

Nina Rickman

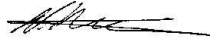
13 March 2025

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 18 March 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 18 March 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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A G E N D A

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4.1 The Scheme of Management Charge 2024/2025 Forecast

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual 9 Month ended Dec 2024 £	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 - <i>Schedule 2</i>	140,480	246,079	265,662	266,971	250,833
NET BASIC EXPENDITURE - <i>Schedule 3</i>	260,137	390,704	399,032	380,117	335,620
TOTAL MANAGEMENT CHARGE	<u>400,617</u>	<u>636,783</u>	<u>664,694</u>	<u>647,089</u>	<u>586,453</u>

Overall the total management charge shows a reduction from Forecast 1 of £27,911 and a reduction from the original budget of £10,306 which can be primarily attributed to the unused provision for arbitrations, a reduction in Other Amenity Area Tree Works, and an increase in Freehold licence income. This equates to a forecast average balancing credit to each freeholder of £2.50.

HEADLINES

Amenity – Dulwich Woods

Forecast 2 expenditure remains broadly in line with forecast 1 with the exception of Other Repairs which have increased to allow for additional sundry works e.g. Japanese Knotweed treatment.

Amenity – Other Areas

Forecast 2 shows a reduction in Tree Works of £20,000, a reduction in Repairs to Paths and Roads of £10,000. These decreases are partially offset by an increase in Other Repairs and Maintenance of £2,000. There still remains a provision of approximately £60,000 for a complete repair and redecoration to posts and chains but there is a high probability of these works being deferred into next year, which would result in a higher balancing credit than currently forecast.

Amenity – Other Costs & Fees

Forecast 2 is broadly in line with Forecast 1 showing only minor changes in expenditures.

Basic Expenditure

Forecast 2 shows a lower net expenditure than Forecast 1 of £8,328.

Other Costs and Fees have reductions in the provisions for Scheme Enforcement and Scheme Arbitrations of £15,000 and £20,000 respectively.

These reductions are partially offset by increases in Professional fees, where there are additional Solicitors general costs of £12,000, which relate to consultations to minimise disputes and breaches of the scheme and Tree Consultant fees, and Surveyors and Architects' fees .

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

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

	Actual 9 Month ended Dec 2024	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	10,911	14,000	13,750	13,750	9,878
Tree Works	43,158	16,000	16,000	16,000	17,047
Other Repairs & Maintenance	21,480	27,000	23,000	23,000	18,532
OTHER AMENITY AREAS					
Gardening Contract	61,556	80,000	80,000	80,000	75,268
Tree Works	5,632	20,000	40,000	40,000	37,146
Repairs to Paths & Roads	996	15,000	25,000	25,000	42,368
Salting, Sweeping & Gully Cleaning	5,961	8,300	8,300	8,300	10,222
Garden Refuse Removal	8,452	25,000	25,000	25,000	37,480
Other Repairs & Maintenance	11,998	83,000	81,000	81,000	13,466
TOTAL WORKS DONE	170,144	288,300	312,050	312,050	261,408
MANAGEMENT CHARGE - 15% (exc. VAT)	3,000	10,000	12,000	15,000	32,683
OTHER COSTS & FEES					
Public Liability Insurance	5,054	8,000	8,000	8,000	7,109
Tree Consultants	5,187	10,000	10,000	10,000	24,135
Auditor	(621)	2,500	2,400	2,400	1,592
Certification Costs - Share	2,469	5,671	5,843	5,780	4,970
TOTAL AMENITY EXPENDITURE	185,233	324,471	350,293	353,230	331,896
RECHARGED TO THE DULWICH ESTATE	(44,753)	(78,392)	(84,631)	(86,259)	(81,063)
NET AMENITY EXPENDITURE	140,480	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	1,690	3,500	3,500	3,000	2,772
Auditor	(1,143)	3,500	3,500	3,500	2,078
TOTAL SHARED BETWEEN AMENITY & BASIC	5,937	12,500	12,500	12,000	9,995

