

CHALFONT HEIGHTS ROADS COMMITTEE
66th Annual General Meeting
to be held on
Friday 24th March 2023, at 7.30pm
At the Parish Church Hall, Chalfont St Peter

AGENDA

- 1. Welcome**
- 2. Apologies for Absence**
- 3. Minutes**
- 4. Financial Report and Accounts for 2022**
 - 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 2022**
 - a. To consider the content and matters arising from under-noted sub-sections of the Report:
 - i. Communications
 - ii. Development, Planning
 - iii. Roads, Signs and Snow
 - iv. Trees, Islands, Verges & Gates
 - v. Neighbourhood Watch
 - b. To approve and adopt the sub-sections of the report
- 7. Key decisions**
 - a. To confirm that the Annual Subscription should remain at £250 for 2023
 - b. To confirm that the basis for computation of Development Fees should remain unchanged.
- 8. Committee**
 - a. Appointment of Committee for 2023
- 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 7.30pm on Friday 24th March 2023 at the Parish Church Hall, Chalfont St Peter, to transact the following business:

- 1. To approve the Financial Report and Accounts for 2022**
- 2. To maintain the Annual Subscription for 2023 at £250**
- 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:

Michael Bird
George Eykyn
Peter Gourd
Jane Greaves
Jim Greaves
Jon McGowan
Keith Quilter
Mark Simmons

- 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 Kilima, Lincoln Road, Chalfont St Peter, SL9 9TG at least 7 days before the meeting.

Chairman's Report

I would like to thank my colleagues on the Committee for their enthusiasm and dedication in looking after the estate for the last twelve months. In February this year the committee held its first face to face meeting since the Pandemic, and this year's AGM is a return to face-to-face gatherings.

Last year a number of you commented favourably on our use of zoom to report back to you, and we did consider continuing to hold meetings in this way. Despite the success of the virtual AGMs the committee believed that the benefit of meeting with residents in person at the AGM should not be ignored, hence the return this year to a face-to-face meeting. Don't miss the opportunity to meet your fellow residents over a glass of something.

The Committee members have continued to meet the challenges of running the estate, a task I am sure you will agree they have met admirably.

Keith Quilter is our Treasurer. Keith is tasked with managing the financial affairs of the estate, which includes maintaining the financial records, arranging the preparation of the accounts, making disbursements and ensuring that fees are collected. As a reminder for anyone who hasn't made a note of this, the Chalfont Heights Roads Committee Limited bank account is with HSBC, the sort code is 40-17-69 and the account number is 11431641. If you have not already done so please set up a standing order for the annual subscription due in April using the now reduced subscription rate of £250 approved at last year's AGM. Alternatively you can pay using the banking App on your phone, using your house name as the reference.

George Eykyn and Jon McGowan have been responsible for communications, making sure that messages are communicated and that the Committee responds to questions raised by residents. Jon looks after our website, while George is responsible for Neighbourhood Watch and the estate's email and WhatsApp group.

Jim and Jane Greaves continued to provide us with the benefit of their expertise in reviewing planning applications and in advising residents on their development plans. Jim continues to monitor the developments of a new local plan, to try and protect The Heights from threats of overdevelopment in the fields to the east of the estate.

Mark Simmons has continued to plan and supervise the maintenance of the roads. This is a big workload and invariably the source of most inquiries! The road resurfacing planned for the end of 2021 began in 2022 and Mark will update you on progress.

Mike Bird has continued his vital role maintaining the trees and verges, which gives our estate its special character. We had the opportunity to enjoy this special character in person at the Queen's Platinum Jubilee celebrations held in Ellis Avenue on Sunday 5th June. This was not organised by the committee, but by a special group of volunteers under the guidance of Steve Allright. Thank you to all of them for organising such a memorable event.

This year there will be the opportunity to celebrate the coronation of King Charles. Another opportunity for residents to come together and have some fun.

Peter Gourd
Chairman

Communications (George Eykyn & Jon McGowan)

Email

We have maintained the range of email alerts offered on behalf of the Committee. With the exception of half a dozen properties, all households subscribe to the Roads Committee emails about the estate – ie about 95% of our residents. We also offer email alerts about council planning notifications relating to the estate.

