

**Meeting: Housing Influence Panel****Date: 12.11.2025****Time: 10:30am – 12:30pm****Location: Council Chambers, Council Offices, Foster Avenue, Beeston, NG9 1AB****Present**

Name	Role
<b>TS</b>	<b>Tenant, Chair of Housing Influence Panel</b>
<b>April Hatcher</b>	<b>Engagement Manager</b>
<b>Matt Chilton</b>	<b>Modernisations Manager</b>
<b>Raoul de Sousa</b>	<b>Engagement Coordinator</b>
<b>RS</b>	<b>Tenant</b>
<b>MS</b>	<b>Tenant, Deputy Chair of Housing Influence Panel</b>
<b>DC</b>	<b>Tenant</b>
<b>TC</b>	<b>Tenant</b>
<b>SC</b>	<b>Tenant</b>
<b>CS</b>	<b>Tenant</b>
<b>DA</b>	<b>Tenant</b>
<b>DM</b>	<b>Tenant</b>
<b>ST</b>	<b>Tenant</b>
<b>NBP</b>	<b>Tenant</b>
<b>J</b>	<b>Norm's personal assistant</b>

**Apologies**

Name	Role
ET	Tenant
AW	Tenant
JC	Tenant
CB	Tenant
JL	Tenant

<b>1</b>	<b>Housekeeping, Apologies, Introductions and Notes from the last meeting</b> <ul style="list-style-type: none"> <li>NBP requests if his carer can be considered a member of the Housing Influence Panel. SC suggests is meant to be for tenants. <b>AH will raise with Rachel Shaw. April Hatcher has contacted Kim Dawson to discuss; KD is currently on leave. It is stated in the Terms of Reference that only leaseholders and tenants have voting rights. However, careers can contribute to conversation.</b></li> <li>SC questioned p4 of previous minutes: <i>"2 or 3 members from Housing Influence Panel go to Scrutiny or Complaints Panel. Panel agrees?"</i>. SC does not believe that was agreed, Stuart concurs. SC suggests inviting everyone to all meetings, ST agrees. <b>Everybody to be invited to all</b></li> </ul>
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	<b>meetings but no compulsion to attend. Let RdS know if not interested in specific meeting.</b>
<b>2</b>	<p><b>Housing Influence Panel- continued (Terms of Reference, Future Agenda)</b></p> <p><u>Future Agenda Topics</u>  AH compiled list of engagement topics to discuss at future meetings. Panel to tick topics to indicate preference.</p> <p>MC explained the government requirement is to have up to date stock condition surveys for all Broxtowe properties within 5 years. Done 3000 surveys, so about 1200 left.  SC mentioned that JW suggested surveys after 1 year would help when it comes to Void properties. MC explained 5 years is minimum, aim is to do more frequently.</p> <p>AH explained that Capital Works would like to develop Modernisations Working Group and is here to observe how this panel works. MC explained the remit would be new kitchens, bathrooms, and buying back ex-Council properties. Additionally want to involve tenants in tendering process for new kitchen supplier. MC, ST, NBP interested in Modernisations group.</p> <p>DM mentioned his diary of works with installing new kitchen. MC received this information and found it very valuable. DM said communication started well but reduced into second week. Also disappointed that tiles were used rather than panels. MC prefers paneling and is glad tenants agree.</p> <p><b>NBP wants to make appointment with MC outside of the meeting. AH contacted MC, currently on annual leave. Meeting booked and completed.</b></p> <p>SC suggested Modernisation group or Housing Improvement Board could raise idea of making properties more accessible as standard (such as wider doorways).</p> <p><u>Terms of Reference</u>  RdS provided copies of Engagement Terms of Reference.  <b>AH to be provided contact information of parking services to NBP. Broxtowe <a href="mailto:parkingservices@broxtowe.gov.uk">parkingservices@broxtowe.gov.uk</a> tel: 0115 917 3680</b></p>
<b>3</b>	<p><b>Andy Culshaw, Projects Update</b></p> <p>AC informed tenants that after the Regulator of Social Housing visit on 16<sup>th</sup> October, Broxtowe were told items that needed clarification. Those have been answered, and we should find grading in 2<sup>nd</sup> week of December or early January. Total Mobile rollout been paused due to preparing for Regulator.</p> <p>SC and DM chosen as tenant representatives for Housing Improvement Board at meeting 08.10.25. ST asked if tenant representatives may change over time. AH asked could be process of rotation.</p> <p>AC goes through agenda for today's Housing Improvement board meeting.</p>

	<p><u>Housing Improvement Board Questions</u></p> <ul style="list-style-type: none"> <li>• Will tenants see a full copy of the Regulators report rather than just public version?</li> <li>• Looking at communal areas policy regarding fire safety.</li> <li>• How does Council manage contractor performance?</li> <li>• What are contingency plans in place to cover sickness?</li> </ul> <p>DM wondered if our Housing magazine could incorporate a tenant section. SC suggests tenant representatives at Housing Improvement Board should raise things that are first raised in panel meetings.</p>
4	<p><b><u>Panel and Engagement Admin</u></b></p> <p><u>Energy Efficiency Funding</u>          Broxtowe has £5000 to fund project that would encourage engagement. TS suggests a talking bench. NBP suggests community garden. SC suggests quarterly engagement event where put on lunch for new members. DC suggests music at events and offers to be able to facilitate with that.</p> <p>Regulator recommended that new tenants could be invited to this group via lunch. DC suggested a music event could help to sign people up.</p> <p><u>ARCH Tenants Conference</u>          DM gave feedback on his experience at the conference in September. RdS will circulate to anyone interested.</p> <p><b>Dates for your diary</b></p> <ul style="list-style-type: none"> <li>• January Party - Wednesday 14 January – 1pm-3pm</li> <li>• Complaints Panel – Thursday 22 January</li> </ul>
	<p style="text-align: center;"><b>Next Housing Influence Panel Meeting</b>          Wednesday 10 December          Council Offices, Beeston, NG9 1AB          10:30am – 12:30pm</p>