

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA
ON TUESDAY 19TH NOVEMBER 2019 AT 11AM**

PRESENT:

Paul Longman	PL	South Essex Homes
Russell Haynes	RH	South Essex Homes
Bob Ayriss	BA	Resident
Wendy Greenburg	WG	Resident
Charlotte Roberts	CR	Minute Taker
Lloyd Williams	LW	South Essex Homes

ITEM NO:		ACTION:
1.0	APOLOGIES DN; KD (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	RH to instruct LW to invite BA along to Pilons pilot for Decent Homes works.	LW
6.0	ANY OTHER BUSINESS	
6.1	WG asked for the decent homes kitchen and bathroom wall and floor colour choices to be provided for both Morgan Sindall and Pilon.	RH
6.2	PL gave an update on Field Brothers who currently do the external works contract. Field Brothers have told us that they no longer want to work for us yet have failed to invoke the break clause in the Contract. PL has drafted a letter invoking the break clause which will be sent out soon. Any outstanding work that we have had to substitute to an alternative contractor will be claimed back.	NOTE
6.3	Concern was raised by BA that a resident in Barringtons has been carrying out structural alterations to their property. Visit to be arranged with surveyor and tenancy officer.	RH

6.4	PL confirmed that the Programme of Works is being put together for 2020/2021.	
7.0	NEXT MEETING The next meeting will be held at the Civic Centre in Committee Room 1 at approximately 11am on Tuesday 21st January 2020.	

cc Julia Pack; Sue Rickard, Paul Davey;