

Nina Rickman

12 November 2024

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 19 November 2024 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 19 November 2024. 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	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> <p>21 November 2023 A meeting with the parks team will be arranged before the end of this year to discuss the possible relocation of the skate park and their proposed business plan.</p> <p>19 March 2024 Discussions are ongoing with Southwark.</p> <p><i>9 July 2024</i> This has not progressed any further since the last meeting and is not currently a priority. Can the Advisory Committee, and in particular the Dulwich Society, explain what it is doing to encourage / lobby Southwark Council to maintain their posts and chains in Dulwich Village and when they intend to attend to the condition of the finger posts which need maintaining around the village?</p> <p><i>19 November 2024</i> <i>DE is no longer engaging with Southwark on their amenity areas as it has other priorities. It would be helpful if Dulwich Village RA and the Dulwich Society could take up the lack of maintenance of these areas directly with local councillors and Southwark.</i></p>

4. **Accounts: Actual results for the six months ended 30 September 2024 and Forecast for the year ending 31 March 2025**

SUMMARY OF EXPENDITURE LESS INCOME & RECHARGES

	Actual 6 Month ended Sept 2024 £	Forecast 1 Year Ended March 2025 £	Budget Year Ending March 2025 £	Actual Year Ended March 2024 £
NET AMENITY EXPENDITURE - <i>Schedule 2</i>	111,923	265,662	266,971	250,889
NET BASIC EXPENDITURE - <i>Schedule 3</i>	186,351	399,032	380,118	335,620
TOTAL MANAGEMENT CHARGE	298,274	664,694	647,089	586,509

HEADLINES

Forecast expenditure has increased over the original budget by c.£17,500. The significant variations in the supporting schedules are as follows: -

Amenity Expenditure

There is a decrease in the Management Charge of £3,000. This is partially offset by a decrease in the amount of the expenditure recharged to the Dulwich Estate for its properties of c.£1,600 due an increase in percentage of enfranchised properties to 75.84% from 75.58%.

In the actual expenditure for “Other Amenity Areas Tree works” there is an invoice of £39,000 for tree planting, this falls under one of the grant applications and so will be reduced once the grant funds have been received and so this overspend does not affect the forecast figure.

Basic Expenditure

Overall, there is an increase in the basic expenditure forecast over budget of c.£19,000.

There is a c.£21,500 increase in Staff Costs due to the addition of an Enforcement Administrator. Solicitors – General Advice fees are up by £6k due to an additional provision to allow the dedicated Enforcement Administrator to access general advice, Architect’s Fees have increased £10k due to the number of complex consultations in the first half of the year.

These increases are partially offset by a £10k uplift in anticipated License fee income, along with reductions in Utilities of £4k due to lower Utilities costs, Office Equipment Depreciation £1k, and Tree Consultants £4k.

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

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

	Actual 6 Month ended Sept 2024	Forecast 1 Year Ended March 2025	Budget Year Ending March 2025	Actual Year Ended March 2024
	£	£	£	£
AMENITY AREA COSTS				
DULWICH WOODS				
Maintenance Contract	7,038	13,750	13,750	9,878
Tree Works	6,108	16,000	16,000	17,047
Other Repairs & Maintenance	16,765	23,000	23,000	18,589
OTHER AMENITY AREAS				
Gardening Costs	40,741	80,000	80,000	75,268
Tree Works	42,748	40,000	40,000	37,146
Repairs to Paths & Roads	540	25,000	25,000	42,368
Salting, Sweeping & Gully Cleaning	4,338	8,300	8,300	10,222
Garden Refuse Removal	11,819	25,000	25,000	37,480
Other Repairs & Maintenance	8,327	81,000	81,000	13,466
TOTAL WORKS DONE	138,424	312,050	312,050	261,464
MANAGEMENT CHARGE - 15% (exc. VAT)	3,000	12,000	15,000	32,683
OTHER COSTS & FEES				
Public Liability Insurance	4,000	8,000	8,000	7,109
Tree Consultants	5,187	10,000	10,000	24,135
Auditor	(621)	2,400	2,400	1,592
Certification Costs - Share	2,145	5,843	5,780	4,970
TOTAL AMENITY EXPENDITURE	152,135	350,293	353,230	331,953
RECHARGED TO THE DULWICH ESTATE	(40,212)	(84,631)	(86,259)	(81,064)
NET AMENITY EXPENDITURE	111,923	265,662	266,971	250,889
<i>% Recovered from Residents & Tenants</i>	<i>73.57%</i>	<i>75.84%</i>	<i>75.58%</i>	<i>75.58%</i>
CERTIFICATION FEES & COSTS				
Staff & Office	4,000	5,500	5,500	5,145
Surveyor	1,690	3,500	3,000	2,772
Auditor	(1,143)	3,500	3,500	2,078
TOTAL SHARED BETWEEN AMENITY & BASIC	4,547	12,500	12,000	9,995

