

## Actions from East Area Panel meeting 10<sup>th</sup> September

Deadline for staff to respond: {Housing Area Panel Team insert **date and time**}

### 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>OE1</b>	Justine Harris advised Chloe McLaughlin would bring the bulk-waste collection presentation to the next meeting.	<b>Chloe McLaughlin</b>	The Estates Service is planning a pilot scheme., This will involve having a secure drop off area where residents can put their bulky waste for free collection on a designated day. The presentation on the delivery of this will be presented to the next Area Panel as an agenda item. It is currently in the planning stages.	<b>Outstanding</b>	<b>March Area Panel</b>

### Actions from last meeting

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?
<b>EA1</b>	Sam Nolan to put information about the Seaside Homes Board trustee vacancy/nomination on social media.	<b>Sam Nolan</b>	Gabs Tiranti put a number of posts on social media advertising the trustee vacancy.	<b>Complete</b>	<b>18.10.25</b>
<b>EA2</b>	Mikila Beck to bring instructions on how to test the newly installed CO2 detectors to the next panel.	<b>Mikila Beck</b>	MB has this information and documentation will be provided at Area Panel.	<b>Complete</b>	
<b>EA3</b>	Mikila Beck to arrange for someone to attend Chris El Shabba's property to give guidance on how to test their CO2 detector.	<b>Mikila Beck</b>	Done	<b>Complete</b>	

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?
<b>EA4</b>	Justine Harris/Emma Gilbert to prepare a briefing about the support available from Tenancy Services which can go out in local newsletters.	<b>Shah Rahman</b>	This relates to the agenda item and report on rents. Support available for tenants will also be handed out at the Area Panel meetings	<b>Complete</b>	<b>17.09.25</b>
<b>EA5</b>	Mikila Beck and Housing to look into trialling asking residents whether they may be able to afford carpeting a property when they view it to determine whether gripper rods would be left or removed.	<b>Mikila Beck</b>	Trial process now in place with empty homes team and rehousing.	<b>Complete</b>	
<b>EA6</b>	Jan Dowdell to come back to the panel to deliver ASB presentation/workshop.	<b>Jan Dowdell</b>	Janet has attended the North Whitehawk resident meeting with the ASB presentation and would be happy to come to East Area Panel if it is added as an agenda item for	<b>In Progress</b>	<b>March Area Panel</b>
<b>EA7</b>	Mikila Beck to provide wording for Councillors and residents to share on social media and in WhatsApp groups about no-win-no-fee cold callers, reporting repairs and the council's complaints procedure.	<b>Mikila Beck</b>	Repairs leaflets including information on disrepair are currently (17/10/25) being printed. These will be distributed at the upcoming November '25 Area Panels.		
<b>EA8</b>	Justine Harris to arrange for Estates to jet wash the bin store at Robert Lodge to clear maggots after missed collections.	<b>Justine Harris</b>	The job has been raised and will be complete ahead of Area Panel.	<b>Outstanding</b>	<b>October 2025</b>

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?
<b>EA9</b>	Melissa Francis and Housing to look at options to resolve the issue of people mainly using the open bin stores at Robert Lodge rather than the inside stores which are often left empty, including finding out whether new tenants are being given keys to the inside stores.	<b>Chloe McLaughlin</b>	On inspection these areas would benefit from having a gate to secure the bin stores. This option is being explored and we will feedback once we have finalised details.	<b>Completed</b>	<b>December 2025</b>
<b>EA10</b>	Melissa Francis to look into whether there is a single point of access for issues with bins so tenants don't have to go to different departments to report different issues (e.g. overflowing bins, broken bins).	<b>Melissa Francis</b>	Please email <a href="mailto:EnviroServices@brighton-hove.gov.uk">EnviroServices@brighton-hove.gov.uk</a> regarding issues with bins.  Your query will be forwarded to the correct team within Environmental Services to deal with the issue	<b>Complete</b>	
<b>EA11</b>	Melissa Francis to find out whether tenants need to purchase additional food waste liners once the ones provided run out or if they will be supplied by the council.	<b>Melissa Francis</b>	The council supply free 2 rolls of food waste caddie liners with kitchen caddies when they are delivered, which depending on how much food is disposed of could last up to 2 years. The plan is to offer free liners to those most in need, and we are looking at options for how we can do this.	<b>Complete</b>	
<b>EA12</b>	Sam Nolan to prepare a certificate (or something similar) for the person who cleared the hedges at Robert Lodge to be presented at the tenant celebration day.	<b>Sam Nolan</b>	Verbal update to be given	<b>Outstanding</b>	

REF	Action	Who	Response including what is completed & outstanding	Is Action Completed / Outstanding	Date action completed or planned?
<b>EA13</b>	Justine Harris to find out if the council got the property on Langley Crescent back.	<b>Justine Harris</b>	69 Langley Crescent became void on 14.07.25. It was advertised on Homemove on 07.10.25 with bids end 15.10.25. The repairs target date is 30.10.25.	<b>Complete</b>	