

CHALFONT HEIGHTS ROADS COMMITTEE

50th Annual General Meeting

to be held on
Wednesday 23rd February 2005 at 8.15 pm at

Chalfont St Peter Parish Church Hall, Church Lane

PLEASE NOTE CHANGE OF VENUE. The Tithe Barn is being refurbished so we shall meet in the Parish Church Hall. There is ample parking space in the adjacent main village car park.

AGENDA

1. Minutes

To confirm the Minutes of the 49th Annual General Meeting held on 25th February 2004.

2. Financial Report and Accounts for 2004

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

3. Appointment of Auditors

4. Committee Report for 2004

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 2005

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 Fiftieth Annual General Meeting

Held at the Parish Church Hall, Chalfont St Peter
at 20.15 on
Wednesday 23rd February 2005


23rd February 2006

Present:

Forty five residents (representing thirty eight households) were present including nine members of the Committee as follows:

B R Bradbrook, D Bryan (Chairman), R J Burge, P G Cassell, 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 J G Ballantyne, Mr & Mrs D Blackburn, Mrs P A Bryan, Mr & Mrs P Cornford, Mr & Mrs P Downs, Mrs M Eastgate, Mr G Eykyn, Dr & Mrs D Grieve, Mrs V Humphreys, Mr & Mrs A Lane, Mr J M O'Neill, Mrs C Smith, Mr R W Stewart, Mr & Mrs R Weblin

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

50.1 Minutes

1.1 The Minutes of the forty ninth Annual General Meeting held on 25th February 2004 were submitted for approval. This was proposed by Mrs K B Wickham, *Chiltern Lodge*, Upway and Mrs W Chandler, *Swan Ridge*, Lincoln Road seconded the proposal which was carried.

50.2 Financial Report & Accounts – Barry Hulme (Treasurer)

- 2.1 The Treasurer outlined the levels of income and expenditure for the main categories in 2004 and mentioned that our income from subscriptions was similar to 2003 plus additional income from the development charges which were introduced in 2003. He also pointed out that our expenditure on road maintenance was significantly higher than in 2001 & 2002, as predicted, which necessitated that higher annual subscription.
- 2.2 Expenditure was managed close to the budget for 2004 and was less than income by just over £9,000 which offset the overspend on roads in 2003. Road maintenance was slightly higher than budget at £11,726 but was more in line with routine maintenance in a year when major resurfacing was not necessary. Tree maintenance was similar to 2003, our liability insurance premium increased but our legal expenses were considerably lower than 2003.
- 2.3 The honorary auditors had approved the accounts and the level of reserves has increased to £44,302.

- 2.4 It was proposed that the annual subscription remains unchanged at £120 pa for 2005 due by 30 April 2005 after which £130 is payable. The Treasurer requested residents to use a Bankers Standing Order for payment of subscriptions which minimises administrative work significantly.
- 2.5 The Chairman mentioned that the Committee had revised the ten year forecast of income and expenditure which again shows that our income is likely to exceed expenditure for the next three years following which major road resurfacing will become necessary. The resurfacing work is likely to be spread over a period of five or six years during which expenditure will be well in excess of current levels of income, so we need to build up substantial reserves to meet this expenditure. Mr Bruce Allen suggested that subscriptions should be increased gradually to help build up these reserves and avoid substantial increases when the resurfacing is required. There was general support for this suggestion.
- 2.6 Dr John Warder, *Chalfont View*, Lincoln Road proposed and Mr Mike McKeeman seconded the adoption of the accounts for 2004 and this was carried.
- 2.7 Mr Bruce Allen, *Upway Corner*, Upway proposed and Mr Dennis Palmer, *Warren Lodge*, Upway seconded the proposal for the annual subscription to remain at £120 for 2005 if paid before 30 April 2005 and this was carried unanimously.
- 2.8 It would be greatly appreciated if residents will make a Standing Order for the annual subscription to significantly reduce the administrative time required to manage subscriptions. A Standing Order form is available from the Treasurer tel: 01753 886293.

50.3 Honorary Auditors

3.1 The Chairman thanked the honorary auditors Mr R Solomon and Mr K Quilter for once again giving their time in auditing the Estate accounts and advised the meeting that they were both prepared to be re-appointed for the year 2005. Their re-appointment was proposed by Mrs P E McNair, *Molins*, Halfacre Hill and seconded by Mr M G Greaves, *Ochre House*, Chiltern Hill and was carried.

