

CHALFONT HEIGHTS ROADS COMMITTEE
51st Annual General Meeting

to be held on
Thursday 23rd February 2006 at 8.15 pm at

Chalfont St Peter Parish Church Hall, Church Lane

PLEASE NOTE VENUE

We shall be using the Church Hall again this year

AGENDA

1. Minutes

To confirm the Minutes of the 50th Annual General Meeting held on 23rd February 2005.

2. Financial Report and Accounts for 2005

- a) To consider the content
- b) To approve and adopt the Financial Report and accounts
- c) To approve that the Annual Subscription be increased to £150

3. Appointment of Auditors

4. Committee Report for 2005

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

5.1 Appointment of Committee for 2006

6. Any other business

6.1 Traffic control

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

Report for the year ended 31st December 2005

(Confidential - NOT for publication)

**The 51st Annual General Meeting will take place
at 8.15 p.m. on Thursday 23rd February 2006
at Chalfont St Peter Parish Church Hall, Church Lane**

PLEASE NOTE VENUE – WE SHALL BE USING THE CHURCH HALL AGAIN THIS YEAR

1. Introduction

- 1.1 The year 2005 initially appeared to be a normal one for the Estate, with some repair and maintenance of roads, normal maintenance of trees and development projects were at a similar level to recent years. Financial management during the year was good, close to budget with income exceeding expenditure and making up more of the shortfall we had two years ago. Then in June a hole appeared in the roadway in upper Chiltern Hill revealing some subsidence beneath the road, something which has not occurred previously as far as we know under the roads of the Estate. More of this later.
- 1.2 There was one major rebuilding project during this year in Woodside Hill, with some inconvenience from large commercial vehicles delivering materials and equipment but this is now almost completed when the surrounding area can be restored to its former state. However there is still a vacant building site next door at *Mentmore House* about which neither we nor the consultant architects can obtain much information from the owners and *Lyndale Cottage* next door again has been sold to someone in Gerrards Cross who has plans to demolish and rebuild so there will be some continued building work there during this year. Some extensive work is being carried out to *Dovetails* in Upway which is on an awkward corner with Winkers Lane and the builder and owner are endeavouring to keep disruption to local traffic to a minimum.
- 1.3 With a number of older houses on the Estate and the modern requirement for maximum internal space with en-suite bathrooms, we may see other requests for demolition and rebuild on the Estate. 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. We are fortunate that the majority of the Estate is in a designated Established Residential Area of Special Character (Policy H4) which requires that the form of existing residential dwellings should be maintained which means that District Council Planning is likely to be in line with our own requirements for maintenance of the individual houses of the Estate.
- 1.4 The parking of vehicles on the Chiltern Hill bridge continues to cause problems, turning this bridge into a single track road. We had a meeting recently, arranged by one resident who has pursued this problem with some tenacity with the Traffic Management responsible at the District Council who have shown little interest in the problem. Their view is that they will await a report on the new Chiltern District Parking area which is not due for another twelve months. We apparently have three alternative courses of action. 1. To write to the Government Minister responsible, 2. To write to our County Councillor, or 3. To get a petition signed by the majority of residents of the Estate. In their view the petition stands the best chance of success since it would have to be investigated as soon as it was received. We will raise this at the AGM to determine if residents wish to send a petition. In the meantime we will pursue the Government and local County routes as suggested.

- 1.5 We have completed a revised projection of income & expenditure for the next ten years after a review of the condition and likely resurfacing requirements of all the roads. We have also taken into account the significant savings to be made by restricting unauthorised through traffic in the Estate and thus substantially reducing wear and damage to the roads. The roads should not require major expenditure for the next two or three years but we shall eventually face some heavier expenditure when major resurfacing becomes necessary for which we have to continue to build enough reserves to cover the anticipated increase in expenditure for complete resurfacing of some roads.
- 1.6 Excessive speed of some vehicles on Estate roads remains a problem, some of these vehicles being 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. To accelerate between ramps and then brake at the next takes longer and causes more wear than maintaining a smooth, slow steady safe speed throughout, the ramps being designed for a maximum speed of 15 mph. Significantly the surveyors who carried out the radar survey of upper Chiltern Hill for us pointed out that, if the ramps are taken at speeds above 15 mph by any vehicle, particularly heavier delivery vans and 4x4s, the consequent point loading is likely to cause minor liquefaction problems under the road as a result. This means that excess speed over the ramps is not only costly in risk of damage to vehicle suspensions but also will certainly cause an increase in our future repair costs for roads.

