

CHALFONT HEIGHTS ROADS COMMITTEE
53rd Annual General Meeting

to be held on
Friday 29th February 2008, 8.15 pm at

Chalfont St Peter Parish Church Hall, Church Lane

AGENDA

1. Minutes

To confirm the Minutes of the 52nd Annual General Meeting held on 23rd February 2007.

2. Financial Report and Accounts for 2007

- 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 2007

- 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 2008

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 2007
(Confidential & for Residents only)

**The 53rd Annual General Meeting will take place
at 8.15 p.m. on Friday 29th February 2008
at Chalfont St Peter Parish Church Hall, Church Lane**

1. Introduction

- 1.1 Fortunately 2007 has been a relatively peaceful year on the estate, following the previous disruptions to residents and their visitors occasioned by the subsidence and closure of upper Chiltern Hill. The repairs have stood up well to a year's wear, and the results of the promised traffic survey will be referred to later. It is gratifying that, after considerable lobbying, Three Valleys Water have made a contribution to the cost of these repairs. Only those who have lived in proximity to extensive building and redevelopment works in Upway and Woodside Hill might beg to challenge the opening statement of this report! Woodside Hill in particular is a contentious area although strenuous efforts have been made to ensure that the nuisance is kept to an acceptable level. Two of the redeveloped houses are now occupied following complete rebuild, and one other is in the final stages of construction. A fourth property at the corner of Ellis Avenue and Woodside Hill has been demolished and rebuilding will be proceeding over the next few months. Residents need to note that special care will be required in negotiating this particularly dangerous right angle bend at the junction of Ellis Avenue and Woodside Hill during 2008 whilst construction is in progress. A fifth property in Woodside Hill has now been approved by Chiltern District Council for demolish and rebuild.
- 1.2 The Committee is concerned that the construction of these very large, modern houses concentrated in one area of the estate threatens to spoil the essentially rural nature of the estate. There is a legal requirement under the restrictive covenants on all Estate properties for any developments to have the approval of the Trustees, as well as planning consent from Chiltern District. This means that the Committee can influence details of design, style and structure to ensure the houses blend into the surroundings. Normally plans are discussed and agreed with the Trustees before application to the District Council. Once approval is given the Committee provides the builder with clear requirements to minimise disturbance and nuisance during the work. You may be surprised how effective the diligent work of Robin Mellor and his colleagues on the Development Sub Committee has been in this regard!
- 1.3 Details of planning applications to Chiltern District Council are always notified to the immediate neighbours. However there is no automatic hotline to the Council to notify the Roads Committee. Nonetheless we have a very effective process for monitoring all development applications and are able quickly to detect any made without the required application to the Trustees. If you become aware of a development application near you which gives you cause for concern you are welcome to contact Robin Mellor or any other member of the development sub committee to discuss your concerns. Above all it is very important that you should express those concerns in writing to Chiltern District Council before the set deadline date.

- 1.4 There is encouraging news about parking on the Chiltern Hill bridge. The District Council have now received confirmation from the County Council that the double yellow line parking restriction will be extended over the bridge to the gates of the Estate. It will take a little time for an order in council to be obtained to authorise this and the parking restriction to be installed improving safety for all vehicles, especially those exiting the estate which are currently obliged by the parked cars and vans to pull out, potentially into the path of oncoming traffic.

2. Financial report & Accounts (Keith Quilter 882020)

- 2.1 Income from annual subscriptions was £30,898 in 2007, almost the same as 2006. Just two annual subscriptions remain unpaid neither being previous long term non payers and these two residents accept the benefits of living on the Estate at the expense of their fellow residents. There was additional revenue of £3,865 from development charges and £150 from other charges which will be held in reserve towards repairing general damage to the Estate from development work. Bank interest was £1,579.
- 2.2 Expenditure on roads covered two years as there was an invoice of £3,298 paid in January for work completed in December 2006. We continue to reap the benefits of joining Private Roads Services in a much reduced insurance premium of £944. Tree maintenance was higher than 2006 which had been an abnormally low year for trees. We also reaped the benefit of pursuing Three Valleys Water for a contribution towards the road subsidence repairs in 2006 when their insurers paid 25% of the costs at £5,296.
- 2.3 Expenditure in 2007 was within the budget of £21,645 when adjustments are made for the insurance payment by Three Valleys Water and the amount carried over for the road repairs invoice of £3,298 from 2006.
- 2.4 The balance sheet at 31st December 2007 shows bank reserves of £93,728, an increase on 2006. This continues our agreed policy of building reserves in anticipation of substantial road maintenance costs within the next three or four years, a policy endorsed and unanimously agreed at previous AGMs.
- 2.5 The Treasurer has changed the investment of the major part of our reserves, with the approval of the committee, to bonds which give a higher rate of interest.
- 2.6 Appointment of auditors. Our thanks are due to the honorary auditors, Roy Solomon and John Williams, and we propose that they be re-elected for the coming year.
- 2.7 **Annual subscriptions. The committee recommends that the annual subscription should remain at £150 for 2008.** This will enable us to continue to build reserves for anticipated major road resurfacing required in two or three years time. The subscription level is in line with most other private estates of similar size. The subscription is due by 30th April 2008 and a reminder will be sent in March with the minutes of the AGM.

