MINUTES OF DUNGANNON REGIONAL PANEL MEETING

Held on 7th September 2026, 11am at Castle Gardens

PRESENT:	Tom Cummings	Community Involvement Officer
	Mandy Scullion	Community Assistant
	Cavell Moore	Tenant (Chair)
	Briege Corr	Tenant

APOLOGIES:

Margaret McLaughlin	Senior Officer Tenant Engagement & Community Services
Ross Henderson	Capital Propjets Manager
Gareth Rogan	Housing Officer
Manus Mooney	Assets Officer
Lynne Morrow	Tenant (Vice-Chair)
Hong Yee	Tenant
Stephen McFall	Tenant
Celia Eaglesham	Tenant
Liam McKenna	Tenant
Petras Poderys	Tenant
Romanda Karalavicience	Tenant
Arlindo Almeida	Tenant
Patricia McFall	Tenant
Theresa Scullion	Tenant
Luisa Da Costa	Tenant

ITEM	MINUTE	ACTION
1.0	**Welcome**	
1.1	Tom welcomed everyone to the Regional Panel meeting. Tom will record minutes of meeting.	
2.0	**Apologies**	
2.1	Apologies received were noted as above.	

ITEM	MINUTE	ACTION
3.0	**<u>Follow Up from Previous Regional Panel Meeting</u>**	
3.1	Sign on communal garden – Gareth confirmed he would not have an issue with installation. Tom to source internally.	Tom to arrange for sign to be erected at communal garden
3.2	Request for CCTV due to items going missing – Gareth said installation unlikely. Tom to speak to Housing Manager due to repeated thefts – there is a genuine need/case for it.	Tom to speaking to Housing Manager about installation of CCTV in common room
3.3	Meeting on site with Cloisters tenants RE: ongoing works. Gareth states he is on site weekly and happy to speak to any tenants.	
3.4	Rats in bin store at the Cloisters – one off clean has been arranged but bins are ultimately tenant responsibility.	Clarify with Gareth when the bin clean up will happen at The Cloisters
3.5	Window cleaners not visiting schemes – Wilma Henderson to speak to contractor Bidvest Noonan.	
3.6	Windows to be resealed, nothing has happened since last meeting.	Get update from Wilma RE: windows once she has spoken with contractor Chase up RE: window resealing
4.0	**<u>Matters Arising from Last Meeting</u>**	
4.1	Chairs in common room in poor condition. These have now been replaced with new chairs.	
5.0	**<u>Departmental Updates</u>**	

ITEM	MINUTE	ACTION
5.1	**Community Involvement (Apr – Jun)** 31 events/400 participants Including 6 environmental events, 19 hub events, 346 participants	
5.2	**Tenant Engagement (Apr – Jun)** 3 Regional Panel Residents Forum – April Service Improvement Group – Website review and changes now being implemented Policy Review Panel – 1 panel, 10 participants, 4 tenant approved leaflets Tenant training – 19 tenants (Pediatric first aid & Mental health first aid Scheme walkabout – Girona Close and Ramoan Gardens Survey – New tenant satisfaction surveys commencing in September 2026	
5.3	**Housing for All updates (Apr – Jun)** 29 meetings/5 bonding events/34 bridging events	
5.4	**Housing Services (Apr – Jun)** Figures presented of number of lettings, new lets and direct exchanges Overview of ASB complaints	
5.5	**Development Update** New developments 447 units under construction	times/days for activities – Tom/Claire
5.6	**Planned Works** Update provided from Ross Henderson prior to the meeting. Once gas lines are in place we will proceed with tender process. Works will not start until 2027. Ross will provide specific timescales once contractor appointed and programme of works received.	
5.7	**Peace Plus Funding** Upcoming projects –	

ITEM	MINUTE	ACTION
	Chatty bus – tenants go out on a bus each week to different locations around Northern Ireland to see heritage sites and meet new people. OCN Level 2 Award in community Development – January to May, 1 half day a week. Culture Kitchen – cookery lessons from around the world, open to multiple groups in Dungannon/Cookstown area. Actual dates of above TBC.	
6.0 **6.1**	**<u>Community Events</u>** • Seasonal crafts • Halloween events (adults and kids) • Christmas lunch • Training Opportunities • Tenant Newsletter • Tenant Panels • Tenant and Community Engagement Strategy consultation	
7.0 **7.1** **7.2** **7.3** **7.4** **7.5**	**<u>Any Other Business</u>** Briege stated gas line has been installed now and wanted Ross to advise if works are going to tender and if not, why not? Tenants requested meeting, separate from Regional Panel, with Ross and members of Housing team to discuss planned works Peaceplus – requested that Chatty bus not take place on Tuesdays and clarify what exactly OCN qualification entails Tenants asked about undertaking a food hygiene course Events were discussed and it was proposed to undertake a community involvement survey to get ideas from tenants – Tom and Mandy to distribute via text/hard copy to all Dungannon tenants	Speak to Ross for update now has works have been completed and potential date for meeting with tenants Tom to pass comments about Peaceplus to Claire to action Tom to look into

