

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD ON MS TEAMS
ON TUESDAY 17TH NOVEMBER 2020 AT 11AM**

PRESENT: Russell Haynes RH South Essex Homes
 Bob Ayriss BA Resident
 Keith Ducker KD Resident

 Charlotte Roberts CR Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES BT. DN (Residents)	
2.0	DECLARATIONS OF INTEREST	
2.1	No declarations were made.	
3.0	MINUTES OF LAST MEETING/MATTERS ARISING	
3.1	The previous minutes were agreed.	NOTE
4.0	UPDATE ON CAPITAL PROGRAMME WORKS	
4.1	RH gave an update on the jobs currently on site and advised that we have managed to complete the majority of works from the 2019-2020 that were suspended due to Covid 19. Some projects have been deferred into next year's programme including 2 lifts that were planned due to the works being in Sheltered schemes.	
4.2	Provisional schedule for next year's programme are being put together.	
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	Nothing to add	
6.0	ANY OTHER BUSINESS	
6.1	KD mentioned that Morgan Sindall have been repairing / replacing windows and asked why these were not being added to the window programme. RH explained that the Repair Surveyors do run these past us but the original install date is checked on Apex before a decision is made.	
6.2	BA asked for an update on the acoustic vents required for Ground Floor flats at Barrington's. CR to chase LW for an update.	CR

7.0	NEXT MEETING The next meeting will be held on 15th December 2020 @ 10am via MS Teams	

cc Julia Pack