



## MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 6<sup>th</sup> October 2010 at 1.30pm

Aqualibrium Centre, Campbeltown

### Attendees

Sandra MacKenzie, Tenant (SMack)

Carole Anne Shields, Tenant (CAS)

Lochiel Cushnie, Tenant (LC)

John Muir, Tenant (JM)

### Staff in Attendance

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)

Iain McLeod, Local Manager – Property Services (IMcL)

Jenna Shaw, Admin Officer (JS)

		Action
1.	<b>Apologies</b> Councillor Donnie MacMillan, Susan Paterson and Valerie St Helene.  Sandra MacKenzie welcomed new committee member Mr Muir and Iain McLeod, Local Manager – Property Services, to the meeting.	
2.	<b>Minutes of Previous Meeting – 8<sup>th</sup> September 2010</b> The minutes from 8 <sup>th</sup> September 2010, were agreed as an accurate record. These were proposed by Lochiel Cushnie and seconded by Sandra MacKenzie.	
3.	<b>Matters Arising</b> SMack has reviewed the New Tenants Welcome Pack and provided comments. YL thanked SMack for her comments and advised these would be used at the review early next year.	
4.	<b>Conflicts of Interest to Declare</b> Members were asked to declare any personal or commercial interest in any business being conducted at the meeting. Members confirmed there were no conflicts of interest to declare.	
5.	<b>Correspondence</b> None received.	

6.	<p><b>Chair's Report – Board of Management Meeting – 9<sup>th</sup> September 2010</b></p> <p><b>Connaught</b></p> <p>Alastair MacGregor updated the Board on the situation regarding Connaught. ACHA have contacted tenants directly affected by the situation and will make provisions to deal with work in progress.</p> <p><b>Other Matters</b></p> <ul style="list-style-type: none"> <li>• One new application for membership approved (Lomond area) 6 applications cancelled.</li> <li>• New Build - our next completed projects will be in Ardrishaig ( 18 units) and Croft avenue, Oban ( 8 units). The official opening for Ardrishaig took place on 1<sup>st</sup> October 2010.</li> <li>• ACHA received very positive press coverage relating to our Garden Competitions.</li> <li>• Alastair MacGregor advised the Board that we have successfully obtained another Anti Social Behaviour Order in the Oban area. This ASBO was taken against someone who is not an ACHA tenant, but has caused significant fear and distress to our tenants and surrounding community.</li> <li>• An update was provided on ACHA's traineeship programme where we consider whether or not any vacant posts are suitable to be offered as traineeships.</li> <li>• Over the next three years, ACHA will be developing a Customer Service Centre (CSC) which will deal with a variety of telephone enquiries including repairs, payments and allocations. It is anticipated that the CSC will help provide a more responsive service to tenants and other customers. JM questioned if there was currently a building whereby the CSC would be developed. YL advised we are at the early stages of development. We currently have a Control Centre based in Helensburgh that is currently used for reporting repairs. JM commented on a recent report produced by ACHA advising office accommodation was being sought. YL advised a Working Group has been formed to review the office accommodation throughout ACHA. The office required for the Helensburgh area is for all staff based in Helensburgh as the current offices are not deemed suitable. SMack enquired as to whether the CSC would allow tenants to visit</li> </ul>	
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	<p>an office or would contact be solely by telephone. YL advised that customers could still visit local offices.</p> <ul style="list-style-type: none"> <li>The annual accounts for 2009/10 were approved following a presentation by the Director of Finance.</li> </ul> <p>The next Board of Management meeting is scheduled for 7<sup>th</sup> October 2010.</p> <p>The minutes of the Board of Management meeting held on 12<sup>th</sup> August 2010, were circulated prior to the meeting.</p>	
7.	<p><b>Regional Manager's Report</b></p> <p><b><u>Investment Programme</u></b></p> <p><b>Kitchen &amp; Bathrooms (Connaught/Lovell)</b> – working to Year 4 of programme:</p> <ul style="list-style-type: none"> <li>Connaught/Lovell are the new Contractor.</li> <li>Work has been ongoing on the properties that were open when Connaught went into administration.</li> <li>Concerns have been expressed about progress of some openings.</li> <li>The company have increased the staffing levels so we are hopeful they will be in a position to clear this work shortly and start installing again.</li> </ul> <p><b>Windows &amp; Doors (MacLeods)</b> – working to Year 4 of programme:</p> <ul style="list-style-type: none"> <li>Installations taking place in Ford, Ardfern &amp; Cairnbaan. The work commencing is to a good standard.</li> <li>Survey work commencing in Kintyre for the next round of installs. The programme is not available yet.</li> </ul> <p><b>Heating &amp; Rewiring</b></p> <ul style="list-style-type: none"> <li>No work is being carried out under this contract. We are hopeful a new Contractor will be appointed to start work from January 2011. JM enquired about the types of replacements/installs of heating systems within properties. YL advised properties that do not meet Scottish Housing Quality Standard (SHQS) will be upgraded by 2015.</li> </ul> <p><b>Roof &amp; Roughcast</b></p> <ul style="list-style-type: none"> <li>Union Street, Lochgilphead – hoping to proceed with works in the near future. All parties are agreed with scope of work.</li> </ul> <p><b><u>Cyclical Programme</u></b></p>	

