

Estate Date Date of next walkabout Number of Attendees 

Street Name	Issue Identified	Action Agreed	Target Completion Date	Status	Notes	Actual Completion Date
Helmsdale Crescent	At cul de sac potholes in road	MM to email DCC to advise	01/04/2019	COMPLETE	MM emailed	27/03/2019
Helmsdale Crescent	Garden now in a reasonable state	No action for information only	20/03/2019	COMPLETE	Information only	20/03/2019
Helmsdale Avenue	No Action. Open plan area no rubbish	No rubbish for information only	20/03/2019	COMPLETE	Information only	20/03/2019
Helmsdale Place	Fence posts and rubbish in rear gardens	Contact tenant to advise of repairs instructed for fence + posts -	08/04/2019	OVERDUE	Letter sent 27/03/19 and job raised for appointment 04/04/19	
Helmsdale Place	Fridge Freezer in rear garden	MM to letter	01/04/2019	COMPLETE	MM sent letter 27/03/19	27/03/2019