

C H FLATS No 1 (Wootton Bassett) LIMITED
Blenheim Court, Royal Wootton Bassett, SN4 8HQ

Flat Owner
Blenheim Court
Royal Wootton Bassett
Wilts
SN4 8HQ

November 2025

Dear Owner,

Blenheim Court: Annual General Meeting and Updates

Please find enclosed the documentation for the Annual General Meeting for Blenheim Court to be held on 15th January 2026 in the new council offices within The Manor House, Royal Wootton Bassett, SN4 7GJ at 8pm.

The AGM will cover the financial year 2024/5. It is an opportunity for all owners of flats in Blenheim Court to hear about the issues and developments since the last AGM and the work that has been undertaken, and see how your service charge has been used. The accounts and all related documentation can be located via this link <https://tydemansresidential.co.uk/blenheim-court-royal-wootton-bassett-sn4-8hq/>

Attending the AGM

We hope that you will be able to attend the AGM. Please contact Richard Tydeman by 15th December 2025 to confirm attendance and any access requirements, so that we can ensure that the meeting room is large enough to accommodate everyone safely and comfortably. His email address is admin@tydemansresidential.co.uk.

If you are unable to attend you can appoint a proxy to attend the meeting in your place, please inform Richard Tydeman in writing by 15th December 2025 if you will be sending a proxy together with their name.

The agenda for the AGM is attached and any items of Any Other Business must be notified to Richard in writing at least two weeks prior to the AGM.

Updates

A brief update is included within this pack from Richard to give you an oversight as to what has been happening the past year.

Further, there is now a much greater focus on compliance with fire regulations and we have had visits from Fire Safety Advisors from Dorset & Wilts Fire and Rescue Service inspecting the building in recent years. We again need to bring to your attention the **legal requirements** you must meet under the fire regulations as they apply to **your** flat's front door (a fire door).

Further information that the Blenheim Court Management Committee need to share including updating your contact details, replacement windows and asbestos, are also covered in the attached document. Please take the time to read this and take appropriate action. You should keep it in a safe place as it covers some very important topics.

Thank you for taking the time to read this letter.
Yours sincerely,

The Directors of CH Flats No 1 Wootton Bassett Limited

C H FLATS No 1 (Wootton Bassett) Limited
Blenheim Court, Royal Wootton Bassett, SN4 8HQ

2026 Annual General Meeting

To be held on
15th January 2026

Notice is hereby given that an Annual General Meeting of the above Company will be held on 15th January 2026 at 8pm new council offices within The Manor House, Royal Wootton Bassett, SN4 7GJ, for the purpose of dealing with the following agenda:

Agenda

1. Apologies for Absence
2. Approval of the Minutes of the Last AGM - To confirm as true record Minutes of Annual General Meeting held on 30th November 2022
3. Council Of Management –
 - (i) To attend to rotation of members of the Council of Management under Article 39 of the Articles of Association, when one-third of members who have been longest in office will retire.
 - (ii) To receive nominations for and elect members of the Association to be members of the Council of Management.
4. Report From The Council Of Management & Treasurer
5. Any Other Business

Note: Any member entitled to vote at the meeting convened may appoint a proxy (who need not be a member) to attend the meeting in his/her place. Any proxy should be appointed in writing on the form below which must be delivered to Tydemans Residential (the Managing Agent) not less than 2 weeks before the date of the meeting.

.....
To: Tydemans Residential (Managing Agent)

I hereby appoint.....to serve as my proxy at the Annual General Meeting of C H Flats No. 1 (Wootton Bassett) Ltd to be held on 15th January 2026.

Signed: Flat Number:

Date:

This information can also be emailed to admin@tydemansresidential.co.uk

Building Management Update For AGM January 2026 – Blenheim Court

Please find below a list of important areas that the directors wish to bring to your attention and make you aware of. If you have any questions or wish to discuss any aspects of the attached you are welcome to contact Richard directly.

FRA Actions

We are legally obliged to make sure that Blenheim Court is a safe environment for all occupiers and to this end we have regulatory obligations to meet surrounding fire safety within the block. The recent FRA (fire risk assessment) highlighted a number of areas that required improvements and the committee have been working tirelessly to try and meet as many of the regulations within the financial constraints that the budget will allow.

