

Actions from **West** Area Panel meeting **19th March 2025**

Deadline for staff to respond: *Tuesday 13<sup>th</sup> May at 5pm*

Outstanding actions carried forward

REF + date first raised	Action History and last Update	Who	Response including what is completed & outstanding	Is action Completed/ Outstanding	Date action completed or planned?
<b>CE Admin creates</b>	<b>CE Admin: carry forward any details about Outstanding actions from the previous area panel Action Log</b>		<b>{Responding Officer}</b>		
OWA1 Nov-24	<p><b>Information about Estate Walks</b></p> <p><b>(original request Nov-24)</b> Follow up with Councillor O’Quinn regarding estate walk at Clarendon and Ellen Estates.</p> <p><b>(response at 19-Mar)</b> Cllrs O’Quinn + Grimshaw requested to all be invited to estate walks in their areas. (Estate Walks are being established when new 8 x Neighborhood Officers in the city are recruited and in place)</p> <p>Conway Court resident also requested to be invited</p> <p>Jan updated that Justine would update all ward councilors and residents groups in advance of estate walks going forward.</p>	Justine Harris	Update to be provided to all ward councilors and residents’ groups in advance of estate walks going forward.	<b>Complete</b>	
OWA2 Nov-24	<b>(original request Nov-24)</b> Investigate clearing leaves that are blocking drains and causing hazards.		Thank you for your question. The clearing of leaves from road gullies is undertaken by colleagues from Environmental Services Operations. If leaf falls are collecting on paths	<b>complete</b>	<b>12.05.25</b>

OWA2 Nov-24	<p><b>(response)</b> More information needed to answer.</p> <p><b>(information supplied at WAP 19-Mar)</b>  2 problematic areas  1) Clarendon Rd, drains covered with leaves blocking drains (despite roads being swept, leaves remaining on steps)  2) Woods House north side communal area galleries</p> <p>Grant will look into this</p>	Grant Richie	around our homes, please contact Estates colleagues who may be able to help particularly around communal entrance ways. With regard to the specific concern raised about Woods House I have asked roofing colleagues to ensure this is cleared as part of our gutter clearing programme and added to the schedule for future years.		
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Actions from last meeting

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?
<i>CE Admin creates</i>	<i>CE Admin – input details supplied by Democratic Services</i>		<i>{Responding Officer}</i>		
WA1	Front sheet of published papers to include Housing Surgery	Francis Mitchell	This is agreed and will be done	Complete	
WA2	Suggestion that information about Councilors contacts across the city to go into Homing In	Grant R/ Jan D	A link to the information is on the website. This will be on the back page <a href="http://www.brighton-hove.gov.uk/councillors">www.brighton-hove.gov.uk/councillors</a> .	Complete	
WA3	Look at improving information in noticeboards across the city. - Hannah to speak to Community Engagement (CE)Team about how to facilitate this. Suggestion for CE Officers to take around information where they go and update these noticeboards. - Hannah to work with Chloe on developing shared mapping list of all	Hannah Barker / Chloe	The Community engagement team and Estate Services team have started this work. We are compiling the information and EST will be updating the information over the coming weeks to understand which sites have noticeboards and what Housing have access to.	Complete	07/05/2025

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?	
	noticeboards in city – shared between CE Team & Estate Services.					
WA4	Request West CE Officers sit with Ann Tizzard to create a sheet of useful contacts and information that will support Ann as rep.	Hannah B	Barry Winchester, Community Engagement Officer, has now met with Ann. He is working with her on an info sheet she can use/distribute to residents.	Complete	<b>09.05.25</b>	
WA5	Circulate copy of Residents Group Toolkit in advance to those wishing to attend I&E meeting on 8 <sup>th</sup> April.	Hannah B	The meeting took place on 8 <sup>th</sup> April, and copies of the Toolkit were supplied on the day. Apologies, it wasn't possible to circulate in advance.	Complete	<b>08.04.25</b>	
WA6	Grant Ritchie to look into issues with communal guttering at Woods House.	Grant Ritchie	I have asked roofing to arrange for the gutters (all of them) to be cleared and the property included on the program for future years	complete	<b>08.04.25</b>	
WA7	Conway Court to be informed of walkabouts before they occur on the Clarendon and Ellen Estates.	Justine Harris	Estate Inspections will be promoted with residents ahead of them occurring	<b>Complete</b>	<b>09.05.25</b>	
WA8	Cllrs Miller & Muten to be notified when estate walkabouts take place in their ward.	Justine Harris	Ward Cllrs will be notified once we have set the date for Estate Inspections	<b>Complete</b>	<b>09.05.25</b>	
WA9	Jan Dowdell to record email traffic statistics in the repairs team and provide to Cllr Nann.	Jan Dowdell/Grant Ritchie		EMAILS RECEIVED	<b>Complete</b>	<b>12.05.25</b>
			Apr-24	1927		
			May-24	1541		
			Jun-24	1602		
			Jul-24	1776		
			Aug-24	1974		
			Sep-24	2091		
			Oct-24	2897		
			Nov-24	2001		

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?								
			<table border="1"> <tr> <td>Dec-24</td> <td>1600</td> </tr> <tr> <td>Jan-25</td> <td>2051</td> </tr> <tr> <td>Feb-25</td> <td>1741</td> </tr> <tr> <td>Mar-25</td> <td>1599</td> </tr> </table> <p>NB: we were unclear what this related to, if different information is needed, please let us know</p>	Dec-24	1600	Jan-25	2051	Feb-25	1741	Mar-25	1599		
Dec-24	1600												
Jan-25	2051												
Feb-25	1741												
Mar-25	1599												
WA10	Hannah Barker to send Anne Tizzard current draft of the residents/tenants toolkit.	Hannah Barker	Sent	complete	<b>10.04.25</b>								
WA11	Chloe McLoughlin to invite Cityparks to next area panel meeting.	Chloe McLoughlin	Invited	complete	<b>09.05.25</b>								
WA12	Grant Ritchie to follow up with Malcom Campbell regarding residents' inspection groups.	Grant Ritchie	I apologise as I did agree to ask colleagues to speak to Malcom regarding resident inspections. I have only just done this so a response may be delayed. A call has been made to Malcolm.	complete	<b>12.05.2025</b>								
WA13	Jan Dowdell to raise concerns with bins obstructing the pavement in Helen Hodges-Jardine's area, Conway Court, with Cityclean.	Jan Dowdell	Verbal update to be given	Complete	<b>12.05.25</b>								