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

	Actual 9 Month ended Dec 2024	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	203,609	295,000	275,000	253,523	239,401
Heads of Department	13,530	18,375	18,375	18,375	17,955
Other Staff	15,210	23,000	43,100	43,100	20,424
	232,349	336,375	336,475	314,998	277,780
PREMISES & OFFICE COSTS					
Rent & Rates	16,934	22,900	22,900	22,900	22,869
Utilities & Cleaning	6,137	11,800	11,500	15,500	7,635
Telecommunications	4,221	5,000	5,000	5,000	4,667
Printing, Postage & Stationery	5,905	9,000	9,000	9,000	10,682
Office Equipment Depreciation	902	1,200	2,000	3,000	1,538
Website & IT Maintenance	3,054	4,000	3,000	3,000	2,499
Other Office Costs	3,909	7,500	7,400	7,400	6,838
	41,063	61,400	60,800	65,800	56,728
PROFESSIONAL FEES					
Solicitors	28,271	30,500	18,500	12,500	14,161
Surveyors & Architects	70,078	88,000	83,000	73,000	70,074
Sustainability	2,520	3,500	3,500	3,500	3,480
Tree Consultants	23,115	25,000	16,000	20,000	42,840
Auditor	4,661	2,100	2,100	2,100	1,310
	128,645	149,100	123,100	111,100	131,865
OTHER COSTS & FEES					
Scheme Enforcement	2,658	10,000	25,000	25,000	29,594
Scheme Arbitrations	0	0	20,000	20,000	28,749
Certification Costs - Share	3,468	6,829	6,657	6,220	5,025
	6,126	16,829	51,657	51,220	63,368
TOTAL BASIC EXPENDITURE	408,183	563,704	572,032	543,117	529,741
INCOME					
Freehold Licences	(146,023)	(170,000)	(170,000)	(160,000)	(190,976)
Registration Fees	(2,023)	(3,000)	(3,000)	(3,000)	(3,145)
	(148,046)	(173,000)	(173,000)	(163,000)	(194,121)
NET BASIC EXPENDITURE	260,137	390,704	399,032	380,117	335,620

4.2 The Scheme of Management Charge 2025/2026 Budget

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Budget Year Ended March 2026 £	Forecast 2 Year Ending March 2025 £	Actual Year Ended March 2024 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	262,466	246,079	250,833
NET BASIC EXPENDITURE - <i>Schedule 3</i>	406,472	390,704	335,620
TOTAL MANAGEMENT CHARGE	668,938	636,783	586,453

The Budget for year ending March 2026 is set at £668,938 this is an increase on the current year forecast of £32,155. It is also an increase on the prior year budget of £21,849. This equates to an average increase in the estimated charge to each freeholder of £5.30 or 3.4% when compared to the estimated charge for 2024/25.

HEADLINES

Amenity – Dulwich Woods

Expenditure is budgeted to increase against the current forecast, by inflationary increases, and increases in Tree works costs of £4,000, to provide Health and Safety reviews, and Dulwich Woods Other Repairs and Maintenance of £3,000 to allow a provision for unplanned repairs in the year.

Amenity – Other Areas

Other Repairs and Maintenance have increased by £12,000 for brick wall repairs surrounding the Old College forecourts and includes provision for the complete repair and redecoration of posts and chains, Repairs to Paths and Roads have increased by £5,000 on forecast 2 although this is still a reduction on the current year budget of £5,000.

Basic Expenditure

The increase in salaries is based on the current inflation rates in lieu of the recommendation of the remuneration committee being released. These figures also include new staff members, the Architect to the Scheme and Tree and Landscape Manager. This increase is offset by the reduction in Professional Fees for Surveyors and Architects and Tree Consultants.

Other costs and fees include a £20,000 provision for Arbitration costs, as confirmed last year there will be provisions in future budgets for Arbitration costs due to the size of the costs and the importance of defending the scheme. Legal advice has however determined that there is not the scope in the in the terms of the scheme to create a larger sinking fund. There is also a provision of £20,000 for scheme Enforcement that is in line with expenditure in prior years.

Freehold Licence income is budgeted to remain as the current year forecast, an increase on the prior year budget of £10,000.