2. Financial Report & Accounts 2005 (Barry Hulme tel: 886293)

- 2.1 The income from annual subscriptions was £24,070 in 2005, similar to the previous year. There are six subscriptions remaining unpaid this year, of which two are persistent long term non-payers who continue to enjoy the benefits of living on the Estate at the expense of their fellow residents. There was additional income of £1,700 from development fees and £487 from other charges.
- 2.2 Expenditure on road maintenance was lower than 2004 at £7,149 and in line with our budget for this year. The public liability insurance premium was unchanged at £1,575 and trees & verges maintenance was also lower at £3,002. There was an unbudgeted expenditure of £3,391 so far connected with the subsidence under upper Chiltern Hill and was the only item which caused expenditure to exceed our budget of £17,535 for 2005. There was still a surplus of £10,783 which helped to counteract the overspend in 2003.
- 2.3 The balance sheet as at 31st December 2005 shows that the total bank reserves stands at £54,886, an increase on 2004 and the audited accounts are shown on the attached sheet.
- 2.4 Appointment of Auditors. Our thanks are once again due to the Honorary Auditors, Roy Solomon and Keith Quilter and we propose that they be re-elected for the coming year 2006.
- 2.5 We have still to establish the final cost to the estate of repairing the subsidence in upper Chiltern Hill but there is no doubt that this will significantly reduce our reserves to a level which will require restoring. Our prudent financial management in building reserves has been fully justified since, without these reserves, we could have been in a position of being unable to meet the costs of resolving this problem.
- 2.6 **Annual Subscription. The committee recommends that the annual subscription should be increased to £150 for 2006**, mainly to enable us to pay for the repair of the subsidence and begin to rebuild our reserves as an essential safeguard against any further unforeseen expenditure. There has been no increase since 2003 and the increase is in line with inflation over that period.
- 2.7 Residents are strongly requested to use the Standing Order facility for making payments, and the Treasurer will provide Standing Order forms. Payments by cheque should be made payable to *Chalfont Heights Roads Committee* and sent to Barry Hulme, Wingrove House, Winkers Lane, SL9 0AL.

By using the Standing Order facility you will save a considerable amount of administrative time and residents are asked to check with their bank the amount of their standing order as there are some still unchanged from the older subscription level as long ago as 2002 and checking and correcting these takes a lot of administrative time.

3. Roads and Signs (Rob Burge tel: 886214 & Paul Cassell tel: 885137)

- 3.1 No major work was required on the roads during 2005 and, after a careful survey with our contractors, a number of small repairs and other preventive maintenance measures were carried out.
- 3.2 Following the comprehensive survey made last year with our contractors Granville-Steel to determine the current condition and expected life of all the roads, the conclusion was 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. Now that we know that there is excess wear being generated by unauthorised traffic using the Estate it is clear that measures to control this will result in significantly lower costs for road maintenance in future. The major road expenditure anticipated for two to three years time could be deferred for several years although we still need to plan for that expenditure. The decision announced in 2003 to use tarmacadam, with a longer wear life, on all Estate roads will be part of that programme.
- 3.3 Further work was carried out to renew and improve drainage at the corners of Lincoln Road & Chiltern Hill and Woodside Hill and Lincoln Road where flooding has continued to occur during heavy rain. New kerbing to deflect the flow of storm water and a channelled gully in front of the most vulnerable drive installed. Some trial gulleys were installed on two driveway entrances on Woodside Hill to see if these overcome the blockages which occur where there are currently piped gulleys.
- 3.4 The kerb around the island at the junction of Chiltern Hill and Ellis Avenue was strengthened to avoid damage where large trucks cutting the corner tend to strike the kerbs. Additionally the road edge adjacent to a driveway by the island was strengthened with granite sets.
- 3.5 Sweeping of the Estate roads will take place early during January 2006 now that the late leaf fall has finished.
- 3.6 The subsidence in upper Chiltern Hill was a complete surprise to us all and is, as far as we can establish, the only subsidence to occur under an Estate road during the entire seventy seven year history of the Estate. The investigation and work that has taken place to establish the cause, the extent of the subsidence and the most cost effective way to repair it has been documented and advised to residents in Newsletters. The investigation has been somewhat protracted for two main reasons. It has taken time to establish the precise locations of the various utility services under the verges and road and, even to this day, we only have clear drawings of the location of the electricity connections from the main cable to houses nearby. Other utilities are unable to define the location of some of their services under the road. Yet when the road is excavated to repair the cavity we have to accept liability if any of the services are damaged. We believe the subsidence was triggered by a burst water main in 1999 only 2 metres from the present subsidence. The cavity itself is right above and adjacent to the main sewer which is also at risk. We have made determined efforts to get Three Valleys Water and Thames Water involved in the investigation and restoration of the cavity but this has proved to be a protracted and difficult process. Without their involvement the entire cost of investigation and restoration is our responsibility. It is therefore in our interest to continue to pursue these two companies with the objective of getting some financial involvement so the overall cost to the Estate is minimised. To obtain a clear picture of where all the services are under the road and also to check the extent of the cavity and any other possible anomalies we commissioned the services of a specialist ground radar scanning company and their report has been most informative and helpful. Based on this we commissioned a more specific investigation by dynamic probing during which steel probes were inserted into various sections of the road to establish the stability and structure of the ground underneath. Using this information we are now approaching the two water companies involved providing details of the findings and asking specifically for their co-operation and involvement. Without the information for which we have had to pay, we would not have had the evidence to support our request. Using this information our consultant engineers have proposed the way in which the subsidence should be repaired and reinforced and we are in the process of obtaining quotations for this repair. Our objective is to keep the cost to the Estate to a minimum