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

	Actual 6 Month ended Sept 2024	Forecast 1 Year Ended March 2025	Budget Year Ending March 2025	Actual Year Ended March 2024
	£	£	£	£
STAFF COSTS				
Administrator	146,331	275,000	253,523	239,401
Heads of Department	7,000	18,375	18,375	17,955
Other Staff	20,000	43,100	43,100	20,424
	<u>173,331</u>	<u>336,475</u>	<u>314,998</u>	<u>277,780</u>
PREMISES & OFFICE COSTS				
Rent & Rates	11,434	22,900	22,900	22,869
Utilities & Cleaning	3,313	11,500	15,500	7,635
Telecommunications	2,814	5,000	5,000	4,667
Printing, Postage & Stationery	4,500	9,000	9,000	10,682
Office Equipment Depreciation	769	2,000	3,000	1,538
Website & IT Maintenance	2,036	3,000	3,000	2,499
Other Office Costs	2,253	7,400	7,400	6,838
	<u>27,119</u>	<u>60,800</u>	<u>65,800</u>	<u>56,728</u>
PROFESSIONAL FEES				
Solicitors	13,367	18,500	12,500	14,161
Surveyors & Architects	51,804	83,000	73,000	70,074
Sustainability	1,440	3,500	3,500	3,480
Tree Consultants	11,289	16,000	20,000	42,840
Auditor	4,661	2,100	2,100	1,310
	<u>82,561</u>	<u>123,100</u>	<u>111,100</u>	<u>131,865</u>
OTHER COSTS & FEES				
Scheme Enforcement	12,666	25,000	25,000	29,594
Scheme Arbitrations	0	20,000	20,000	28,749
Certification Costs - Share	2,402	6,657	6,220	5,025
	<u>15,068</u>	<u>51,657</u>	<u>51,220</u>	<u>63,368</u>
TOTAL BASIC EXPENDITURE	<u>298,079</u>	<u>572,032</u>	<u>543,118</u>	<u>529,741</u>
INCOME				
Freehold Licences	(110,649)	(170,000)	(160,000)	(190,976)
Registration Fees	(1,079)	(3,000)	(3,000)	(3,145)
	<u>(111,728)</u>	<u>(173,000)</u>	<u>(163,000)</u>	<u>(194,121)</u>
NET BASIC EXPENDITURE	<u>186,351</u>	<u>399,032</u>	<u>380,118</u>	<u>335,620</u>

5. **The Scheme of Management Charge 2023/2024 & 2024/2025**

The demands for payment for the Scheme of Management Charge in respect of the years 2023/2024 (a balancing credit) and 2024/2025 (the on account estimate), were despatched in September 2024. Prior to despatch, copies of the Certificate and accompanying circular were sent to Trustees and to Advisory Committee representatives for comment.

To date, approximately 57.6% (2023/2024: 64.2%) of the total Charge has been received. Legal Charges are currently registered against 22 (2023/2024: 22) 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 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 2024 and the proposed increase, in line with CPI at 2.3% (rounded) for 2025.

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

b) Charge for registration of ownership

This charge was last increased with effect from 1 January 2024 (up from £105.00 to £112.00). The Service Level Agreement with Thackray Williams LLP is to increase the charge yearly in line with CPI. Please refer to table below which sets out the increased charge.

	<u>2025</u>	<u>2024</u>
Solicitors' fee	£71.08	£69.48
VAT @ 20%	£14.22	£13.90
Estate's administration charge	£28.88	£28.23
	<hr/>	<hr/>
	£114.18	£111.61
	(rounded to	(rounded to
	<hr/> £115.00)	<hr/> £112.00)

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

7. **Programme of Repairs, Maintenance & Improvements – Programme for the years 2024/2025 & 2025/2026**

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

a) Works for the year 2024/2025

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) Cleaning posts and rehangng of chains across all post and chain areas;
- iii) Fence repairs to Grove Meadow and Old Grammar School Field boundaries;
- iv) Railing repairs to Dulwich Wood Avenue triangle;
- v) The two finger posts have been reinstated on the Old College Forecourts
- vi) Timber lawn edging to be replaced shortly on the Old College Forecourts;
- vii) A programme of replacement tree planting throughout the Estate will commence shortly.

At this stage, expenditure on amenity works for the financial year is on budget.

b) Proposals for the year 2025/2026

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

- i) Wildflower turf to be laid within the post and chain areas in the Village;
- 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 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
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	
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	

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

9. **Advisory Committee Membership 2025**

The following is to be **NOTED** regarding the Advisory Committee composition for 2025;

James Thompson, having served his last year as a Dulwich Society representative of the Advisory Committee, is to nominate a successor.

