

Forbes Court, Elgin	KEY for tenants: HO = Housing Officer PO = Property Services GA = General Assistant TPO = Tenant Participation Officer
28 April 2025	
Staff attended: 6	
Tenants attended: 4	

LOCATIONS	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
GARDEN CONDITION/ GRASSED/OPEN AREAS/ FOOTPATHS	Gardening in relatively good condition however weeding needs to be kept on top of to keep the scheme tidy.	HO aware and works with contractors to monitor service.	Ongoing	
	Dog fouling across scheme.	HO aware and will work with tenants to reduce levels of dog fouling on scheme.	Ongoing	

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
CLEANING	Tenants reported lack of cleaning within communal areas and that dirty water is being used to mop the floors.	HO to speak to cleaning contractors	Ongoing	

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
EXTERNAL BUILDING CONDITION including GUTTERING	Broken glass in front door of number 22.		Complete	Glass has been cleared.
	Gulls are nesting on roofs.	HO aware however as a protected species there is no action the Association is able to take.	Complete	
	Moss on roofs. This is being thrown off by the gulls and is lying all over the scheme.	Update from HO and PO.	Ongoing	

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
REPAIRS: INCLUDING FENCING & GATES				

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
TRIPPING HAZARDS PAVING ETC	Loose slab outside number 12 behind the grit bin.		Pending	

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
ELEC/GAS/BT: ETC MANHOLES/STREET LIGHTING				

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
VANDALISM/ GRAFFITI (offensive/non- offensive)				

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
CAR PARKING AREAS including UNTAXED /ABANDONED				

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
BIN STORES/RUBBISH/ FLY TIPPING & LITTER	Bin stores were highlighted as one of the main issues. It is constantly overflowing, untidy and smelly. It is also used consistently by those passing by along with non-tenants using it for fly-tipping. There has also been instances of bin raiding.	Request for addition bin(s). A gate will be erected to try and deter non-residents from using the bin area for fly-tipping.	Pending	Tenants are asked to please report any branded company vehicles you see fly-tipping so that staff can contact their employers.
	Gulls also attack the bins causing more problems.	Request for netting across the bin area to deter the gulls.	Pending	HO in process of arranging this.
	Broken bin lid in main bin area.	Repair requested.	Complete	

	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
MISCELLANEOUS	CCTV has been requested to help with ongoing issue with dog fouling and bin related issues.	CCTV request to be actioned by HO.	Pending	

Next steps:

- Monitor issues in the action plan
- Communicate (via email and hard copy) with those who attended the walkabout
- Staff attending the scheme to check on progress of these actions

Main areas of focus:

- Bin area
- Moss across scheme and general tidiness / appearance