

**Planned Maintenance Focus Group Meeting
Tuesday 21st October, 11:30-12:30
MS Teams**

PRESENT:

Charlotte Roberts	CR	South Essex Homes
Lloyd Williams	LW	South Essex Homes
Sarah Gallagher	SGa (part)	South Essex Homes
Bob Ayriss	BA	Resident, Southchurch Block Voice
Keith Ducker	KD	Resident, Board Member
Sam Goodburn	SG	Resident

NO.	ITEM	ACTION BY
1	<u>APOLOGIES</u>	
1.1	No apologies for absence.	NOTE
2	<u>DECLARATIONS OF INTEREST</u>	
2.1	Nothing to declare for all.	NOTE
3	<u>PREVIOUS MINUTES AND ACTIONS</u>	
3.1	The minutes of the previous meeting were agreed by all.	NOTE
4	<u>UPDATE ON CAPITAL WORKS PROGRAMME</u>	
4.1	LW presented an update on the Capital Works programme.	NOTE
4.2	LW to issue programme prior to next meeting so that members can prepare any questions they may have.	LW
5	<u>RESIDENT FEEDBACK ON CAPITAL WORKS</u>	
5.1	Nothing to add.	NOTE
6	<u>KEY OUTCOMES (RESIDENTS INPUT)</u>	
6.1	Nothing to add.	NOTE
7	<u>ANY OTHER BUSINESS</u>	
7.1	SGa attended the meeting to discuss the outcome of the RAP Survey Summary. The resident members provided some feedback and asked for some items to be updated. SGa will reissue once these updates have been added.	SG
7.2	Have a great Christmas.	NOTE
8	<u>DATE OF NEXT MEETING</u>	
8.1	Tuesday 20 th January 2026 @ 11:30 via MS Teams	ALL