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

	Budget Year Ended March 2026	Forecast 2 Year Ending March 2025	Actual Year Ended March 2024
	£	£	£
AMENITY AREA COSTS			
DULWICH WOODS			
Maintenance Contract	14,500	14,000	9,878
Tree Works	20,000	16,000	17,047
Other Repairs & Maintenance	30,000	27,000	18,532
OTHER AMENITY AREAS			
Gardening Contract	82,500	80,000	75,268
Tree Works	20,000	20,000	37,146
Repairs to Paths & Roads	20,000	15,000	42,368
Salting, Sweeping & Gully Cleaning	9,500	8,300	10,222
Garden Refuse Removal	26,000	25,000	37,480
Other Repairs & Maintenance	95,000	83,000	13,466
TOTAL WORKS DONE	317,500	288,300	261,408
MANAGEMENT CHARGE - 15% (exc. VAT)	11,000	10,000	32,683
OTHER COSTS & FEES			
Public Liability Insurance	9,000	8,000	7,109
Tree Consultants	-	10,000	24,135
Auditor	2,600	2,500	1,592
Certification Costs - Share	5,978	5,671	4,970
TOTAL AMENITY EXPENDITURE	346,078	324,471	331,896
RECHARGED TO THE DULWICH ESTATE	(83,612)	(78,392)	(81,063)
NET AMENITY EXPENDITURE	262,466	246,079	250,833
<i>% Recovered from Residents & Tenants</i>	<i>75.84%</i>	<i>75.84%</i>	<i>75.58%</i>
CERTIFICATION FEES & COSTS			
Staff & Office	5,750	5,500	5,145
Surveyor	3,500	3,500	2,772
Auditor	3,750	3,500	2,078
TOTAL SHARED BETWEEN AMENITY & BASIC	13,000	12,500	9,995

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

	Budget Year Ended March 2026 £	Forecast 2 Year Ending March 2025 £	Actual Year Ended March 2024 £
STAFF COSTS			
Administrator	377,500	295,000	239,401
Heads of Department	19,000	18,375	17,955
Other Staff	20,000	23,000	20,424
	416,500	336,375	277,780
PREMISES & OFFICE COSTS			
Rent & Rates	22,900	22,900	22,869
Utilities & Cleaning	11,750	11,800	7,635
Telecommunications	5,000	5,000	4,667
Printing, Postage & Stationery	9,000	9,000	10,682
Office Equipment Depreciation	1,000	1,200	1,538
Website & IT Maintenance	4,000	4,000	2,499
Other Office Costs	8,100	7,500	6,838
	61,750	61,400	56,728
PROFESSIONAL FEES			
Solicitors	30,500	30,500	14,161
Surveyors & Architects	13,000	88,000	70,074
Sustainability	3,500	3,500	3,480
Tree Consultants	5,000	25,000	42,840
Auditor	2,200	2,100	1,310
	54,200	149,100	131,865
OTHER COSTS & FEES			
Scheme Enforcement	20,000	10,000	29,594
Scheme Arbitrations	20,000	-	28,749
Certification Costs - Share	7,022	6,829	5,025
	47,022	16,829	63,368
TOTAL BASIC EXPENDITURE	579,472	563,704	529,741
INCOME			
Freehold Licences	(170,000)	(170,000)	(190,976)
Registration Fees	(3,000)	(3,000)	(3,145)
	(173,000)	(173,000)	(194,121)
NET BASIC EXPENDITURE	406,472	390,704	335,620

The Committee is INVITED to NOTE the report.

5. **The Scheme of Management Charge - Basis of Apportionment**

Under the terms of the Scheme, the basis of apportionment of costs is to be determined by an independent surveyor, appointed by the Managers with the approval of Advisory Committee. As mutually agreed, Messrs Gerald Eve has been retained in past years.

At the time of writing no material issues have been identified as requiring the independent surveyor's specific attention.

The Committee is **INVITED** to **AGREE** the appointment of Gerald Eve to determine the basis of apportionment for 2024/2025 and 2025/2026.

