

Charlotte Gardens, Aberdeen	KEY for tenants:	
11 October 2023	EA = Estates Assistant HO = Housing Officer PO = Property Officer CPO = Customer Participation Officer CSM = Customer Service Manager HM = Housing Manager DH = Director of Housing DP = Director of Property PM = Property Manager DLOS = Direct Labour Organisation Supervisor	NOTE = This is a rolling action plan with actions updated after each walkabout
Staff attended = 1 Tenants attended = 2		

LOCATIONS	ISSUES	ACTION TAKEN / AGREED	TARGET COMPLETION DATE	STATUS	NOTES
GARDEN CONDITION/ GRASSED/OPEN AREAS/ FOOTPATHS	Tenants enquiring about action being taken regarding dog fouling on scheme.			On-going	EA and HO aware of this and working with tenants to reduce levels of dog fouling on scheme.
	Weeding throughout the scheme.	No action to be taken.		On-going	EA informed the group in April; the gardeners will be starting to weed soon now winter has passed.

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CLEANING	Tenants happy with cleaning however deep cleans are required in various blocks.	On-going with tenants reporting issues to HO who arranges deep clean.		On-going. Tenants confirmed	HO fully aware and working with tenants to deal with

				this is still on-going.	this issue.
	ISSUES	ACTION TAKEN / AGREED	TARGET COMPLETION DATE	STATUS	NOTES
EXTERNAL BUILDING CONDITION including GUTTERING	Guttering is leaking on Charlotte Street side of block 61-89.	Repair request logged.		Pending	

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REPAIRS: INCLUDING FENCING & GATES	Bin store near block 69-89 needs slats on door replacing.	HO to organise the repair.		Complete	Panel fitted to cover slats.
	Metal trellis in grassed area at back of block 39-44 needs to be removed and replaced.	Inspection requested with request for replacement.		Pending	DLO will be removing, and it will not be replaced.
	Fencing around drying area outside blocks 1-60 is rotten.	Inspection requested to judge if repair or replacement required.		Pending	Need update from PO.

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TRIPPING HAZARDS PAVING ETC	Grid outside block 69-89 has been turned upside down and is now a trip hazard.	Repair has been requested by CPO.		Pending	

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ELEC/GAS/BT: ETC MANHOLES/STREET	Lighting has been installed in the walkway between John Street and Charlotte	No action – just observation of what's already been		Complete	Included to highlight tenants are happy

LIGHTING	Gardens.	completed.			with this.
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VANDALISM/ GRAFFITI (offensive/non-offensive)	CCTV signage on John Street side of scheme has been vandalised with spray paint.	Signage will be replaced along with more signage planned for doors and walls around scheme to increase awareness of the recently installed CCTV.		Complete	
	Graffiti is on the windows on the Charlotte Street side of scheme outside block 69-89.	Request for graffiti to be removed. CPO to log repair after October walkabout.		On-going	Graffiti is still in place so another request to have this removed will be logged.

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CAR PARKING AREAS including UNTAXED /ABANDONED	Wall in front car park is damaged.	Repair request logged after April walkabout.		Pending	CPO to enquire with Property Team. Update will be provided as soon as possible.
	There is a boarded up window at the back of the underground car park beside block 69-89.	Repair request logged.		Complete	
	Car park gate lock is broken and therefore out of use.	Repair is being dealt with by DLOS.		Pending	

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BIN STORES/RUBBISH/ FLY TIPPING & LITTER	Bin store near block 69-89 needs slats on door replacing.	HO to organise the repair.		Complete	Panel fitted to cover the slats.
	Fly-tipping of large items such as flooring, sofa's, and toilets.	HO and EA aware and quickly arranges for items to be removed.		On-going	Tenants happy with action being taken by HO. EA aware.