	<p><b>Painting</b></p> <ul style="list-style-type: none"> <li>• Work has progressed in terms of our cyclical painting programme for this year.</li> <li>• Area Teams have completed the Pre-Painter Repair Surveys of our properties.</li> <li>• Awaiting return of quotes from Contractors to allow work to commence. IMcL advised quotes are expected to be returned by end October 2010 with work commencing in November.</li> </ul> <p>JM questioned the length of time between having properties painted to being on the schedule again.</p> <p>IMcL estimated properties would be painted every 6-7 years, however, would this would be confirmed at the next meeting.</p> <p><b>Close Painting</b></p> <ul style="list-style-type: none"> <li>• Closes have been identified by staff for this year's programme.</li> <li>• Issues with Owner Occupiers participating in scheme.</li> <li>• Failure of participation from Owner Occupiers will result in closes not being painted.</li> <li>• Staff have been working hard to ensure Owner Occupiers contribute.</li> </ul> <p><b><u>Regeneration Programme</u></b></p> <p><b>Phase 2 – Park Square</b></p> <ul style="list-style-type: none"> <li>• A presentation outlining proposals was given to Campbeltown CHORD (Campbeltown, Helensburgh, Oban, Rothesay and Dunoon) Group on 22<sup>nd</sup> September.</li> <li>• Discussion took place regarding their contribution to the proposals, e.g. the finish to the building in terms of the walls and roof.</li> <li>• Cost Options were provided and to be considered by next meeting. JM enquired as to whether ACHA would obtain cost options from other contractors. YL advised cost options have been provided and are to be considered prior to the next meeting due to be held mid October.</li> <li>• A Building Warrant application was submitted end September.</li> <li>• Project to be advertised to invite expressions of interest to Tender for the works</li> <li>• Thereafter responses will be evaluated and Tender created mid October.</li> <li>• Tender returns due February 2011.</li> <li>• We are awaiting formal agreement regarding funding, however, we plan to be on site April 2011.</li> <li>• We hope to build 32 properties (1 and 2 bedrooms), to address the demand for these size of properties.</li> <li>• Plans will include a community facility and office for staff. The Roads depot site was given to ACHA from Argyll &amp; Bute Council.</li> </ul>	<p>IMcL</p>
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**Millknowe Terrace**

- Contractor – John Brown (Strone) Ltd, Dunoon.  
CAS questioned if John Brown (Strone) Ltd, had secured the whole contract.  
YL confirmed they had, however, sub-contractors may be utilised by the contractor.
- Work is progressing on site.
- The Contractor is currently stripping out, which has proved to be more complicated than first anticipated.

**Dalaruan Street**

- No update

**MacMillan Court, Ardrishaig**

- The official opening of MacMillan Court took place on Friday, 1<sup>st</sup> October 2010.
- Despite the poor weather and the last minute change to the plans the opening was a success.
- Alan Reid, MP officially opened the development along with Councillor MacMillan on 1<sup>st</sup> October 2010.
- The development was named after Councillor MacMillan in recognition of his work in the community over the last 25 years.
- Light refreshments were served in the public hall following the event.
- All properties have been allocated and the new tenants are delighted with the standard of the properties.  
JM proposed a plaque be erected within the site.  
YL advised a temporary stand was used at the open day and the plaque will be affixed permanently to the building.

