

**Brighton and Hove City Council**  
**West Area Panel**  
**26.11.2025**  
**Minutes**

**Attendees:**

**Councillors:** Nann (Co-Chair), Miller

**Residents:** Malcom Campbell (Chair), Helen Jardine-Hodges, Anne Tizzard, Miriam Briault,

**Officers:** Justine Harris, Chloe McLaughlin, Sarah Barclay, Harry Williams, Sam Griffin, Mikila Beck, Tom Trigwell, Martin Reid, Francis Mitchell

**1 – Welcome, Introductions and Apologies**

1.1 Apologies were received from Pat Weller, as well as Councillors Muten and Parrott.

**2 – Minutes and Actions of the Previous Meeting**

2.1 The minutes were agreed as correct record.

2.2 The Chair read through each action in turn.

2.3 There were no matters arising.

**3 – Residents Questions, 2 and 3 Star**

3.1 The Chair read through each question and the provided response in turn.

3.2 Attendees had no comments on the resident questions.

**4 – Rents Update**

4.1 Sarah Barclay delivered the report for this item and provided background on the transition from Housing Benefit to Universal Credit.

4.2 Sarah Barclay outlined the support that residents and tenants can access in regard to Housing Benefit and highlighted the importance of individuals changing benefits being identified at the earliest opportunity.

- 4.3 Helen Jardine-Hodges stated that individuals who transition to a different benefit plan can often fall behind on rent.
- 4.4 Sarah Barclay stated that their team was aware of this and invited those with concerns to contact the Housing Income Officer.
- 4.5 Councillor Miller stated that residents can also contact their Councillor for support.
- 4.6 Harry Williams invited residents to provide feedback on areas of improvement to the Housing Department.
- 4.7 Councillor Nann was informed that migration to Universal Credit was expected to be concluded by March 2026.
- 4.8 Justine Harris stated that it may not be until 2027 that some tenants are out of arrears.

## **5 – Health and Safety Compliance Update**

- 5.1 Martin Reid delivered the report for this item and outlined areas of improvement, as well as areas that required improvement.
- 5.2 Martin Reid stated that areas of improvement included gas, asbestos, carbon monoxide, and lifts and outlined the measures in place to ensure compliance.
- 5.3 Martin Reid stated that all areas showed a positive trend of improvement.
- 5.4 Mikila Beck stated that it was the responsibility of the Council, not residents, to provide and maintain smoke-detectors in Council properties.
- 5.5 Martin Reid stated that hard-wired smoke detectors would be provided in future.
- 5.6 Martin Reid stated that all blocks were required to receive updated fire risk assessments.
- 5.7 Martin Reid provided information regarding waking-watch fire monitoring in high-rise blocks.

**ACTION** – Martin Reid to follow up with Helen Jardine-Hodges regarding fire alarms at Conway Court.

5.8 Murial Briault was informed that hard-wired smoke alarms did not automatically notify the emergency services of a fire.

5.9 Mikila Beck stated the importance of using both smoke and carbon monoxide alarms in residential properties, stating that carbon monoxide was odourless.

## **6 – Break**

## **7 – Estate Inspection Update / Neighbourhood Officers**

7.1 Justine Harris delivered the report for this item, stating that Estate Inspections had begun and offered literature to residents detailing the schedule of inspections.

7.2 Justine Harris stated that there were 8 Neighbourhood Officers in total, with 2 being allocated to each geographical area of the city.

7.3 Justine Harris provided an overview of the role and responsibilities of Neighbourhood Officers.

7.4 Harry Williams stated the importance of Neighbourhood Officers in keeping estates safe, tidy, and inclusive.

7.5 Harry Williams invited residents to contact either the Housing Department, Community Engagement Department, or their Neighbourhood Officer if they had concerns regarding an estate.

7.6 Murial Briault raised concerns regarding waste being left in communal areas in estates.

7.7 Justine Harris invited residents to report instances of waste being left in communal areas and stated that Neighbourhood Officers would be able to investigate such incidents.

7.8 Helen Jardine-Hodges raised concerns regarding unsafe paving.

## **8 – LPS Consultation**

8.1 Sam Nolan delivered the report for this item.

8.2 Harry Williams encouraged residents to engage with the consultation.

## **9 – Damp and Mould for Resident Awareness and Feedback**

9.1 Mikila Beck delivered the report for this item.

9.2 Mikila Beck stated that mould and damp information leaflets were available for residents.

9.3 Mikila Beck outlined the different types of complaints that residents are able to submit.

## **10 – Any Other Business**

10.1 Murial Briault stated that a repair ticket they submitted had not been actioned.

**ACTION** – Mikila Beck to follow up with Murial Briault regarding broken balcony light.

**ACTION** – Justine Harris to provide breakdown of EDB's to next meeting.

**ACTION** – Martin Reid to investigate Helen Jardine-Hodges concerns regarding broken lift at Conway Court.

The meeting concluded at 7.42pm.