

## **Note of meeting held 21 October 2025**

**Subject:** Charlotte Gardens / John Street tenant group – meeting two.

**Venue:** Fraser Court community room.

**Time:** 4.30pm till 6pm

<b>People present</b>	<b>Apologies</b>
Samantha Hough (SH) Tenant Participation Officer	none
Laura Henry (LH) Housing Officer	
Martin Toward (MT) Housing Manager	
Monica Vasiliu (MV) Estates Assistant	
DO – tenant, Aberdeen	
KR – tenant, Aberdeen	
JA – tenant, Aberdeen	
DP – tenant, Aberdeen	

### **Overview of the meeting**

The aim of the meeting was to bring the group together for a second time, discussing what has been achieved regarding the follow up actions that came from the July meeting. This includes the creation of a partnership agreement and the arrangement of a neighbourhood walkabout.

Some group members had met their new housing officer however it was an opportunity for the others to meet her. We also welcomed a new member who was inducted and introduced to the group and staff.

Item discussed	Notes
Welcome and housekeeping	<p>Members and guests were welcomed by staff and offered refreshments.</p> <p>Agendas and hard copies of the partnership agreement and draft webpage content were handed out, along with freepost envelopes.</p>
Introductions	<p>Introductions were made as there were members who had not met LH. We also welcomed a new member.</p> <p>A short induction was made for the benefit of DP (new member) along with a recap of the July meeting. Notes will be made available to DP to allow him to catch up with the discussions which have taken place and to provide access to the information shared.</p>
Review of updates since July	<p>We reviewed the actions from the neighbourhood walkabout which took place on 21 August and confirmed that the group have permission to use the community room at Fraser Court for future meeting.</p> <p>The partnership agreement and webpage content is discussed below.</p> <p>Other actions were the inclusion of an article in the winter newsletter. SH is currently working on this content. The tenant group will be shown the draft article before it is published.</p> <p>There was also discussion generally between tenants, LH and MT about the ongoing issues on the development particularly in respect of antisocial behaviour and drug activity. LH advised that Police and City Wardens have been asked to increase their presence on scheme.</p> <p>Other issues discussed were:</p> <ul style="list-style-type: none"> <li>• Security of the blocks, fire alarms and the condition of communal doors.</li> <li>• Dog fouling and the legislation surrounding dog fouling, namely the Dog Fouling (Scotland) Act 2003. Also, how this is enforced through Aberdeen City Council by the Dog Warden service.</li> <li>• A gardening group.</li> <li>• Repair to fencing near the derelict area.</li> <li>• CCTV around the development and inside individual blocks.</li> <li>• Contacting organisations such as the Scottish Society for the Prevention of Cruelty to Animals (SSPCA) when the welfare of an animal is a concern.</li> </ul> <p>MV provided updates on actions from her estate visits and items that were noted during the neighbourhood walkabout in August.</p>
Group getting to know each other	<p>The group have chatted with each other on scheme however have not yet arranged any activities out with these meetings and our neighbourhood walkabout in August.</p>
Partnership agreement and webpage content	<p>SH has created draft versions of the partnership agreement and content for the 'Tenant Group' webpage.</p> <p>The purpose of the partnership agreement is to provide the group and the Association with a structure detailing the commitment each will make to the other. This includes the level of commitment and behaviour the Association expects from the tenant members. Equally it describes the commitment Association staff make to supporting the group with their aims and objectives when putting the group together.</p>

Item discussed	Notes
	<p>Getting the agreement and webpage content finalised and published on Langstane's website means the information can be more widely shared amongst all the Association tenants, highlighting how you can get involved and allows the group and Association to share good practice.</p> <p>Tenants and staff were asked by SH to share any suggestions and edits regarding both the partnership agreement and the webpage content by November. Using this feedback, SH will finalise the content and publish.</p>
Future meeting venue	<p>SH confirmed that the group are able to use the community room at Fraser Court for future meetings.</p> <p>They have the training area at Langstane's head office on King Street as a backup venue and if the group becomes significantly larger the office will be more suitable in terms of seating space.</p>
Planning next activity and meeting	<p>Board of Management members are interested in attending meetings to hear from tenants firsthand about their experiences within their neighbourhoods and communities.</p> <p>SH asked if group members were happy to welcome board members to future meetings. Tenants responded positively and would welcome board members.</p>
Using Microsoft Teams for virtual meeting	SH proposed that the group use virtual meetings in circumstances which delay or stop a face to face meeting, such as, bad weather. The group would be happy to meet via Microsoft Teams.
Any other business	None.
Date for next meeting	<p>January 2026. SH will be in touch with staff and group members closer to the time to gather their availability. From this a date and time will be proposed.</p> <p>4.30pm seemed to work as a start time to accommodate those who cannot attend earlier.</p> <p>We will also expand our invites when organising meetings to include all tenants in the development so that new tenants or those who missed previous ones have the opportunity to get involved. We will however ask tenants to let us know they plan to attend so the facilities are adequate in terms of refreshments, meeting materials and seating.</p>

### Outcome of the meeting:

- Well attended and productive meeting. Agenda was followed with discussion on all pointers.
- Facilities and refreshments were suitable and adequate for the purposes of the meeting.
- Again, good networking and relationship building between tenants and staff. All are familiar and able to discuss issues arising in a respectful and productive manner.
- Tenants and staff happy with the direction of 'the group' and the activities and actions planned.

**Next / future steps for SH:**

- Create draft meeting notes detailing what was discussed at this meeting. Then circulate to group and staff to approve before finalising.
- Continue to arrange meetings at the Fraser Court common room.
- Inform Chief Executive (CE) that tenants would welcome Board of Management members to future meetings. From there keep CE informed of dates and times when these have been confirmed.
- Arrange another neighbourhood walkabout to follow up on actions from the meetings and the August walkabout.
- Finalise the partnership agreement and webpage content, incorporating feedback from the group and involved staff.
- Continue to work on the article which will feature in the winter news 2025, advertising the group and it's purpose along with direct quotes from group members.
- Check if any of them are already Lifetime Members and if not post leaflets and web links so they can read more about what being a Langstane Lifetime member involves.
- Invite one member to scrutiny group meetings as he has stated his interest.

**Next / future steps for LH:**

- Follow up work on various issues discussed at the meeting.

**Links to useful websites:**

- Police Scotland – calling 101 for non-emergencies or using the 'contact us' online form [Contact Us form | Police Scotland](#)
- [Community safety in Aberdeen | Aberdeen City Council](#)
- [Dog wardens | Aberdeen City Council](#)
- [Scotland's Leading Animal Welfare Charity - Scottish SPCA](#)
- [Dog fouling | Aberdeen City Council](#) – Information via Aberdeen City Council relating to the Dog Fouling (Scotland) Act 2003.