

CHALFONT HEIGHTS ROADS COMMITTEE
62nd Annual General Meeting
to be held on
Friday 15^h March 2019, at 19.30
at Chalfont St Peter Parish Church Hall, Church Lane

AGENDA

- 1. Welcome**
- 2. Apologies for Absence**
- 3. Minutes**
- 4. Financial Report and Accounts for 2018**
 - a. To consider the content
 - b. To approve and adopt the Financial Report and Accounts
- 5. Chairman's Report**
 - a. To consider and accept the Chairman's report
- 6. Committee Reports for 2018**
 - a. To consider the content and matters arising from under-noted sub-sections of the Report:
 - i. Communications
 - ii. Development, Planning and update on the District Council's Local Plan
 - iii. Roads, Signs and Snow
 - iv. Trees, Islands, Verges & Gates
 - v. Neighbourhood Watch
 - b. To approve and adopt the sub-sections of the report
- 7. Key decisions**
 - a. To confirm that the Annual Subscription should remain unchanged at £300 for 2019
 - b. To confirm that the basis for computation of Development Fees, and level of fees, should remain unchanged.
 - c. To confirm that we should continue our claim against a resident for unsettled charges.
- 8. Committee**
 - a. Appointment of Committee for 2019
- 9. Other Business**

If a resident would like to raise an item of any other business at the meeting, notice in writing must be sent via the website <http://www.chrc.org.uk/contact-us/> at least 7 days before the meeting.

- 10. To close the Meeting**

Only residents who have been admitted as members of Chalfont Heights Roads Committee Limited, or their proxies, are entitled to vote at the Annual General Meeting of that company, which will be held immediately after the Estate AGM

CHALFONT HEIGHTS ROADS COMMITTEE LIMITED

Notice is hereby given that the Annual General Meeting of Chalfont Heights Roads Committee Limited will be held immediately after that of Chalfont Heights Roads Committee which begins at 19.30, on Friday 15^h March 2019 at Chalfont St Peter Parish Church Hall, Church Lane, to transact the following business:

- 1. To approve the Financial Report and Accounts for 2018**
- 2. To fix the Annual Subscription for 2019 at £300 pa**
- 3. To elect Directors**

The current directors are deemed to cease to hold office at the conclusion of the meeting, but may be re-elected. The following directors offer themselves for re-election:

Michael Bird
George Eykyn
Peter Gourd
Jane Greaves
Jim Greaves
Ann Marchetti
Jon McGowan
Keith Quilter
Mark Simmons

- 4. Other business**

If a member of Chalfont Heights Roads Committee Limited would like to raise an item of any other business at the Annual General Meeting of the company, notice in writing must be sent via the CHRC website <http://www.chrc.org.uk/contact-us/> or to the Chairman at Kilima, Lincoln Road, Chalfont St Peter, SL9 9TG at least 7 days before the meeting.

Chairman's Report

I would like to begin by thanking my colleagues on the Committee for their enthusiasm and dedication over the last year. Without their hard work and expertise, the task of maintaining the roads, trees and verges on your behalf would be an impossible task.

Terry Ansell and Jasper Garnham both retired from the Committee at the last AGM, Terry as the architectural adviser to the Planning sub-committee and Jasper as the Committee member responsible for the trees and verges on the estate. Both dedicated many years to the estate, making a very significant contribution. On behalf of all of us, a very big thank you to Terry and Jasper.

In this last year we suffered two sad losses: Gillian Ralphs and Derek Bryan. Gillian brought enthusiasm to the Planning sub-committee and we will all miss her positive attitude. Derek, a former chair of CHRC, made an important contribution to the estate over the years. A tribute to him was posted on the Chalfont Heights website, www.chrc.org.uk.

The trend to upgrade properties has continued in the last year. We are extremely fortunate that Jim and Jane Greaves were appointed at the last AGM, both being practising architects. Jim's report on development is included in the sections below.

Regarding the proposal to remove the Green Belt designation of Winkers/Butlers fields, an independent impact report was commissioned by Paccar Scout Camp. Thank you to those residents who contributed funds in support of that initiative. The report is in the process of being prepared, and we look forward to it being published.

Mike Bird has joined the Committee this year as the person responsible for the trees and verges. He has settled in successfully to the task and his report is again included below.

