

**PLANNED MAINTENANCE FOCUS GROUP MEETING
HELD IN THE CIVIC CENTRE, SOUTHEND ON SEA
ON TUESDAY 18TH FEBRUARY 2020 AT 11AM**

PRESENT: Russell Haynes RH South Essex Homes
 Bob Ayriss BA Resident
 Keith Ducker KD Resident
 Charlotte Roberts CR Minute Taker

ITEM NO:		ACTION:
1.0	APOLOGIES BT. DN (Residents)	
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 jobs on site and what the Property Team have been up to, he advised that we restarted some works in July and have also been busy preparing tenders. The full programme will not commence to 28 th September however this will be subject to no further restrictions being enforced by Government.	RH
4.2	There has been a restructure to Property Services which took place in March 2020 just before lockdown came into force. The repairs team no longer comes under us and has moved over to Housing and Sarah Lander, Paul Longman is now dealing with Major Work Projects and Graham Hart Fire Safety Manager has now joined the team. Both Property Services and Major works now report directly to Mario Ambrose.	
4.3	RH confirmed that the original budget has been decreased by SEH due to Covid-19 lockdown and subsequent delays to programme.	
4.4	RH confirmed that Contractors have been instructed to issue "Safe methods of working" which now takes into account additional measures related to Covid19.	

4.5	RH confirmed we generally have not been doing any works to sheltered housing with the exceptions of lift at Brambles that we had started prior to lockdown and could not leave out of action and started at the lift at Trevett House due to its condition. However in addition we started the Electrical upgrade works to both Bishop House and Kestrel House on 14 th September 2020 with a view of starting full programme in Sheltered from 28 th September again subject to no further Government restrictions being put in place .	
5.0	RESIDENTS COMMENTS ON CAPITAL WORKS	
5.1	Nothing to add	
6.0	ANY OTHER BUSINESS	
6.1	No other business.	
7.0	NEXT MEETING The next meeting will be held on 20th October 2020 via Zoom	

cc Julia Pack