

**PLANNED MAINTENANCE FOCUS GROUP MEETING  
HELD ON MS TEAMS  
ON TUESDAY 15<sup>TH</sup> AUGUST 2023 AT 11AM**

**PRESENT:** Sam Hart SH South Essex Homes  
 Bob Ayriss BA Resident  
 Charlotte Roberts CR Minute Taker  
 Keith Ducker KD Resident Board Member

<b>ITEM NO:</b>		<b>ACTION:</b>
<b>1.0</b>	<b>APOLOGIES / INTRODUCTIONS</b>	
	BT. SH is SEH's new Property Services Manager (Operations). BA is involved in the Mendip Community Garden Project.	<b>NOTE</b>
<b>2.0</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>2.1</b>	No declarations were made.	
<b>3.0</b>	<b>MINUTES OF LAST MEETING/MATTERS ARISING</b>	
<b>3.1</b>	The previous minutes were agreed.	<b>NOTE</b>
<b>4.0</b>	<b>UPDATE ON CAPITAL PROGRAMME WORKS</b>	
	Capital Programme update attached.	
<b>5.0</b>	<b>RESIDENTS COMMENTS ON CAPITAL WORKS</b>	
	No resident comments	
<b>6.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>6.1</b>	SH to forward details of the solar panel install at Sandpiper to BA/KD.	<b>SH</b>
<b>6.2</b>	BA enquired if there was any update on the proposed door entry system at Barringtons. SH to chase.	<b>SH</b>
<b>6.3</b>	BA advised there are still issues with the Barringtons Lift. CR asked for any issues to be called through to the CCC so that	<b>NOTE</b>

<p><b>6.4</b></p>	<p>they can be properly logged. To confirm: Since January 2023 Barringtons Lift A was out of service 7 times and Lift B 1 time only.</p> <p>BA advised he is receiving a lot of calls from residents at Avon Way regarding rough sleeps entering the building using the Fire Brigade switch and asked if any action can be taken to resolve.</p>	<p><b>BA</b></p>
<p><b>7</b></p> <p><b>7.0</b></p>	<p><b>NEXT MEETING</b></p> <p>The next meeting will be held on 21<sup>st</sup> November 2023 @ 11am via MS Teams.</p>	<p><b>ALL</b></p>