



MINUTES OF BUTE & COWAL AREA COMMITTEE MEETING
Wednesday 7th April 2010
Wallace Court, Dunoon

Present:	Margaret MacGregor	Chair
	John Morris	Independent
	Anne Dunlop	ACHA tenant
	Carol-Ann Shearer	ACHA tenant
	Ian Christie	Independent
	Iona MacPhail	Regional Manager
	Fiona Ewing	Area Admin Officer

The Chair welcomed Fiona Ewing as the new Acting Area Administration Officer.

		ACTION
1	Apologies Councillor Marshall	
2	Conflicts of Interest None to declare.	
3	<p>Election of Casual Area Committee Members</p> <p>The committee were advised that Mr Dougan & Mrs Horne are still keen to become committee members.</p> <p>Mrs Horne has rearranged her induction so cannot take part until she has completed this and signed the paperwork.</p> <p>John suggested that Mr Dougan is voted in at the moment as he has taken part in an induction, the committee were in agreement with this and voted him onto the Committee unanimously. He can take part in meetings once he has signed the relevant paperwork.</p> <p>Iona advised that any new members would be casual (which includes the right to vote on decisions) until the AGM.</p>	
4	<p>Minutes of Previous Meeting</p> <p>Page 2, item 7 of previous minutes - Rent increase figures to be broken down.</p> <p>Page 3, item 12 of previous minutes should have read "Councillor Simon's comments were inappropriate". Fiona to amend both errors.</p> <p>The minutes were proposed by Carol-Ann, seconded by Ian.</p>	FE
5	<p>Matters Arising</p> <p>Carol-Ann asked Iona if she had clarified who is responsible for replacing the</p>	

	<p>strip-lights being fitted in new kitchens.</p> <p>Iona advised that the tenant is responsible for replacing the tube but will check if tenants must have these fitted or can opt for a standard light fitting.</p>	IMcP
6	<p>Correspondence</p> <p>Iona informed the group of an invite received to attend the Tenant/Residents Group open day, details to be confirmed.</p>	FE
7	<p>Chair's report</p> <p>The Chair advised that she had attended a seminar at EVH and they discussed ways of recruiting new committee members and the different duties that they performed including a visit to new tenants to inform them about the HA and committee.</p> <p>The Chair discussed her morning meeting with Christine Johnston and the residents of Wallace Court regarding the service charges. John advised that Wallace Court residents asked to have the building class altered from Sheltered Housing– this would affect RTB which is not suitable in such a property.</p> <p>John attended the Board Meeting on behalf of The Chair and reported the following:</p> <ul style="list-style-type: none"> • ACHA has renewed its SFHA membership, this costs £14,000 per year but the benefits received makes it worth the cost. • The Budget for 2010-2011 has been completed and approved. • WF rights posts were discussed, these all went to ACHA staff even although the posts were advertised externally. This is an advantage because the skills gained by staff will be retained by the Housing Association when the posts come to and end. • Soroba Bridge is now in place and being used. • The pay increase was discussed, there was an error in rent increase date – RPI should be taken from December's figure. • The Estate Management Action Plan was presented and agreed. • Contents insurance uptake was discussed. • There was a proposal regarding legal services, to pay by retainer instead of by case fee. • Bad weather damage was reported on. • Columshill footpath was discussed. • Land disposal enquires were mostly small. • New build going ahead in Ardenslate, this is a mixed development. • Investment update – further meeting to take place to appoint contractors to replace Gascall. • The Beacon Trust was discussed. <p>The Chair thanked the Vice Chair for his report.</p>	
8	<p>Attendance at Strategic Planning Days</p> <p>It was noted that The Chair was disappointed in the attendance from the area committee. Carol-Ann advised that she suffers from travel sickness and would needed to have stayed overnight in order to be well enough to attend.</p>	

