

**PLANNED MAINTENANCE FOCUS GROUP MEETING  
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA  
ON TUESDAY 16<sup>TH</sup> APRIL 2019 AT 11AM**

**PRESENT:**

Bradley Staff	BS	South Essex Homes
Bob Ayriss	BA	Resident
Diane Nicholls	DN	Resident
Keith Ducker	KD	Resident
Wendy Greenberg	WG	Resident
Charlotte Roberts	CR	Minute Taker

ITEM NO:		ACTION:
1.0	<b>APOLOGIES</b>  PL (SEH) GA (Resident)	
2.0	<b>DECLARATIONS OF INTEREST</b>	
2.1	No declarations were made.	
3.0	<b>MINUTES OF LAST MEETING/MATTERS ARISING</b>	
3.1	The previous minutes were agreed.	<b>NOTE</b>
4.0	<b>UPDATE ON CAPITAL PROGRAMME WORKS</b>	
4.1	BS gave an update on the status of the tenders / works	<b>NOTE</b>
4.2	BA advised that he will check the planning portal for status of the application made for Barringtons and Nicholson House. After the meeting BA confirmed that planning had been obtained on 11 <sup>th</sup> April 2019.	<b>NOTE</b>
4.3	Contracts that have not commenced on site are at various stages of the tender process.	<b>NOTE</b>
4.4	Prior to the meeting PL gave an update on the Kier Decent Homes Contract. Kier have sent a letter asking to invoke the break clause on the contract. PL will be responding.	<b>PL</b>
4.4	The remaining contracts are progressing well on site.	<b>NOTE</b>
5.0	<b>RESIDENTS COMMENTS ON CAPITAL WORKS</b>	
5.1	All residents advised that they are happy to support invoking the break clause on the Kier Decent Homes contract.	<b>NOTE</b>
6.0	<b>ANY OTHER BUSINESS</b>	
6.1	No other business.	<b>NOTE</b>
7.0	<b>NEXT MEETING</b>	

	<b>The next meeting will be held at the Civic Centre in Room 11.03 at approximately 11am on Tuesday 21<sup>st</sup> May 2019.</b>	
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cc Julia Pack; Sue Rickard;