



Nina Rickman

1 November 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 November 2022 at 4:30 p.m., which will be a 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 8 November 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
7 June 2022	Original budget to be included in accounting items.	Now included in accounting items.
7 June 2022	Simon Hoare to contact Railtrack to ask what they are doing to treat Japanese Knotweed and stop the spread from their land.	<p>The Estate has established contacts at Network Rail - Any Japanese Knotweed on Network Rail property should be reported to:  <a href="mailto:communityrelations@southern.networkrail.co.uk">communityrelations@southern@networkrail.co.uk</a></p> <p>The site will then be put on their database and will be treated twice a year until the infestation has been eradicated.</p>
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.	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.
7 June 2022	Update on new IT portal to be an item for November AC meeting.	Please see item 9. in the agenda.

4. **Accounts: Actual results for the six months ended 30 September 2022 and Forecast for the year ending 31 March 2023**

**SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES**

	Actual 6 Month ended Sept 2022 £	Forecast Year Ended March 2023 £	Budget Year Ending March 2023 £	Actual Year Ended March 2022 £
<b>NET AMENITY EXPENDITURE - Schedule 2</b>	82,151	196,588	185,564	169,072
<b>NET BASIC EXPENDITURE - Schedule 3</b>	167,965	303,137	294,774	338,362
<b>TOTAL MANAGEMENT CHARGE</b>	<b>250,116</b>	<b>499,725</b>	<b>480,338</b>	<b>507,435</b>

**HEADLINES**

Expenditure has increased over the original budget. The significant variations in the supporting schedules are as follows: -

***Amenity – Dulwich Woods***

Expenditure has been higher than forecast year to date, primarily due to additional Tree works and additional works in the woods by the London Wildlife Trust

***Amenity – Other Areas***

Although expenditure looks light year to date, this is because the expenditures under Repairs to Paths & Roads will be taking place in the second half of the year.

The forecast overspend for the year includes c. £3k overspend on gardening and other repairs, £10k overspend on Tree Works due to additional unforeseen felling of large trees in College Road, Millpond and elsewhere and the associated provision of replacement trees. These increases are partially offset by decreases c.£3k on Garden Refuse Removal and £5k in Other Repairs and Maintenance due to lower than anticipated expenditure in the first half of the year

***Other Costs and Fees***

Tree Consultancy Costs are up by £5k due to additional tree planting and formation of future maintenance plans.

***Basic Expenditure***

There are minor movements in premises & Office Costs of £3.5k primarily due to a reduction in depreciation costs. Solicitors Fees are up £5k due to requiring additional advice and guidance in administering the scheme. Architect costs are up £3k in the current year due to transfer of knowledge and support to the Scheme staff.

The first half of the year saw lower than budgeted freehold licence applications income. The second half is not expected to remain at budgeted levels and therefore the forecast has been reduced by £10k.

The Committee is **INVITED** to **COMMENT** on the report.

