

**PLANNED MAINTENANCE FOCUS GROUP MEETING  
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA  
ON TUESDAY 20<sup>TH</sup> AUGUST 2019 AT 11AM**

**PRESENT:**

Paul Longman	PL	South Essex Homes
Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Dianne Nicholls	DN	Resident
Keith Ducker	KD	Resident
Charlotte Roberts	CR	Minute Taker
Lloyd Williams	LW	Project Surveyor

<b>ITEM NO:</b>		<b>ACTION:</b>
<b>1.0</b>	<b>APOLOGIES</b>  GA; WG (Residents)	
<b>2.0</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>2.1</b>	No declarations were made.	
<b>3.0</b>	<b>MINUTES OF LAST MEETING/MATTERS ARISING</b>	
<b>3.1</b>	The previous minutes were agreed.	<b>NOTE</b>
<b>4.0</b>	<b>UPDATE ON CAPITAL PROGRAMME WORKS</b>	
<b>4.1</b>	RH gave an update on the status of the tenders / works	<b>NOTE</b>
<b>5.0</b>	<b>RESIDENTS COMMENTS ON CAPITAL WORKS</b>	
<b>5.1</b>	BA advised that he has been receiving a lot of complaints from residents in Barringtons regarding the mess being made / left by Thermoshield. LW to raise at contract meeting 22.08.	<b>LW</b>
<b>5.2</b>	BA also mentioned that fire doors are being propped open and that 2 GERDA doors have been damaged by Thermoshield. LW to raise at contract meeting 22.08.	<b>LW</b>
<b>5.3</b>	BA also advised that he was approached by a resident who raised concerns that as one resident is refusing for her GERDA door to be fitted means that Barrington's is not Fire Compliant. This resident has also caused damage to the GERDA doors in the lounge by driving into them with her wheelchair. SEH to escalate to tenancy / OT.	<b>SEH</b>
<b>6.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>6.1</b>	PL advised that a person has been appointed the position of Fire Safety Manager. The new person joins SEH on 1 <sup>st</sup>	<b>NOTE</b>

	October 2019.	
<b>7.0</b>	<b>NEXT MEETING</b>  The next meeting will be held at the Civic Centre in Committee Room 2 at approximately 11am on Tuesday 17 <sup>th</sup> September 2019.	

cc Julia Pack; Sue Rickard;