

Chalfont Heights

ROADS COMMITTEE & TRUSTEES

March 2004

Dear Resident

Attached is a copy of the Minutes of the 49th Annual General Meeting held on 25th February 2004 and we would ask you to read these because they record and reflect what is happening to the fabric and structure of the Chalfont Heights Estate. A list of the Committee members elected at that meeting is also attached detailing responsibility for various aspects of the Estate. We felt it would be helpful to emphasise a few important general items which may be a reminder both for the newer residents on the Estate and those who have lived here for some time.

1. Paying your annual subscription by a Bankers' Standing Order makes the administration much easier and quicker. A form is enclosed for those residents who do not use this method of payment. We would appreciate payment of the £120 before the deadline of 30th April 2004.
2. A reminder of the main points covered by a typical Covenant, taken on by every house owner when they buy a house on the Estate (individual Covenants may vary slightly in detail and it is the responsibility of each householder to know the contents of their own Covenant):
 - 2.1 Responsibility for maintenance of the roads and the grass verges.
 - 2.2 All building extensions or development requires the prior written agreement of the Trustees.
 - 2.3 The Trustees consent is required for any advertisement or notice board.
 - 2.4 No business may be carried out and no house shall be used for any purpose other than that of a private dwelling house without the written consent of the Trustees.
 - 2.5 Modifications to the fence at the front of the property requires the approval of the Trustees.
3. The annual subscription covers maintenance of the roads, islands and trees but the maintenance of the grass verges is the responsibility of the individual house owner. Well kept verges enhance the appearance of the Estate and the value of our properties. The verges are NOT for parking vehicles which damage the verges. Vehicles should be parked in driveways whenever possible and not on the Estate roads. It is difficult for two large commercial vehicles to pass on our roads and parked vehicles inevitably lead to damage to verges by passing vehicles.
4. Developments, extensions and alterations to the exterior of a house require the acceptance of the Trustees and without that written acceptance the sale of any house on the Estate will be delayed until the purchaser's solicitor receives written confirmation that the Trustees accepted the development.
5. The Trustees accept that in this day and age many people carry out office work and use a computer at home and this would not be regarded as contrary to the covenants. But business activity for reward which may disturb neighbours would not be accepted. If in doubt please consult the Trustees.

CHALFONT HEIGHTS ROADS COMMITTEE

49th Annual General Meeting

to be held on
Wednesday 25th February 2004 at 8.15 pm at

CHALFONT ST PETER YOUTH CLUB, Tithe Barn, Sandy Rise

There are limited parking spaces at the Tithe Barn, so please walk or park as carefully as possible and avoid any inconvenience for residents of Sandy Rise

AGENDA

1. Minutes

To confirm the Minutes of the 48th Annual General Meeting held on 19th February 2003.

2. Financial Report and Accounts for 2003

- a) To consider the content
- b) To approve and adopt the Financial Report and accounts
- c) To approve the Annual Subscription remains unchanged

3. Appointment of Auditors

4. Committee Report for 2003

4.1 To consider the content and matters arising from the under-noted sub-sections of the Report:

- a) Introduction
- b) Roads
- c) Trees, Verges, Islands and Entrances
- d) Trustees and Development

4.2 To approve and adopt the sub-sections of the Report a) to d) as listed under 4.1.

5. Committee

Appointment of Committee for 2004

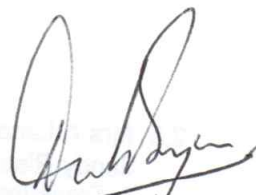
6. Any other business

Items must be notified to the Chairman in writing at least 7 days before the meeting.

7. To close the Meeting

Chalfont Heights Roads Committee

Minutes of the Forty Ninth Annual General Meeting


23 Feb 2005

Held at Tithe Barn, Sandy Rise
at 20.15 on
Wednesday 25th February 2004

Present:

Thirty eight residents (representing thirty one households) signed the attendance register and included eight members of the Committee as follows: D Bryan (Chairman), B R Bradbrook, G J Gillies, B Hulme (Treasurer), Mrs P E McNair, A R H Mellor, K L Morrison & J W Williams.