This was the year in which we sought everyone's agreement to us retaining their contact details on our database, in compliance with the new General Data Protection Regulation. This was a challenging task for us, successfully led by George Eykyn. Thank you all for your co-operation.

During the year, one of the properties on the estate suffered damage from a tree fall. This gave rise to an unsuccessful insurance claim which alerted us to the fact that our insurers will not pay out on such claims. We did inform everyone at the time, and asked that you check your insurance policy to confirm that it provides cover for damage from falling trees.

Last year, residents at the AGM approved the Committee taking legal action in the Small Claims Court against any residents who refused to pay their outstanding dues. In all but one case, initiating a legal claim led to a satisfactory settlement of the claim. The single outstanding claim has yet to come before the court, because an earlier hearing was adjourned until later this year. At the forthcoming AGM, we will be asking residents to reconfirm that they are happy for us to continue with the legal action to recover overdue subscriptions.

While we have a strong team of individuals on the Committee, there is always a need for further volunteers. If this is something you might like to do, please come and talk to us at the AGM. We would very much like to welcome new people onto the Committee.

We look forward to seeing many of you at the AGM on Friday 15th March. Thank you.

Peter Gourd
Chairman

Communications (George Eykyn & Jon McGowan)

We have maintained the range of email alerts offered on behalf of the Committee, including alerts for new planning applications and planning appeals relating to the Estate. Subscriber numbers have been maintained for each email service: some 179 households subscribe to the Roads Committee emails about the Estate (this represents 89.5% of our residents).

In addition, we continue to communicate in hard copy to every house for the most important documents - the Annual Report, the report of the AGM, annual subscription details, etc. We may consult residents during the coming year on moving to electronic copies for those residents who are willing, rather than routinely printing and hand-delivering 200 hard copies of all important documents. Our website, www.chrc.org.uk, continues to be a useful tool and a repository of information about the estate.

We communicated with all households on the estate to update contact details, and to comply with the terms of the EU General Data Protection Regulation (GDPR) which came into force in May 2018, tightening up data protection regulations. We shared a GDPR policy statement with residents, outlining what data we request their permission to hold and why, asking for their explicit consent, and making clear how they can withdraw their consent at any time. We used the same exercise to update our contact details for each property, because in some roads the contact information we held was out of date.

The following properties either have new occupants or may not have responded to our emails and GDPR forms; if their occupants are kindly able to email geykyn@btopenworld.com that would enable the Committee to record their wishes under GDPR and ensure contact details are accurate:

- Kraal, Woodside Hill
- Silver Birch, Winkers Lane
- Tanglewood, Upway
- Pine Cottage, Sandy Rise
- Cariads, Lewis Lane
- 3 St Peter's Close, Lewis Lane
- Hillside, Lewis Lane
- Sherwood, Chiltern Hill

It really helps if a member of the Roads Committee is told when new residents move into the estate. With at least an email address, we can send them a welcome pack and offer them the different email alerts. Thank you very much.

Finance (Keith Quilter, Treasurer)

A full set of accounts will be available at the AGM, and a hard copy will be posted out with the minutes for those not present. Almost all residents have now paid their subscriptions, but about 30 households either did not pay by the deadline, or paid an incorrect amount. Bank errors and rented properties were the explanation in some cases, but not the majority of them. Though better than the same time last year, the situation remains unacceptable and the Committee is determined to remedy it.

The Committee recommends that subscriptions for 2019 remain the same. If ratified at the AGM, subscriptions will be due by the end of May, preferably by standing order.

Regrettably, the Committee continue to consult on taking legal action against residents who arbitrarily choose not to pay the correct total for road charges and development fees.

Bank details

Account name: Chalfont Heights Roads Committee Ltd

Account number: 11431641

Sort Code: 401769.

Please use your house name as reference.

