

**CHALFONT HEIGHTS ROADS COMMITTEE**  
**68th Annual General Meeting**  
**to be held on**  
**Friday 14th March 2025, 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 2024**
  - 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 2024**
  - 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 2025
  - b. To confirm that the basis for computation of Development Fees should remain unchanged.
- 8. Committee**
  - a. Appointment of Committee for 2025
- 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 14th March 2025 at the Parish Church Hall, Chalfont St Peter, to transact the following business:

**1. To approve the Financial Report and Accounts for 2024**

**2. To maintain the Annual Subscription for 2025 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

Jane Greaves

Jim Greaves

Jon McGowan

Mark Simmons

Nigel Wright

Michelle Lamb

**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

Welcome to the 68<sup>th</sup> Annual General Meeting of the Chalfont Heights Roads Committee.

I would like to begin by thanking my colleagues on the Committee for their enthusiasm and dedication in looking after the estate for the last twelve months. This year I would like to make particular mention of Keith Quilter since he is retiring from the Committee after many years of service as our Treasurer. Keith initially joined the Committee in 2007. He became the Treasurer in 2008; prior to that he was one of the joint auditors of CHRC. Keith's enthusiasm and knowledge of the estate and its residents has been an invaluable support to the Committee and will be much missed. Thank you, Keith.

George Eykyn and Jon McGowan are responsible for communications. In addition, Jon looks after our website, while George is also responsible for Neighbourhood Watch and the estate's two WhatsApp groups.

We have benefitted significantly from the expertise of Jim and Jane Greaves 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 on nearby land.

Mark Simmons' engineering expertise has meant that our roads remain in good condition.

Mike Bird has continued his vital role in maintaining the trees and verges. He has built up a wealth of knowledge which makes him an invaluable asset to the Committee and to the estate.

Recently my wife Masooma and I have decided it is time for us to downsize, hence our home Kilima has been put on the market. With changes to our living arrangements being imminent I am stepping down from the Committee at this AGM. I was originally invited by the then Chair, Jonathan Pegler, to join the Committee in 2015. I became responsible for Development. Although I had little or no experience of planning matters, I was fortunate to have had a non-committee member and experienced Architect, Terry Ansell, as my adviser. In 2017 I became the new Chair when Jonathan Pegler retired from the Committee. Jonathan left a legacy of a more soundly funded organisation which I have tried to live up to. My time on the Committee has provided me with countless memories which I cherish. The Committee members have become good friends and I appreciate all the support they have given me.

In June of last year, two new volunteers were co-opted onto the Committee: Nigel Wright and Michelle Lamb. Both candidates have extensive experience in Finance and were identified as suitable replacements for Keith Quilter, who had indicated at that time that he would like to step down at this year's AGM.

Nigel Wright has stepped forward to replace me as the Chair – a role for which he is eminently well qualified. Nigel graduated as a mechanical engineer in 1981. From 1981 to 2006 he worked in BP, holding various senior CFO roles during his time there. Since leaving BP he has held various senior financial roles, until his retirement 7 years ago to care for his wife. Since Nigel's wife died in January last year Nigel has had more time to do other things, and decided he would like to contribute to this estate which he is so fond of. I am happy to recommend Nigel to you as our new Chair.

Michelle Lamb is a graduate in Pharmaceutical Chemistry, qualifying as a Certified Chartered Accountant in 2003. She is the Finance Director of CCS Group Ltd, having been invited onto the board in 2018. The group's main trading company acts as a service provider to the rail industry. Michelle and Nigel have been working with Keith for several months now on the transition of the role to Michelle. I am happy to recommend Michelle to you as our new Treasurer.

Last year at this time the A413 link to the centre of Chalfont Saint Peter had to be closed because of emergency pumping of sewage to protect the water supply from contamination. This resulted in some motorists choosing to route their journey through our estate. Some of these individuals drove through the estate thoughtlessly, endangering pedestrians using the estate's roads. It was agreed at the AGM that a working group of volunteers from amongst the residents would establish a working group which would investigate the options available to us. I would like to thank those volunteers for their hard work. The working group was comprised of Kalpesh Brahmabhatt, Brian Davies, Adrian Foy and Keith Tozzi, and chaired by Ian Dallow. The working group recommended that traffic flow data be collected, and that consideration be given to creating width restrictions on the roads, both to slow traffic and to make travelling through the estate less attractive. In addition, there was a proposal to place more signage on the estate to make drivers more conscious of the perils of travelling at speed on our roads. I would like your Chairman-designate, Nigel Wright, to update you on the Committee's plans in this regard, during the AGM.

