

CHALFONT HEIGHTS ROADS COMMITTEE
60th Annual General Meeting
to be held on
Friday 17^h March 2017, 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 2016**
 - 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 2016**
 - 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 and Security
 - 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 2017
 - b. To confirm that the basis for computation of Development Fees, and level of fees, should remain unchanged.
- 8. Committee**
 - a. Appointment of Committee for 2017
- 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 17th March 2017 at Chalfont St Peter Parish Church Hall, Church Lane, to transact the following business:

1. To approve the Financial Report and Accounts for 2016

2. To fix the Annual Subscription for 2017 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:

Jonathan Pegler (standing down as Chairman)

George Eykyn

Jasper Garnham

Peter Gourd

Jon McGowan

Ann Marchetti

Keith Quilter

Mark Simmons

The following person offers herself for election:

Gillian Ralphs

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 Melbury House, Lincoln Road, Chalfont St Peter, SL9 9TQ at least 7 days before the meeting.

Chairman's Report

This is my final report as Chairman of the Roads Committee. As many of you know, I shall be stepping down as Chairman at end of the AGM, though I shall be happy to remain on the Committee if re-elected. I have been proud to act as Chairman, but increasing family and other commitments mean that I have less time to devote to Estate affairs and, in any event, my view is that in any organisation periodic change is appropriate and necessary.

This has been a busy four years and it is perhaps appropriate for me to provide a summary.

One thing that has become evident to me is that not everyone on the Estate understands how the Estate works, so perhaps I should attempt an explanation. Chalfont Heights Roads Committee Limited ("CHRCL") acts as the trustee (for the benefit of the owners of the properties on the Estate) in owning and maintaining the roads and verges and the benefit of the covenants attaching to the individual properties. CHRCL effectively does three things on behalf of the Estate owners:

- it decides what work needs to be done on roads (by far the biggest proportion of cost), verges and other matters and when that work should be done;
- it decides how the cost of work and expected future maintenance should be spread amongst Estate property owners and others, through annual subscriptions and development fees;
- it attempts to maintain and enhance the character of the Estate by exercising its rights in relation to development of Estate properties subject to covenants and by representing the Estate's position in respect of proposals that might affect the Estate and by promoting good standards of conduct on the Estate.

Before reviewing what has happened in each of these areas during the past four years let me add some further explanation about the annual subscriptions and development fees. Neither charge is designed to make a profit for anyone; the charges are designed to spread the costs of necessary work among the Estate property owners:

- those who undertake development work on their properties pay a specific charge to reflect the increased wear and tear on our roads;
- the expected cost of major resurfacing is spread over the expected period between resurfacing so that the owners in any year bear the approximate cost of the wear and tear in that year, through their subscriptions; and
- each annual subscription also meets the routine and recurring annual costs, and the costs of managing the Estate for that year.

The Committee aims to achieve fairness between owners – between developers and non-developers and between past, present and future owners. When things are operating as they should, our reserves – the money we have set aside – should enable us to be able to pay for each major piece of resurfacing at the time at which we expect to have to carry it out.

In the past four years, we have undertaken major resurfacing on parts of Chiltern Hill, Lewis Lane, Halfacre Hill and the whole of Ellis Avenue and some significant patching elsewhere. Further major work is planned in coming years.

Over the past four years a substantial increase in annual subscriptions and development fees has been necessary. In effect, those of us who were owners in prior years had been paying annual subscriptions that did not fully reflect the extent of the wear and tear on the roads and the inflation in the cost of resurfacing. Although our financial position is improving as a result of the increased subscriptions and fees, it will be several years yet before our reserves are adequate. Collection of unpaid subscriptions or development fees causes a wholly disproportionate amount of effort for committee members; in a very small number of cases, the Committee has decided to instruct solicitors to recover debts, in the interests of fairness to everyone on the Estate.

The past four years have seen an unprecedented boom in the number and size of developments on the Estate. That has meant a lot of work, and the cooperation of owners in bringing plans to the Committee is greatly appreciated; most planning problems occur when there is a failure to consult at an early stage. It seems as though there are workmen perpetually on most roads. Most contractors are considerate, but a minority cause problems through parking thoughtlessly, aggressive behaviour, leaving litter and so on - which is an imposition and immensely frustrating for other residents.