**Housing Management & Maintenance****Duncholgan**

- Meeting held with residents at Duncholgan to progress Play Area.
- Plans produced by “Play Dale”, an organisation who design play parks, were discussed and comments were provided by Tenants.
- Staff are currently investigating funding options.
- We are also exploring lottery funding.  
SMacK enquired to the number of children residing at the site.  
YL advised there are several families. A play group has also been formed.  
JM asked what steps the Association will be taking if a play park is to be installed to ensure items are not left within the area.  
YL advised Members the area staff work closely with the community and have formed good partnership working. The area is of a good

	<p>standard with staff pro-active in monitoring this.</p> <p><b>Sheltered Housing</b></p> <ul style="list-style-type: none"> <li>• Fire Safety Presentations being carried out by Fire Service throughout Argyll.</li> <li>• Further advice is given to tenants and the feedback has been positive.</li> <li>• There has been a noticeable reduction in call outs in Mid Argyll.</li> </ul> <p>JM advised a suggestion had been made by tenants at these meetings to mount a fire blanket to all kitchens. YL confirmed this would be followed up and a response would be provided at the next meeting.</p> <p><b>New Tenants Welcome Pack</b></p> <ul style="list-style-type: none"> <li>• Valuable comments received from Chair of Area Committee on New Welcome Pack.</li> <li>• Packs will be reviewed early next year.</li> </ul> <p><b>Allocations</b></p> <ul style="list-style-type: none"> <li>• 18 new properties at MacMillan Court relet within timescales of 5 days within handover date.</li> <li>• Staff worked exceptionally hard to achieve these targets.</li> </ul> <p>JM commented there were limited drying facilities within MacMillan Court.</p> <p>YL advised that this was the reason washer/driers were installed in the properties. There are also 2 small external drying areas within the scheme.</p> <p><b>Anti Social</b></p> <ul style="list-style-type: none"> <li>• A second meeting with Police has taken place.</li> <li>• Fyne Homes also attended the meeting.</li> <li>• Regular meetings will continue to try to resolve jointly anti-social behaviour issues.</li> </ul> <p><b>Training Delivered to Partner RSL's</b></p> <ul style="list-style-type: none"> <li>• 2 ACHA staff successfully delivered HOME Argyll Training to partner RSLs.</li> <li>• It is hoped this will improve joint working on the HOME Argyll procedures.</li> </ul> <p><b>Allotment Policy &amp; Procedure</b></p> <ul style="list-style-type: none"> <li>• The policy &amp; procedure was approved by Senior Management Team (SMT) at September meeting.</li> <li>• Some amendments are to be made following advice from Brechin Tindall Oatts (BTO).</li> <li>• No public consultation is required, however, documentation will be</li> </ul>	YL
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	<p>sent to Area Committee Members for comment.</p> <ul style="list-style-type: none"> <li>It is anticipated the allotments will be ready for let by February/March 2011.</li> </ul> <p>JM enquired if a ballot would be used as a result of a high demand for allotments.</p> <p>YL advised the process of allocations is explained within the document, however, ACHA tenants and local groups within Campbeltown will be given priority.</p> <p>CAS asked how these would be allocated.</p> <p>YL explained there is a waiting list for which we have received a good response.</p> <p><b>Dalintober &amp; Millknowe Tenants &amp; Residents Association (DMTRA)</b></p> <ul style="list-style-type: none"> <li>A committee meeting was held on 28<sup>th</sup> September 2010.</li> <li>A Development Day is planned for 11<sup>th</sup> November 2010.</li> <li>The group are planning to hold their 3<sup>rd</sup> bonfire night and fireworks display in Campbeltown: <ul style="list-style-type: none"> <li>The Fire Brigade have volunteered to perform the firework display and</li> <li>DMTRA will organise bonfire &amp; provide free soup, crisps &amp; drinks for those that attend.</li> </ul> </li> </ul> <p><b>Play Areas</b></p> <ul style="list-style-type: none"> <li>We're scheduled to upgrade the Play Park at High Bank Park, Lochgilphead.</li> <li>The site is level and is mainly grassed.</li> <li>We will be proposing to widen the access path and provide a gate to the play park.</li> <li>Specification will ask for the design Team to consider: <ul style="list-style-type: none"> <li>up to 10 year olds;</li> <li>Concentrate on under fives; and</li> <li>Accessibility and use for disabilities will be recommended</li> </ul> </li> </ul>	YL
8.	<p><b>Estate Management Action Plans</b></p> <p>Iain McLeod, Local Manager – Property Services, presented the following Estate Management Action Plan requesting approval:</p> <p><b>8.1 18 Brodie Crescent, Lochgilphead</b></p> <p>The cherry tree has grown out of control and is now, in high winds, causing damage to the adjoining building. Our intention would be to crown reduce and crown lift the larger branches.</p> <p>Financial Implication: Cost of total works would be £493.50 (inc VAT).</p> <p>Risk Implications: Minor if accurately billed</p>	