	<p>John advised that there had been a good presentation by Dumfries & Galloway. The 30 year business plan and the Inspection Report were topics that were also covered. Iona thanked John for his presentation at the planning day.</p> <p>John commented that there could have been a better balance between discussion and presentation.</p>	
9	<p>Tenant Involvement day/promotion of Area Committee Locally Iona advised the committee that a paper went to the Board regarding raising the profile of the area committee. This included customer involvement days, inviting family and friends, staff involvement etc. There is to be a provision for this in the budget of £5,000 and separate days are to be held for Cowal & Bute.</p> <p>Iona explained the ways that the committee could use promote their role within ACHA. This was discussed and agreed that Kirn Gala in Dunoon would be a good venue to have a stand at. This is held on the last Wednesday in August. The Highland Games could be a suitable venue in Bute. Another option discussed was to look into existing events being held at the Queen's Hall in Dunoon. The committee discussed other agencies that could be involved and other matters that could be discussed at the stands i.e. Allocations. The stand could also be used to promote the Ardenslate development. The involvement/promotional day could be advertised through posters in offices, schools, newspapers etc. The Chair will take the lead with assistance from the other committee members. Prices for tables at the venues and staff overtime etc. to be obtained.</p>	MMcG FE
10	<p>Tenants Panel Minutes For information.</p>	
11	<p>Health & Safety Committee Minutes For information.</p>	
12	<p>Review of Key Performance Indicators Iona took the committee through her presentation.</p>	
13	<p>Estate Management Action Plan 2009/2010 Projects To be discussed at the next meeting.</p>	
14	<p>Pressurised Area Status Iona explained PAS to the committee and the impact this will have on tenants and our ability to retain stock.</p>	
15	<p>Regional Managers Report Iona took the committee through her presentation.</p> <p>This included pictures of a property at Victoria Park and she advised the committee that money has been set aside to refurbish the property, the committee will receive a tour of the property once completed.</p> <p>The committee were also shown a photo of a Belfast sink in a property in Bute to illustrate the condition of some of the properties they are getting back. Iona explained that a new kitchen/bathroom does not get fitted when void, properties cannot be held back for works and have to wait until they are done</p>	

	<p>via the program of works. The committee were shown a graph which illustrated the difference in offers Bute put out against their relets, this is now to be on the KPI's.</p> <p>Bute IH Team received another work experience trainee, they receive a placement every year from Rothesay Academy, a photo was shown of the IH team and a nice thank you card was received from the trainee.</p> <p>Extra contracts went out for kitchens to get extra work done on time, McNeess won one of these. Mrs Dunlop asked about the quality of Connaughts work and was advised that this had improved going into the 2nd year.</p> <p>Iona talked about the recent press releases - Kirn Story Sacks & Ferfadd Court and reminded us that we need to be more proactive when it comes to good publicity.</p> <p>Iona advised that there are 3 properties on board for factoring in Cowal and hopefully there would be more uptake in the future.</p> <p>Iona had recently visited Tiree to view a storm door prototype – 12 sets require to be fitted due to the weather conditions on the Island.</p>	
<p>16</p>	<p>AOCB The Customer Survey taking place in both area offices was explained by Iona.</p> <p>John stated that Finbraken is now looking good, void levels are good but the private tenement beside it is in poor condition, the Council may be able to do something about this. Ian asked if there had been any feedback regarding the situation and was advised by John that Alistair McGregor met with Councillor Simon and a meeting with residents to discuss the issues is to be held next week. Iona advised that she would like to see the garden divided up between the closes and hopes that there is money left in the budget to do this.</p> <p>Iona advised that Torolochan is almost complete, they now have prospective tenants for 4 of the 8 pitches. If all goes according to plan an official opening and a press release to be arranged.</p> <p>The Chair commented that when visiting Ferfadd Court she noticed that the sign advising visitors to phone the area office for access is not on the front door. Fiona will ensure that a sign is displayed on the front entrance door. It was also requested by The Chair that Gillian McInnes put pictures and names of B & C committee in the next tenant's newsletter. Iona asked that the newsletter be sent to Independent members, Fiona to arrange.</p> <p>Iona spoke about the footpath at Columshill and advised that she would get back to the committee with an answer, Bill Anderson is checking the matter.</p> <p>Carol-Ann advised that she would like it noted that she had a problem with her electricity and had a young electrician called Ian Brown called to her home – he located the fault and explained the problem to her fully, she felt he had provided an excellent service.</p> <p>Carol-Ann asked if ex-gratia payments were going to be increased. Iona advised that this was taken to the board and they decided not to alter due to</p>	<p>FE</p> <p>IMP FE</p>

	<p>funding. Carol-Ann also asked if ACHA buy back houses and was advised that this does not take place at the moment.</p> <p>It was noted that the board AGM is to be held on 23rd of September, 2 dates were set for the area committee AGM – Wednesday 1st & Wednesday 8th of September 2010– 11am, Queen’s Hall, Dunoon.</p>	
17	<p>Date of Next Meeting 2nd June 2010, 11am, in Bute, venue TBC.</p>	FE