The current FRA and the management plan are both available on the website;

<https://tydemansresidential.co.uk/blenheim-court-royal-wootton-bassett-sn4-8hq/>

Actions taken to date include;

Removal of unused portable appliances to avoid costly yearly testing

Removal of damaged and dangerous fire exit cage in the corridor of flats 1-6

Installing relevant signage and documentation on site as required by the assessor

Creation of policies and notices surrounding working safely on site

Notices added to notice board and corridors detailing stay put policy

Lightning protection system annual tests implemented

Regular inspections and reports on site of the fire safety and lighting systems

Electrical fire safety upgrades of the top floor electrical cupboard

Electrical fire safety upgrades of the middle floor electrical cupboard – booked for Nov 2025

Guidance sent to all owners regarding their flat doors and obligations.

Guidance sent to all owners regarding the requirement for intumescent seals in any letter box.

Guidance sent to all owners regarding the requirement for mortice lock covers within all doors that have them.

Guidance sent to all owners regarding the requirement to keep hallways clear

Fire exits signs installing where determined by fire risk assessor

Removal of all intercom cables from the building up to the door of each flat

Electrical Safety / Fire Door (Communal)

The electrical cupboards that house the flats meters are unsafe for unauthorised persons to access. The cupboards are therefore being rebuilt to satisfy both FRA regulations and electrical safety regulations. Although this is a hinderance to occupants obtaining meter reads it has to be implemented to meet the various regulations and keep the building safe. The top floor has been completed and the middle floor will begin in Nov 2025. The final ground floor will be completed in July 2026.

The same project includes the corridor doors within the building to make sure they are compliant and meet all current fire regulations.

The work in this area is being overseen by a fire risk assessor (independent) to make sure the work is being carried out to the highest level and that it complies at all stages – the assessor will then sign off the works.

Intercom system – Door Entry

The intercom system was a main cause of cables breaching flat door frames and communal frames within the building thus causing significant risks to occupiers. It was decided that a new wireless intercom system was to be installed which would mean that these cables could be removed and any void left behind filled with a suitable material. This also had the benefit that the front door which had been broken for many years could be repaired and the building secured for the occupiers.

At this time the intercom system is now live – instructions on how to use it will be found below. The intercom phones and cables within your flats are no longer required - you are welcome to remove the internal cable and intercom phone from your dwelling. Each flat door must comply with the various fire regulations and any hole in the door frame must be suitable filled. Please see the FRA and previous communications surrounding your legal responsibilities regarding fire safety and the doors to your flats. Tydemans Residential can provide details of an approved certified contractor to carry out the work AND the assessors details if this is required.

Intercom Details;

All existing door access fobs will continue to work. New fobs can be provided at a cost of £20 per fob and Tydemans Residential can obtain the fob and get it coded for the owner. The payment goes directly to the CH Flats No 1 bank account and NOT to Tydemans Residential.

They can be contacted on admin@tydemansresidential.co.uk / 07854099915.

Up to 2 telephone numbers can be added to the intercom system per flat. These can be provided to Tydemans Residential and must only be for the actual occupier of that flat. If an occupier moves out, you must let us know so we can remove their details.

To Use The Intercom

The visitor needs to dial the flat number and then the bell button * example 48bell.

The intercom system will call the telephone number assigned to the flat and you will be able to speak to the visitor. If you wish to allow access, please press 3 on your phone keypad. This will unlock the door. (this will also act as a secondary fob system as you can let yourself in if you forget a fob – you dial your flat number and press 3 to let yourself in).

To Leave The Building

Please use the press to exit button attached to the wall on the inside of the door on the wall. Please hold it for a few seconds and the door will unlock. This will hopefully help the issues with the door catching but please close it gently.

Flat Doors

I would like to remind all owners that they need to adhere to the strict rules and regulations regarding the doors to the individual flats. The fire safety policy of the block is a stay put policy and as such all occupiers must be able to safely stay behind their flat door and be protected from smoke and fire for the appropriate times. Please do take this seriously and have your doors reviewed with changes to frames and doors at the top of your priority lists. All doors MUST be of the same style as when the block was built, i.e a plain wooden door with no patterns or embellishments.

Asbestos

Please refer to the asbestos report found via this link

<https://tydemansresidential.co.uk/blenheim-court-royal-wootton-bassett-sn4-8hq/>

Windows

Any replacement window installed in your flats MUST be like for like. Any deviation from this is not acceptable to planners and they will take action against the relevant individuals. Anyone who installs a window that is not uniform will be expected to carry works to replace it.

Summary

I would like to take this opportunity to thank you all for allowing me to help look after Blenheim Court. I appreciate that a lot of disruption has been caused within the building and the works this year but I hope that everyone can see the benefit of the upgrades being made. I look forward to continuing to help with the site moving forward and if any owner has a question about any of the above that I may be able to help with, please do let me know.

Kind Regards

Richard Tydeman

Tydemans Residential

07854099915