

CHALFONT HEIGHTS ROADS COMMITTEE
67th Annual General Meeting
to be held on
Friday 15th March 2024, 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 2023**
 - 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 2023**
 - 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 2024
 - b. To confirm that the basis for computation of Development Fees should remain unchanged.
- 8. Committee**
 - a. Appointment of Committee for 2024
- 9. Other Business**

<p>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.</p>

- 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 15th March 2024 at the Parish Church Hall, Chalfont St Peter, to transact the following business:

1. To approve the Financial Report and Accounts for 2023

2. To maintain the Annual Subscription for 2024 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. They are all busy people and their dedication in giving up their time without payment is most generous.

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. The Committee is recommending that the rate of annual subscription remains at £250. 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 also responsible for Neighbourhood Watch and the Estate's two Whatsapp groups.

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.

We continue to benefit from Mark Simmons' engineering expertise. The roads are in good condition. Mark will comment in some detail in his report.

Mike Bird has continued his vital role maintaining the trees and verges, which gives our estate its special character. Last year estate celebrated the coronation of King Charles, including the planting of a commemorative tree at the top of Woodside Hill. Thank you to the volunteers who organised this so effectively.

Finally thank you to all the residents for helping to make this such a special community to be a part of.

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

138 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 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)

As you can see on the following page, the estate has a healthy balance sheet. As in previous years, a large number of residents failed to pay their 2023 Chalfont Heights subscription on time. Please would everyone without a standing order create one for 2024 and onwards?

Payment for 2024 is due 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. The financial summary follows on the next page.

CHALFONT HEIGHTS ROAD COMMITTEE
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

2022		2023
	Income	
57,410	Annual subscriptions received	50,449
185	Other income	185
6,396	Development charges	2,816
18	Interest received	187
<u>64,009</u>	Total Income	<u>53,637</u>
	Expenditure	
105,707	Roads maintenance	5,688
66	Bank charges	62
13,298	Tree maintenance	11,620
825	Insurance	876
195	Secretarial & AGM	386
1,410	Accountancy	1,582
1,642	Legal & professional fees	0
<u>123,143</u>	Total Expenditure	<u>20,214</u>
<u>-59,134</u>	Surplus for year carried to Balance Sheet	<u>33,423</u>

BALANCE SHEET AS AT 31 DECEMBER 2023

2022	2023	2022	2023
Capital Account			
232,744 Balance B/F	173,610		
(59,134) Surplus/(Deficit) for the year	33,423		
		Bank	
		161,854 Current Account	195,190
		12,656 Deposit Account	12,843
		- Six Months Bond	-
		<u>174,510</u> Total Bank and Bond	<u>208,033</u>
		Creditors:	
		(900) Accruals	(1,000)
<u>173,610</u>	<u>207,033</u>	<u>173,610</u>	<u>207,033</u>

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)

CHRC Development Subcommittee report to the AGM 2024.

The Development Subcommittee has dealt with a varied number of issues this year.

Firstly, the CHRC lodged an objection to the Epilepsy Society proposal for 975 dwellings in February last year. The application was submitted in August 2022 and so far, has had over 800 objections. The applicant has recently submitted a document (February 2024) outlining that they will close their site if they cannot proceed with the development. An update to be given at the AGM.

Secondly, an update report will be given at the AGM on the realigned and fenced footpath on Butlers Fields adjacent the Paccar Scout Camp.

Currently there doesn't appear to be any planning activity for the Winkers nightclub site. Planning was granted for 14 dwellings (incl. 4 affordable - 1 and 2 bed dwellings) in September 2022 and the developer has three years for implementation. Kebbell Homes are the developer.

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.

Householders' 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 Chalfont Heights estate is an Established Area of Special Character, but we should reiterate for new householders within the estate what this means. 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.

Utilities and Roads (Mark Simmons)

Snow

The recent winter has generally been wet and mild. There was a cold spell for several days resulting in icy roads. At the time, we received reports that some of our grit storage bins were partly or completely empty. We will carry out an inspection of grit bins during our annual Spring roads inspection and ensure that the grit bins are refilled.

Though less effort was required this year, we continue to thank the snow team who respond to apply grit to our roads 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 our 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 reactively during 2023. Blocked gullies appear to be becoming a common theme; accordingly we plan to take a more proactive approach to drainage and gully maintenance in the upcoming year to address this issue.

Utilities

It has been a quiet year around the Estate with no major utility works being undertaken during 2023.

In last year's report I noted that Cadent was renewing gas mains along Lower Road and that they may revisit us. About one third of the estate's gas pipes were not renewed when Cadent worked on the estate several years ago. At some stage we expect them to return to renew the remaining gas pipes.

Thames Water has attended to various blocked sewers. These appear to be isolated blockages rather than major works associated with collapsed sewers that caused road closures on Chiltern Hill and Upway in recent years.

BT Openreach and its contractors attend periodically to provide fibre optic cable connections to properties. This is incidental work to the major duct and cable replacement works they carried out several years ago.

