



Nina Rickman

21 June 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 27 June 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 27 June 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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AGENDA

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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.	<p>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.</p> <p>21 March 2023 Simon Hoare confirmed that he would reissue the draft once the market has calmed down, within the next three months.</p>
7 June 2022	Adrian Brace to discuss a “maintenance swap” with Southwark Council regarding posts and chains in the village.	<p>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.</p>

4.

THE MANAGEMENT CHARGE

for the Accounting Period from 1 April 2022 to 31 March 2023

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual Year Ended March 2023 £	Forecast Year Ended March 2023 £	Budget Year Ending March 2023 £	Actual Year Ended March 2022 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	267,218	214,310	185,898	169,073
NET BASIC EXPENDITURE - <i>Schedule 3</i>	361,251	330,864	294,774	338,362
TOTAL MANAGEMENT CHARGE	628,469	545,174	480,672	507,435

Final Outturn Headlines

The final outturn for the financial year is some 15% higher than the Forecast 2 presented to the Committee at its March meeting.

There were significant variances in the Amenity Expenditure elements the majority of which are subject to grant applications to recover planting costs for trees, which if successful will reduce expenditure in future periods. Under Basic Expenditure there is a large cost for Arbitrations which were received late March.

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

Other Amenity Areas: Tree Works are up £24,323 on Forecast due to Tree Survey and Tree Planting work, which includes planting works where applications have been made for grants to recover costs. Repair & Maintenance costs are £13,607 higher than forecast, largely due to the cost of the works to replace existing 260m meter run of timber fencing with green metal fencing and refurbishment of the Grange Lane tip.

Other Amenity Costs and fees: Tree Consultants costs are up by £27,907 which include inspections and applications in relation to gaining grants for future tree planting projects, after a successful application for a grant in the year, together with the development of re-wilding and planting strategies across the estate.

It is important to note that if the grant applications are successful a large proportion of these costs above will become recoverable. However, until confirmation that the funds have been approved as receiveable, we must include them in the current year's charge.

Printing and Stationery costs are up 22.9% due to an additional re-posting of Demands not delivered due to industrial action

Other Costs & Fees were £26,000 higher than Forecast primarily due to Scheme Arbitrations costs budgeted for 23-24 but incurred in late March.

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

	Actual Year Ending March 2023	Forecast Year Ending March 2023	Budget Year Ending March 2023	Actual Year Ended March 2022
	£	£	£	£
AMENITY AREA COSTS				
DULWICH WOODS				
Maintenance Contract	12,679	10,000	10,000	12,778
Tree Works	16,970	15,000	10,000	17,321
Other Repairs & Maintenance	3,636	6,000	6,000	8,020
OTHER AMENITY AREAS				
Gardening Contract	56,740	60,000	57,000	52,864
Tree Works	69,323	45,000	20,000	16,370
Repairs to Paths & Roads	27,602	25,000	25,000	28,175
Salting, Sweeping & Gully Cleaning	4,853	7,500	7,500	5,679
Garden Refuse Removal	11,813	12,000	15,000	14,456
Other Repairs & Maintenance	54,607	41,000	46,000	25,901
TOTAL WORKS DONE	258,223	221,500	196,500	181,564
MANAGEMENT CHARGE - 15% (exc. VAT)	32,278	27,688	24,563	22,696
OTHER COSTS & FEES				
Public Liability Insurance	5,275	4,800	4,800	4,484
Tree Consultants	52,907	25,000	15,000	11,603
Auditor	1,160	1,150	1,100	1,060
Certification Costs - Share	4,699	4,206	5,176	3,365
TOTAL AMENITY EXPENDITURE	354,542	284,344	247,139	224,772
RECHARGED TO THE DULWICH ESTATE	(87,324)	(70,034)	(61,241)	(55,699)
NET AMENITY EXPENDITURE	267,218	214,310	185,898	169,073
<i>% Recovered from Residents & Tenants</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	4,080
Surveyor	2,520	2,500	5,000	2,400
Auditor	2,134	2,100	1,850	1,950
TOTAL SHARED BETWEEN AMENITY & BASIC	9,169	9,100	11,350	8,430