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

	Actual 6 Month ended Sept 2022	Forecast Year Ended March 2023	Budget Year Ending March 2023	Actual Year Ended March 2022
	£	£	£	£
<b>AMENITY AREA COSTS</b>				
<b>DULWICH WOODS</b>				
Maintenance Contract	4,482	10,000	10,000	12,778
Tree Works	9,495	12,000	10,000	17,321
Other Repairs & Maintenance	763	8,000	6,000	8,020
<b>OTHER AMENITY AREAS</b>				
Gardening Contract	33,975	60,000	57,000	52,864
Tree Works	19,209	30,000	20,000	16,370
Repairs to Paths & Roads	348	25,000	25,000	28,175
Salting, Sweeping & Gully Cleaning	2,450	7,500	7,500	5,679
Garden Refuse Removal	2,048	12,000	15,000	14,456
Other Repairs & Maintenance	8,187	41,000	46,000	25,901
<b>TOTAL WORKS DONE</b>	<b>80,957</b>	<b>205,500</b>	<b>196,500</b>	<b>181,564</b>
<b>MANAGEMENT CHARGE - 15% (exc. VAT)</b>	<b>10,119</b>	<b>25,688</b>	<b>24,600</b>	<b>22,695</b>
<b>OTHER COSTS &amp; FEES</b>				
Public Liability Insurance	1,200	4,800	4,800	4,484
Tree Consultants	14,173	20,000	15,000	11,603
Auditor	576	1,150	1,100	1,060
Certification Costs - Share	2,191	4,213	5,176	3,365
<b>TOTAL AMENITY EXPENDITURE</b>	<b>109,215</b>	<b>261,351</b>	<b>247,176</b>	<b>224,771</b>
<b>RECHARGED TO THE DULWICH ESTATE</b>	<b>(27,064)</b>	<b>(64,763)</b>	<b>(61,612)</b>	<b>(55,699)</b>
<b>NET AMENITY EXPENDITURE</b>	<b>82,151</b>	<b>196,588</b>	<b>185,564</b>	<b>169,072</b>
<i>% Recovered from Residents &amp; Tenants</i>	<i>75.22%</i>	<i>75.22%</i>	<i>75.07%</i>	<i>75.22%</i>
<b>CERTIFICATION FEES &amp; COSTS</b>				
Staff & Office	4,500	4,500	4,500	4,080
Surveyor	0	2,500	5,000	2,400
Auditor	1,061	2,100	1,850	1,950
<b>TOTAL SHARED BETWEEN AMENITY &amp; BASIC</b>	<b>5,561</b>	<b>9,100</b>	<b>11,350</b>	<b>8,430</b>

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

	Actual 6 Month ended Sept 2022	Forecast Year Ended March 2023	Budget Year Ending March 2023	Actual Year Ended March 2022
	£	£	£	£
<b>STAFF COSTS</b>				
Administrator	106,703	219,500	219,500	202,201
Heads of Department	8,000	16,000	16,000	15,657
Other Staff	9,000	20,000	21,000	20,025
	<u>123,703</u>	<u>255,500</u>	<u>256,500</u>	<u>237,883</u>
<b>PREMISES &amp; OFFICE COSTS</b>				
Rent & Rates	51,333	22,500	22,500	22,700
Utilities & Cleaning	3,380	11,000	10,800	6,201
Telecommunications	226	4,300	4,500	6,009
Printing, Postage & Stationery	5,111	8,500	7,500	5,874
Office Equipment Depreciation	513	4,000	8,000	3,052
Website & IT Maintenance	1,260	2,500	3,000	2,499
Other Office Costs	2,314	6,400	6,400	4,548
	<u>64,138</u>	<u>59,200</u>	<u>62,700</u>	<u>50,883</u>
<b>PROFESSIONAL FEES</b>				
Solicitors	8,628	11,000	6,000	24,616
Surveyors & Architects	25,240	63,000	60,000	67,190
Tree Consultants	26,135	75,000	78,500	79,102
Auditor	668	1,350	1,200	1,229
	<u>60,672</u>	<u>150,350</u>	<u>145,700</u>	<u>172,137</u>
<b>OTHER COSTS &amp; FEES</b>				
Scheme Enforcement	2,573	16,000	16,000	0
Certification Costs - Share	3,370	4,887	6,174	5,065
	<u>5,943</u>	<u>20,887</u>	<u>22,174</u>	<u>5,065</u>
<b>TOTAL BASIC EXPENDITURE</b>	<u>254,456</u>	<u>485,937</u>	<u>487,074</u>	<u>465,968</u>
<b>INCOME</b>				
Freehold Licences	(84,258)	(180,000)	(190,000)	(125,961)
Registration Fees	(2,232)	(2,800)	(2,300)	(1,645)
	<u>(86,491)</u>	<u>(182,800)</u>	<u>(192,300)</u>	<u>(127,606)</u>
<b>NET BASIC EXPENDITURE</b>	<u>167,965</u>	<u>303,137</u>	<u>294,774</u>	<u>338,362</u>

5. **The Scheme of Management Charge 2021/2022 & 2022/2023**

The demands for payment for the Scheme of Management Charge in respect of the years 2021/2022 (a balancing charge) and 2022/2023 (the on account estimate), were despatched in September 2022. Prior to despatch, copies of the Certificate and accompanying circular were sent to Trustees and to Advisory Committee representatives for comment.