Penny Stern will remain as a Dulwich Society representative until the year ending 2026.

A new Residents Association representative will be sought as Martyn Deane will have served his last year as a Residents Association representative of the Advisory Committee.

Lindsay Rosser will remain as a Residents Association representative until the year ending 2026.

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

Attached as Appendix II are the queries raised by the Advisory Committee representatives, with responses provided.

The Committee is **INVITED** to **NOTE** the responses provided.

11. **Programme of meetings for 2025**

Dates to be confirmed.

12. **Any other business**

13. **Date of next meeting**

To follow.

Date: 18 November 2024 at 16:06:56 GMT
Subject: Advisory Committee Meeting

I am writing with comments I trust you will consider at the ACM tomorrow.

In reference to the answers to independent members' questions 10 and 12, the DRA is astonished and disappointed to learn that the DE thinks the maintenance of grass verges and posts and chains is not a priority.

DE website states that the SoM is a system designed to protect the special character and amenities of Dulwich. Trimming grass verges, weeding gravel paths and maintaining posts and chains, whether maintained by DE or Southwark, should surely be seen to be undertaken to achieve this aim.

The first view any visitor has of Dulwich is the Village and it looks shabby. Its maintenance should be a priority.

Please ensure this response is recorded in the Minutes.

**Scheme of Management scale of charges for applications requiring a licence
with effect from 1 January 2025:**

	2025	2024
	£	£
Minimum application fee	137.00	134.00
Extension (minimum charge)	48m2	47m2
Loft conversion (minimum charge)	834.00	816.00
Replacement windows and doors	335.00	328.00
Change a door, a window, a gate or fence	137.00	134.00
Add dormer window	329.00	322.00
Add roof light	143.00	140.00
Add solar energy panels	137.00	134.00
New drive or hardstanding	299.00	293.00
Replacement of driveway material	137.00	134.00
Hard landscaping in rear garden	171.00	168.00
Garden building	48m2	47m2
Satellite dish	137.00	134.00
A new house or a swimming pool	48m2	47m2
Minor variations	137.00	134.00
To provide OS location plan	42.00	42.00
Reissuing/renewing lost licences	42.00	42.00
Retrospective Applications	Double scale fee	Double scale fee
Sale sign-off site inspection	237.00	232.00
Final consent inspection	119.00	117.00

Dulwich Estate Scheme of Management Advisory Committee meeting 19 November 2024

Questions from the independent members

1. How is the portal performing? Has the problem been fixed where letters were sent in error implying residents' roads would be closed?

The portal is performing well. We have addressed the confusion that this notification caused.

2. Please give an update on credit control of Scheme of Management fees in the light of last year's payment refusals and the lower bills this year. Have there been any comments from residents about the 2024 charges? What percentage of charge invoices have now been paid? Have you collected 100% of the 2023 charges? If not, will be the impact on the budget?

No comments have been received regarding this year's charges. 58% of total charges have been received. We have collected 83% of the 2023 charges. This does not impact on the budget.

3. Please provide an update of staffing sufficiency to deal with the Scheme of Management managers' workload. We have had an increasing number of frustrated parties complaining about service across the board, management, licences and finance.

Please be more specific in what services residents have been complaining about so that we can review these specific areas. Please refer these residents to NR & AB.

4. Has the Dulwich Estate attended any RA meetings lately and what are the issues residents are raising?

Would a public meeting/Q&A session with residents be helpful in shedding light on major concerns and how they might be addressed?

No, we would like you to refer anyone with any queries about the Estate to the surgery meetings please. If the Advisory Committee are aware of any major concerns the Surgery is the forum to address them direct with the Estate.

5. Enforcement processes – how are these progressing? Are the results as expected or does more need to be done?

Enforcement processes are working well. Results are as expected.

6. Please provide a summary of progress on the enforcement (relates to a number of properties) relating to the breaches of the guidelines in respect of front garden hard standings.

These are being dealt with as and when applications are received for works on a property that does not comply or at point of sale. The Scheme of Management is not actively targeting residents whose hardstandings do not comply unless they are new works.

7. Does the Scheme of Management pay Southwark to maintain the grass verges and posts and chains? When will Mr Brace engage with Southwark re this maintenance? Cllr Margy Newens has stated that she would appreciate being copied into any such correspondence.

No, Scheme of Management does not pay Southwark to manage the Scheme of Management amenity areas. Remainder of question to be addressed under Matters Arising.