Apologies for absence were received from Mr & Mrs J V Aubrey, Mr B G Allen, Mrs M Bradbury, Mrs P A Bryan, Mr R J Burge, Mr & Mrs G T B Camsey, Mr P G Cassell, Mr G Eykyn, Mrs V Humphreys, Mrs A McAlister, Mr J M O'Neill, Mr & Mrs J Pegler, Mrs C Smith, Mrs C Sydee and Mrs C Warrington

The Chairman, Derek Bryan, welcomed all residents for attending on a bitterly cold evening before opening the meeting by introducing the members of the Committee present.

1. Minutes

- 1.1 The Minutes of the forty eighth Annual General Meeting held on 19th February 2003 were submitted for approval. This was proposed by Mr D Palmer, *Warren Lodge*, Upway and Mr R W Stewart, *Wivelsfield*, Lincoln Road seconded the proposal which was carried.

2. Financial Report & Accounts – Barry Hulme (Treasurer)

- 2.1 The Treasurer outlined the levels of income and expenditure for the main categories in 2003 and pointed out that our income from subscriptions was significantly higher than the previous year as a result of the increased annual subscription. He also pointed out that our expenditure on road maintenance was significantly higher than in 2002, as predicted, which necessitated that higher annual subscription. There was also additional income from development charges which were introduced in 2003.
- 2.2 Expenditure was managed within the budget for 2003 and exceeded income by just over £8,000 which was better than the budgeted deficit. Road maintenance was high as anticipated during 2003, but all other items of expenditure were approximately the same as in 2002.
- 2.3 Mr R W Stewart, *Wivelsfield*, Lincoln Road asked what the budgeted level of expenditure was for 2004 and was advised that it is just under £17,000 because it is expected only to carry out routine minor repairs to roads this year.
- 2.4 Mrs S Dowler, *Wyngate*, Chiltern Hill asked how many residents fail to pay their subscriptions. There were two outstanding subscriptions for 2003, the same two long term non payers who continue to enjoy the benefits of the Estate at the expense of all the other residents.

- 2.5 Mrs A Lane, *Arima*, Sandy Rise asked if the reduced subscription level still applied for the Sandy Rise residents who had paid for the road to be made up originally. The Chairman & Treasurer explained that the original residents who made that payment were initially entitled to a fixed reduction on their annual subscription. That same amount of reduction was allowed for a number of years, but only for the original residents, and was gradually phased out a few years ago. Details of the actual levels of reduction and the level of subscriptions for each year since they were introduced in 1956 are available for reference on request.
- 2.6 The honorary auditors had approved the accounts and the level of reserves has fallen by £8,000 to £35,061.
- 2.7 It was proposed that the annual subscription remains unchanged at £120 pa for 2004 due by 30 April 2004 after which £130 is payable. The Treasurer requested residents to use a Bankers Standing Order for payment of subscriptions to minimise administrative work.
- 2.8 Mrs Brenda Wickham, *Chiltern Lodge*, Upway proposed and Dr John Warder, *Chalfont View*, Lincoln Road seconded the adoption of the accounts and subscription for 2004 and this was carried.

3. Honorary Auditors

The Chairman thanked the honorary auditors Mr R Solomon and Mr K Quilter for once again giving excellent service to the Committee and the Estate and advised the meeting that they were both prepared to be re-appointed for the year 2004. Their re-appointment was proposed by Mr Bob Stewart, *Wivelsfield*, Lincoln Road and seconded by Mrs Tricia McNair, *Molins*, Halfacre Hill and was carried.

4. Committee Report

4.1 Introduction

- 4.1.1 The year 2003 was a busy one for the Estate, with major repair and maintenance of roads and normal maintenance of trees. Development projects continued but not at quite the same level as during the past two or three years. As we have already heard, financial management during the year was good and close to budget, although expenditure exceeded income as was anticipated.
- 4.1.2 The Estate never looks at its best during the final months of winter and the large vehicles associated with developments often cause damage to the verges which are soft at this time of year. Restoration of damage to verges by residents undertaking development has been made a condition for acceptance of plans by the Trustees. The overall appearance of the Estate is an obligation for each and every householder and can only enhance the value of our properties.
- 4.1.3 Security is of increasing concern to us all and applications for improving the security of property boundaries will be treated sympathetically. But residents are reminded that the covenants signed by every householder purchasing a house on the Estate contain a clear indication of the type of boundary to be maintained at the front of each property. Natural hedging and rustic fencing are more in keeping with the overall environment of the Estate than brick walls or cast iron railings, which would be out of keeping. Residents are required to consult the Trustees before making any alterations or changes to fencing adjacent to Estate verges.