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

	Actual Year Ending March 2023	Forecast Year Ending March 2023	Budget Year Ending March 2023	Actual Year Ended March 2022
	£	£		£
STAFF COSTS				
Administrator	223,241	219,500	219,500	202,201
Heads of Department	16,065	16,000	16,000	15,657
Other Staff	19,388	20,000	21,000	20,025
	<u>258,694</u>	<u>255,500</u>	<u>256,500</u>	<u>237,883</u>
PREMISES & OFFICE COSTS				
Rent & Rates	23,528	22,870	22,500	22,700
Utilities & Cleaning	8,583	13,000	10,800	6,201
Telecommunications	4,769	4,300	4,500	6,009
Printing, Postage & Stationery	11,674	9,500	7,500	5,874
Office Equipment Depreciation	1,715	2,000	8,000	3,052
Website & IT Maintenance	2,499	2,500	3,000	2,499
Other Office Costs	9,365	5,500	6,400	4,548
	<u>62,132</u>	<u>59,670</u>	<u>62,700</u>	<u>50,883</u>
PROFESSIONAL FEES				
Solicitors fees: General Advice	13,321	6,000	6,000	24,616
Surveyors & Architects	64,730	61,000	60,000	67,190
Tree Consultants	64,228	75,000	78,500	79,102
Auditor	1,346	1,000	1,200	1,229
	<u>143,626</u>	<u>143,000</u>	<u>145,700</u>	<u>172,137</u>
OTHER COSTS & FEES				
Scheme Enforcement	18,579	16,000	16,000	0
Scheme Arbitrations	23,976	0	0	0
Sustainability	491	0	0	0
Certification Costs - Share	4,470	4,894	6,174	5,065
	<u>47,516</u>	<u>20,894</u>	<u>22,174</u>	<u>5,065</u>
TOTAL BASIC EXPENDITURE	<u>511,967</u>	<u>479,064</u>	<u>487,074</u>	<u>465,968</u>
INCOME				
Freehold Licences	(147,116)	(145,000)	(190,000)	(125,961)
Registration Fees	(3,600)	(3,200)	(2,300)	(1,645)
	<u>(150,717)</u>	<u>(148,200)</u>	<u>(192,300)</u>	<u>(127,606)</u>
NET BASIC EXPENDITURE	<u>361,251</u>	<u>330,864</u>	<u>294,774</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	0	9	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	
27 June 2023	31	13	18	0	3	176	6	0	1	23	0	1	17	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 21 November 2023



**The Dulwich Estate Scheme of Management
Advisory Committee meeting 27 June 2023
Questions from the amenity society and residents association members**

James to update the meeting on the Dulwich Society AGM and Dulwich Festival sustainability meeting

How will the green strategy implementation impact on the development of the SoM guidelines

Update on new gardens guidelines (changes were agreed with Jeremy Prescott)

Update on the question re verges that Lindsay asked at March meeting

Please give an update on enforcement following the introduction of two stage licence, particularly as the first of the big projects are probably arriving at completion. How will enforcement be handled where infringements are only discovered at completion inspection, e.g. Solar Panels photograph below of new flats at 83 Alleyn Park, where the solar panels are clearly visible from the street

Are there plans to update the mechanical plant guidelines: these are still only evident in the new build section of the guidelines. Unsuitable applications continue to be made, e.g. for 8 air-conditioning units on a single property

Please give an update on unoccupied houses



Minutes of the meeting of the Advisory Committee

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

on Tuesday 27 June 2023

Present: Representatives of the Managers:

Irene Bishop (Chair)
Pamela Dusu
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: Simone Crofton (Chief Executive), 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 Adrian Brace and Rosemarie Jones.

