

CHALFONT HEIGHTS ROADS COMMITTEE
63rd Annual General Meeting
to be held on
Thursday 20th February 2020, 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 2019**
 - 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 2019**
 - 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 2020
 - 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 2020
- 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 Thursday 20th February 2020 at Chalfont St Peter Parish Church Hall, Church Lane, to transact the following business:

1. To approve the Financial Report and Accounts for 2019

2. To fix the Annual Subscription for 2020 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.

Keith Quilter is the longest serving member of the committee. He is responsible for the accounts of the estate, and for managing the collection of fees and paying our creditors.

George Eykyn & Jon McGowan continue to look after communications with residents. I am sure you will agree they both do an excellent job.

The trend to upgrade properties has continued in the last year. We are extremely fortunate that Jim and Jane Greaves both being practising architects, continue to look after us in reviewing and advising residents on planning matters. Jim's report on development is included in the sections below.

The fight to stop the proposal to remove the Green Belt designation of Winkers/Butlers fields continues, with Jim Greaves representing our interests.

Mark Simmons is our engineer and it is his expertise which enables us to maintain the roads so well.

Mike Bird is responsible for the trees and verges. He has undertaken a survey of the mature trees on the estate and his report is again included below.

Last year, residents at the AGM confirmed that they supported the committee in continuing the litigation against a particular resident to recover overdue subscriptions. The reconvened hearing was held in the Uxbridge Crown Court, but was adjourned because the judge felt that insufficient time had been allowed for the hearing. A new date has not yet been allocated but we again wish to confirm the approval of residents to pursue the case. Each time we attend court we suffer our barrister's fee of £3,000. Unfortunately I do not feel competent to attend the hearing without our barrister since the resident in subscription arrears has significant legal expertise.

While I believe the committee is a strong team of individuals, there is always room 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 Thursday 20th February. Thank you.

Peter Gourd
Chairman

Communications (George Eykyn & Jon McGowan)

We have maintained the range of email alerts offered on behalf of the Committee. Around 180 households subscribe to the Roads Committee emails about the Estate – ie about 90% of our residents.

At the 2019 AGM, residents approved us moving to primarily electronic (email) distribution of key documents like the Annual Report. We are therefore implementing the change for this year's AGM and Annual Report, though for residents whom we are unable to email, we will continue to deliver a hard copy.

Our website, www.chrc.org.uk, remains a useful tool and a repository of information about the estate.

We continue to comply with the terms of the General Data Protection Regulation (GDPR) which came into force in May 2018, tightening up data protection regulations. Our privacy policy is available on the website. All new residents are asked for their consent for their personal information to be used, and emails on estate and Neighbourhood Watch matters remind recipients of their right to withdraw their consent at any time.

As always the Committee is grateful for any help from residents putting new neighbours in touch with us. It really helps. With at least an email address, we can send them a welcome pack and offer them the different email alerts. We are keen to obtain email contacts for the following properties, if their occupants would kindly email geykyn@btopenworld.com or contact@chrc.org.uk:

- Tanglewood, Upway
- Rose Lawn, Ellis Avenue
- Oakridge, Ellis Avenue
- Penton, Sandy Rise

Thank you very much.

Finance (Keith Quilter, Treasurer)

A full set of accounts will be available at the AGM, and a copy will be posted out with the minutes for those not present. Almost all residents have now paid their subscriptions, but about 20 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 2020 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 ROAD COMMITTEE
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

2018		2019
	Income	
54,895	Annual subscriptions received	55,219
0	Wayleave charges	589
2,958	Development charges	6,656
12	Interest received	25
57,865	Total Income	62,489
	Expenditure	
68,082	Roads maintenance	1,286
88	Bank charges	77
6,441	Tree maintenance	6,860
729	Insurance	852
432	Secretarial & AGM	248
1,215	Accountancy	1,374
3,289	Legal & professional fees	9,124
80,276	Total Expenditure	19,821
(22,411)	Surplus/(Deficit) for year carried to Balance Sheet	42,668

BALANCE SHEET AS AT 31 DECEMBER 2019

2018	2019	2018	2019
Capital Account			
135,979	Balance B/F	113,568	
(22,411)	Surplus/(Deficit) for the year	42,668	
113,568			
		113,568	
			156,236
			156,236
			156,236

	Bank	
101,869	Current Account	144,512
12,599	Deposit Account	12,624
-	Six Months Bond	-
114,468	Total Bank and Bond	157,136
	Creditors:	
(900)	Accruals	(900)

for and on behalf of the Committee

Keith Quilter
Hon. Treasurer

Peter Gourd
Hon. Chairman

Development (Jim Greaves)

(Sub-Committee members: Jane Greaves; Peter Gourd)

It has been a busy year for the Development Sub-Committee. We have dealt with eleven applications for development approval some at the pre-consultation stage and some when they are being dealt with by the planners. It is good if residents consult with us prior to making applications because it can cut down on potential abortive work. We are happy to provide advice and guidance to residents albeit the planning development process is more involved and considers, more widely, the views of neighbours. In our response to applicants we recommend that they talk to their neighbours but this advice is not always followed.