	<p>LC questioned how far away the tree was from the property. IMcL advised the tree was approximately 3 meters in distance from the property. LC commented large roots from the tree could already be affecting the property. JM enquired if costs had been allowed for painting of branches once cut. IMcL stated this would have to be clarified with the contractor.</p> <p>Decision: Members agreed to trimming of tree after spring time.</p> <p><b>8.2 4-6 MacDonald Terrace, Lochgilphead</b> The tree is on ACHA ground at the address above. The tree has become overgrown and is causing damage to the boundary fence as well as restricting movement on the common path. Our intention is to remove the tree.</p> <p>Financial Implication: Cost of total works would be £146.88 (inc VAT).</p> <p>Risk Implications: Minor if accurately billed.</p> <p>Decision: Approved.</p> <p><b>8.3 45 McIntyre Terrace, Lochgilphead</b> The front fence at the above property was taken away as it was in a state of disrepair. Unfortunately, the tenant's garden is now being used as a short cut for people on bikes and pedestrians who do not want to use the common steps. Our intention is to erect a timber ranch style fence in keeping with other fencing in the area.</p> <p>Financial Implication: Cost of total works would be £853.58 (inc VAT).</p> <p>Risk Implications: Minor if accurately billed.</p> <p>Decision: Approved.</p> <p><b>8.4 17 Knapdale Terrace, Ardrishaig</b> The side and rear of the above properties has, over the years been become overgrown. The previous tenant had a dilapidated shed covering some of this area. During the recent void period the shed was removed which has left an unsafe ledge. Our intention is to remove all the trees etc and re-grade the land to remove the fall and hazard. We will then reinstate the former path to allow access to the rear of the building from the front using 900mmX600mm concrete slabs, with a chip finish against the house to allow better drainage.</p> <p>Financial Implication: Cost of total works would be £1880.00 (inc VAT).</p> <p>Risk Implication: None.</p> <p>JM asked if the tenant had experienced dampness at the side of the</p>	IMcL
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	<p>property. IMcL advised dampness could progress in the future if left untreated.</p> <p>Decision: Approved.</p> <p><b>8.5 5-11 Lochend &amp; Feorlin Way, Campbeltown</b> The boundary wall between the two areas above has started to collapse in certain areas. We were approached by the owner of Feorlin House to see if we would be willing to pay our share of the rebuild and repair. ACHA have a joint responsibility for the upkeep of this wall. All the properties on our side are ACHA owned.</p> <p>Financial Implication: Cost of total works would be £680 + VAT = £799. This would equate to ACHA's 50% share of £399.50 (inc VAT).</p> <p>Risk Implication: Minor if accurately billed.</p> <p>Decision: Approved.</p> <p><b>Property at Smith Drive, Campbeltown</b> Tenant is having difficulty in access drying area. The present lawn area is uneven and slopping. Our intention is to lay a slabbed path to and around the washing green area. This would make access easier. We also intend laying a small slabbed area at the top of this area.</p> <p>Financial Implication: Cost of works would be £311.25 + VAT = £365.71</p> <p>Risk Implication: No risk implications associated to ACHA, but potential issue to tenant's safety.</p> <p>Concerns were raised by members to the benefit of the project to the tenant. IMcL to investigate further and provide further clarification at next meeting.</p> <p>Decision: On hold.</p> <p>IMcL advised Estate Management Action Plan applications were submitted to the Area Committee by initial instigation by members of staff or by tenants. However, not all works would be deemed suitable under this scheme and on occasion be carried out under general repairs.</p>	IMcL
9.	<p><b>Review of Key Performance Indicators</b> The exception report for the period April 2010 – end August 2010 was circulated prior to the meeting.</p> <p>YL outlined the purpose of KPI's and the role of the Area Committee. YL discussed the key areas of the report: <b>Achieved Void Relet Times for both Mid Argyll &amp; Kintyre</b> – The target for re-letting a property is 31 days.</p> <ul style="list-style-type: none"> <li>○ In both Mid Argyll &amp; Kintyre the target was achieved and houses</li> </ul>	

