7. **Any other business**

8. **Date of next meeting**

Tuesday 27 June 2023

Minutes of the meeting of the Advisory Committee

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

on Tuesday 21 March 2023

Present: Representatives of the Managers:

Irene Bishop (Chair)
Pamela Dusu
Rosemarie Jones
Caroline Price

Representatives of The Dulwich Society and Residents Associations:

Martyn Deane (PWCWRRRA)
Lindsay Rosser (Dulwich Village, College Road and Woodyard Lane RA)
Penny Stern (Dulwich Society)
James Thompson (Dulwich Society)

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

1. Apologies for absence

Apologies for absence received from Dominic Joseph.

2. Minutes of the meeting held on 8 November 2022

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

3. Matters arising

5 Year Plan

Simon Hoare confirmed that he would reissue the draft once the market has calmed down, within the next three months.

White Posts and Chains

Adrian Brace is yet to discuss the possible maintenance swap with Southwark Council but hoped to do this in conjunction with discussions concerning the relocation of the Skateboard Park. Maintenance would be limited to the posts and chains, not the grassed areas contained within.

4. The Scheme of Management Charge 2022/2023 and 2023/2024

Andy Irvine introduced the report circulated with the agenda.

Simon Hoare provided clarification regarding tree consultant's costs incurred in respect to fallen trees; the amount of work to be carried out when a tree falls depends on the circumstances and whether the tree is safe or not. Future grants will offset planting costs. The tree plotting program will allow maintenance of trees to be more proactive rather than reactive.

The Committee noted there is to be a change in gardening contractor which has increased the budget figure. The new contractor is VAT registered.

There is a decrease in application fees, which relates to receiving less significant application proposals as opposed the number of applications being received.

The arbitration figure may change depending on whether the applicants proceed with the process or not. An update can be provided at the June meeting.

Nina Rickman provided an explanation of the new Scheme of Management Sustainability budget which includes the cost of producing the new sustainability guidelines. It will also include the cost of the Consultant Architect meeting with residents on their own estates such as Peckarmans Wood and Whytefield Estate to discuss how the guidelines will be applied to them. It was also confirmed that the Scheme of Management will consider group applications. No recommendations of contractors or schemes will be made.

Simone Crofton confirmed that there will be a Dulwich Estate initiative to include residents focus groups for sustainability.

The Committee **NOTED** the report.

5. **Scheme of Management information table**

7 June 2022, Japanese Knot Weed – the “removed” and “added” figures will be corrected for the next meeting (the numbers need swapping over).

Nina Rickman confirmed that out of the 182 items listed under total Enforcement items, 140 were minor i.e. not considered to impact on amenity.

The Committee **NOTED** the report.

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

Nina Rickman invited the Committee to respond to the questions raised by the Advisory Committee Representatives with comments in particular on (numbering taken from Appendix I);

1. Irene Bishop updated the Committee with her overall objectives which included 1) concerning the charity aspect to ensure that all beneficiaries continue to be able to support “the poorest” in line with Edward Alleyn’s aims, 2) being an excellent custodian of the Estate and 3) ensuring that the Scheme of Management is well organised and fair. Expanding the Almshouses and resolving The Grove are personal ambitions for her tenure. Rosemarie Jones was introduced as the new Chair of the Scheme of Management. Irene is delighted to welcome Rosemarie as her Deputy and new Chair of the Scheme of Management.
2. Nina Rickman confirmed that as of 31 January 2023, 57 permits have been issued. Some of these have been completed and subsequently inspected by our Consultant Surveyor and final licences issued. Permits will be altered slightly to allow for more inspections during the build, depending on the scale.
3. Nina Rickman informed the Committee that her team has just received three training sessions from herself and Madeleine Adams which reiterated the need for sufficient, accurate information from applicants. As the scale of applications has decreased, turnaround times are getting shorter.

4. Dwellant was rolled-out for internal use in March. External “volunteers” would be identified for testing externally. There will be user guides published for residents to explain how to use Dwellant.
5. The website will be updated to include our sustainability strategy and outline our key 4 pillars for action. A way of keeping the Dulwich Society updated on the sustainability plans will be discussed as this is a Dulwich wide project, updates would be better provided outside of this Committee. This could be done via a residents group.
6. Adrian Brace updated that so far 1750 trees have been plotted. Priorities are leasehold and amenity areas. This project is weather dependent. Confirmation was provided that where a negative picas test is reported, the tree is removed instantly.
7. The determination of “minor” infringements is the impact on amenity.
8. Nina Rickman confirmed that a draft guideline has been produced and will be circulated to the Advisory Committee for comment as soon as possible.
9. Stocks stone – awaiting church permission.

The Committee welcomed the plans for the installation of a listening post and Nina Rickman requested to be kept updated so that she could inform Karen Wood who can publish the news in the Dulwich Estate Newsletter.

7. **Any Other Business**

Lindsay Rosser commented that it would be considered very supportive if the Dulwich Estate could help persuade Southwark Council to maintain their grass verges.

8. **Date of Next Meeting**

Date of next meeting was confirmed as 27 June 2023 at 10.30am.