2. Minutes of the meeting held on 21 March 2023

The Minutes of the meeting held on 21 March 2023 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

3. Matters arising

Nina Rickman updated the Committee regarding the two outstanding matters on the action log. Simon Hoare informed the Committee that he would be retiring in September but that he hoped to circulate the draft 5 year Scheme of Management Maintenance plan by the end of the July.

Lindsay Rosser informed the Committee that she had met with Margy Newens and Oliver Stutter regarding the grass verges in the village and discussed the possibilities of funding from the Council's Cleaner, Greener, Safer for these areas.

4. The Scheme of Management – The Management Charge for the accounting period from 1 April 2022 to 31 March 2023

The Scheme of Management – Amenity Area and Certification Costs

Costs this year are inflated and unusually high in relation to Tree Costs that are subject to grant applications. Andy Irvine advised that as the grant applications have yet to be confirmed as successful these costs cannot be offset in the current year, the residents will benefit from grants received next year. There was an accountancy error in the figure for tree works; £10k which will also reduce the costs to freeholders in the next year.

It was clarified that a large portion of the grants go to future maintenance. The value of the grants is unknown. Simon Hoare suggested that the Advisory Committee representatives have a meeting with Oliver Stutter to discuss the grants in more detail. It was noted that the grants

apply to the whole of the Estate and therefore this will need to be apportioned to the Scheme of Management.

The Scheme of Management – Basic Expenditure

The explanatory letter to accompany the Scheme of Management demand is to be circulated to the Advisory Committee for comments prior to being dispatched to all Freehold residents.

The Committee **NOTED** the report.

5. Scheme of Management information table

The Committee **NOTED** the report, with comment in particular regarding the application numbers which have dropped when compared to the same period last year. We would hope to see a return to the usual number for the November meeting as generally, this is when the majority of applications are made, ready for approvals being in place for a Spring build.

6. Matters raised by the Advisory Committee Representatives

James Thompson provided feedback following the Dulwich Society's AGM. Sustainability and the Grove Tavern dominated the discussions. In particular the restrictions in guidelines in terms of retrofitting and solar panels. It was noted that Maria Psaras has tried to make contact with James Thompson with regards to the sustainability project to agree a way of providing updates.

Nina Rickman confirmed that at the end of the year all the guidelines will be reviewed with a particular bias to sustainability. At that time the garden building guidelines will be updated with the changes agreed with Jeremy Prescott. The new guidelines on mechanical plant will be introduced. Guidelines will be circulated to the Advisory Committee for comment prior to finalising.

Two Stage Licence Process enforcement;
Inspection report provided to Nina Rickman
Nina Rickman follows up any enforcement issues in the usual way
No licence is provided until the enforcement issue is resolved.

Unoccupied houses – still the same number as before. The Scheme of Management remit is not to have the house occupied again, only to ensure that it is kept in good order externally. Continues to liaise with Michelle Williams of Southwark Empty Homes department.

7. Any Other Business

Dominic Joseph confirmed that 2,950 trees have been mapped for the tree plotter project. All high priority areas are complete. Moving next to Peckarmans Wood. The next phase of the project will be succession planting. The Estate is working with the Urban Tree Challenge Fund. Discussions are taking place with the Allotments to have nursery to grow on saplings.

Dominic Joseph also provided a Dwellant project update and provided a demonstration to the Committee of what the portal looks like from both a DE and Resident perspective. He is working on a training manual for residents. The data upload is in progress so it will be in place for going live on September 29th. Comms have been published in newsletters and will be increased running up to going live.

Irene Bishop congratulated the Dulwich Society for the upcoming 60 year anniversary and thanked Simon Hoare for his many years of service as this would be his final Advisory Committee meeting.

8. **Date of Next Meeting**

Date of next meeting was confirmed as 21 November 2023 at 10.30am.

21.07.2023