

Scheme: Temple View, Banff	KEY for tenants:			
Date: 20 March 2025	HO = Housing Officer			
Staff attended: 3	PO = Property Officer			
Tenants attended: 1	GA = General Assistant			
	TPO = Tenant Participation Officer			
LOCATIONS	ISSUES	ACTION BEING TAKEN	STATUS	NOTES
GARDEN CONDITION/ GRASSED/OPEN AREAS/ FOOTPATHS	Ongoing gardening issues including moss on pavements and walkways.	HO has been in conversation with gardener who have been working to alleviate the issue.	Ongoing	Recent work has been completed by gardeners which has shown a marked improvement. HO will continue to monitor issue.
	Bushes at pavement outside number 32 need to be trimmed back to avoid them causing a trip hazard.	HO will request gardener to complete this.	Ongoing	
	Tree at back of numbers 26 & 27 is tall and leaning towards properties. This is causing an obstruction to amount of light getting into tenants homes.	PO to arrange for tree to be trimmed back or removed.	Pending	
	Signs of dog fouling on grassed area on scheme.	HO aware and will write to all tenants to advise them not to exercise their dogs in communal areas and to pick up any fouling.	Ongoing	
	Hard earth area outside numbers 6 – 10.	HO spoke about tidying up the area by possibly adding chuckies.	Pending	
	GA to complete litter pick across scheme to clear rubbish caught in bushes e.g., beer cans and food packaging. Especially around area outside numbers 32 – 36.	GA to complete litter pick and scheme tidy.	Ongoing	GA is scheduled to attend on a rolling basis.

	ISSUES	STATUS	STATUS	NOTES
CLEANING				

	ISSUES	ACTION TAKEN / AGREED	STATUS	NOTES
EXTERNAL BUILDING CONDITION including GUTTERING	Gutters recently cleared however there is grass on roof above number 26 / 27 which needs to be removed.	PO to request removal of grass from Property Team.	Pending	
	Ongoing issue with gulls across the area. Spikes which were previously fitted to the roof have almost completely gone. Possibility of more being fitted.	HO and PO to discuss with Property Team.	Pending	

	ISSUES	ACTION TAKEN / AGREED	STATUS	NOTES
REPAIRS: INCLUDING FENCING & GATES				

	ISSUES	ACTION TAKEN / AGREED	STATUS	NOTES
TRIPPING HAZARDS PAVING ETC	Refer to comments in 'Gardening' section regarding low lying tree shrubs that may be trip hazard.			

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

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

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

	ISSUES	ACTION TAKEN / AGREED	STATUS	NOTES
BIN STORES/RUBBISH/ FLY TIPPING & LITTER				

	ISSUES	ACTION TAKEN / AGREED	STATUS	NOTES
MISCELLANEOUS				

Next step – create action plan and publish online with continual monitoring and updates applied to the live document.