- 4.1.4 The benefits of a tarmacadam wearing road surface are becoming more apparent as time goes by and Ken Morrison will deal with this under the roads section.
- 4.1.5 Excess speed of some vehicles on Estate roads continues to be a problem and many of these vehicles are driven by residents. The Estate speed limit of 15 mph is for the benefit and safety of all who use our roads, particularly pedestrians who have to walk in the road and be able to use the verges to step out of the way of passing vehicles.

4.2 Roads and Signs - K L Morrison

- 4.2.1 In 2003 the tar spray and shingle surface in Sandy Rise was replaced with a tarmacadam hard wearing surface which has a longer life and should prove more economical overall. Halfacre Hill, Lewis Lane, the Upway spur, Winkers Close and Winkers Lane, all last resurfaced in 1997, were also resurfaced with tar spray and shingle.
- 4.2.2 Some warning signs were revised in response to some concerns expressed about road safety and two new bollards were installed.
- 4.2.3 Maintenance has been carried out on drainage gullies which become blocked with debris and also some road signs, which had been vandalised, were repaired or replaced.
- 4.2.4 The 2004 roads programme will be a modest one of repairs to selective areas showing signs of wear.
- 4.2.5 The committee has decided to use tarmacadam for all Estate roads in future because although it involves a higher capital outlay initially, the much longer wear life brings economic benefits in the long run. Tarmacadam has a ten year wear life and tar and spray a five year life. Tarmacadam costs approximately double the price of tar & spray and, with potentially longer wear life on the less heavily used roads, we expect to achieve economic benefits in the long term from this change.
- 4.2.6 Mr Paul Down, *Sandycroft*, Lewis Lane asked why Lewis Lane was not given a tarmacadam surface last year and it was explained that the decision to tar and spray roads last year was taken because Lewis Lane has a low traffic density and we felt we could not justify a more expensive surface.
- 4.2.7 Mr David Grieve, *Langsett*, Woodside Hill asked if anything could be done to avoid the regular blocking of piped gullies on Woodside Hill, particularly at the lower end. KLM explained that the gullies were installed originally to avoid erosion when Woodside Hill was tar sprayed and the contractor thought that open channels would have been a problem. It was asked if chicken wire would prevent blocking but Mr Roger Chalkley, *Clisby*, Woodside Hill mentioned that his gully originally had chicken wire but he had to remove it because it made the blockage worse. KLM & DB had taken a look at the *Langsett* gully and the erosion was to the verge on the lower side. Mr Grieve expressed concern at the risk of someone injuring themselves if they stepped on to the eroded verge and Ken Morrison suggested that we should take another look and discuss with Mr Grieve the best solution to this problem.
- 4.2.8 Mr Jim Ballantyne, *Cheriton*, Sandy Rise expressed his personal satisfaction with the new tarmacadam surface which is a great improvement and this was endorsed by other Sandy Rise residents.
- 4.2.9 Mr & Mrs Granville Camsey, *The White House*, Lincoln Road have expressed their concern that great care should be taken to preserve the original rural environment of the Heights. They are particularly concerned at the introduction of road signs and plastic

bollards. The Chairman explained that the Committee agreed strongly with the need to preserve the rural environment of the Estate, but they also have to ensure that adequate warning is given of hazards within the Estate. Road signs will be kept to the minimum possible. Bollards are used to prevent large vehicles damaging verges and to mark ramps. The County Engineering authorities have advised us that they have installed only plastic bollards for over five years now because of the risk of damage to people hitting solid bollards.

- 4.2.9 The Chairman reported that Ken Morrison is handing over responsibility for roads maintenance to Bob Burge and Paul Cassell with immediate effect, although he is willing to remain a Committee member until the next AGM to provide advice and continuity. He thanked Ken Morrison for his excellent management of our roads for the past ten years and this was acknowledged and endorsed by all the residents present.

