

Actions from Central Area Panel meeting 12th September 2023

Deadline for staff to respond: {9am on Thursday 9th November}

All staff please note *Date ACTION completed* refers to when the requested action is done (or planned to be done if outstanding) not this form is filled in.

Ref & Date Outstanding actions raised	Action	Officer	Response including what is completed & outstanding	Is Action Completed or Outstanding?	Date Action completed or planned completion date?
CA1	Geof Gage to follow up on Norman Williams' concerns regarding laundry room reviews and changes to laundry room doors and provide an update to the next area panel meeting	Geof Gage	The laundry review is ongoing and in hand, it is hoped that this will be concluded by next area panel when an update can be provided. As requested we will update at that time.	Complete	09.10.2023
CA2	Justine Harris to follow up with cleaners at Essex Place to ensure cupboard is cleared.	Justine Harris		Complete	October 23
CA3	Sam Warren to provide Norman Williams with EDB rules.	Sam Warren	The Community Engagement Team responded to Normans request for this on 10/10/23 and sent Norman the latest Guidance.	Complete	October 23
CA4	Martin Reid / Grant Ritchie to follow up with Emma Salcombe regarding leaking roof in the walkway to the rear of Essex Place.	Martin Reid/ Grant Ritchie	Following further inspection of the roof of the covered walkway to the launderette we have identified that a new roof had been constructed over the original roof. This roof is not effectively sealed against the vertical glazing. The proposal to resolve this is to remove the more recent roof and	Work in Progress	TBC

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			reinstate a roof at a lower level creating a better junction with the glazed elevation.		
CA5	Geof Gage to look into slippery tiles in cases raised by Sarah Sweeney and Eileen Stewart	Geof Gage	This has been looked at by one of our surveyors who is raising a works order.	Complete	09.10.2023
CA6	Geof Gage to contact SGN regarding proactive maintenance of water pipes.	Geof Gage	This is referring to gas pipes. I have emailed the current project managers of SGN and raised concerns over the condition of gas service pipes to our blocks. They do understand and have advised that they do not have a rolling programme for renewal / upgrade but that this is undertaken on a case by case basis.	Complete	09.10.2023
CA7	Geof Gage and Benjamin Tedder to look into the garage parking cars on Montague Place, blocking the pavement.	Geof Gage & Benjamin Tedder	We can only enforce on Housing land these vehicles are parked on the public highway and therefore the responsibility and enforcement is with Highways and the police.	Complete	09.10.2023