3. Roads and Signs (Robert J. Burge 886214 and Kris Krokosz 880413)

- 3.1 As in 2006 upkeep of the estate roads was carried out on a care and maintenance basis, with the exception of the provision of an asphalt surface to the small Upway spur which had too many large puddles after heavy rain.
- 3.2 The annual survey conducted with our contractors concluded that the roads were in good condition. The exception to this is some wear on Woodside Hill which is largely associated with the amount of building work that has been ongoing. In due course, when all of this work is finished, Woodside Hill will need a significant amount of work including planing of the surface to reduce the camber.
- 3.3 Two of the speed ramps on Woodside Hill have been rebuilt to the current standard requirements, as has the restored ramp in Chiltern Hill at the site of the subsidence. A

further survey of the speed ramps elsewhere on the estate will be conducted during 2008.

- 3.4 The total cost of the work done in 2007 was £13,253.37 including VAT which was very close to budget even though the work completed at the end of 2006 was invoiced early in 2007.
- 3.5 The usual sweeping of the roads will be carried out in the spring, and as usual facilities to grit in the event of snow or ice are readily available to us.
- 3.6 During times of heavy rain there is a build up of water behind the ramps on the hills as a result of the gullies becoming filled with silt. Will residents with a bollard in front of their house please give special attention to keeping the gully between the ramp and the verge clear at all times to allow storm water to flow freely?

4. Trees, Verges and Islands. (John O'Neill 885417, Jasper Garnham 883360)

- 4.1 This year the tree review showed the estate required much more work to be done than last year and we allocated work to two tree surgeons, South Bucks and Fineland Forestry. Due to the poor weather it was in fact later in the year before most of the work was completed, but with just a few roots to be removed we will complete the work within the budget.
- 4.2 Following an investigation into some of the soakaways which were frequently blocked in wet weather, we hired the services of a professional contractor and discovered severe blockages due to penetration of roots from nearby trees on Upway/Winkers Lane. These have now been cleared and should improve the situation considerably. All other drains and soakaways were cleaned out earlier in the year and we will repeat the work in the spring.
- 4.3 The verges around the estate, especially Upway and Woodside Hill, have been badly affected by building work and the consequent contractor's vehicles. The builders are responsible for renovation once the building work is completed.
- 4.4 The islands at Woodside/Lincoln and Chiltern/Lewis continue to require strimming as the weeds take over in spring and summer. This work will be repeated around May when most of the growth has been established.
- 4.5 The gates and signs are in good condition and are clearly visible on approaching the entrances. We will continue to ensure they are cleaned or painted.
- 4.6 The estate bollards are always in need of attention at this time of year and, as in previous years, we will straighten and paint them all in the springtime.
- 4.7 The review of trees on the estate will take place in May/June 2008. If any resident has any questions or requests regarding estate trees please let John O'Neill know before we carry out the review.

5. Development (Robin Mellor 883079, Tricia McNair 884885, Derek Bryan 886677)

- 5.1 Generally 2007 was a quieter year although many of the projects were on a larger scale including two which involved demolition and rebuild.
- 5.2 The total number of applications was eleven. One was initially refused by Chiltern District Council – although a subsequent revised submission was successful. Four other applications were refused but two are likely to be resubmitted. Six applications were approved.

5.3 Details of applications:

Map Ref	Property	Planning Application
13	Covina	Woodside Hill 2007/1859
14	Hill House	Woodside Hill 2007/1689
16	Timbers	Woodside Hill 2007/1249
23	Roughdown	Ellis Avenue 2007/0917
30	Virginia	Chiltern Hill 2007/1652
98	Kenmarles	Sandy Rise 2007/0588
134	Woodvale	Lincoln Road 2007/0619
156	Wolverton	Woodside Hill 2007/0395
160	Marin	Woodside Hill 2007/0515
183	Gledwood	Lincoln Road 2007/0583
186	Wyndyate	Lincoln Road 2007/0526

5.4 We are, as ever, very grateful to our Architectural Consultant, John Nesbitt, for his expert help and advice and also to those who have submitted applications who for the most part have been very cooperative.

5.5 **Residents are reminded that, under the restrictive covenants on all Estate properties, ALL developments must receive the written approval of the Trustees before any work can be allowed to commence. A preliminary discussion or submission of plans prior to applying for District Council planning permission will save you time, work and money in the long run.**

6. Committee

6.1 The most significant event in the life of the Committee this year is the impending retirement of Derek Bryan. He has been a Committee member for 12 years, a Trustee for 10 years and, for the past six years, an indefatigable chairman whom it has proven difficult to replace. Part of his irreplaceability is that, in addition to fulfilling the role of chairman he has also been secretary and taker of the minutes. In the circumstances it was not surprising that no Committee member felt able or skilled enough to replace him without considerable extra assistance.

On that basis the Committee agreed that the chairman should be supported by a deputy chairman and most importantly by a paid secretary (several attempts to enlist a Heights resident in an honorary capacity have over the years proved futile).