4.3 Trees, islands and Estate entrances – Barry Bradbrook

- 4.3.1 Referring to the report for 2003, Barry Bradbrook mentioned that the mainly woodland trees on the Estate continue to grow larger and require increasing amounts of work each year to keep them safe and in good condition. The use of two different firms of tree surgeons last year proved to be overall beneficial for the Estate and we receive an excellent service.
- 4.3.2 The bollards will be painted again this year and it would be a great help if each resident with a bollard in front of their house washed and cleaned it regularly, making the Estate look better and minimising maintenance costs.
- 4.3.3 Our verges continue to be damaged mainly by heavy vehicles driving over them causing extensive damage in some cases. If any residents see a vehicle damaging the verges we are usually able to get compensation. Maintenance of verges is still the responsibility of individual residents as specified in the covenants. The verges are intended as grass areas wide enough for pedestrians to step out of the way of traffic and hedges should not be allowed to overgrow the verge but trimmed back to maintain the grass areas.
- 4.3.4 The newly planted shrubs on some of the islands require regular watering in dry weather and residents living close to these islands are asked to water the shrubs to keep them healthy, particularly in dry weather.
- 4.3.5 Mr John Williams, *Hartwell*, Winkers Close pointed out that the verges were always intended as footpaths to enable pedestrians to step out of the way of traffic and parking on verges is not allowed and should be actively discouraged. The Chairman pointed out that some residents and their visitors mistakenly believe that they are enabling traffic flow by parking on the verges, whereas in fact it causes avoidable damage. He undertook to check if this point is emphasised in the welcome pack given to new residents.
- 4.3.6 Mr David Grieve, *Langsett*, Woodside Hill asked whether, in the case of a tenant, the tenant or the owners are responsible for maintenance of the verges. The Chairman and Committee members confirmed that the covenants, which require the maintenance of verges, are signed by the house owners who therefore accept responsibility.

4.4 Trustees and Development – Gordon Gillies

- 4.4.1 Gordon Gillies referred to the report and that there had been 16 development applications in 2003 compared to 22 in 2002. Seven were accepted, two refused and seven await further information before a final decision is made. He also thanked John

Nesbitt for his continued valued assistance in providing architectural advice to the Development sub-committee.

4.4.2 The policy introduced last year of making house owners undertaking development responsible for repairing damage to roads and verges appears to be working effectively.

4.4.3 Mr Jonathan Sitwell, *Woodlands*, Halfacre Hill asked what was happening about *Mentmore House* in Woodside Hill. GJG confirmed that, as far as we know, the house had been sold and the new owner intends to go ahead with the plans to demolish and rebuild. District Council approval has been given to the planning application, after modification and the Trustees have yet to give approval.

4.4.4 Mr R W Stewart, *Wivelsfield*, Lincoln Road asked if national plans for greater housing density was likely to affect the Estate. The Chairman referred to a meeting he and Gordon Gillies had during 2003 with Carol Castle, Head of Planning at Chiltern District Council during which this subject was raised. The general view was that, although central Government was actively encouraging greater housing development, private estates such as ours should be able to maintain influence over development within their land. Most of the Estate lies within a designated area of Special Character, although this itself is under review. The Chairman invited District Councillor Dr John Warder, *Chalfont View*, Lincoln Road to add any comments on this subject. Dr Warder confirmed that the local plan for development in Chiltern District is being redrawn over the next year and local residents will be invited to make comments on the revised plan in about a year's time.

4.4.5 The development fee was proposed at the 2003 AGM and was intended mainly to provide some contribution for the additional wear and tear to Estate roads from contractors' vehicles. Normally only 8 or 9% of residents undertake developments in any one year and it is considered unreasonable for the remaining 92% of residents to pay for this additional wear. Mr & Mrs G T B Camsey have written questioning whether the Trustees and Committee have exceeded their authority by obtaining approval for this fee at an Annual General Meeting. The Trustees and Committee have checked the Terms of Reference drawn up by solicitors following the formation of the Roads Committee in 1956 and reviewed and re-endorsed at the 26th AGM on 4th February 1983 and satisfied themselves that this action is correct. The proposed charge was clearly outlined in the 2003 Annual Report and at the 2003 AGM it was suggested from the floor that the charge should be made £200. However, the Committee consider that for smaller developments which do not involve heavy vehicles using Estate roads over a number of weeks then they should have discretion to reduce the fee to £100. It was suggested that this proposal should be formally approved by the AGM. Proposed by Mr Jonathan Sitwell, *Woodlands*, Halfacre Hill, seconded by Mr John Williams, *Hartwell*, Winkers Close and the motion was carried.