In recent years there have been several external events with the potential to affect life on the Estate and all have involved considerable effort. My Chairmanship coincided with the closure of the road at the Greyhound bridge and the consequent threat of traffic diversions; we have faced (and, I think, seen off) a proposal for a gypsy/traveller site adjacent to Winkers; we have dealt with the Chalfont St Peter Neighbourhood Plan; and most recently we have had to contend with the proposal to remove the Green Belt designation of Winkers/Butlers fields – it remains to be seen how that will develop.

In response to a proposal at an AGM, a group of residents was asked to investigate the desirability and feasibility of regulating vehicle access to the Estate, and put a considerable amount of effort into their investigation. Opposition from Bucks CC's Rights of Way Officer meant that it was not possible to proceed with proposal to install barriers at entrances to the Estate; this might need to be reviewed at some point in the future if extensive developments in the village continue and generate significant additional traffic seeking to use our roads. However, trials of cameras are proving successful (the Police have expressed gratitude on several occasions) and, with costs reducing, it seems that camera systems will significantly enhance security on the Estate and contribute to maintaining its character.

The composition of the Committee has changed during my time as Chairman, and I am immensely grateful to all those who have been colleagues: they put in a considerable amount of work, dealing with situations that range from the routine to the downright difficult with (generally) good humour and equanimity. As in past years, we would very much like to add new talent to the Committee, to spread the load, so please, please: consider offering your services.

The vast majority of people on the Estate are friendly and deal with issues in a constructive fashion. It has been a pleasure to deal with almost all of my fellow inhabitants of the Estate! Inevitably, however, among 200 households there are regrettably, a small number of people who feel strongly about particular issues, adopt a confrontational stance and cause an amount of effort (and sometimes cost) to the Estate that is wholly disproportionate. In future, I hope that discussions, even when there are disagreements, can be kept proportionate and civilised. The same principle applies to discussions between residents – the Committee is from time to time made aware of sometimes acrimonious disputes.

The charm and character of the Estate derive not just from its physical setting, which we all work so hard to maintain, but from the people who live here and share its benefits. It is indeed a privilege to live here. Preserving the character of Chalfont Heights as a lovely place to live isn't just about planning and development, roads and verges – it's about how we get along with each other. Each of us has an important part to play in achieving that goal.

Thank you.

Jonathan Pegler
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 175 households subscribe to the Roads Committee emails about the Estate (this represents more than 85% of our residents).

A similar number of households on the Estate receive Police Community Alerts, forwarded by George. These numbers are stable. About 100 subscribers receive email notifications of planning applications and appeals. 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.

Our website, www.chrc.org.uk, continues to be a useful tool. We are adding specific emails for the various contacts on the Committee so that people can email us directly.

A request to everyone: please ensure that a member of the Roads Committee is told as and when new residents move into the estate. There are several houses which have recently changed hands or been let to new tenants where our information is not up to date. If those new residents are next door to you, please could you at least put them in touch with George (geykyn@btopenworld.com) and they can be given a welcome pack and offered the different email alerts. Currently we do not have email contact details for a number of houses, and would appreciate an email from them confirming the correct address. These include:

- Chiltern Hill: Simla, Tall Trees
- Ellis Avenue: Ley Cottage, Rose Lawn, Long Gables, Roughdown
- Lewis Lane: The Pines
- Lincoln Road: Serendipity
- Sandy Rise: The Cottage, May Cottage, The Bluff
- Woodside Hill: Mentmore House, Tudor Lodge, Silvanus

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 more than 60 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. This situation is unacceptable and the Committee is taking steps to remedy it.

The Committee recommends that subscriptions for 2017 remain the same. If ratified at the AGM, subscriptions will be due by the end of May, preferably by standing order.

The committee will consider 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.

Development (P A Gourd)

(Sub-Committee: J D Pegler, D Bryan, A Marchetti; architectural adviser T Ansell)

At the beginning of the year there were eight approved developments which had not started and which began in 2016. Except for one development, Ti Soleil on Lincoln Road, all of these developments have now been completed.