6. 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
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
21 Nov 2023	87	22	64	1	2		169	8	1	1	To be discussed under item 12			18	0
19 March 2024	67	11	56	0	2		165	11	6	0	4	0	0		
9 July 2024	58	7	51	0	1		170	5	10	0	8 total sites (3 receiving ongoing treatment)	0	4	6	0
19 Nov 2024	66	56	57	0	0		177	5	12	0	8 (all inspected in September and had no knotweed present)	0	0	2	0
18 March 2025	67	35	31	1	0		139	65	27	0	8 (all inspected in September and had no knotweed present – next inspection is May/June)	0	0	8	0

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

7. **Terms of Reference**

The terms of reference have been altered to ensure that the Advisory Committee members are provided with relevant information and meet at the most appropriate times of the year. The revised schedule aligns with the audit and Estate meeting times. Each year, the Advisory Committee will meet in March and July in accordance with the terms of the Scheme of Management which state "*The Managers shall convene meetings of The Advisory Committee not less than twice a year.*" Any others matters which the Managers wish to receive comments on will be circulated via email.

8. **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.

9. **Any other business**

10. **Date of next meeting**

Tuesday 8 July 2025

Questions for Advisory Committee Meeting March 2025

Finance:

1. How is the portal performing?

Portal is performing well. We have centralised all incoming queries to be responded to by Customer Services Team and triaged forward to relevant team member where necessary.

2. Have there been any comments from residents about the 2024 charges? What percentage of the 2023 charge invoices has now been paid?

No comments received regarding 2024 charges. 80% of charges have been paid and the remaining 20% are being contacted.

Staffing:

3. Being aware of some staffing changes to the Scheme of Management Team, can we please be provided with an update on team structure and contacts. Are any new ideas emerging e.g. on tree planting?

Regarding trees, our Tree and Landscape Manager has provided the following:

"We are fully integrating the Estates Tree database into the tree planting programme, enabling the identification of potential tree planting locations in addition to replacement of historic trees as part of the SOM amenity site proactive tree inspections.

Tree species will be selected to match a variety of criteria including, ultimate size, aesthetics, climate adaptation, habitat and water demand in locations that may be considered susceptible to subsidence based on historic claims."

Please refer to the table below. Contact is to be made via the portal (preferably) or email via som@thedulwichestate.org.uk.

Rachel Shlewet/Secretary Administrator	General Enquiries such as "how do I make an application", "what is the status of my application", "I need to see the plans for....."
Scott Lewis/Compliance Administrator	<ul style="list-style-type: none"> • Enforcement queries, • Sales queries including solicitors' enquiries. • Queries relating to the maintenance of posts and chains or repairs to fencing/railings on SOM Amenity spaces.
Gill John/Senior Administrator	Any queries relating to applications that are in process, in particular neighbours that have concerns.
Nadine Brown-Williams/Principle Application Office	Queries to be handled by Gill and Rachel in first instance and triaged to Nadine if necessary.

Helen Roach/Scheme of Management Architect	Queries to be handled by Gill and Rachel in first instance and triaged to Helen if necessary.
Philip Louis/Tree and Landscape Manager	<p>Any queries relating to</p> <ul style="list-style-type: none"> • Trees in residents' gardens • Tree licences issued to residents NB - Karen Strange to take calls for appointments to see Philip. • The maintenance of the SOM amenity spaces (gardening contract queries/grass and shrub/hedge trimming etc)

4. How is the enforcement process progressing?

Scott Lewis undertook a complete review of the Enforcement Log including re-inspections and you will see from the SOM information table that resulted in a number of matters being concluded as resolved. He is working well to resolve issues and building good relationships with residents on this matter with a firm but fair approach.

Development Guidelines:

5. Please advise whether there are plans in place to review the Guidelines and set out the timetable and consultation process.

Guidelines are reviewed at the end of each year and if changes are to be made, we forward the proposed changes to the Advisory Committee members for their input before agreeing the changes at the next Scheme of Management meeting. Currently, it is only the solar panel guidelines that require updating and the changes will be passed to the Advisory Committee shortly for comment. At any time, if the members of the Advisory Committee wish to comment on the guidelines, they are most welcome to. The Guidelines can be updated at any time throughout the year but we have made a commitment to ensure they are all reviewed on a yearly basis.