We continue to comply with data protection as per GDPR. Our privacy policy is available on the website. All new residents are asked for their consent for their personal information to be used, and emails on estate and Neighbourhood Watch matters remind recipients of their right to withdraw their consent at any time.

In line with residents' decision at the 2019 AGM, we continue to use primarily electronic (email) distribution of key documents like the Annual Report. For residents whom we are unable to email, we continue to deliver a hard copy.

Website

Our website, www.chrc.org.uk, remains a useful tool and a repository of information about the estate.

WhatsApp

117 residents now belong to the "Chalfont Heights General" WhatsApp group. If you wish to join, please email geykyn@btopenworld.com.

As always, the Committee is grateful for any help from residents putting new neighbours in touch with us. It really helps. With at least an email address, we can send them a welcome pack and offer them the different email alerts.

It's especially challenging to maintain accurate records and contacts for properties owned by companies or rented out to tenants. Likewise at the moment of sale: if you sell your property and leave Chalfont Heights, please put the new owner in touch with us. This involves minimal effort for the departing resident, but can save a lot of time for us, as well as giving the new residents the best experience as they arrive in their new home.

Thank you.

Finance (Keith Quilter, Treasurer)

Regrettably, far too many residents are not paying the Chalfont Heights subscription on time. Please ensure payment for 2023 is made by standing order by the end of May.

Bank details for Standing Orders

Account name: Chalfont Heights Roads Committee Ltd

Account number: 11431641 Sort Code: 40-17-69.

Please use your house name as reference.

A full set of accounts will be available for display in the 2023 online AGM. A hard copy will be made available to those few households not able to receive them by email who request a copy.

CHALFONT HEIGHTS ROAD COMMITTEE
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

2021		2022
	Income	
53,325	Annual subscriptions received	57,410
620	Other income	185
8,160	Development charges	6,396
1	Interest received	18
62,106	Total Income	64,009
	Expenditure	
1,718	Roads maintenance	105,707
72	Bank charges	66
9,214	Tree maintenance	13,298
798	Insurance	825
40	Secretarial & AGM	195
1,404	Accountancy	1,410
12,897	Legal & professional fees	1,642
26,143	Total Expenditure	123,143
35,963	Surplus for year carried to Balance Sheet	-59,134

BALANCE SHEET AS AT 31 DECEMBER 2022

2021		2021	
	Capital Account		
196,781	Balance B/F	232,744	
35,963	Surplus/(Deficit) for the year	- 59,134	
232,744		232,744	
		Bank	
		221,006	161,854
		12,638	12,656
		-	-
		233,644	174,510
		Creditors:	
		(900)	(900)
232,744		232,744	173,610

for and on behalf of the Committee

Keith Quilter
Hon. Treasurer

Peter Gourd
Hon. Chairman

Development (Jim Greaves)

(Sub-Committee members: Jane Greaves; Peter Gourd)

The Development Sub-Committee has dealt with a varied number of issues this year.

Firstly, the CHRC has been developing and lodging a response to the planning application that has been submitted, by the Epilepsy Society, for 975 dwellings to be constructed on Green Belt land behind the existing hospital properties. A report will be given at the AGM.

On regular matters and to reiterate a common theme. There continue to be some residents submitting planning applications to the local authority without consultation with the CHRC. Residents are reminded that they or their agents are advised to consult with the CHRC development

subcommittee before applying to the Council for planning permission. Household's deeds contain a restrictive covenant that requires the consent of this Committee for new development works on their land. If this consent is not obtained it can cause problems when the property is sold because increasingly solicitors are contacting the Committee to ensure that all fees have been paid and consents obtained. Immediate neighbours will now be contacted for their views about planning applications that will directly affect them. Therefore it is best if the applicants consult with their neighbours beforehand.

As a good many of you know the estate is an 'Established Area of Special Character', but we should reiterate this for new householders within the estate. This character is described, within the Chalfont St Peter Neighbourhood Plan, as:

Strong rectilinear road layout and large plot sizes. Planned nature of the area gives it a strong uniform appearance.

