

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

PRESENT:

Paul Longman	PL	South Essex Homes
Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Diane Nicholls	DN	Resident
Wendy Greenburg	WG	Resident
Keith Ducker	KD	Resident

Charlotte Roberts CR Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES GA; (Resident)	
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 and answered resident's queries on each project.	NOTE
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	PL gave an update on the resident refusing to have a GERDA door installed in Barrington's due to medical issues. He advised that Ventro will be installing an approved timber fire door which will be done whilst they are doing the fire compartmentation works at Nicholson House.	Ventro
6.0	ANY OTHER BUSINESS	
6.1	PL circulated Morgan Sindall's colour choice sheet for Decent Homes Kitchens. The residents queried the reduced choices but accepted the options to avoid further delays on the Contract. It was confirmed the original options / choices would be reinstated for 2020/21 financial year.	Note
6.2	WG asked for the wall and floor colour choices to be provided.	RH
6.3	PL advised that we have a new Fire Safety Officer Graham Hart and explained his role and responsibilities for SEH.	Note

6.4	PL will be visiting Blyth/Delaware with JA to look at parking options.	PL
6.5	PL advised that Keith Worley will be joining Property Services Team as a Building Surveyor in 2 weeks. The residents asked who is supervising the void works on behalf of SEH until the vacant void surveyor's job is advertised / appointed. PL confirmed that as an interim measure void inspections are being undertaken by Ross Bassan. The residents asked about his surveying knowledge / qualifications as they had concerns that his skill set may not be sufficient to undertake the role since Morgan Sindall will also have a new surveyor who need's to be taught, by ourselves, the standards we require.	Note
6.6	PL advised that he has had a meeting with SBC regarding Energy Efficiency and that they are looking into measures that can be put in to resident's homes, further updates to follow.	Note
7.0	NEXT MEETING The next meeting will be held at the Civic Centre in Committee Room 1 at approximately 11am on Tuesday 19th November 2019.	

cc Julia Pack; Sue Rickard, Paul Davey;