Once an application has been approved and proceeds to construction a development fee is due to be paid to the CHRC. This fee is based upon the scope of the development works and is introduced to cover the additional costs associated with the wear and tear on the estate's roads caused by contractors and suppliers vehicles.

I am happy to report that Embryo Properties have again been unsuccessful in their overly ambitious plans to develop the adjoining Lantern and Redlands sites at the corner of Ellis Avenue and Chiltern Hill. The planners accepted our argument that the site would be overdeveloped, project too far into Chiltern Hill and result in a development that would not be sympathetic to the prevailing character within this area of the Estate.

The Sub-Committee has also been involved in ensuring that the music festival which took place at Winkers Nightclub on the 1st June did not cause an unacceptable nuisance to nearby residents. The festival organisers set up sound monitoring equipment within the estate and monitored and adjusted sound levels over the course of the entire day.

A significant amount of the Development Sub-Committee's time has been spent on formulating a response to the Chiltern & South Bucks 'draft' Local Plan 2036. This was submitted in August 2019 and we have now reviewed the Inspector's response to the consultation. I am happy to say that he is questioning Chiltern & South Bucks about a number of the issues that we raised. Our submission is available to read together with all of the other consultation responses on the Chiltern & South Bucks consultation portal:

<https://chilternandsouthbucks.objective.co.uk/portal/>

It is not the easiest website to navigate, but the Butler's Fields site is listed as "11.9 Policy SP BP8 - Chalfont St Peter - South East". If you open the link and go to 'read documents and view comments' and then click on 11.0 and select 11.9 and then 'view comments' on the header - you will be able to read all of the consultation responses made in connection with this site.

Roads, Signs and Snow (Mark Simmons)

Snow

There has been no significant snow since the 2019 AGM. Accordingly, usage of salt/grit has been very light 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.

Many thanks to the team, who remain ready to respond to apply grit to our road surfaces and clear the snow when needed. We remind you that a grit spreader was purchased by the estate several years ago. New volunteers to join the snow team are always welcome.

Signs

The entrance gate and signage at Lower Chiltern Hill has been damaged. This will be repaired following the completion of the building works being undertaken in the same area.

Road resurfacing and associated works, 2019

No road resurfacing works were undertaken during 2019.

During the resurfacing works in 2018, we undertook a trial to explore the impact on vehicle ride and vehicle speed by reducing the height of speed bumps along Lincoln Road and Winkers Lane. Bollards were left in place to signal the location of the speed bumps to drivers. We expected drivers would continue to observe the 15mph speed limit whilst the ride would improve.

Unfortunately, as we reported at the last AGM, some vehicles are being driven in excess of 15mph, particularly along Lincoln Road and Winkers Lane. Excessive speed is a particular issue on our estate roads as there is no separate footway for pedestrians to use. At the last AGM we advised that the trial to reduce the height of speed bumps on Lincoln Road and Winkers Lane had not been successful. We have put together a programme to increase the height of the lowered speed bumps along Lincoln Road and Winkers Lane. These works will be carried out during Spring 2020.

In parallel with 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.

We have recently carried out the annual inspection of the roads and speed bumps around the estate. The output from this inspection is that the estate roads are generally in reasonable condition; however there are a few areas where patching is required. We advise that we are likely to consider deferring the resurfacing of Sandy Rise, Upway and part of Upper and Lower Chiltern Hill again, from 2020 to 2021. 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, 2020/2021

Lincoln Road and Winkers Lane speed bumps	Spring 2020
Various surface patching works	Spring 2020
Drainage gully maintenance and cleaning	Spring 2020
Sandy Rise and Upway	Spring / Summer 2021
Upper Chiltern Hill and Lower Chiltern Hill	Spring / Summer 2021
Woodside Hill	Spring / Summer 2022
Other roads	Post 2022

Trees, Islands, Verges & Gates (Michael Bird)

I am pleased to report that there have been relatively few issues with the trees and verges over the past year.