4.4.6 Mr Jonathan Sitwell, *Woodlands*, Halfacre Hill asked if there was any special provision for a more substantial fee for larger developments such as demolition and complete rebuilding when wear and tear to roads would be considerably greater. The Chairman advised that four figure sums had been charged for the *Robyns Cwm* and *Burwood Lodge* developments and would be made for any future large scale developments.

4.4.7 The Chairman reminded the meeting that Gordon Gillies was retiring from the committee at this meeting and Robin Mellor and John O'Neill will be taking responsibility from now on. He expressed the committees' thanks for the thorough and detailed way Gordon had handled development projects for the past two years, building on the foundation made by Bob Stewart who held this responsibility previously. This was acknowledged and endorsed by all the residents present.

- 4.5 There being no further questions on the Committee Report, the Chairman asked for a proposal to approve these sections of the report. Mrs Ann Hulme, *Wingrove House*, Winkers Lane proposed adoption of the report and Mrs Brenda Wickham, *Chiltern Lodge*, Upway seconded the proposal which was carried.

5. Committee

- 5.1 The Chairman confirmed to the meeting that Gordon Gillies was retiring from the Committee and Bob Burge, *Simla*, Chiltern Hill, Robin Mellor, *Clayton*, Lewis Lane and John O'Neill, *Windoaks*, Ellis Avenue had joined the Committee since the last AGM.
- 5.2 All ten existing members of the Committee were available for re-election for the year 2004. Mr Dennis Palmer, *Warren Lodge*, Upway proposed that all ten members of the Committee should be re-elected en-bloc, seconded by Dr John Warder, *Chalfont View*, Lincoln Road and the motion was carried with an expression of thanks to the Committee for the work they do to manage the affairs of the Estate.

6. Any other business

- 6.1 Mr Brian Davies, *Cartref*, Chiltern Hill gave a disturbing account at the 2003 AGM of problems and serious delays getting the police to respond to his emergency call because there were no house numbers on the Estate. Following that meeting Mrs Brenda Wickham, *Chiltern Lodge*, Upway had requested the Chalfont St Peter Parish Council to initiate the procedure to take a poll of the Estate concerning the wish to have house numbers. Mr Dennis Palmer, *Warren Lodge*, Upway (Parish Councillor) confirmed that the procedure requires three letters to each household within the Estate and the first of these will be delivered with the new Chalfont St Peter village guide in the spring. He reminded the meeting that a 60% affirmative response is required for the proposal to be accepted and that replies could be delivered to him at *Warren Lodge*, Upway for convenience. He expressed his personal wish that all residents will support this request since, without house numbers, we face the very real risk that emergency services (Police, Fire & Ambulance) may NOT respond promptly to an emergency and possibly place lives at risk. Mr Roy Weblin, *Brightling*, Chiltern Hill advised that the emergency services are gradually installing GPS satellite navigation positioning to enable them to precisely locate all emergency calls but this may not be available nationally or in this area for some years.

There being no further business the meeting closed at 21.45.

Chalfont Heights

ROADS COMMITTEE

Please reply to:

TRUSTEES

Please reply to:

Trustees & Roads Committee 2004

Barry G Bradbrook (Trees, verges & islands)	The Orchard House, Sandy Rise		883559
Derek Bryan (Chairman)	Fingest, Chiltern Hill e-mail: derek-bryan@lineone.net	Trustee	886677
Robert J Burge (Roads & signs)	Simla, Chiltern Hill		886214
Paul G Cassell (Roads & signs)	Cefalu, Half Acre Hill	Trustee	885137
Barry Hulme (Treasurer)	Wingrove House, Winkers Lane	Treasurer & Trustee	886293
Patricia E McNair (Development)	Molins, Half Acre Hill	Trustee	884885
A Robin H Mellor (Development)	Clayton, Lewis Lane		883079
Ken L Morrison	Highlands, Winkers Lane		884880
John M O'Neill (Development)	Windoaks, Ellis Avenue		885417
John W Williams	Hartwell, Winkers Close		893700