50.4 Committee Report

50.4.1 Introduction

- 4.1.1 The year 2004 was a quieter one for the Estate, with some repair and maintenance of roads, normal maintenance of trees and repainting of the bollards. New development projects were at a reduced level compared to recent years. Financial management during the year was good, close to budget with income exceeding expenditure and exceeding the loss we had in 2003.
- 4.1.2 There has been one major rebuilding project during this year in Chiltern Hill, with some inconvenience from large commercial vehicles delivering materials and equipment but this has been completed and the surrounding area is being restored to its former state. There will be two further major rebuilding projects in Woodside Hill during 2005 and we are endeavouring to keep inconvenience to neighbouring residents to a minimum. The contractors have been requested to use only the Woodside Hill entrance to the Estate and to keep materials and vehicles within the boundaries of the building sites. With a number of older houses on the Estate and the modern requirement for maximum

internal space with en-suite bathrooms, we may see more requests for demolition and rebuild. The Trustees and Committee, together with our consultant architect, will ensure that such requests are considered on their merits and that plans for rebuilding will blend into the Estate and maintain the unique environment we all enjoy, whilst not restricting progress in overall design. Mr B Guy, *Wolverton*, Woodside Hill asked if we could limit construction at the two adjacent building sites in Woodside Hill (opposite *Wolverton*) to one site at a time to avoid excess numbers of vehicles. The Chairman said that he felt this was unlikely because if this delayed construction the Estate could become liable for the cost of the delay. Mr D B Palmer, *Warren Lodge*, Upway confirmed, from his own first hand experience of building construction, that we would not be allowed to do this.

- 4.1.3 The parking of vehicles on the Chiltern Hill bridge has become a problem and particularly the potential danger they cause by restricting the road width to one vehicle. We have written and registered concern with the County Council Area Office responsible for parking restrictions with a request that the double yellow lines be extended right up to the gates of the Estate on both sides. Their response is that our comments have been added to an investigation list being collated for the Chalfont St Peter area. But they point out that in May 2005 a Special Parking Area within the Chiltern District Council borders comes into operation and will manifest itself in further changes in the parking patterns within the village. They are therefore putting all requests for waiting restrictions on hold until there has been a bedding-in period for this SPA so that they investigate the village as one entity. We regard this as entirely unsatisfactory and have responded that this is unacceptable and asked for action to remove this problem. District Councillor John Warder, *Chalfont View*, Lincoln Road advised the meeting that this date has now been deferred until September 2005 which means even longer delay before any action is taken. It will add more emphasis if individual residents also write to the County Council Area Office at Windsor End, Beaconsfield and the local Police pointing out the danger and inconvenience. One or two vehicles have parked within the Estate boundaries but in these cases we have placed a notice on the vehicles pointing out that they are illegally parking on private property and this seems to have been effective. Mr M G Greaves, *Ochre House*, Chiltern Hill suggested that if six residents parked their cars on the bridge each morning between 07.30 and 09.30 and then removed them we might stop the parking altogether.

- 4.1.4 The autumn is always a time when there are large quantities of leaves to be removed from lawns and verges. Surprisingly a few residents have cleared their front lawns and verges by blowing the leaves on to the roadways of the Estate. Apart from the danger this causes, because wet leaves are slippery, it makes the roads a complete mess and we then have to pay for the removal of the debris on the roads. Also there has been some dumping of tree branches behind the laurels around the power substation on Chiltern Hill, an extraordinary abuse of the verges of the Estate by residents. Maintaining the Estate environment in an orderly and attractive manner is for the benefit of us all.

- 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.

50.4.2 Roads and Signs – Rob J Burge

- 4.2.1. A number of maintenance road repairs and other preventive maintenance measures were carried out during 2004. We also made a comprehensive survey, with our contractors Granville-Steel, to determine the current condition and expected life of all the roads to enable us to project our future budgets for the next ten years. We

concluded that the majority of the roads will last for their planned life although some will require interim localised repair to ensure that planned life will be met. We shall carry out routine road maintenance over the next two or three years and then major road expenditure will become necessary and we need to plan for that expenditure. The decision announced last year to use tarmacadam, with a longer wear life, on all Estate roads will be part of that programme.