CHALFONT HEIGHTS ROADS COMMITTEE

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2018

2017		2018
	Income	
55,368	Annual Subscriptions Received	54,895
	Report fees	-
14,322	Development charges	2,958
5	Interest Received	12
<u>69,695</u>	Total Income	<u>57,865</u>
	Expenditure	
5,533	Roads Maintenance	68,082
109	Bank Charges	88
2,280	Tree Maintenance	6,441
959	Insurance	729
193	Secretarial & AGM	432
864	Accountancy	1,215
441	Legal & Professional Fees	3,289
<u>10,379</u>	Total Expenditure	<u>80,276</u>
<u>59,316</u>	Surplus/(Deficit) for year carried to Balance Sheet	<u>(22,411)</u>

BALANCE SHEET AS AT 31 DECEMBER 2018

2017		2018		2017		2018
	Capital Account					
76,663	Balance B/F	135,979			F/H Est. & Verges	
59,316	Surplus/(Deficit) for Year	(22,411)			Bank	
				124,257	Current Account	101,869
				12,586	Deposit Account	12,599
				-	Six Months Bond	-
				136,843	Total Bank and Bond	114,468
					Creditors:	
				(864)	Accruals	(900)
				-	Corporation tax	-
<u>135,979</u>		<u>113,568</u>		<u>135,979</u>		<u>113,568</u>

for and on behalf of the Committee

Keith Quilter
Hon. Treasurer

Peter Gourd
Hon. Chairman

Development (Jim & Jane Greaves)

(Sub-Committee: A Marchetti; P Gourd)

It has been a busy year for the Development sub-committee. During the course of 2018 the Committee has given consideration to 18 ongoing or new development proposals.

Last year we reported that there was an outstanding development fee on one of the developments and Peter has given a brief update on this in his Chairman's report, but the payment of the development fee continues to be problematic. To remind residents: the development fee is a fee payable to the CHRC when new development within the estate is undertaken. It was introduced as a means of obtaining additional funding for the repair and upkeep of the roads to cover the extra wear and tear that our roads, and particularly verges, are subjected to by contractors' and suppliers' vehicles.

Increasingly the Committee is made aware of applications that have been directly submitted to the Chiltern District Council (CDC) without consultation with the CHRC. Residents are reminded that they or their agents are advised to consult with the CHRC development sub-committee before applying to CDC for planning permission. At this stage the architectural adviser may review the proposed application and where appropriate provide guidance. This guidance, if given, will be general in nature because the development process needs to consider the views of the neighbouring properties and they would not have been consulted at that time. The proposals are then shared with the CHRC for comment.

The Estate is still subject to the ambitious development aspirations of a number of developers who are looking to over-develop sites by reducing established plot sizes. The most recent attempt, on Ellis Avenue, has been fought through the planning process and has so far has been resisted. It is important for all residents to be aware of planning applications that may affect them and make necessary objections to the CDC planners, as and when necessary.

Another issue that the Committee is increasingly required to deal with is inappropriate development within the Estate. As a good many of you know, the Estate is designated as an Established Area of Special Character. This character is described, within the Chalfont St Peter Neighbourhood Plan as:

Strong rectilinear road layout and large plot sizes. Planned nature of the area gives it a strong uniform appearance. Houses are generally large, two-storey detached homes set within large plots. Front gardens are deep and contain a variety of lawns, hedges, trees and shrubs. The roads have a distinctive character with narrow carriageways and soft verges. Grass verges are planted with mature deciduous trees which are a particular feature in the street scene. The deep front gardens in this area add to the green, leafy character. Many houses do not have front boundary treatments adding to the informal feel of the area.

Close boarded or solid fences and structures such as car ports set within the front lawn of the dwelling have an adverse effect on the character of the estate. The CHRC recognises that residents sometimes wish to erect fences for reasons of security but we ask that these comprise low steel railings inset with hedge planting to preserve the green leafy character of the dwelling frontages.

The Chiltern and South Bucks Councils are proposing to introduce a Community Infrastructure Levy (CIL) of £150/ m² on all development over and above 100m² (extensions in excess of two rooms at ground and two rooms at first floor level). It is the Committee's view that the charge is too high; and it is a charge that should be levied on developers rather than on individual householders just looking to improve their properties. The CHRC has therefore made written representations to this effect.

Roads, Signs and Snow (Mark Simmons)

Snow

There was a brief period of cold weather and accompanying snowfall during January 2019. Many thanks to the snow team who responded to grit the road surface and clear the snow at this time.

Usage of salt/grit has not been heavy this year. Grit bins were replenished during the year. Should any grit bins not be full, then please let the one of the snow team know, or email contact@chrc.org.uk.

