

# **Kimmeridge Close Residents Limited**

## **15 Windsor Road, Swindon, SN3 1JP**

Minutes of members' meeting held electronically via Zoom on 19<sup>th</sup> November 2025 at 5:00pm

### **Attendees:**

D Loxton  
A Ody  
J Hawkins  
P Drake  
F & R Chen  
G Carter  
S Axton  
P Eddolls  
K & D Smith  
D Kolev (joined 5:25pm)  
R Quick – Proxy for 23

J Morris – Company Secretary  
T Dellow – Managing Agent

### **1. Welcome, Introduction and Apologies**

T Dellow welcomed those attending. Apologies received from J Leach and C & A, Hill & Moorland.

### **2. Formal Resolutions**

A formal resolution for the re-election of A Ody was passed unanimously.

### **3. Maintenance**

#### **a) Communal Doors**

The installation of communal steel doors was completed in 2022, and a fob-based system has improved security. New fobs may be ordered by submitting a fob order to the managing agent. This may only be completed by a leaseholder to which the property is registered.

#### **b) Lighting**

Modern LED sensor lighting is installed within the communal hallways. This is cost effective for both maintenance and electricity usage.

#### **c) Fire Safety**

Fire and Health and Safety Risk Assessments are kept available on the company website. A fire door inspection was undertaken including the apartment doors, the owners of any uninspected doors or doors which require remedial work have been notified accordingly.

The managing agent recommends that safety information is provided by members to any sublet tenants as part of a welcome pack.

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## **d) Site Walls/ Railings**

Extensive work has been undertaken to areas of exterior brickwork to replace missing mortar, damaged bricks and corbels. Further work to less urgent items will be undertaken in 2026.

The removal of a brick wall behind 1-6 was required as the boundary wall was installed on a DPC which caused an issue with the integrity of the wall. The wall was therefore removed and the surrounding ground levelled.

Railings are being installed along the front perimeter of site with photinia bushes planted next to the boundary for privacy as agreed by members. The remaining boundary areas are scheduled for planting.

## **e) Grounds and Car Park**

A contractor has painted 'T' lines to delineate the parking bays; this is designed to improve parking availability and ensure cars are parked responsibly.

Whilst the current state of the car park surface is usable, the resurfacing of the car park area would be beneficial, although this will be very expensive. The general reserves are increasing to accommodate a reasonable cash reserve and to accommodate future works such resurfacing of the car park.

The garages are demised to leaseholders.

Trees behind 13-18 were removed following a tree surgeon's recommendation, the ground has been levelled with the area to be consolidated into the grounds.

The general gardening services have been provided by Johnsons since 2023.

## **f) Bin/ Council**

A resident had requested recycling facilities on the site; this has now been provided by the Council. The managing agent suggests that information on the use of bins and recycling is provided by members to any sublet tenants as part of a welcome pack.

## **4. Enfranchisement or Lease Extension**

The managing agent has undertaken a survey of members to determine if enfranchisement or lease extension is feasible.

It is estimated that cost to either enfranchise or extend the lease will be around £30,000 per unit.

It is estimated that the value of a lease after enfranchisement is an increase of £40,000. This is based on online lease valuation calculations and the difference in sale price between a property that owns a share it's the freehold in Charminster Close vs a property in Charminster Close which does not own a share of its freehold.

Enfranchisement will require at least 50% of the leaseholders in any block to support the action, and funding will be required to cover the costs of any non-participants.

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Lease extensions may be undertaken individually or collectively/ jointly with other owners wishing to do the same which will benefit from economy of scale.

The results per block received from the recent survey are as follows:

### **Block 1-6**

#### **Enfranchisement**

All leaseholders appear interested or have paid an initial deposit.

The cost to enfranchise is likely to be around £30,000 per unit other than one property with a previously extended lease.

#### **Lease Extension**

As all leaseholders are interested, enfranchisement will offer a longer lease extension than a statutory lease extension.

#### **Summary**

It is possible that enfranchisement is preferred as all unit holders wish to participate and this will offer a longer lease of 999 years.

### **Block 7-18**

#### **Enfranchisement**

Only 7 of the 12 leaseholders appear interested or have paid an initial deposit.

Funding will be required for the 5 non-participants, at £30,000 per unit this is likely to be around £21,500 per participant.

The cost to enfranchise based on this is likely to be around £51,500 per participant.

#### **Lease Extension**

The 7 participants may collectively extend their leases, costs and fees may be shared between all members wishing to extend their leases compared with a lone lease extension.

#### **Summary**

It is possible to enfranchise as there is over 50% support, additional funds of around £21,500 per unit would be applicable, which brings the total cost to enfranchise over the estimated value increase of the lease. It is possible that a lease extension is preferred in the short term.

### **Block 19-30**

#### **Enfranchisement**

Only 6 of the 12 leaseholders appear interested or have paid an initial deposit. 1 leaseholder has extended their lease already and costs relating to enfranchisement for this unit are likely to be far less than a lease on a unit that has not been extended.