6. We are seeing an increasing number of applications for garden rooms resulting in the removal and loss of trees in private gardens across the Estate. Could consideration be given in such cases to property owners funding substitute trees in nearby amenity areas?

The future maintenance costs of these trees would have to be recharged back to residents, resulting in an increase in the year Scheme charge. Where trees are removed due to building work, it is normally on the condition that a tree is planted elsewhere within the applicant's garden.

7. We are aware of instances where works are approved that are not in full accordance with the guidelines, but represent an improvement on the existing. What is the policy in these cases?

All applications are judged on their impact on amenity.

Amenity points:

College Road:

8. Can you please confirm when the maintenance works on College Road (Village roundabout to South Circular) are planned – including reinstatement of the Woodyard Lane sign, white posts by Pickwick Cottage and general footpath repairs. In wet weather this section of the path on the east side is badly affected by large puddles.

The maintenance works to the footpath are imminent. I wasn't aware that the Woodyard Lane sign was missing and have raised this with Scott Lewis for action. The white posts by Pickwick Cottage are Southwark's.

Hunts Slip Road

9. We understand that the Hunts Slip Road works are now complete. Please advise on the footpath on the south side – there is no connection for the path at the railway bridge end (apart from to the cycle lane) and the unmade surface is very rough and quite loose. Following queries from a local resident it would be useful to have confirmation that all redundant signs have now been removed.

There are two temporary signs left that will be relocated. A sign is to be installed that states "shared pedestrian use" for the cycle path section referred to above.

10. 6 Stradella Road: please advise on the progress on the breach of the Guidelines in relation to the hardstanding.

A permit was issued in November 2024 for a revised design of hardstanding that has 50% planting. We have requested the proposed timetable for the work to be carried out.

Japanese knotweed:

11. Do the cases noted in the information table relate only to Estate amenity land? What measures are in place to link to cases on private land? When is the next inspection planned to confirm the eradication on estate land?

The SOM only has control over cases on amenity land. Please refer to the SOM Information table. Knotweed on private land is the responsibility of the landowner and we are not generally notified about these cases.

Meetings with Residents Associations

12. We note the reduction in meetings with Residents Associations recently. Is this as a result of better access to the DE through the monthly surgeries?

Please refer to the SOM information table for the latest meeting information. Residents have access to staff through the surgeries, portal, general meetings with portfolio managers and phone and email communication.

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 18 March 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 (Administrator)

1. Apologies for absence

Helen Gough, Caroline Price.

2. Minutes of the meeting held on 19 November 2024

The Minutes of the meeting held on 19 November 2024 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

3. Matters arising

None.

4. 4.1 The Scheme of Management Charge 2024/2025 Forecast

The Committee **NOTED** the report.

4.2 The Scheme of Management Charge 2025/2026 Budget

The Committee **NOTED** the report.

5. The Scheme of Management Charge – Basis of Apportionment

The Committee **AGREED** the appointment of Gerald Eve to determine the basis of apportionment for 2024/2025 and 2025/2026.

Post Meeting Note

The annual determination for the Scheme of Management Charge is not covered by the mandatory valuer rotation rules.

6. **Scheme of Management information table**

The Committee **NOTED** the report with comments in particular on:

- The successful reduction in enforcement cases.
- The reduction in the number of meetings held with Residents Associations could be attributed to the reduction in the number of recognised Residents Associations registered with the Estate.

7. **Terms of Reference**

The Committee **RECEIVED** and **NOTED** the report contained within the agenda and requested 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.

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

The responses to the matters raised were **NOTED**.

9. **Any Other Business**

Approximately 80% of freeholders have paid the Scheme of Management Charge issued in September 2024 and our process to collect payment from those outstanding will be followed. The website will be updated with FAQ’s regarding non-payment of the charge.

10. **Date of Next Meeting**

8 July 2025 at 10.30am

28.04.2025