Houses are generally large, two-storey detached homes set within large plots. Front gardens are deep and contain a variety of lawns, hedges, trees and shrubs.

The roads have a distinctive character with narrow carriageways and soft verges. Grass verges are planted with mature deciduous trees which are a particular feature in the street scene. The deep front gardens in this area add to the green, leafy character.

Many houses do not have front boundary treatments adding to the informal feel of the area.

Close boarded or solid fences and structures such as car ports set within the front lawn of the dwelling have an adverse effect on the character of the estate. The CHRC recognises that residents sometimes wish to erect fences, for reasons of security, but we ask that these comprise low steel railings inset with hedge planting to preserve the green leafy character of the dwelling frontages. Gates are increasingly being installed and we would ask that these are either timber or steel railings. Solid metal gates are discouraged because they detract from the character of the estate.

Finally, the Sub-Committee would like to remind residents of the Chalfont Heights guidance that construction and building works are not permitted outside the hours of 0800-1800 weekdays and 0800-1300 on a Saturday. This is specified in the "Conditions for Building Works" policy which can be downloaded from the Chalfont Heights website, www.chrc.org.uk. Our policy matches the Buckinghamshire Council policy on construction noise and related issues, which is outlined here: <https://www.buckinghamshire.gov.uk/environment/environmental-health-and-nuisance/noise-light-smoke-and-smells/noise-from-a-construction-site/>

Utilities and Roads (Mark Simmons)

Snow

We had an unseasonal cold spell in early to mid-December 2022 accompanied by snow falls across much of the southeast. The cold weather lasted for several days resulting in icy roads. Some of our grit stores were partly or completely emptied to keep the estate roads clear. We will carry out an inspection of grit bins during our annual Spring roads inspection and ensure that the grit bins are refilled.

Many thanks to the snow team who responded to apply grit to our road surfaces and clear the snow when needed. New volunteers to join the snow team are always welcome.

Road Sweeping, Sewers and Gullies

The roads were swept in late Autumn. A further sweeping of the roads is planned in Spring this year to remove the winter surface debris and improve the visual amenity of the estate.

Several road gullies were emptied at the bottom Chiltern Hill during 2022. We plan to empty the gullies around the estate again in 2023.

Utilities

It has been a quiet year around the estate with no major utility works being undertaken during 2022. I note that Cadent has recently returned to renew gas mains along Lower Road. There is a chance they may issue notice letters advising that they intend to renew the remaining gas pipes on the estate.

Thames Water returned to complete the repair works to their sewer along Upway that had become blocked towards the end of 2021. Hopefully the sewer repair will be effective, and they won't need to return.

Sink Hole

The sink hole in the grass verge at the junction of Upway and Chiltern Hill has been backfilled recently. Borehole investigation works last year identified that the extent of the voiding was limited. An initial inspection the void was measured to be approx. 1.5m deep and 1m in diameter, and the borehole identified that looser ground extended for a further 0.5m around the void but beyond that the surrounding ground was found to be firm. The remedial solution comprised backfilling the ground with granular fill to stabilise the sink hole and immediate surrounding ground.

Road resurfacing and associated works

During the first week of September 2022, we completed the road resurfacing works to Woodside Hill and Chiltern Hill:

- **Upper Woodside Hill** - replace asphalt road surface from Mulberry House to Ellis Ave
- **Middle Chiltern Hill** - replace asphalt road surface from Ellis Ave roundabout to Ochre House
- Other minor road surface and speed bump repairs.

As we noted last year, we expect Cadent Gas to return to complete their programme of gas main renewal; so we are thinking of deferring resurfacing works on Sandy Rise and Upway from 2023. Lewis Lane, Winkers Close and Winkers Lane have already been resurfaced in the past couple of years and so are not in the current programme of road resurfacing works. This may require condition-based patch repair works to be carried out on both Sandy Rise and Upway. We will review this during our Spring inspection of the roads. Currently, no road resurfacing works are planned for 2023.