6.2 Paul Cassell was elected chairman with Tricia McNair as deputy and they took up their duties on 1st October 2007.

Janice Buchanan has been appointed as secretary to the Committee and has already proved to be a great asset. She now services our dedicated CHRC e-mail address: chrcommittee@btinternet.com and can be contacted at 886969.

6.3 Derek Bryan and Barry Hulme resigned as Trustees during 2007 and were replaced by Robin Mellor and Keith Quilter.

6.4 Kris Krokosz has been co-opted onto the Committee and is already understudying Bob Burge in the care of the Roads and Signs department.

6.5 The Committee met on six occasions during the year and the following nine members are prepared to stand for re-election in 2008:

Rob Burge	Simla, Chiltern Hill	886214
Paul Cassell	Cefalu, Halfacre Hill	Chairman & Trustee 885137
George Eykyn	Timbers, Chiltern Hill	888828
Jasper Garnham	Bryn Tirion, Chiltern Hill	883360
Kris Krokosz	Bo-Chym, Lewis Lane	880413
Patricia McNair	Molins, Halfacre Hill	Deputy Chairman & Trustee 884885
Robin Mellor	Clayton, Lewis Lane	Trustee 883079
John O'Neill	Windoaks, Ellis Avenue	885417
Keith Quilter	Beam Ends, Winkers Close	Treasurer & Trustee 882020

7. Traffic Survey Report

- 7.1 An automatic traffic counter was installed in upper Chiltern Hill at the end of June 2007 and it monitored all traffic in both directions for a 7 day period, 24 hours a day. It recorded measurements of the number of vehicles passing by the hour in each direction and also the speed of those vehicles.
- 7.2 The main conclusions from the measurements were as follows:
 - 7.2.1 Average total traffic per hour between 07.00 – 18.00 is 12 – 14 on weekdays, 10 on Saturdays and 7 on Sundays.
 - 7.2.2 Peak traffic levels are from 08.00 – 10.00 and 17.00 – 19.00 averaging 32/hour in the mornings and 33 /hour in the evenings on weekdays. Saturday traffic levels are lower with a peak around 17.30 and lower still on Sundays with three peaks at 12.00, 15.00 & 19.00.
 - 7.2.3 Night traffic is non existent during the week but with a very low level between midnight & 03.00 on Fridays and Saturdays.
 - 7.2.4 The highest peak levels were on Friday morning at 47 /hour and afternoon peak levels of 40 /hour on Mondays and Fridays.
 - 7.2.5 From general observation the peak traffic appears to be mainly residents going to and from work and parents taking children to & from school. Daytime traffic is mainly commercial deliveries and workmen. There are a few vehicles taking shortcuts at peak times.
 - 7.2.6 Weekday average speed is 14.9 mph and weekend average 15.2 mph.
 - 7.2.7 52% of traffic is travelling at or around the Estate speed limit of 15 mph. 12% is travelling below that speed but 37% is exceeding that speed and averaging around 20 mph. 3% were in excess of 25 mph and 1% in excess of 35 mph. Again from general observation most of those speeding are residents. Two vehicles were measured at over 40 mph
- 7.3 The general conclusion is that the average and peak traffic levels are not excessive and the number taking a short cut is minimal. It does not appear to justify spending a substantial capital sum installing a traffic barrier system plus a heavy annual maintenance cost.
- 7.4 We will make another traffic survey at the same location in Spring 2008 and compare the figures to establish if there is any significant change.
- 7.5 Anyone who is interested in more detailed figures or graphs should contact Derek Bryan at 01753 886677.

Paul Cassell
Chairman & Trustee

25th January 2008

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2007

2006		2007
	Income	
30,791	Annual Subscriptions Received	30,898
150	report fees	150
12,900	Development charges	3,865
1,470	Deposit Interest	1,579
<u>45,311</u>	Net Income	<u>36,492</u>
	Expenditure	
696	Roads Maintenance	17,832
18,184	Roads Subsidence: contribution from Three Valleys Water	-5,296
2,025	Tree Maintenance	4,015
1,163	Barrier	
1,279	Insurance	944
645	Secretarial & AGM	259
880	Legal Fees	334
<u>24,872</u>	Total Expenditure	<u>18,088</u>
20,439	Surplus for year carried to Balance Sheet	18,403

BALANCE SHEET AS AT 31 DECEMBER 2007

2006	2007	2006	2007
Capital Account			
55,086 Balance B/F	75,525	200 F/H Est. & Verges	200
20,439 Surplus for Year	18,403		
<u>75,525</u>			
Creditor:		Bank	
9,540 Remote Control Units		3,286 Current Account	6,576
		81,579 Deposit Account	37,152
		84,865 Six Months Bond	50,000
		Total Bank and Bond	93,728
<u>85,065</u>	<u>93,928</u>	<u>85,065</u>	<u>93,928</u>

for and on behalf of the Committee



Keith Quilter
Hon. Treasurer


Paul Cassell
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 2007 and that the Balance Sheet gives a true and fair view of the assets and liabilities at 31 December 2007.


Roy Solomon


John Wynne Williams
Honorary Auditors