commensurate with safety and we hope to be able to authorise repairs in the very near future. We apologise for the inconvenience the road closure has caused for some residents and thank them for their good natured patience.

4. Trees, verges, & islands (Barry Bradbrook tel: 883559 & John O'Neill tel: 885417)

- 4.1 Tree maintenance was carried out well within our budget during 2005 and was operationally and financially beneficial by using the same two tree surgeons as last year. Every tree in the Estate is checked each year before agreeing the maintenance programme but if any residents consider that the trees in front of their house require some attention then please advise us early in the year.
- 4.2 The grass verges, which are owned by the Estate, are liable to damage if driven over or parked on particularly during wet winter weather when they are soft. But maintenance of the verges in front of each house as a grass covered area at the sides of the roads to enable pedestrians to step aside for passing vehicles, is the responsibility of each individual house owner under the covenants. Should anyone see a vehicle drive over and damage a verge, if you are able to get details, particularly the telephone number or address of commercial vehicles, and let us have these details then we have a good chance of contacting the owners and requesting payment for restoration of the verge.
- 4.3 The islands were strimmed a number of times this year in order to maintain good visibility and to enhance the look of the estate. As an experiment we are seeding the oak tree island at Chiltern Hill/Ellis Avenue with wild flowers and we will hope to see the effects in 2006. If successful, we will sow wild flower seeds on other islands.
- 4.4 Soakaways on the estate are cleaned out twice yearly to remove leaves and general debris and the last clean of the year is carried out at the end of the autumn when most of the leaves have fallen. This autumn has seen a particularly heavy and late leaf fall which has blocked many of the soakaways, but they have now been cleaned out.
- 4.5 In 2006 the bollards on the estate will be straightened, cleaned and re-painted. To enhance the overall appearance of the Estate it would be helpful if residents cleaned the bollards outside their houses regularly to keep them clean and in good condition between the biennial re-painting. Bollards are not cemented into the ground for safety reasons and if they are pushed sideways they are quite easy to straighten, but if there is a problem please let us know.

5. Trustees & Development (Robin Mellor tel: 883079)

- 5.1 2005 was a similar year to last year for developments but the outcomes were different. There were fourteen new applications, nine of which were accepted by the Trustees and Chiltern District Council. Of the three refusals one is likely to go to appeal but possibly with amendments to improve the chances of approval. Additionally there was one re-submission and six amendments, of which five were accepted and one refused plus one amendment carried forward from 2004 which was accepted.
- 5.2 The fourteen applications were an increase of three compared with 2004 and details are shown in the following table:

	no.	accepted	refused	decision awaited	acceptance not required
New	14	8	3	3	-
Re-submission	1	1	-	-	-
Retrospective	0	-	-	-	-
Amendments	7	6	1		
Total	22	15	4	3	-

- 5.3 Development fees were introduced in 2002 following concern by the Committee at the potential damage being done to the roads of the Estate by heavy vehicles associated with developments. This has been fully vindicated by reports from specialist surveyors in connection with the subsidence in upper Chiltern Hill. They warn us that access by heavy vehicles must be limited and controlled otherwise we face the prospect of substantial repairs to the sub structure which is being damaged by weights in excess of the load bearing ability of the roads. Developers already have to undertake to restore the roads in the vicinity of the development to their former condition, but many heavy vehicles delivering materials to a site cause damage to roads throughout the Estate. It is therefore proposed that the basic development fee be flexible from £100 to £750 and the Trustees be given authority to adjust the fees in relation to the size of the development. At present the charge for a complete demolition and rebuild is £1,000 and it is proposed this should be increased to at least £1,500 in view of the many heavy vehicles involved and damage to roads.
- 5.4 Applications for development should be accompanied by two copies of drawings showing layouts, elevations, sections and site lay out together with the agreed fee (currently £200) which was agreed at the 2002 AGM. This fee may be adjusted for much smaller or larger developments. A great deal of time can be saved by presenting plans to and/or discussing them with the Estate prior to submitting them to the District Council for planning approval.
- 5.5 Residents are reminded that they are required by their covenants to apply to the Trustees for approval of development and extension proposals in addition to the application to Chiltern District Planning. The Trustees receive requests from solicitors acting on behalf of purchasers each time property within the estate is sold asking for confirmation that there are no outstanding charges for the house concerned and that all developments have been accepted and recorded by the Trustees. There have been significant delays to the sale of houses where no such confirmation can be given, until the matter is cleared with the Trustees. Application is also required for any adjustments or alterations to the fencing or hedging on the boundaries between the householder's property and the Estate verges or to entrance gates & drives.
- 5.6 Details of the fourteen new planning applications during 2005 were as follows:

Map ref	Property	Planning Application
2	Laurel House, Woodside Hill	2005/1213
9	Lyndale Cottage, Woodside Hill	2005/2440
10	Mentmore, Woodside Hill	2005/0192
35	Dovetails, Upway	2005/2103
45	Pendelfin, Winkers Lane	2005/1546
51	Briar Rose, Winkers Lane	2005/2472
62	Squirrels, Winkers Close	2005/1783
64	Brightling, Chiltern Hill	2005/1687
72	Widdrington Lodge, Chiltern Hill	2005/0722
76	Overcombe, Lewis Lane	2005/1154
119	1 Hoo Cottage, Sandy Rise	2005/1145
132	Kildridge House, Sandy Rise	2005/1534
139	Hawthorns, Lincoln Road	2005/1924
180	Cedar Heights, Lincoln Road	2005/1712

6. Committee

- 6.1 Janet Tindale joined the committee in 2005, having lived on the Estate for over twenty years, originally in Woodside Hill and now in Sandy Rise. Jasper Garman also joined the committee, having moved to the Estate from Gerrards Cross during the year. Barry Bradbrook will retire from the committee at the AGM in February. Barry joined the committee in June 2000 and for the past four years has been responsible for maintenance of trees, verges and bollards. We thank Barry for the time and effort he has given in work for the Estate.

6.2 The Committee met on six occasions during the past year. The following nine members are prepared to stand for re-election in 2006 as follows:

Rob Burge	Simla, Chiltern Hill	886214
Derek Bryan	Fingest, Chiltern Hill	Chairman & Trustee 886677
Paul Cassell	Cefalu, Halfacre Hill	Trustee 885137
Jasper Garman	Bryn Tirion, Chiltern Hill	883360
Barry Hulme	Wingrove House, Winkers Lane	Treasurer & Trustee 886293
Patricia McNair	Molins, Halfacre Hill	Trustee 884885
Robin Mellor	Clayton, Lewis Lane	883079
John O'Neil	Windoaks, Ellis Avenue	885417
Janet Tindale	May Cottage, Sandy Rise	887897

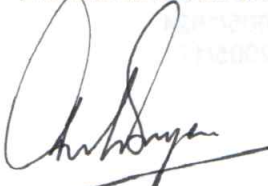
7. Traffic control

As has been reported in Newsletters last year, following the subsidence in upper Chiltern Hill and the road closure in Chiltern Hill there was one significant result which was the overnight huge reduction in the volume of traffic using the Estate as a short cut between Joiners Lane and Lower Road or the roundabout on the A 413. We realised that there were many vehicles, including a large number of delivery vans, taking a short cut but the complete calm, silence and absence of traffic has been remarkable. The roads mainly affected are Chiltern Hill, Woodside Hill, Ellis Avenue and Upway the residents of which have found the transformation quite dramatic. But many residents in other, quieter parts of the Estate have also remarked at how completely different it is now to be able to walk around the Estate with children or dogs in safety and peace and not have to leap out of the road for speeding vehicles.

The reduction in wear and tear to our roads from a reduction in traffic is very substantial and we have received more comment and correspondence on this subject than any other in the history of the Estate as far as we can tell. As many as half the households in the Estate have made their views known and, with the exception of just one or two, all have requested that we ensure that through traffic is never allowed back into the Estate again once the subsidence in Chiltern Hill is repaired. This makes good sense since we have been warned by surveyors examining the condition of the ground under the road in Chiltern Hill that we need to restrict access by heavy vehicles which are causing damage to the roads of the Estate. The financial savings alone from restricting traffic to residents only plus authorised visitors will make a very significant difference to the annual subscription in future years.

We have already investigated methods of controlling through traffic so that only residents have access through the Estate, the most effective methods being the most expensive, but we need to know the final cost to the Estate of repairing the subsidence in Chiltern Hill before we can make any specific proposals. Once we know the final cost and the impact on Estate funds a proposal will be made and the views of every house owner on the Estate sought before we finally decide how we shall deal with this essential matter.

For and on behalf of the Committee



Derek Bryan
Chairman & Trustee

16th January 2006

INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2005

BALANCE SHEET AS AT 31 DECEMBER 2005

Honorary Auditors