Funding will be required for the 5 non-participants with original lease lengths, at £30,000 per unit this is likely to be around £21,500 per participant.

The cost to enfranchise is likely to be around £51,500 per participant.

#### **Lease Extension**

The 6 participants may collectively extend their leases, costs and fees may be shared between all members wishing to extend their leases compared with a lone lease extension.

#### **Summary**

It is possible to enfranchise as there is over 50% support, additional funds of around £21,500 per unit would be applicable, which brings the total cost to enfranchise over the estimated value increase of the lease. It is possible that a lease extension is preferred in the short term.

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## **Block 31-36**

### **Enfranchisement**

Only 1 of the 6 leaseholders appear interested or have paid an initial deposit.

Enfranchisement is not possible without at least 50% of the block in support.

### **Lease Extension**

The 1 participant can collectively join any other members wishing to extend their leases together to save costs.

### **Summary**

It is possible that the leaseholder may wish to participate collectively with other members interested in a joint lease extension.

The managing agent will send another survey to members to summarise the results of the first survey and determine how members now wish to proceed in their respective block.

## **4. Accounts**

T Dellow presented a copy of the income and expenditure and balance sheet providing a summary of the current expenditure items and budget.

### **a) Roof Reserve**

There is a separate reserve being accumulated for future roof replacement. The replacement of the roofs was completed in 2015, with a 15 year guarantee and life expectancy of around 20 years. It is therefore assumed that replacement will be required again around 2035. The current roof reserve is due to be around £108,500, or around £18k per block by this time which should be sufficient to replace all roofs without supplementary invoices.

## **5. Any Other Business**

### **a) Notice of Works**

D Kolev requested that notice be provided when works are due to be undertaken, such as when scaffolding is installed or when contractors are due to attend. T Dellow advised that there is a communal notice board in the internal hallway which is updated with notices of works. Property managers working on behalf of the managing agent will carry ID which may be presented if asked.

D Kolev asked for dates of window cleaning to ensure that the property can close windows to not miss the window clean. T Dellow advised that the managing agent make enquiries with the window cleaner accordingly.

### **b) Railings and Hedges**

D Kolev asked why the railings and hedging has not yet been extended across the whole perimeter of the site. T Dellow advised that the installation of the fencing and photinia is being continued and that the photinia will take some time to establish to provide the necessary height to achieve privacy for the ground floor properties. The gardening contractors have cut the tops off the hedging in order that they form into hedges. The hedging is intended to match the height of similar boundary hedging at the neighbouring Charminster Close.

### **c) Tree on Neighbouring Property**

D Kolev asked if branches from the neighbouring property will be cut back. T Dellow advised that the neighbouring property responsible for the trees have been notified that their trees should be maintained and that the managing agent will continue to do so.

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### **d) Drain Clearance**

D Kolev asked when the drains in between the garages will be cleaned. T Dellow advised that contractors have been asked to undertake this, however the design of the drain makes it difficult to clean.

### **e) Roof**

D Kolev reported that a noise was noted during heavy rain that sounded like dripping. T Dellow advised that the roofer would be asked to inspect the property for any issues although D Kolev notes that there are no signs of a leak internally.

### **f) Building Works**

D Kolev asked if the building work has been completed and if further monitoring is required. T Dellow advised that the most urgent items have been completed, further work is required in future to less urgent areas.

### **g) Car Park Repair**

D Kolev asked if the car park will be repaired. T Dellow advised that the car park would benefit from resurfacing although this will be expensive, the company would not like to issue supplementary invoices to leaseholders. The area is monitored and any temporary repairs required will be undertaken.

### **h) Car Park Painting**

D Kolev asked why money was spent on painting car park bays. T Dellow advised that the cost of this was £150 and that this was reasonable expenditure to address car parking concerns.

### **i) Garage Roof**

D Kolev asked if there were any plans to address the asbestos roofs of the garages. T Dellow advised that the roofs are demised to leaseholders and should be maintained by the respective leaseholder.

### **j) Insurance**

D Kolev asked why the insurance had previously covered a fire within the garage. T Dellow advised that the insurance cover extends to events such as fire.

### **k) Freehold Purchase**

R Chen asked if the lease extension would be an addition of 99 years only and how the management of the block would work if the freehold was bought. T Dellow advised that the statutory right to extend the lease is for an additional 99 years. If a block were to enfranchise, they may grant themselves 999 years on the leases which they would then be the landlord. The management of the site would remain with Kimmeridge Close Residents and that essentially only the name of the landlord/ freeholder would change.

### **l) Fire Doors**

R Chen asked who should be approached to repair the apartment door if it requires remedial works. T Dellow advised that contractors are currently less keen to work on fire doors due to increasing legislation surrounding them. However a contractor who is considered competent may work on the door, this is most typically confirmed via accreditation.

There being no further business the meeting closed at 5:58pm.