

**PLANNED MAINTENANCE FOCUS GROUP MEETING  
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA  
ON TUESDAY 18<sup>TH</sup> FEBRUARY 2020 AT 11AM**

**PRESENT:**

Paul Longman	PL	South Essex Homes
Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Brenda Tilley	BT	Resident
Dianne Nichols	DN	Resident
Keith Ducker	KD	Resident

Charlotte Roberts   CR   Minute Taker

ITEM NO:		ACTION:
1.0	<b>APOLOGIES</b>  RH (SEH)	
2.0	<b>DECLARATIONS OF INTEREST</b>	
2.1	No declarations were made.	
3.0	<b>MINUTES OF LAST MEETING/MATTERS ARISING</b>	
3.1	The previous minutes were agreed.  6.2 PL advised that the Field Brothers break clause period ends 21 <sup>st</sup> February 2020. Field Brothers are ignoring correspondence from us and still have their site set up at Shelley Square. If this is not removed by this date then we will get it removed and recharge the Contractor.	<b>NOTE</b>
4.0	<b>UPDATE ON CAPITAL PROGRAMME WORKS</b>	
4.1	No works sheet provided to update residents. RH to provide updated sheet and comments on projects with the minutes.	<b>RH</b>
4.2	PL advised that Ventro have not been performing and have been instructed that they must finish works and be off site by 31.03.20. PL confirmed Ventro will be excluded from tendering for the next tender due to their poor performance.	
4.3	PL advised that MS Kitchens and Bathrooms have been going well.	
4.4	The Decent Homes work with Pilon is also running well – we will be issuing them the new financial years list of works shortly.	
5.0	<b>RESIDENTS COMMENTS ON CAPITAL WORKS</b>	

<b>5.1</b>	BA advised that he was approached by a resident from Nicholson enquiring when their communal lights will be upgraded. PL to speak with KS and provide an update. <b>NOTE: Lights to be upgraded in the 20/21 financial year.</b>	<b>PL</b>
<b>6.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>6.1</b>	BA advised that he has received complaints from some residents at Barringtons stating that the new windows let too much noise in. RH to ask LW to speak with Thermoshield and see if they have any noise reducing trickle vents.	<b>RH</b>
<b>7.0</b>	<b>NEXT MEETING</b>  <b>The next meeting will be held at the Civic Centre in Committee Room 1 at approximately 11am on Tuesday 17<sup>th</sup> March 2020.</b>	

cc Julia Pack; Sue Rickard, Paul Davey;