

**Planned Maintenance Focus Group Meeting  
Tuesday 16<sup>th</sup> January 2024, 11:00-11:30  
MS Teams**

**PRESENT:**

Lana Jack	LJ	South Essex Homes
Lloyd Williams	LW	South Essex Homes
Sam Hart	SH	South Essex Homes
Bob Ayriss	BA	Resident, Southchurch Block Voice
Keith Ducker	KD	Resident, Resident Board Member

NO	ITEM	ACTION BY
<b>1</b>	<b><u>APOLOGIES</u></b>	
1.1	No apologies for absence.	NOTE
<b>2</b>	<b><u>DECLARATIONS OF INTEREST</u></b>	
2.1	Nothing to declare for all.	NOTE
<b>3</b>	<b><u>PREVIOUS MINUTES AND ACTIONS</u></b>	
3.1	The minutes of the previous meeting were agreed by all.	NOTE
<b>4</b>	<b><u>UPDATE ON CAPITAL WORKS PROGRAMME</u></b>	
4.1	SH presented an update on the Capital Works programme.	NOTE
<b>5</b>	<b><u>RESIDENT FEEDBACK ON CAPITAL WORKS</u></b>	
5.1	BA and KD confirmed no resident feedback to raise on the Capital Works programme at this time.	NOTE
<b>6</b>	<b><u>ANY OTHER BUSINESS</u></b>	
6.1	LJ confirmed the Property Services (Operations) contact number remains the same, following the departure of CR.	NOTE
6.2	KD and LW agreed an ad-hoc call will be scheduled to discuss the next phase of the Decent Homes Kitchens and Bathrooms project before work commences.	NOTE
6.3	All agreed the focus group meetings will be held bi-monthly going forward, noting that additional meetings may be beneficial at the start of the new financial year. LJ to issue a recurring meeting invitation.	LJ
<b>7</b>	<b><u>DATE OF NEXT MEETING</u></b>	
7.1	Tuesday 19 <sup>th</sup> March 2024 @ 11:00 via MS Teams	ALL