ITEM	MINUTE	ACTION
		possibility of food hygiene training for tenants Tom to create and distribute Community Involvement Survey. Mandy to help collect results
8.0 **8.1**	**<u>Date of Next Meeting and Close</u>** Date of next meeting – TBC – to coincide with Xmas lunch event	

Action Points

No.	Description	Who	Progress Update	OPEN/ CLOSED
1	Circulate Terms of Reference to all tenants not currently in receipt of them	Tom		Closed
2	Pass on all housing issues raised to Gareth	Tom/Mandy		Closed
3	Gareth to investigate issue of dog fouling/irresponsible ownership and to feedback to relevant tenants and Mandy	Gareth		closed
4	Gareth to investigate erecting sign in communal garden at Castle Gardens	Tom	Gareth happy with sign in principle. Tom to chase.	ongoing
5	Gareth to investigate claims of anti-social behaviour at The Cloisters and report back to relevant tenants and Mandy	Gareth	Ongoing issue at Cloisters & Castle gardens	ongoing
6	Manus to investigate issue with bin store lock and fire doors at The Cloisters and report back to relevant tenants and Mandy	Manus	Locks on bin store see No. 9 for update	Closed
7	Manus to investigate issues with front door, fire doors, hallway heating and hedgerow maintenance at Castle Gardens and report back to relevant tenants and Mandy	Manus	Front door fixed, back door has been repaired and broken again	Closed
8	Manus to make contact with relevant tenants to further discuss and investigate issues specific to their property	Manus		Closed

9	Cloisters Bin Store, tenants are leaving rubbish in wrong bins and not recycling	Gareth	Bins will be moved outside 12/12/25, as part of planned works.	Closed
10	Easter Egg hunt at Cloisters	Tom/ Margaret	Amazon order for craft resources	Closed
11	Dogs in Community hubs	Gareth	Follow-up with Lynne Morrow	Closed
12	Castle Gardens Gardening	Ciaran/Tom	Event to be organised, events planned	closed
13	Interpreter for next meeting on Lithuanian & Portuguese	Margaret	Contact Flex Service	Closed
14	Universal Credit workshop – Sandra/Steps	Tom	See below welfare advice/coffee morning	closed
15	Scheme surgery	Mandy/Tom	To be organised	Open
16	Gardening Competition – Communal Garden nomination	Mandy	No nominations sent	closed
17	Bar lock @ Cloisters bin store	Manus	completed	closed
18	Gareth to send out letter to encourage tenants to keep dogs on a lead at Castle Gardens	Gareth	Letter sent – improved	closed
19	Margaret email Anita with proposal for planned works	Margaret	Anita left on 10/10/2025, Frances Magee provided update on	closed
20	Frances to contact planned maintenance team that the contractors who have been out were ignorant. A lot of dust and broken kickboards, etc	Frances	11/5/26 – no update	open
21	Gareth to follow up when the stair lift will be fitted & inform tenants	Gareth	Lift repaired – 26th Feb 2026	closed
22	My Tenancy App	Margaret	Assist tenants to set up	closed
23	Check condition of decants in Cloisters for CI events	Manus/Tom	Disallowed, going to be reallocated	closed

24	Coffee morning/welfare advice session	Tom	11/5/26 – to be planned	ongoing
25	11/5/26 - Hub – cctv – due to items going missing from the room, report to Frances	Margaret	Tom to speak to Housing management	ongoing
26	11/5/26 - Chairs in hub in poor condition	Margaret	Replaced July 2026	closed
27	11/5/26 Survey tenants to identify types of activities & day/time of activities	Tom/Claire	Tom and Mandy to distribute in September 2026	ongoing
28	11/5/26 - Guters will be cleaned. Maintenance issues are to be reported as soon as possible for routine maintenance. drafty windows – can be resealed before Autumn – Mandy will follow up with tenants who would like a reseal.	Ross/maintenance/Mandy	Tom to chase	ongoing
29	11/5/26 New properties are there properties that will be bought/available in Mid Ulster? Development to be invited to present at next Regional Panel meeting.	Margaret	Development still to attend meeting	ongoing
30	11/5/26 - Cloisters – request meeting with tenants – an awful lot of issues at Cloisters regarding works	Gareth	Gareth is on site every week and is happy to speak to tenants. A separate meeting will not be held.	closed
31	11/5/26 - Rats back at bin stores, need bars at the bin stores.	Gareth	Bin clean took place on Tuesday 8th September	closed
32	11/5/26 - Window cleaner has not been on scheme since Xmas	Gareth	Wilma to speak to contractor	ongoing
33	7/9/26 - Arrange meeting with Ross/Housing to discuss planned works	Ross/Housing	Tom to speak with relevant parties	ongoing
34	7/9/26 - Tom to pass comments about Peaceplus to Claire to action	Tom/Claire	Tom emailed Claire on 14th September 2026	closed
35	7/9/26 - possibility of food hygiene training for tenants	Tom		ongoing
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