Since the last AGM we have taken legal advice on the possibility of providing gated access to the estate, a proposal supported by some residents. The advice is that this will not be possible for two reasons:

- 1 Upway, Chiltern Hill and Woodside Hill are public rights of way and the Highways Authority will not permit access to be denied to non-residents.
- 2 The covenants which exist between individual property owners and the estate provide them with unrestricted access to their homes through the estate. Residents who do not wish to have gates could sue the estate if gates were imposed upon them.

For those of you frustrated by the legal advice, I would ask you to work with the Committee on using other methods to make our roads safer.

Finally thank you to all the residents for helping to make this such a special community to be a part of. Masooma and I will miss everyone when we leave.

**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 those few residents genuinely unable to receive email, we continue to deliver a hard copy.

#### **Website**

Our website, [www.chrc.org.uk](http://www.chrc.org.uk), remains a useful tool and a repository of information about the estate.

### **WhatsApp**

154 residents now belong to the "Chalfont Heights General" WhatsApp group. If you wish to join, please email [geykyn@btopenworld.com](mailto:geykyn@btopenworld.com).

### **New residents**

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 new residents 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 2024 Chalfont Heights subscription on time. Please would everyone without a standing order create one for 2025 and onwards?

Payment for 2025 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.*

The following page shows a one-page summary of the accounts to 31 December 2024.

A full set of accounts will be available for display in the 2025 AGM. A hard copy will be made available to those few households genuinely unable to receive them by email who request a copy.

**CHALFONT HEIGHTS ROAD COMMITTEE**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024**

2023		2024
	<b>Income</b>	
50,449	Annual subscriptions received	42,448
185	Other income	185
2,816	Development charges	8,524
187	Interest received	251
<u>53,637</u>	<b>Total Income</b>	<u>51,408</u>
	<b>Expenditure</b>	
5,688	Roads maintenance	12,583
62	Bank charges	61
11,620	Tree maintenance	21,881
876	Insurance	861
386	Secretarial & AGM	370
1,582	Accountancy	1,612
0	Legal & professional fees	40
<u>20,214</u>	<b>Total Expenditure</b>	<u>37,408</u>
<u>33,423</u>	<b>Surplus for year carried to Balance Sheet</b>	<u>14,000</u>

**BALANCE SHEET AS AT 31 DECEMBER 2024**

2023		2024		2023		2024
	<b>Capital Account</b>					
173,610	Balance B/F	207,033				
33,423	Surplus/(Deficit) for the year	14,000				
<u>207,033</u>		<u>221,033</u>				
					<b>Bank</b>	
			195,190	Current Account		208,939
			12,843	Deposit Account		13,094
			-	Six Months Bond		-
			<u>208,033</u>	<b>Total Bank and Bond</b>		<u>222,033</u>
					<b>Creditors:</b>	
			(1,000)	Accruals		(1,000)
<u>207,033</u>		<u>221,033</u>	<u>207,033</u>			<u>221,033</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)

As a good many of you know, the estate is an Established Area of Special Character. This character is described within the Chalfont St Peter Neighbourhood Plan as:

*Strong rectilinear road layout and large plot sizes. The 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.*

Also, the [Chalfont Heights Estate Development Guidelines](#) stipulate:

‘The quality and style of proposed buildings must be in keeping with that on the estate generally’. Notwithstanding this, the character of the estate is occasionally being pressured by residents with ambitious development plans and desires to introduce differing building styles. The CHRC will continue to strive to maintain the character of our estate.

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.

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. PV installations on roofs are going to increasingly be a feature of the Chalfont Heights estate. The CHRC recommends the use of the recessed type of panel (that sits flush with the roof) as it is more sympathetic to the design of the houses; but alternatives can be submitted for consideration.

Epilepsy Site – Update to be given at the AGM

Winkers Site – Update to be given at the AGM

Butlers Fields – Update to be given at the AGM

## **Utilities and Roads (Mark Simmons)**

### **Snow**

This recent winter has generally been wet and mild with a couple of wild storms. During this period, there was a cold spell resulting in icy roads. We expect grit usage will have been light this year. We will carry out an audit of grit bins and road-salt stock during our annual spring roads inspection and ensure that the grit bins are refilled as required.

Although not needed this year, we thank the snow team who would respond to apply grit to our roads and clear the snow. New volunteers to join the snow team are always welcome.

### **Road Sweeping, Sewers and Gullies**

The roads have been swept recently, on 10-11 Feb this year, to remove winter surface debris and improve the visual amenity of the estate.

