

**Planned Maintenance Focus Group Meeting  
Tuesday 18<sup>th</sup> February, 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
Keith Ducker	KD	Resident, Resident Board Member
Sam Goodbourn	SG	Resident, Resident Voice

NO.	ITEM	ACTION BY
<b>1</b>	<b><u>APOLOGIES</u></b>	
1.1	None.	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
<b>5</b>	<b><u>RESIDENT FEEDBACK ON CAPITAL WORKS</u></b>	
5.1	BA, KD and SG advised there is no resident feedback to raise on the Capital Works programme at this time.	NOTE
<b>6</b>	<b><u>KEY OUTCOMES (RESIDENTS INPUT)</u></b>	
6.1	LW confirmed that the next meeting will be held for a longer period allowing the resident attendees to have more of an input in decisions being made. LW to go through the rolling programmes at the next meeting, if they are ready.	LW
<b>7</b>	<b><u>ANY OTHER BUSINESS</u></b>	
7.1	BA mentioned one of the residents in Barringtons only has half a kitchen, BA to obtain photos and issue to CR.	BA

7.2	All attendees discussed the recent installation of a new door entry system at Yantlet. BA/KD to schedule a joint visit. CR to forward IP door entry documentation to all.	BA/KD/CR
<b>8</b>	<b><u>DATE OF NEXT MEETING</u></b>	
8.1	Tuesday 15 <sup>th</sup> April 2025 @ 11:30 via MS Teams	ALL