We remind you that the Estate has volunteer snow teams who tackle clearance of roads at these times. We have a grit spreader which was purchased by the Estate several years ago. This normally proves to be a reasonably efficient way of spreading grit/salt on the roads. Further volunteers to assist clearing snow from the Estate roads are always welcomed.

Signs

Very little work was required to any signs or fencing on the Estate during 2018. From time to time we employ the village Haywarden to carry out repairs to any damaged signs and fencing.

Road resurfacing and associated works, 2018

Road resurfacing and patch repair works were undertaken over a two-week period in mid-October 2018. The road surfaces of Lincoln Road, Lincoln Road Spur and Winkers Lane were completely resurfaced. Elsewhere on the Estate surface patching and drainage improvement works were undertaken.

In conjunction with the periodic major resurfacing works, we undertake a programme of patch repairs to emerging potholes and areas where the surfacing is starting to deteriorate. We expect these minor patching works to extend the life of the road surface and therefore extend intervals between major resurfacing works.

There are a few locations on the estate where ponding water collects after heavy rainfall. This year we improved an area along Ellis Avenue near the low point in the road by installing a new gully at the low point and connecting the drain to a local soakaway. In 2019, we will look at an area on Upway.

Over the years we receive comments about speed bumps around the Estate. As roads are used, the asphalt surface moves. This is why one gets "tram-tracks" in the slow lanes of motorways which are more used by HGV vehicles. We experience a similar issue at our more highly loaded sections of Estate roads, the approach side of our speed bumps. The shape of the speed bump gradually changes over time. Therefore, from time to time we reshape various speed bumps around the Estate.

In conjunction with the resurfacing works in 2018, we undertook a trial to explore the impact on vehicle ride and speed of by reducing the height of speed bumps along Lincoln Road and Winkers Lane. Bollards were left in place to advise drivers of the location of the speed bumps. The speed limit within the Estate remains at 15mph. We were expecting that drivers would continue to observe the 15mph speed limit whilst ride would be improved by not having to negotiate high speed humps.

Since the resurfacing work was undertaken in October, there have been reports about vehicles being driven in excess of 15mph particularly along Lincoln Road and Winkers Lane. Excessive speed is a particular issue on our Estate roads as pedestrians frequently use our roads. Not all communication has been adverse; we have also received thanks for reducing the height of the speed bumps. On

balance, however, we consider that the trial to reduce the height of the speed bumps on Lincoln Road and Winkers Lane has not been successful. We have now therefore put together a programme to increase the height of the lowered speed bumps during our 2019 programme of works.

We have recently carried out the annual inspection of the roads and speed bumps around the Estate, and are now preparing a programme of work for our resurfacing contractor to be undertaken in Spring 2019. The preliminary output from this inspection is that the roads are generally in reasonable condition, but there are a few areas where patching is required. The principal item to note is that we are likely to consider deferring the resurfacing of Sandy Rise, Upway and part of Upper and Lower Chiltern Hill from 2019 to 2020: due to the successful active programme of patching works over the years the condition of the road surface has been maintained. We are likely to conclude that the programme of resurfacing works can be deferred.

Planned road resurfacing and associated works, 2019/2020

The table below provides our current resurfacing programme:

Lincoln Road speed bumps	Spring 2019
Winkers Lane speed bumps	Spring 2019
Various surface patching works	Spring 2019
Upway drainage works	Spring 2019
Drainage gully maintenance and cleaning	Spring 2019
Sandy Rise	Spring / Summer 2020
Upway	Spring / Summer 2020
Chiltern Hill Lower	Spring / Summer 2020
Chiltern Hill Upper	Spring / Summer 2020
Woodside Hill	Spring / Summer 2021
Other roads	Post 2021

Trees, Islands, Verges & Gates (Michael Bird)

I was very pleased to be elected to the Chalfont Heights Roads Committee at the AGM last year, taking on responsibility for the Trees, Verges and Islands, and I'm very appreciative of the help I've received from the previous incumbents of the role, namely Jasper Garnham and Jonathan Pegler (who took on a temporary 'verges' role following his standing down from chairmanship of the Committee). They left the verges and trees in a good state, and I am grateful for the advice I received on taking up the role.