A programme of work was undertaken recently to cleanse and repair the road gully and soakaway network around the estate. Last year we undertook to take a more proactive approach to drainage and gully maintenance in the upcoming year to deal with blocked gullies and soakaways. This has resulted in a recent programme of gully maintenance work around the estate.

All the gullies and soakaways have been inspected. Most of the gully covers were lifted and initial loosening and removal of the grit and debris within the gully was undertaken. The gratings to some of the gullies were damaged and others were seized, so the gratings could not be lifted. Broken and seized gully gratings have been replaced.

Once these remaining covers and gratings had been freed and the compacted material loosened and removed, all gullies and soakaways were then cleaned out using a tanker. Following on from this, pipework running into and out of gullies and soakaways was jetted to improve the flow of water in and out. This programme of work has now been completed.

Last year we were asked to look at solutions to reduce the height difference between the road surface on Woodside Hill and the drainage channels on either side. We have agreed to go for a staged solution. The first section of brick channel to be raised will be from the Lincoln Road island down Woodside Hill on the south side, mainly outside Silvanus, to evaluate whether the proposed concrete dish channel solution is appropriate. If necessary, we will refine the solution and then do the other sections as required. Work started on this in mid-February.

### **Utilities**

It has been a quiet year around the estate with no major utility works being undertaken during 2024. In last year's report I noted that Cadent were 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. Having said that, one of the blockages was on Upway close to the previous collapsed sewer. We have noticed a dip in the road surface along Upway. At this stage we are not sure that the events are related.

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.

### **Road resurfacing and associated works**

No road surfacing works were undertaken during 2024. As a result of our annual inspection last year, the planned resurfacing works at Sandy Rise and Upway were deferred until 2025. These resurfacing works will now be planned for spring/summer this year.

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

- condition-based patch repair works to any damaged road surfaces
- resurfacing works to Upway and Sandy Rise
- repairs to speed bumps



### **Trees, Islands, Verges & Gates (Michael Bird)**

Firstly, I would like to thank the vast majority of our residents who care for their verges and trees, and who appreciate the leafy, tree-lined character of our estate. Without such attention from residents, the annual subscription fee would have to be much higher. The 450+ trees on the estate are surveyed twice a year by Fineland Forestry: any diseased/dying trees are removed and, where possible, replaced with saplings to preserve the nature of our estate for future generations. However, trees can sometimes deteriorate quite quickly, and I would encourage residents to report any concerns to me, directly or via the CHRC contact email address.

For safety reasons, six dead/dying trees were removed over the past year, and a tree came down across the road on Chiltern Hill during a storm in December. Fineland removed the tree almost immediately, minimising any disruption. The bi-annual survey also identifies areas where crown-lifting or pruning is appropriate. Considerable cutting back of branches overgrowing onto the roads or front gardens is conducted throughout the year.

Smaller jobs, such as tidying up the islands, replacing bollards, grit bins and signs, are conducted by our haywarden, Mike Stevens, and we thank him for his help in these matters.

The verges can easily be damaged by heavier vehicles, especially in wet weather and at sites close to development projects, and we request that developers or tradespeople make good any damage done to verges. We also ask residents and tradespeople not to park on the verges to avoid damage to the verge and/or tree roots.

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

Our future plans include planting a number of saplings to replace those removed over the past year, and to maintain the trees, verges and islands in good condition for the enjoyment of residents.

### **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 145 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](mailto:geykyn@btopenworld.com). It should be stressed that the WhatsApp group is used very sparingly.

Since Jan 2024, there have been a total of 6 crimes in the estate formally recorded by the police on the local crime map. These were reported as

- Burglary, Ellis Avenue, February
- Vehicle crime, Ellis Avenue, April
- Vehicle crime, Upway, April
- Theft, Winkers Close, July
- Vehicle crime, Chiltern Hill, November
- Burglary, Ellis Avenue, November

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/>

### **Estate CCTV**

Following the expressed wishes of residents at successive AGMs, we have researched suitable CCTV locations during the year and the Committee took the decision to install two more cameras. These help provide a record of vehicles and people entering and the leaving our estate, which is useful if these vehicles cause damage to the estate, or if crimes take place. The cameras are operated in accordance with GDPR, and we pay an annual Data Protection fee to the Information Commissioner's Office.

### **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
Nigel Wright (finance)	Esha Ness, Lewis Lane	890469
Michelle Lamb (finance)	Altera, Sandy Rise	887437

Peter Gourd will be stepping down as Chair, and also leaves the Committee, at the Annual General Meeting on Fri 14<sup>th</sup> March 2025. Keith Quilter steps down as Treasurer and also leaves the Committee. Other members of the Committee are all standing for re-election.