Trees, Islands, Verges & Gates (Michael Bird)

I hope that our residents continue to enjoy the special rural, peaceful character of our estate, and appreciate our tree-lined roads and grassed verges, which are owned by CHRC Limited. The trees are maintained by our contractor, Fineland Forestry, which conducts a biannual survey of the condition of our trees and make recommendations for intervention where appropriate.

Since some trees can deteriorate quite rapidly, we also rely on residents to notify us of any concerns they may have regarding the health of the trees. Over the past year, three trees have been removed pro-actively because of concerns over their health, and dead branches are cut back for safety reasons. In order to preserve the attractive nature of our estate for future generations, we aim to replace any fallen trees with suitable saplings, as well as taking the opportunity to fill any gaps on the verges or islands that would benefit from additional planting.

Over the past year, ~15 saplings have been planted around the estate, including the special 'Jubilee Plum' planted on Ellis Avenue to commemorate the Queen's Platinum Jubilee last year. We aim to nurture a mix of species, and recent plantings have included Rowans, flowering Cherries, Walnut and some specialist fruit trees. During dry spells over the summer, it would be appreciated if residents could occasionally water any saplings on their verges.

Most requests from residents are for pruning back overhanging branches or pollarding to increase light penetration, and we try to maintain a balance of preserving the leafy character of the estate, but at the same time taking the views of residents into consideration.

The majority of the verges are grassed, which allows pedestrians to use the verges when vehicles are approaching. For this reason, it is important to keep the verges clear, especially during the hours of darkness in late autumn to early spring when school children may be using the roads. It is appreciated that the vast majority of our residents make the effort to maintain, and in some cases improve, their verges by cutting the grass and pruning back any overhanging shrubs or trees. I should also thank our Haywarden, Mike Stevens, for maintaining the islands, bollards and sorting out smaller jobs around the estate.

As mentioned in previous reports, I would like to remind residents that parking on the verges is strongly discouraged, and that any damage to verges incurred by contractors should be reported to the contractor for reparation, or to me. Any planned alterations to the verges should first be reviewed by the CHRC. In addition, although several residents are now installing fencing or metal railings on their front boundary, we request that a natural hedge is planted in front to help to maintain the green, leafy nature of our estate.

I would like to thank residents or their co-operation in maintaining the verges and trees, and please feel free to contact me if you have any concerns or issues.

Neighbourhood Watch (George Eykyn)

The Neighbourhood Watch (NHW) scheme has continued to be valued by residents, with more than 200 subscribers to the email alerts.

The Chalfont Heights NHW WhatsApp group has 117 subscribers, who want to receive immediate communication of the most important information – such as any police appeals or descriptions of individuals or vehicles sought. There is also a WhatsApp group for all NHW Co-ordinators in Chalfont St Peter, so occasionally one of their messages may be shared. Anyone who would like their mobile number added should email geykyn@btopenworld.com. It should be stressed that the WhatsApp group is used very sparingly.

Since Jan 2022, there have been a total of 3 crimes in the estate formally recorded by the police on the local crime map. These were reported as

- Burglary – Halfacre Hill, Nov [police crime map logs the burglary to this road but I believe it was nearby, on Ellis Ave]
- Vehicle crime – Sandy Rise, Dec
- Burglary – Sandy Rise, Dec [no detail received from police on this, so if anyone has info please contact me]

Police advice remains unchanged:

- 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:

Peter Gourd (chair, development)	Kilima, Lincoln Road	893971
George Eykyn (communications)	Timbers, Chiltern Hill	888828
Jon McGowan (communications)	Tickencote, Upway	07851 296165
Keith Quilter (finance)	Beam Ends, Winkers Close	882020
Mark Simmons (roads)	Old Maples, Sandy Rise	07812 985378
Michael Bird (trees, verges)	Birchwood, Lincoln Road	882530
Jane Greaves (development)	Pembroke Lodge, 19 Upway	886117
Jim Greaves (development)	Pembroke Lodge, 19 Upway	886117

All members are standing for re-election at the Annual General Meeting on Fri 24th March 2023.