

**Planned Maintenance Focus Group Meeting  
Tuesday 17<sup>th</sup> June, 11:30-12:30  
MS Teams**

**PRESENT:**

Charlotte Roberts	CR	South Essex Homes
Lloyd Williams	LW	South Essex Homes
Bob Ayriss	BA	Resident, Southchurch Block Voice
Sam Goodbourn	SG	Resident, Resident Voice

NO.	ITEM	ACTION BY
<b>1</b>	<b><u>APOLOGIES</u></b>	
1.1	KD.	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	LW presented an update on the Capital Works programme.	NOTE
4.2	LW presented a list of the individual projects within the Capital Works programme for the new financial year.	NOTE
4.3	LW to issue programme prior to next meeting so that members can prepare any questions they may have.	LW
<b>5</b>	<b><u>RESIDENT FEEDBACK ON CAPITAL WORKS</u></b>	
5.1	Nothing to add.	NOTE
<b>6</b>	<b><u>KEY OUTCOMES (RESIDENTS INPUT)</u></b>	
6.1	Nothing to add.	NOTE
<b>7</b>	<b><u>ANY OTHER BUSINESS</u></b>	
7.1	No other business.	NOTE
<b>8</b>	<b><u>DATE OF NEXT MEETING</u></b>	
8.1	Tuesday 19 <sup>th</sup> August 2025 @ 11:30 via MS Teams	ALL