The aim of the original Trustees of the Estate was to offer residents a peaceful, leafy, rural location, close to the village, and yet with quiet roads and well-kept verges and trees. Most of us moved onto the Estate to enjoy these features, and the Committee will strive to maintain these standards. I see my role as being a partnership with residents, and I'm always grateful when residents offer suggestions or alert me to any issues with the trees and verges. I'm pleased to report that nearly all residents maintain their verges in a good state, and in some cases there have been some good improvements, e.g. re-turfing of the verge. I should also point out that the trees and shrubs on the verges are in fact *owned by CHRC*, and that I should be alerted if any significant work on the verges and trees is required.

To help maintain the trees and verges, we have an excellent relationship with Paul Morris of Fineland Forestry, and Mike Stevens, the Haywarden, who conducts many of the smaller jobs. For example, last Autumn, the Haywarden kindly re-painted all 96 bollards on the Estate!

The work with the verges and trees falls into three main categories: 1) dealing with storm/weather damage; 2) dealing with damage caused by vehicles, usually contractors' and delivery vehicles; 3) keeping an eye on overgrowth of trees and shrubs, and on ageing or diseased trees, which may represent a risk to people or property. In the latter category, Fineland Forestry conduct bi-annual surveys of the Estate and advise us of any work that is required. We are concerned that many of our trees are ageing, which increases the risk of branches falling off or whole trees coming down in severe weather. The surveys are important for ensuring that the trees are kept in good condition, which is a requirement of our insurance.

In terms of weather damage, we did suffer some damage in storms and after the snow last year, but Fineland Forestry responded quickly to rectify the damage.

In terms of damage caused by vehicles, there have been several incidents. One incident, reported at last year's AGM, was caused by a Refuse Collection Vehicle and resulted in damage to the kerb, verge and bollard on a bend in Sandy Rise. The incident was the subject of an insurance claim against CDC and its contractor, and I'm pleased to report that we were successful in the claim and that the restorative work is now nearly complete. Another incident, also in Sandy Rise, involved a large delivery truck with a trailer, which reversed into a silver birch tree, completely felling the tree. The tree fell across the road, causing an obstruction at 8am, one of the busiest times along the road. Fortunately, six of us, including our Chairman, were able to move the tree to the side of road, and Fineland Forestry removed the tree within a couple of hours. Some damage to verges has been caused by developers or their contractors, and I'd like to remind residents that it is a condition of development projects that any damage to verges and trees is made good by the end of the development. On the subject of development, there have been an increased number of properties erecting metal railings at the front boundary of their properties. To maintain the leafy, rural character of the Estate, we ask that a natural hedge is planted in front of any metal railings, and I can report that to date all new developments have complied with this request.

As for future plans, we will be surveying the Estate with a view to planting new trees in various locations, continuing the programme of cutting back some of the larger trees to minimise the risk of damage, and identifying any dying/diseased trees for removal and re-planting.

Neighbourhood Watch (George Eykyn)

The scheme has continued to be valued by residents, with more than 200 subscribers to the email alerts. The estate also continues to operate a No Doorstep Selling Zone.

Since Feb 2018, there were a total of 8 crimes in the estate formally recorded by the police. Two of these were burglaries: Winkers Lane (April), and Ellis Avenue (October). Other recorded offences involved anti-social behaviour, drugs, vehicle crime and possessing a weapon.

The police requests to us all remain the same:

- If you see anything suspicious, please call the police non-emergency number, 101.
- If you go away please set timer switches; it is glaringly obvious that a house is unoccupied if there are no lights coming on and off.
- Please look out for your neighbours; if you see anything unusual, make a note (descriptions, vehicle registrations etc) and call 101.

Committee

The current members of the Roads Committee are as follows:

Peter Gourd (chair, development)	Kilima, Lincoln Road
George Eykyn (communications)	Timbers, Chiltern Hill
Ann Marchetti (development)	Orchards, Lewis Lane
Jon McGowan (communications)	Tickencote, Upway
Keith Quilter (finance)	Beam Ends, Winkers Close
Mark Simmons (roads)	Old Maples, Sandy Rise
Michael Bird (trees, verges)	Birchwood, Lincoln Road
Jane Greaves (development)	Pembroke Lodge, 19 Upway
Jim Greaves (development)	Pembroke Lodge, 19 Upway

Jasper Garnham has stood down from the Committee. All other members are standing for re-election at the Annual General Meeting on Fri 15th March 2019.