To date, approximately 64.4% (2021/2022: 78.5%) of the total Charge has been received. Legal Charges are currently registered against 22 (2021/2022: 23) properties where the freeholders have failed to pay the Charge relating to previous periods.

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

6. **Charges for applications for works, registrations and miscellaneous services under the Scheme of Management:**

- a) At the Scheme of Management Committee meeting held on 5 November 2019 (Item 6a), the Committee agreed to increase charges every year in line with CPI. At the Scheme of Management Committee meeting held on 1 March 2022 (Item 6) the Committee agreed an additional increase that was designed to recover the costs of the Consultants fees, Applications Officer and new part time Surveyors salary together with a significant portion of the Administration teams costs. The attached Appendix I shows the charges for 2022 and the proposed increase for 2023.

The Committee's **VIEWS** are **INVITED**.

- b) Charge for registration of ownership

This charge was last increased with effect from 1 January 2021 (up from £90 to £95.00). The Service Level Agreement with Thackray Williams LLP has been updated to increase the charge yearly in line with CPI and rounded to the nearest whole number. Please refer to table below which sets out the increased charge.

	<u>2023</u>	<u>2022</u>
Solicitors' fee	£65.00	£59.15
VAT @ 20%	£13.00	£11.83
Estate's administration charge	£27.00	£24.02
	<u>£105.00</u>	<u>£95.00</u>

The Committee's **VIEWS** are **INVITED**.

## 7. Programme of Repairs, Maintenance & Improvements – Programme for the years 2022/2023 & 2023/2024

This report is in respect of expenditure recoverable from freeholders under the Scheme of Management through the annual Charge, refers to the Amenity Areas as defined in the Scheme (which includes the Woods).

### a) Works for the year 2022/2023

Routine maintenance of woods and amenity areas, trees, paths and roads, fences and gates, lighting and street furniture, is proceeding as necessary. Other specific items are reported as follows:

- i) Work is continuing in Dulwich Woods in conjunction with the London Wildlife Trust;
- ii) Brickwork repairs have been completed to the Old College boundary walls. Repointing of the York stone paving and repairs to the timber lawn edgings is programmed;
- iii) Repairs are programmed to Grange Lane Tip;
- iv) Various fencing and railing repairs have been completed or are programmed and will include the full length of the boundary fence between Grange Lane Allotments and Dulwich Woods;
- v) Work is programmed for isolated repairs to the road surface in Grange Lane;
- vi) A programme of tree planting throughout the Estate will commence shortly.

At this stage, expenditure on amenity works for the financial year is forecast at £205,500, to be compared with the budget of £196,500. The increase is largely due to additional tree work and planting throughout the Estate and costs involved in preparing future maintenance plans and rewilding proposals. These costs are offset by a reduction in expenditure on garden waste removal and general repairs.

### b) Proposals for the year 2023/2024

These comprise routine maintenance of amenity areas - woods, trees, paths and roads, fences and gates, lighting and street furniture, including the following:

- i) Fence repairs throughout the Estate, including to the Grove Meadow and Old Grammar School Field boundaries;
- ii) Further repairs to Grange Lane;
- iii) Specialist cleaning of the tombstones in the Old Burial Ground;
- iv) Further work in Dulwich Woods, in conjunction with the London Wildlife Trust;
- v) Further road and footpath repairs in College Road;
- vi) Further repairs to the Old College forecourts and boundary walls;



- vii) Further tree and shrub planting throughout the Estate and re-wilding of various grassed/meadow areas.

