

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA
ON TUESDAY 15TH JANUARY 2019 AT 11AM**

PRESENT:

Paul Longman	PL	South Essex Homes
Melvin Dawson	MD	South Essex Homes (Part)
Russell Haynes	RH	South Essex Homes
Bill Finch	BF	Kier (Part)
Bob Ayriss	BA	Resident
Diane Nicholls	DN	Resident
Glenn Ashdown	GA	Resident
Keith Ducker	KD	Resident / Board Member
Charlotte Roberts	CR	Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES WG (Residents)	
2.0	DECLARATIONS OF INTEREST	
2.1	No declarations were made.	
3.0	MINUTES OF LAST MEETING/MATTERS ARISING	
3.1	The previous minutes were agreed.	NOTE
3.2	<p>Bill Finch the Kier Contract Manager attended the meeting to discuss issues on the kitchens, bathrooms and electrical contract with Kier. Concern was raised that there are a large number of omissions. MD confirmed that we had a 53% refusal rate due to various issues which has affected progress.</p> <p>BF advised that the biggest issue is rewires as residents are not always willing to have these done, he suggested that doing tests / upgrades to these properties would have a better success rate and any tested property comes with a 5 year guarantee. He confirmed that if the properties fail at test these can be added to the programme, for upgrades Kier are able complete 2 a day.</p> <p>BF also confirmed that they have now employed multi trade operatives and this will now resolve the issue with jobs being left open longer than anticipated.</p>	<p>NOTE</p> <p>PL/RH</p> <p>NOTE</p>
4.0	UPDATE ON CAPITAL PROGRAMME WORKS	
4.1	RH gave an update on the status of the tenders / works	NOTE

4.2	Contracts that have not commenced on site are at various stages of the tender process.	NOTE
4.2	RH confirmed that Thermoshield have submitted planning permission for the window replacement at Barringtons and Nicholson House.	NOTE
4.3	The remaining contracts are progressing well on site.	NOTE
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	BA said that he is impressed with the fire compartmentation work being carried out by Smith and O'Sullivan in Barringtons.	NOTE
6.0	ANY OTHER BUSINESS	
6.1	PL advised that Melvin Dawson has handed his notice in and leaves at the end of April 2019.	NOTE
6.2	PL advised that we have been getting a lot of FOI requests in relation to Fire Safety. He advised that an issue has been highlighted at Chiltern where the allowed gap under the doors is too large. PL has a site visit with Smith and O'Sullivan on Thursday to ascertain what action can be taken.	PL
7.0	NEXT MEETING The next meeting will be held at the Civic Centre in Committee Room 2 at approximately 11am on Tuesday 12th February 2019.	

cc Julia Pack; Sue Rickard;