

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA
ON TUESDAY 18TH JUNE 2019 AT 11AM**

PRESENT:

| | | |
|----------------------|----|-------------------|
| Paul Longman | PL | South Essex Homes |
| Russell Haynes | RH | South Essex Homes |
| Bob Ayriss | BA | Resident |
| Christine McPhillips | CM | Resident |
| Dianne Nicholls | DN | Resident |
| Elaine Ridge | ER | Resident |
| Glenn Ashdown | GA | Resident |
| Keith Ducker | KD | Resident |
| Wendy Greenberg | WG | Resident |
| Charlotte Roberts | CR | Minute Taker |

| ITEM NO: | | ACTION: |
|----------|---|--------------------|
| 1.0 | APOLOGIES BS (SEH) | |
| 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 |
| 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 |
| 4.3 | The remaining contracts are progressing well on site. | NOTE |
| 4.4 | PL advised that himself, RH and Lloyd Williams (Project Surveyor) have a meeting with Morgan Sindall this afternoon to discuss the Decent Homes Kitchens, Bathrooms and Wetrooms. PL confirmed that we will be issuing 5 kitchens on a trial basis and if all goes well we will likely continue using Morgan Sindall for Decent Homes moving forward. | INFORMATION |
| 4.5 | Due to various issues with previous rewires the rewiring will be tendered separately. | INFORMATION |
| 5.0 | RESIDENTS COMMENTS ON CAPITAL WORKS | |
| 5.1 | BA asked RH to chase LW for a date for meeting to be held at | RH |

| | | |
|------------|---|-------------|
| | Barringtons with Thermoshield and the Residents to show a sample of the new windows being installed. | |
| 6.0 | ANY OTHER BUSINESS | |
| 6.1 | No other business. | NOTE |
| 7.0 | NEXT MEETING The next meeting will be held at the Civic Centre in Committee Room 1 at approximately 11am on Tuesday 16th July 2019. | |

cc Julia Pack; Sue Rickard;