

To all Members of the
Disabled Adaptations
Housing Improvement Team

David R Jones
Strategic Director Neighbourhood Services

Our Ref: DRJ/CM

Your Ref:

Reply To: David R Jones

Direct Line: 01908 253357

28 June 2002

Dear

HOUSING IMPROVEMENT TEAM – DISABLED ADAPTATIONS

I enclose the minutes of our third meeting held on 25 January 2000.

The next meeting of the Housing Improvement Team will be held on Monday 6 March, at 6.30, in Room 2, Saxon Court.

I also enclose a draft agenda. I hope to send you some background papers nearer the date.

I look forward to seeing you at the meeting on 6 March.

Yours sincerely

David R Jones
Strategic Director - Neighbourhood Services

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DISABLED ADAPTATIONS HOUSING IMPROVEMENT TEAM

MONDAY 6TH MARCH 2000

AGENDA

1. Minutes of last meeting – 25 January 2000
2. Matters arising & oral report on progress
3. Update on waiting lists
4. Feedback on Questionnaire to other Local Authorities
(paper to follow or to be tabled)
5. Performance Indicators
(paper to follow or to be tabled)
6. Any Other Business
7. Date of Next Meeting