Sink Hole

The sink hole in the grass verge at the junction of Upway and Chiltern Hill has been backfilled in early 2023. The backfill has been topped up as the original backfill consolidates. The ground level will be monitored, and further fill material placed as required. Otherwise, no further work is planned.

Road resurfacing and associated works

No road surfacing works were undertaken during 2023. Planned resurfacing works at Sandy Rise and Upway were deferred until 2024 as a result of our 2023 Spring inspection.

We will continue to inspect and assess the condition of our roads during our annual Spring inspection. A programme of work will likely flow from this inspection. The programme of work may include:

- condition-based patch repair works to any damaged road surfaces
- resurfacing works to Upway and/or Sandy Rise
- repairs to speed bumps
- road drainage improvements at Upway, Woodside Hill and Sandy Rise
- Road gully and soakaway cleansing

Trees, Islands, Verges & Gates (Michael Bird)

I hope that our residents continue to enjoy the special rural character of our Estate, and appreciate our tree-lined roads and grassed verges, which are owned and maintained by CHRC Limited. The trees are havens for many birds and wildlife, and our intention is to preserve this mini-ecosystem. At the AGM, I would like the residents to re-affirm their support for the committee's policy of maintaining this important aspect of our estate.

It's been a busy year, with about 40 requests for attention to the trees and verges. A bi-annual survey of the condition of our trees is conducted by Fineland Forestry, and whilst the vast majority of our 450+ trees are in good condition; a small number (approx. 6) have been deemed to be dead or dying over the past year, and were removed for safety reasons. Nevertheless, the condition of trees can deteriorate quite quickly, for example due to disease, and I rely on residents to inform me of any concerns to the state of trees on their verges. In total, we have removed ten mature trees over the past year; also, earlier in January, a mature Silver Birch tree along Lewis Lane was felled during a storm, blocking access for residents. Fortunately, with local help from a friend with a chain saw, we were able to remove the tree within an hour. Similarly, last October, the large, dead oak tree on the edge of Winkers Close and Upway finally came down in a storm, blocking access along Winkers Close. Fineland came out almost immediately to remove the tree and restore access. The tree had been home to a multitude of wildlife.

The intention is to replace all removed trees with saplings once the planting conditions are appropriate.

There has also been a considerable drive to prune back over-hanging or dead branches, and to conduct pollarding to improve light access, for example on upper Woodside Hill and on the mini-roundabout in Lewis Lane. The intention is to maintain the balance of considering residents' requests for pollarding, whilst preserving the leafy aspect to our Estate.

In September, the 'goat path' that connects Sandy Rise to upper Lewis Lane was reported to be in urgent need of attention. It was virtually impassable because of overgrowth. Thanks goes to Roger Cairns and a group of hardy volunteers, who managed to restore the footpath to its original state in the interest of residents.

One of the highlights of 2023 was the Street Party held in June in honour of the King's Coronation. To celebrate the occasion, a new lime tree was planted, together with a commemorative plaque, on upper Woodside Hill, close to the corner with Ellis Avenue. The planting will be a reminder of the occasion for future generations.

The islands and bollards are maintained by our Haywarden, Mike Stevens, to whom we are grateful. In particular, the Woodside Hill/Lincoln Road island has been tidied up, accompanied by the planting of several new trees and shrubs. This improves the visual impact of the Estate for residents entering from Woodside Hill. An area of common ground on Winkers Lane Spur has also been tidied up and restored its original appearance (with help from Norman Fearn). In addition, all 90+ bollards were re-painted (and straightened where necessary) over the summer. Mike Stevens also replaced the Upway road sign, which was vandalised over the summer, and replaced a bollard damaged by a delivery vehicle.

Damage to the verges and bollards caused by drivers (usually delivery vehicles) remains a problem, and I'd be grateful if residents could report any such damage to us, preferably with vehicle details if they can obtain them. With so much development on site, we would appreciate it if residents whose property is undergoing development request that their contractor makes good any damage.

Finally, since the verges (and the trees on verges) are owned by CHRC Limited, we ask that any planned alterations to the verges should be first be reviewed by the CHRC. In addition, because

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.

As always, 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 130 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 2023, there have been a total of 7 crimes in the estate formally recorded by the police on the local crime map. These were reported as

- Theft, Sandy Rise, March 2023
- Violence/sexual offence, Sandy Rise, April
- Violence/sexual offence, Sandy Rise, June
- Theft, Sandy Rise, June
- Burglary, Ellis Ave, November
- Theft, Lincoln Rd, November
- Burglary, Halfacre Hill, December

In addition there was a further burglary in early February 2024 at a house in Ellis Avenue.

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 do not hesitate to call 101.
- There is also this page on the Police website which allows you to make a report of something you have seen, similar to calling 101: <https://www.thamesvalley.police.uk/tua/tell-us-about/soh/seen-or-heard/>

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 15th March 2024.