In addition the Committee has reviewed seventeen new development proposals in 2016, of which four have been started.

On occasion we only find out about the plans when Chiltern District Council notifies us of a planning application. Sometimes this occurs because the Architect dealing with the development is unaware of the requirement to consult with Chalfont Heights Roads Committee. I would remind residents of the need to consult. We are not here to create unnecessary obstacles. We are here to help you and to preserve the special character of our estate.

Unfortunately at the end of the year there were outstanding development fees on two of the developments. One of these has now been resolved. The Committee has taken legal advice and will pursue all outstanding fees through the courts.

Proposal to remove Green Belt Status on Butler's Fields

In 2016 the Chalfont Heights Roads Committee has been busy working with many of the residents of the estate trying to halt the proposal to scrap the green belt status of Butler's fields and to build houses on them. In addition to a submission by the Roads Committee many of us have made personal submissions to the District Council, making clear our strong opposition to the proposal and in addition Steve Allright, a former chairman of the CHRC, organised a successful petition which was delivered to the District Council's offices. Thank you all for your efforts; let's hope we are successful in stopping this terrible proposal.

Roads, Signs and Snow (Mark Simmons)

(Sub-Committee: M Simmons and S Allright)

Road Sweeping

The change to a new road sweeping contractor to H McGovern & Sons was unsuccessful. The planned autumn sweep of Estate roads did not take place. However, as we went to press, a sweep had been booked for 27th February.

Now that winter is substantially past and spring around the corner, we propose to arrange the Estate roads to be swept in the next couple of weeks to remove the debris and decomposed vegetation at the verges.

Snow

There was very little snow during 2016. Usage of salt/grit has therefore been light this year. We have recently replenished the grit bins, but should any grit bins not be full then please let the one of the snow team know.

We remind you that the Estate has snow teams who tackle clearance of roads at these times. We also have a grit spreader which was purchased by the Estate four years ago. This has proved to be a very efficient way of spreading grit/salt on the roads. Volunteers to assist clearing snow from the Estate roads are always welcomed.

Signs

A new mirror was installed at the junction of Chiltern Hill and Sandy Rise to aid visibility at this junction.

Road resurfacing works 2016

During July 2016, road resurfacing works were undertaken at Winkers Close, the top section of Lewis Lane, Sandy Rise spur, Half Acre Hill and Lower Chiltern Hill together with reshaping work to a “fierce” road hump on Lincoln Road.

A programme of patch repairs to a number of emerging pot holes and areas where the surfacing was starting to deteriorate was also undertaken. We expect these small patching works to help extend the life of the road surface and therefore the intervals between major resurfacing works.

Planned road resurfacing and associated works, 2017

During Spring / Summer 2017 we propose to undertake resurfacing works to Lincoln Road and Lincoln Road spur. We will make a final decision nearer the time of the extent of Lincoln Road to be resurfaced as there is substantial ongoing development works on Lincoln Road. It may be prudent to limit the resurfacing of Lincoln Road to the north end only for the time being and then include the upper section of Lower Chiltern Hill instead.

There is damage to the road surface at the entrance to the Estate from Joiners Lane. In conjunction with Bucks CC Highways we propose to repair the road surface at this junction.

A new drainage gully was installed at Half Acre Hill in conjunction with the 2016 resurfacing works. During the year we will prepare a programme to empty and maintain existing Estate road gullies and soakaways.

During March/April, we will undertake the annual inspection of the roads and speed bumps around the Estate. Any identified defects or repairs will be included in the programme major surfacing works as required.

The table below provides our current resurfacing programme:

Lincoln Road	Spring / Summer 2017
Lincoln Road Spur	Spring / Summer 2017
Chiltern Hill Lower	Spring / Summer 2017
Chiltern Hill Upper	Spring / Summer 2018
Upway	Spring / Summer 2018
Winkers Lane	Spring / Summer 2018
Sandy Rise	Spring / Summer 2019
Other roads	post 2020

Trees, Islands, Verges & Gates (Jasper Garnham)

Trees

Fortunately during the previous year we have virtually escaped with less severe weather than usual. For the benefit of those who have recently come to live on the Heights, Fineland Forestry Ltd have been engaged by CHRC as our arboriculturists and looked after our trees for many years. They have done a great job for us, and come to our rescue on a number of urgent occasions when trees have fallen following high winds. The company is managed by Paul Morris and it is good to see that they are being instructed by residents for their own requirements.