4.2.2 Work was carried out to renew and improve drainage in some parts of the Estate where there is localised flooding during periods of heavy rain and there is a general improvement in these areas.

4.2.3 There has been severe erosion of the island at the junction of Chiltern Hill and Ellis Avenue, caused mainly by large heavy vehicles over the past year and the survival of the 180 year old oak tree was at risk. So kerbing has been installed and further landscaping will be undertaken to restore the island to a natural state.

4.2.4 The Estate was swept during January and we have made an arrangement for more cost efficient disposal of the sweepings which is the major part of the cost.

4.2.5 A major review of the anticipated service life of all the roads was made together with our contractors Granville Steel who confirmed that the main roads should last for their expected service life. A planned programme of resurfacing is expected to be necessary in two or three years time when the annual cost of road repairs will be significantly higher than the current subscriptions and we need to plan for this. We shall have a more precise idea of the repairs needed as we get closer to the estimated life of each road.

4.2.6 Mr R A Chalkley, *Clisby*, Woodside Hill expressed concern at erosion during heavy rain of the verge adjacent to his drive entrance. It was agreed that R J Burge will take a look at the problem.

50.4.3 Trees, islands and Estate entrances – Barry Bradbrook

4.3.1 Referring to the report for 2004, Barry Bradbrook mentioned that our tree maintenance last year was well within budget and by continuing to use two companies of tree surgeons we are receiving competitive quotations for the work.

4.3.2 The bollards were cleaned and re-painted last year and the appearance of the bollards would be improved 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. Maintenance of verges by the house owners is a requirement of the covenants.

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 Some residents or their visitors are parking on verges and causing un-necessary and unsightly wear and damage. Please make every effort to avoid parking on the roads and

encourage visitors to use driveways for parking and never park with the nearside wheels on the verge.

50.4.4 Trustees and Development – Robin Mellor

4.4.1 Robin Mellor referred to the report and said there had been eleven development applications in 2004 compared to sixteen in 2003. Nine were accepted, one is awaiting a review and decision and one does not require approval. He particularly thanked John Nesbitt for his continued valued assistance in providing professional architectural advice to the Development sub-committee.

4.4.2 The policy re-introduced two years ago of making a charge for house owners undertaking development, mainly to contribute towards road repairs, is helping to build up funds for road maintenance. The recent demolition and rebuild of one house last year and another two this year has made us very aware of how much damage and wear and tear to the roads is caused by the large, heavy vehicles delivering plant, equipment and materials.

4.4.3 Councillor B G Allen, *Upway Corner*, Upway mentioned that there could be a demand for a few smaller flats or apartments for retired couples or widowed residents who no longer need or are able to afford larger detached houses but would like to remain on the Estate. It should be possible to develop and design small groups of flats made to look like a large house to meet this need. Mrs Brenda Wickham, *Chiltern Lodge*, Upway supported this proposal and suggested that we should actively encourage the development of a few flats provided that they blend into the overall environment of the Estate. Mr D B Palmer (C St P Parish Council), *Warren Lodge*, Upway said that the Parish Council are seeing an increasing number of applications at the Gerrards Cross end of the Parish for the demolition of large houses and replacement with tastefully designed small blocks of flats to look like a large house. Any proposals for such a development on the Estate would be dealt with on its merits with the prime consideration being that the design maintains the overall environment of the estate.

4.4.4 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 Mr D B Palmer, *Warren Lodge*, Upway seconded the proposal which was carried.

50.5 Committee

5.1 The Chairman confirmed to the meeting that Ken Morrison is retiring from the Committee after eleven years of outstanding work managing the road maintenance programme. During this time the standard of the Estate roads has considerably improved and the meeting gave a vote of thanks and applause for his work on behalf of the Estate. John Williams is also retiring after twenty years as a Committee member, eleven years as Treasurer and five years as a Trustee and his sound financial advice has been valuable to the committee. The meeting made a vote of thanks and applause for his work on behalf of the Estate.

5.2 The remaining eight existing members of the Committee were available for re-election for the year 2005. Mrs K B Wickham, *Chiltern Lodge*, Upway proposed that all eight 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 proposed by Mr D B Palmer, *Warren Lodge*, Upway and supported by the meeting.