The proposals form part of a five year maintenance plan which has been prepared for discussion with members of the Advisory Committee, as agreed at the previous meeting.

The Committee's **COMMENTS** are **INVITED**.

8. **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	

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

9. **IT Portal**

We have engaged with Dwellant to provide a customer portal for resident access to be implemented this year. The plan is to trial the portal with residential residents first during the monthly invoice run in January February ahead of the full invoice run in March 2023.

10. **Advisory Committee Membership 2023**

At the Advisory Committee meeting held on 10 November 2020 (item 9), the Committee agreed to the following proposal which now forms part of the Terms of Reference:

“In order to gain feedback from representatives across the Estate as a whole, the following changes to the process of appointing members to the Advisory Committee have been agreed:

- The Advisory Committee has four seats for amenity societies; two of these will be nominated by The Dulwich Society and two will be filled with representatives from Resident Associations on the Estate.
- Representatives will have a term of two years, with one nominee from The Dulwich Society and one from a Resident Association rolling off at the end of every calendar year.
- The representatives must have active involvement for at least two years in a Residents' Association and have knowledge of how the Scheme of Management works.
- The Committee has a preference for diverse representation of the different geographic areas of the Estate.

In accordance with clause 16(b) of the Scheme it must “form a consultative committee (to be known as "The Advisory Committee") of not less than 8 persons of whom half shall be representatives of the Managers and half shall be representatives and nominated by such residents or amenity societies as the Managers consider appropriate.”

The following changes to membership will occur on 1 January 2023;

James Prescott is due to step down as a Dulwich Society representative of the Advisory Committee and a Dulwich Society representative will be recruited to serve a term of two years. James Thompson will remain as a Dulwich Society representative for the remaining year of his two year term.

Martyn Deane is due to step down as a Residents Association representative of the Advisory Committee and representative will be recruited to serve a term of two years. Louise Mulley will remain as a Residents Association representative for the remaining year of her two year term.

The Committee's **COMMENTS** are **INVITED**.

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

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

12. **Programme of meetings for 2023**

The Committee has adopted the practice of holding three meetings a year in March, June and November, on Tuesdays at 4.30pm.

The arrangements are considered to have worked well to date, however the Committee can consider if the time of the meeting is suitable going forward. It is proposed that these are retained for 2023, with suggested dates being:

7 March

6 June

7 November

The Committee's **VIEW**S are **INVITED**.

13. **Any other business**

14. **Date of next meeting**

Subject to the Committee's decision under item 12., above, the date of the next meeting is 7 March 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 8 November 2022

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

Representatives of The Dulwich Society and Residents Associations:  
Martyn Deane  
James Thompson  
Jeremy Prescott

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

#### 1. Apologies for absence

Apologies for absence received from Caroline Price, Paul Greenwood and Louise Mulley.

#### 2. Minutes of the meeting held on 7 June 2022

The Minutes of the meeting held on 7 June 2022 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

#### 3. Matters arising

Nina Rickman introduced the items on the rolling action log, which the Committee **NOTED**, with comment in particular on the following:

##### Repair and Maintenance of White Posts and Chains owned by Southwark

It was noted that the majority of posts and chains have recently been redecorated. The Committee were still keen to explore taking over the management of these, which would result in a cost of approximately £45,000 + VAT. This cost must not result in an increase in SOM charge to residents therefore Adrian Brace is to give consideration to an exchange of service with Southwark.

EV charging points were discussed and as this is an Estate wide issue, the Committee agreed that this will be given greater consideration to be raised at the next Surgery meeting with the Dulwich Society.

#### 4. Accounts: Actual results for the six months ended 30 September 2022 and Forecast for the year ending 31 March 2023

Andy Irvine introduced the report circulated with the agenda which the Committee **NOTED** with comment in particular as follows:

The Consultant Architect's fees will begin to reduce when less time is needed mentoring the Principal Applications Officer.