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MISCELLANEOUS	Front door on block 69-89 is to be replaced to tackle issue of it constantly being forced.	HO arranging for the replacement.		Pending	Working on tackling issues first before replacement door fitted. Update to provided at next walkabout.
	Tackling people walking through the scheme to access flats and Charlotte Street.	Installation of a gate on John Street.		Complete	This is a locked gate, and the decision has been made that it will not be fob access.
	Drug dealing in underpass in rear car park along with main throughfare on scheme.	HO aware and working with Police to tackle the problem.		On-going	Not a quick or easy issue to deal with, however if any tenant witnesses any drug dealing, please contact Police on 101 to report this activity.
	Request for another walkabout in July. Would like us to visit and complete one every 4 months.	CPO to arrange for a follow up in July and communicate this with tenants and staff.		Complete. See notes.	A rolling programme of walkabouts will be arranged with

					next one taking place in January/February.
	Tenant question: Has the service button been changed from 12 o'clock to 2pm?	CPO took note to forward question to HO.		Complete with tenant informed.	HO responded saying repair has been raised so issue should now be completed.
	Tenant question: Does the CCTV cover the front car park?	CPO took note to forward question to HO.		Complete with tenant informed.	HO responded to say that the camera does not cover the car park, only the entrance. A new dual angle camera will be installed. We are waiting for delivery of the camera and then installation.
	Idea from tenant about the intercom function for blocks that suffer a lot of loitering from non-tenants. Could we investigate a system which is monitored and manned 24/7 so that only authorised people i.e., tenants, legitimate visitors, postman and Association staff can gain access.	This added to action plan for management consideration.		Complete	Explained that this may not be possible however tenant is trying to work with us to find solutions to the problem therefore idea noted and taken back to Association for consideration.
	Bird feeders need removing at the grassed area behind blocks 39-44.	EA communicated to all tenants asking if these feeders are in use.		Complete	Bird feeders are to stay in place as tenants responded to letters to say they are in use.
	Community Garden – what help can we provide the three involved tenants who are	CSM liaised with DH and HM regarding approval.		Complete	Tenants and staff attended to discuss

	interested in working with the Association. RD happy to help tenants with this and will be taking it to JS.				on 17 May. Tenants decided to leave it for now. This action can be revisited at another date. Tenants happy with outcome.
	Tenant requested for erection of bat boxes.	CPO liaised with DP to see if this can be allowed.		Complete	DP states that under the correct conditions boxes can be erected. However, once occupied they can only be opened/moved or handled by licenced bat workers. If interested tenant wants to move this forward he needs to contact the Association to discuss.
	Check with DP about the impact of the development behind the grass area. Tenants reporting that there are holes where people and their dogs are getting through. Possibly homeless who are sleeping there. Rubble is becoming a hazard when dogs, children and adults are walking along side of block 33-36.	CPO liaised with DP about this issue.		Complete – boards have been erected to block access.	DP has provided update about site and location of information on Aberdeen City Council (ACC) website (see below). Regarding the rubble – PO will take pictures on next visit so DP can assess what measures Langstane can take to try and make the

					<p>boundary line less hazardous. ACC weblink is: 230514/DPP Erection of student accommodation (circa 383 beds) with associated infrastructure and landscaping 92-126 John Street City Centre Aberdeen AB25 1LE (aberdeencity.gov.uk)</p>
	Handrail outside of 61 wobbles and needs tightening. EA aware and agreed it looks as though it needs to be tightened.	Repair request logged for this item.		Complete	
	Tenants would like to request that gates are fitted beside block 33-36 to stop people walking through and letting their dogs run around.	This request was discussed with the HO who explained the cost and reasons required for authorisation of this level of work.		Complete. Included on action list for information only.	Tenants happy with explanation and happy for this to just stay on the action plan.
	Tenant enquiry about communal lights in blocks – are there any plans to change from Halogen bulbs to motion sensor lighting with LED lights. This would apparently avoid charges when tenants will not switch out the lights, therefore creating large electricity costs.	Enquiry to be sent to PM.		Pending	

	Tenant was enquiring why there are no 'Fire Exit' lit signs at the doors. Heard from the fire service that this is good practice.	Enquiry to be sent to PM for feedback.		Pending	
	Query about dates for bathroom replacements in block 69-89.	CPO to enquiry with asset management team.		Pending	Will provide individual tenant with an update when hear back from Asset Team.
	Request for yellow lines to be added to bin area steps as they are difficult to see in the dark and a trip hazard.	CPO to request this.		Pending	
	Tenant has requested lighting at the back of scheme.	CPO to enquire with Property Team about this.		Pending	