

99 Bath Road Management Company Limited

15 Windsor Road, Swindon, SN3 1JP

Agenda for members meeting to be held electronically on 2nd July 2026 at 3:00pm

Attending:

S Badhan
C Turner
S Embling
A Moody
T Dellow – Managing Agent
J Morris – Managing Agent

1. Welcome, Introduction and Apologies

T Dellow welcomed those attending to the meeting. Apologies were received from P Murphy and R Knapp.

2. Accounts

A copy of the income and expenditure and balance sheet was presented to the meeting. T Dellow summarised the current expenditure to date, against the budget. It was noted that the current budget for building maintenance is set at £10,000, which is likely to be taken up by urgent chimney repairs.

3. Maintenance

a) External Works

Works to the external structure have been undertaken, including repointing and repairs to external walls of the main house, replacement and redirection of defective guttering, and roof repairs above Flat 4.

b) External Drainage Works

Works have been undertaken around the left side of flat 1 including drainage improvements, consisting of widening and deepening drainage channels and regular cleaning of the drainage channels.

c) Chimney Works

The chimney on the house closest to the main accessway is in a poor condition. It should either be repaired or removed. T Dellow advised that planning permission is likely to be required in either event, as the site is within a Conservation Area. Two quotations have been obtained, one for removing and one for rebuilding (as the chimney cannot be repaired effectively), the cost of rebuilding is estimated at £6,900 although the cost to remove is around £600 cheaper.

As the removal of the chimney will be more cost effective initially and save on future maintenance, it was agreed to pursue this option with the Local Authority to determine the likeliness of permission being granted, and the cost of the application.

99 Bath Road Management Company Limited

15 Windsor Road, Swindon, SN3 1JP

A statutory Section 20 notice will be issued to all leaseholders as this is required where expenditure exceeds £250 per leaseholder, including where funds are taken from reserves.

The final decision as to whether to rebuild or remove the chimney will depend on the planning requirements and consultation outcomes. It is estimated that the Section 20 process will take approximately 2.5 months.

d) **Regular Works – Cleaning, Grounds, Gutters etc**

Installation of communal notice boards have taken place to ensure that information is available to residents.

Grounds maintenance to remove litter and tidy the communal grounds is undertaken twice monthly during summer and once monthly during winter.

The fire alarm in the house is tested monthly

Communal cleaning is undertaken fortnightly.

Gutter cleaning is scheduled twice per year, around April and November. S Badhan agreed that access via property they own would be more efficient if the managing agent liaised directly with the tenant, it was agreed that this be raised with the contractor.

Residents are encouraged to report any maintenance concerns to the managing agent, using information available on the notice boards and company website.

e) **Health and Safety**

T Dellow advised that a fire risk assessment has been carried out and is available on the company website. It is important that fire doors are properly maintained by the leaseholders and information relating to this is kept available on the notice board, company website and sent periodically. Inspection of the fire doors, including the apartment fire doors is due to take place shortly.

4. Any Other Business

a) **Damp Issues Flat 1**

Previous reports from Emerald Damp Specialist and Alan Clark obtained prior to the new managing agent's tenure identified several damp issues within flat 1. Reports estimate that remedial action would cost between £12,000 to £15,000. Remedial works undertaken recently to alleviate internal issues have been completed but the effectiveness remains uncertain.

It was agreed that the managing agent attend the property with the contractor undertaking the current external works to determine the most cost effective repair to undertake next, in order to address the outstanding issues in consideration of the chimney work and current service charge budget. The existing damp reports should be

99 Bath Road Management Company Limited
15 Windsor Road, Swindon, SN3 1JP

reviewed and both the managing agent and the leaseholder should agree where the next section of work takes place.

b) Intercom Issue

The button for flat 5 is currently faulty, T Dellow advised that a contractor would attend to repair the button.

There being no further business, the meeting closed at 3:49pm.