As a result of the biannual survey conducted by our tree surgeon, as well as the vigilance of residents, several dead or dying trees have been removed, and where appropriate, these trees have been replaced by planting saplings. One tree was knocked over by a contractor, and subsequently removed, and there have been a few incidences of the verges being damaged by contractors' vehicles. Unfortunately, it is not always possible to identify the contractor involved, and we then rely

upon our Haywarden to conduct the restorative work to verges and any bollards that are knocked over. Another aspect of our work is to prune back excessive growth of overhanging branches, and to keep the islands in good shape. One further incident involved damage to the Chalfont Heights sign at the lower end of Chiltern Hill, and the Haywarden has been asked to make good the damage. Where we can identify who caused the damage to the verges and trees, we will pursue the offender for costs, but where we don't have the evidence, unfortunately we have to use Chalfont Heights funds to maintain the character of the estate, which hopefully we all respect and enjoy.

I would like to convey a few thank you's. Firstly, I would like to thank the residents for maintaining their verges in such a good state and for alerting me to any concerns. I cannot regularly patrol all of the estate's roads for any issues, and I always encourage residents to alert me to any concerns or issues they may have with the trees and verges.

Secondly, I would like to thank our tree surgeon, Paul Morris, who runs Fineland Forestry. Paul knows his trees very well, and conducts at least two surveys a year on the state of our trees. We need to ensure that our trees are in good condition to minimise the risk of trees falling down and causing damage to property or persons. Paul gives our Estate priority should any work be required urgently. I would also like to thank our Haywarden, Mike Stevens, who conducts many of the smaller jobs that are periodically required.

One initiative I started last year was to conduct a complete analysis of all of the trees on the estate. Using a map of the estate, I plotted the location of virtually every tree on the estate -- all 435 of them! Then Paul Morris very kindly identified most of the trees, and indicated whether the trees were young, middle-aged or approaching old age. This information is being used to formulate a strategy for managing the trees on estate, for example by predicting which trees are likely to require re-planting over the next several years. In fact, the vast majority of our trees are in the 'middle-age/mature' category and are unlikely to require replacing in the next 10 years or so, unless they become diseased. Only half a dozen or so trees are approaching old age and will require replacing in the near future.

You may be interested in some of the stats regarding the estate's trees. Amongst the 430+ trees on the estate, we enjoy 32 different species of trees -- a good mix. The most common species are Lime, Sycamore, Cherry, Silver Birch and Oak. The rarer trees include a couple of Damson trees, and a Poplar tree. The survey has allowed me to identify locations where there are gaps in tree-lined roads, and we aim to plant 10 - 12 trees to fill these gaps and ensure that the estate is mainly tree-lined for future generations. We also intend to maintain a good diversity of trees to minimise the risk of the tree population being decimated by disease, which can spread through a single species very rapidly.

Neighbourhood Watch (George Eykyn)

The NHW 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.

Towards the end of 2019 we set up a Chalfont Heights Neighbourhood Watch "WhatsApp" group, for those residents with smart phones who wanted to receive immediate communication of the most important information -- such as any police appeals or descriptions of individuals or vehicles sought. There is also a WhatsApp group for all NHW Co-ordinators in Chalfont St Peter, so occasionally one of their messages may be shared. Around 50 residents in the estate asked to join the estate's NHW WhatsApp group. Anyone who would like their mobile number added should contact geykyn@btopenworld.com. It should be stressed that the WhatsApp group is used very sparingly: it has transmitted just one alert so far, from another NHW scheme wanting to let other people in the village know immediately about a burglary in Austenway.

Since Jan 2019, there were a total of 2 crimes in the estate formally recorded by the police. These were classed as “violence or sexual offences”. They occurred in Chiltern Hill in March, and in Sandy Rise in September. There were no reported burglaries in Chalfont Heights. However in early January 2020, the local neighbourhood policing team reported that there had been 15 burglaries in the Chalfont St Peter area in the two months from the start of November. Some of these included homes burgled on New Year's Eve.

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	893971
George Eykyn (communications)	Timbers, Chiltern Hill	888828
Ann Marchetti (development)	Orchards, Lewis Lane	883114
Jon McGowan (communications)	Tickencote, Upway	07851 296165
Keith Quilter (finance)	Beam Ends, Winkers Close	882020
Mark Simmons (roads)	Old Maples, Sandy Rise	07812 985378
Michael Bird (trees, verges)	Birchwood, Lincoln Road	882530
Jane Greaves (development)	Pembroke Lodge, 19 Upway	886117
Jim Greaves (development)	Pembroke Lodge, 19 Upway	886117

All members are standing for re-election at the Annual General Meeting on Thurs 20th February 2020.