Andy Irvine clarified the Management charge + 15% on the Expenditures in Dulwich Woods and Other Amenity areas

Dominic Joseph demonstrated Tree Plotter, the new tree mapping software, and it was confirmed that this would help to plan for the future forecasting and budget setting.

Solicitors fees "General Advice" had increased due to the increased need in clarification on the wording set out in the Scheme of Management.

5. **Scheme of Management Charge 2021/2022 and 2022/2023**

Andy Irvine introduced the report circulated with the agenda. The Committee **NOTED** the report.

6. **Charges for applications for works, registration and miscellaneous services under the Scheme of Management**

Nina Rickman introduced the report circulated with the agenda. The Committee **NOTED** the report and agreed items a) and b).

7. **Programme of Repairs, Maintenance and Improvements – Programme for the years 2022/2023 and 2023/2024**

Simon Hoare introduced the report circulated with the agenda. The Estate was commended on the excellent standard of tree care. The Committee **NOTED** the reports (items a and b) and agreed that the proposals appear reasonable for repair and maintenance of the SOM amenity areas.

8. **Scheme of Management information table**

Nina Rickman introduced the report circulated with the agenda and agreed that the enforcement figures could be expanded upon in future reports.

9. **IT Portal**

The Committee **NOTED** the information provided in the agenda.

10. **Advisory Committee Membership 2023**

In addition to the changes to the Committee members reported in the agenda, it was noted that Andreas Köttering would be leaving the Board in December 2022, resulting in a new Trustee member also. Louise Mulley has been unable to attend any of the meetings in 2022, therefore it was suggested that a replacement Residents Association representative was found. As there would be a number of new members in 2023, it was decided to discuss the current arrangement outside of the meeting and put forward a solution.

The Committee thanked Andreas Köttering, Jeremy Prescott and Martyn Deane.

**Post Meeting Note**

An increase to the term of service is proposed from two years to four, resulting in the following changes from 2023:

James Thompson to be a member 2023-2024  
New Dulwich Society member to be in place for 2023-2026 (Penny Stern)  
Martyn Deane to be a member 2023-2024  
New Residents Association member to be in place for 2023-2026 (Lindsay Rosser – Dulwich Village RA)

Updated Terms of Reference is attached for the Committee's agreement.

Please email Nina Rickman with any comments.

#### 11. **Matters raised by the Advisory Committee Representatives**

Nina Rickman and Adrian Brace responded to the questions raised by the Advisory Committee Representatives with comments in particular on (numbering taken from Appendix II);

1. The application log on the website will be amended to include a date that it was last updated.
2. The two stage licence process information does feature on the DE website, however this will be updated to be more clear, in particular the flow chart.
4. Breaches/enforcement – the administrator uses a log to track all the enforcement issues. This will not be publicly available. Enforcement falls into two categories – Minor or Major. Minor does not affect amenity. Major does, and therefore will be enforced with a Breach Notice. The SOM team do liaise with Southwark on enforcement issues. No complaints received regarding out of hours working on construction sites over the last six months.
5.
  - a) The administrator will come back formally with a response to comments on Garden Guidelines.
  - b) It is not possible to make porous surfaces mandatory nor is it possible to restrict hardstandings only to accommodate off street EV charging.
  - c) Noted.
13. Aquinna Homes will be making an application shortly for the stocks to be positioned permanently in the Old Burial Ground. Plans have been approved by The Estate and DS.

Farquahar standpipes – Thames Water, whilst slow, have confirmed that they have made errors.

#### 12. **Programme of meetings for 2023**

The Committee **AGREED** the dates for 2023, however the time may be brought forward, and this will be discussed with the new DE Chair and then proposed to the rest of the Committee in January 2023.

### Post Meeting Note

The dates of the meetings for 2023 have had to be amended due to other meeting clashes. The new proposed dates are as follows;

(Tuesday - Proposed time: 9.30am - TBC)

21 March

27 June

21 November

Please email Nina Rickman with any comments.

13. **Any Other Business**

None

14. **Date of Next Meeting**

Date of next meeting – 21 March 2023