8. Please update us on the position of the Tree Consultant.

Philip Louis, Tree & Landscape Manager joined the Estate on 4 November 2024, working 2 days for the Scheme of Management and 3 for the Estate.

9. When will Mr Macgregor consider and prepare a coherent plan of planting to restore a stylish aspect to the central part of Dulwich Village (roundabout to Gail's Bakery)?

There are no proposed changes to the tree planting plan in the village. As trees have been removed, they have been replaced with drought tolerant species.

10. Could you provide an update on the treatment of Japanese Knotweed and what the overall plan is to eradicate the weed (safely) across the Estate?

To be addressed under Item 8.

11. Please give an update on the Scheme of Management's thinking in respect of the sinking fund for significant enforcements which was due for discussion with the auditors in August.

There is no objection to the creation of a small sinking fund and we will continue to budget for a reasonable arbitration fund each year. However, the auditors will review the fund and if not used for a period of time, they may impose a limit on the amount.

12. Could we arrange a meeting with Andy and Nina for new/recent members of the Advisory Committee to discuss the charging mechanism?

Please provide additional clarification on the purpose/objective of this meeting.

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 19 November 2024

Present: Representatives of the Managers:
Irene Bishop (Chair)
Caroline Price

Representatives of The Dulwich Society and Residents Associations:
Martyn Deane (PWCWRRRA)
James Thompson (Dulwich Society)
Jane Lyons (Dulwich Village, College Road and Woodyard Lane RA)

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, Menna MacGregor, Lindsay Rosser and Penny Stern.

2. Minutes of the meeting held on 9 July 2024

The Minutes of the meeting held on 9 July 2024 were **APPROVED** by the Committee as an accurate record to be **SIGNED** by the Chairman.

3. Matters arising

Nina Rickman tabled the email dated 18 November from Lindsay Rosser (email included with the agenda). Adrian Brace confirmed the post and chain areas referred to do not fall within the Estate's remit and if residents and Dulwich Society are not happy with the way in which these areas are maintained then they would need to take this matter up direct with Southwark who are owners of these areas.

4. Accounts: Actual results for the six months ended 30 September 2024 and Forecast for the year ending 31 March 2025

Andy Irvine introduced the report circulated with the Agenda and confirmed the £39,000 figure for tree planting has been paid for by grant funding and therefore will not be included in the actual expenses. The grant funding was received from GLA Rewilding Fund.

This additional staff expenditure will be offset by Nina Rickman's job changing in the New Year with a greater portion of her salary allocation being paid by the Estate and therefore this cost should even out over the next 12 months.

The Committee **NOTED** the report.

5. **The Scheme of Management Charge 2023/2024 & 2024/2025**

Andy Irvine introduced the report circulated with the Agenda. 81% of the 2022/2023 charge has been collected. Actual collection rates for 2023/2024 stand at approximately 70%. A collection process is in place for this year and reminder letters/statements are due to be sent out to those who haven't paid. A separate letter will be formulated for those who didn't pay in the previous year to inform them of their obligations and that the Scheme allows interest to be charged on outstanding balances. Interest rates can be applied from the date they haven't paid. The Dulwich Estate will work with those residents who engage with them to explain any financial difficulties.

It is planned to upgrade the direct debit process so that residents can do an online application for direct debits.

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 and invited views.

- a) Agreed
- b) Agreed

7. **Programme of Repairs, Maintenance & Improvements – Programme for the years 2024/2025 & 2025/2026**

Nina Rickman introduced the report circulated with the Agenda. Nina Rickman informed the Committee that Philip Louis, the new Tree and Landscape Manager, has been appointed. It was noted that tree replacements should be climate change resistant and appropriate from a heritage perspective. Oliver Stutter will continue to deal with sustainability and grant funding and looking at opportunities to improve the sustainability of amenity spaces with funding, whereas Philip Louis will deal with general maintenance issues, Estate gardening contracts and tree licencing for both the SOM and the Estate.

Southwark have a wildlife network project and it was suggested the Estate engage with Margy Newens. The Dulwich Society would be happy to include information in the Magazine and Residents Associations would also be happy to share information.

8. **Scheme of Management information table**

The Committee **NOTED** the report.

9. **Advisory Committee Membership 2025**

Irene Bishop thanked James Thompson and Martyn Deane for their contributions over the years. Nina Rickman will be arranging Martyn's replacement. A Trustee of the Dulwich Society (Richard Wingfield) was proposed by James Thompson.

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

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

11. **Programme of meetings for 2025**

The programme of meetings for 2025 still needs to be finalised and Nina Rickman will forward meeting dates in the next couple of weeks.

12. **Any other business**

None.

13. **Date of next meeting**

The next meeting will be held in March 2025. Date to be confirmed.

02.01.2025