50.6 Any other business

- 6.1 Mrs K B Wickham, *Chiltern Lodge*, Upway asked if she might bring the meeting up to date with information concerning the numbering of some roads on the estate. Following a questionnaire sent to all houses on the Estate in 2003, less than 40% of houses responded and most were in favour of adoption of house numbers, mainly for the clear identification of house location by the Emergency services and also for delivery drivers. Mr D B Palmer, *Warren Lodge*, Upway pointed out that the Council required a 60% majority road by road for numbering to be adopted. Ultimately only Upway, Winkers Close and Winkers Lane produced an over 60% in favour and the decision to adopt numbering officially has been passed to the District Council. Despite follow up telephone calls from several of the residents present, and promises from the District Council department responsible for confirmation of the latest position nothing has yet been received. It was suggested that more individual residents should contact the District Council to ask for a progress report and action.

There being no further business the meeting closed at 21.30.

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CHALFONT HEIGHTS ROAD COMMITTEE

INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2005

2004			2005
	Income		
23975	Annual Subscriptions Received		24,070
155	report fees		487
2700	Development charge		1,700
874	Deposit Interest		1,194
27704	Net Income		27,451
	Expenditure		
11726	Roads Maintenance	7,149	
	Road Subsidence	3,391	
4673	Tree Maintenance	3,002	
1575	Insurance	1,575	
218	Secretarial & AGM	394	
470	Legal Fees	1,157	
18662	Total Expenditure		16,668
9042	Surplus(Deficit) for year carried to Balance Sheet		10,783

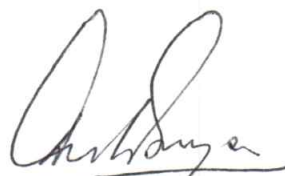
BALANCE SHEET AS AT 31 DECEMBER 2005

2004		2005		2004		2005
	Capital Account					
35,261	Balance B/F	44,303		200	F/H Est. & Verges	200
9,042	Surplus(Def) for Year	10,783				
44,303		55,086			Bank:	
				2,182	Current A/C	3,772
				41,920	Deposit A/C	51,114
				44,303	Total Bank	54,886
44,303		55,086		44,303		55,086

for and on behalf of the Committee



Barry Hulme
Hon. Treasurer



Derek Bryan
Hon. Chairman

AUDITORS' REPORT

We have examined the foregoing Income and Expenditure Account and find that it is a true statement of the transactions of the year ended 31 December 2005 and that the Balance Sheet gives a true and fair view of the assets and liabilities at 31 December 2005.



Roy Solomon



Keith Quilter

Honorary Auditors

CHALFONT HEIGHTS ROAD COMMITTEE

INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2004

2003		2004
	Income	
23675	Annual Subscriptions Received	23,975
150	paid in advance	
23825	Subscriptions for the year	23,975
	report fees	155
4625	Development charge	2,700
725	Deposit Interest	874
29175	Total Income	27,704
	Expenditure	
3467	Roads Maintenance	11,726
4839	Tree Maintenance	4,673
1188	Insurance	1,575
262	Secretarial & AGM	218
1581	Legal Fees	470
37337	Total Expenditure	18,662
-8162	Surplus(Deficit) for year carried to Balance Sheet	9,042

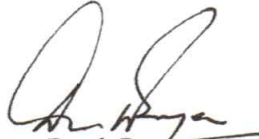
BALANCE SHEET AS AT 31 DECEMBER 2004

2003	2004	2003	2004
	Capital Account		
43,180	Balance B/F	200	F/H Est. & Verges
8,161	Surplus(Def) for Year		200
35,019			
		Bank:	
		2,003	Current A/C
242	Creditors	33,059	Deposit A/C
150	Subs. rec'd in advance	35,062	Total Bank
			44,102
35,261		35,262	44,302

for and on behalf of the Committee



Barry Hulme
Hon. Treasurer



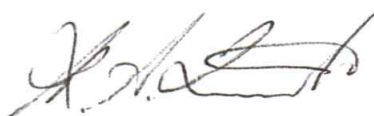
Derek Bryan
Hon. Chairman

AUDITORS' REPORT

We have examined the foregoing Income and Expenditure Account and find that it is a true statement of the transactions of the year ended 31 December 2004 and that the Balance Sheet gives a true and fair view of the assets and liabilities at 31 December 2004.



Roy Solomon



Keith Quilter

Honorary Auditors