Planned Focus Group

21st July 2026

Minutes of Meeting

Attendance:

Bob Ayris
Keith Ducker
Sam Goodburn

Charlotte Roberts
Lloyd Williams
Sophia O'Brien (Shoeburyness High School)

Sir James Duddridge

		Action
1	**Welcome**	
	LW welcomed Sir James Duddridge to the meeting. Sir James has attended the meeting this morning to gain an insight into the projects we have on site and the input provided by The Focus Group Members.	NOTE
2	**Apologies**	
	No apologies for absence.	NOTE
3	**Declaration of Interest**	
	There are no declarations of interest.	NOTE
4	**Minutes of last Meeting**	
	The previous minutes were agreed.	NOTE
5	**Update on Capital Programme works** LW presented an update on the Capital Works programme. All works are on target.	NOTE
6	**Resident's comments on Capital works**	
	Nothing to add.	NOTE
7	**KEY OUTCOMES (RESIDENTS INPUT)**	
	Nothing to add.	NOTE
8	**Any other Business**	
	Discussion was held regarding changing the frequency of the meeting so it is held quarterly rather than bi-monthly. All members were in agreement.	ALL

9	**Date of next meeting**	
	Tuesday 20th October @ 11:30am. MS Teams.	ALL

Actions from Meeting (to be completed in meeting)

All resident members to review the Planned Maintenance Policy.	Resident Members.

For Resident Engagement – You Said, We Did uploaded ☐