However, a number of larger trees in Lincoln Road, one of which was a diseased sycamore, required removal to ground level and another needing crown lifting. An ash was reduced by 35% and the branches of a lime tree needed removal because they were causing trouble with the telephone lines.

Winkers Close required major strimming of vegetation, removing much debris/ logs built up over the years and, again, the local residents have been asked not to use this area as a dumping ground. As a result of this work the drive round the island has now been widened to enable easier access for vehicles.

A number of trees in Chiltern Hill needed side pruning and a considerable amount of dead wood has been removed from the same area. One large chestnut tree was crown thinned by 25%.

A major trim back of the cypress/laurel hedge on the corner of Sandy Rise was carried out to improve vehicle access and uncover our salt bin.

A large cherry tree was removed and the stump ground out on Upway.

Halfacre Hill required a number of trees reshaping, dead branches removed and one reduced by 25%.

Otherwise apart from general side pruning round the estate, nothing too drastic has been necessary or requiring attention at present as confirmed by Fineland Forestry on 9 Feb 2017.

Verges and Islands

The verges seemed to have survived better during the last year although there are still a number of dreadful situations where verges have been severely damaged in the main by developers' vehicles. This of course is difficult to avoid and hopefully after completion of works, the verges will eventually be renewed. It will be an ongoing problem in the future with many properties being enlarged or improved, so we can only hope damage is kept to a minimum. A certain amount of damage is also caused by all the delivery vans and particularly heavy lorries which come through our estate and cause unnecessary harm which might be avoided with a little bit of due care and attention. By and large residents do their best to keep their own verges tidy.

The islands have been planted with more bulbs, mostly different varieties of daffodils and this spring we should see an overall improvement. The Parish Council's Haywarden has strimmed the verges more than before which will also improve the overall appearance. The seat on the Chiltern Hill will be dealt with shortly for the benefit of those who find the climb a little tiring!

Neighbourhood Watch and Security (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 2016, leaving aside incidents of reported anti-social behaviour, there were a total of just 5 crimes either formally recorded by the Police or noted by the Neighbourhood Watch. Four of these were burglaries, in Upway; Sandy Rise spur, Lower Chiltern Hill, and Lincoln Road.

Although this shows a marked increase in burglary which we all ought to note, this level of crime is still very much lower than in 2013-14 when there were 22 recorded crimes; in 2014-15 it was a total of 12 either recorded by police or noted by the Neighbourhood Watch.

We have been trialling cameras in the estate, and have erected deterrent signs at each entrance to the estate. Thames Valley Police very much approve of us having these cameras and we continue to

keep in close contact with the Neighbourhood Policing Team for the Chalfonts, who occasionally approach us to seek video material to help them with specific investigations. Imagery from our cameras formed part of one police prosecution for burglary in 2016. Apart from such occasions, following a crime or a police request, no data is stored or retrieved. We are currently trialling cameras which provide higher quality imagery, including number plates in darkness.

The police requests to us all remain the same:

- If you see anything suspicious, please call the police non-emergency number, 101.
- Please log and report the details of any vehicles you see “lingering” in the area – i.e. parked up, or moving along very slowly, or passing repeatedly.
- 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:

Jonathan Pegler (chair, development)	Melbury House, Lincoln Road	889373
George Eykyn (communications)	Timbers, Chiltern Hill	888828
Jasper Garnham (trees)	Bryn Tirion, Chiltern Hill	883360
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
Peter Gourd (development)	Kilima, Lincoln Road	893971

All members of the Committee are standing for re-election at the Annual General Meeting on Fri 17th March 2017. In addition we are delighted that Gill Ralphs of Sherwood, Chiltern Hill, is willing to join the Committee. Jonathan Pegler is standing down from the post of Chairman, and replacing him will be discussed at the AGM.