	<p>in both areas were relet within 31 days.</p> <ul style="list-style-type: none"> <li>○ Kintyre were rated 6<sup>th</sup> overall in performance, achieving 17 days.</li> <li>○ Mid Argyll were rated 3<sup>rd</sup> overall in performance, achieving 5 days.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Achieved Urgent Repairs for both Mid Argyll &amp; Kintyre</b> – The target is 95%. <ul style="list-style-type: none"> <li>○ Kintyre were rated 2<sup>nd</sup> overall in performance, achieving 98.8%.</li> <li>○ Mid Argyll were rated 3<sup>rd</sup> overall in performance, achieving 97%.</li> </ul> </li> <li>• <b>Achieved Routine Repairs in both Mid Argyll &amp; Kintyre</b> – The target is 95%. <ul style="list-style-type: none"> <li>○ Both Mid Argyll &amp; Kintyre achieved this target with Mid Argyll again placed 4<sup>th</sup> and Kintyre being placed 3<sup>rd</sup>.</li> </ul> </li> <li>• <b>Achieved Void Repairs for both Mid Argyll &amp; Kintyre</b> – The target was 100% for both areas.</li> <li>• <b>Achieved Arrears</b> for both Mid Argyll &amp; Kintyre – the target which is set at 2.5% was exceeded. <ul style="list-style-type: none"> <li>○ Mid Argyll rated 1<sup>st</sup> overall in performance by achieving 1.58%, which is excellent.</li> <li>○ Kintyre rated 6<sup>th</sup> overall in performance by achieving 2.39%.</li> </ul> </li> <li>• <b>Achieved Repair Satisfaction for both areas</b> – The target is 95%. <ul style="list-style-type: none"> <li>○ Both areas achieved this target. Mid Argyll were ranked 5<sup>th</sup> with 97% customers satisfied and Kintyre ranked 3<sup>rd</sup> with 98.2%.</li> </ul> </li> <li>• <b>Achieved Qualifying Repairs in both Mid Argyll &amp; Kintyre</b> – The target is 100%. <ul style="list-style-type: none"> <li>○ Both Mid Argyll &amp; Kintyre achieved this target.</li> </ul> </li> <li>• <b>Achieved Homeless Relets for Kintyre but not Mid Argyll</b> – The target for allocating to Homeless Applicants is 50% of all lets. <ul style="list-style-type: none"> <li>○ In Kintyre 50% of lets were allocated to Homeless persons in August thereby meeting the target.</li> <li>○ In Mid Argyll only 0% of lets were made to Homeless persons, however, 34% has been achieved to date.</li> </ul> </li> <li>• <b>Achieved Allocations to Direct Waiting List in Kintyre but not in Mid Argyll</b> – The target is 25%. <ul style="list-style-type: none"> <li>○ In Mid Argyll, 0% was allocated to the direct waiting list.</li> <li>○ In Kintyre, 38% was allocated to the direct waiting list.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• <b>Achieved Allocations to Transfer List in Mid Argyll but not Kintyre</b> – The target is 25%. <ul style="list-style-type: none"> <li>○ In Mid Argyll, 100% was allocated to the transfer waiting list.</li> <li>○ In Kintyre, 13% was allocated to the transfer waiting list.</li> </ul> </li> <li>• <b>Failed to Achieve Post Inspection Rate in both areas</b> – The target is 20%. <ul style="list-style-type: none"> <li>○ Kintyre carried out 18%, 2% less than target.</li> <li>○ Mid Argyll carried out 17%, 3% less than target</li> </ul> </li> </ul> <p>JM requested clarification on the definition of post inspections. YL explained we aim for staff to check 20% of completed repairs.</p> <ul style="list-style-type: none"> <li>• <b>Failed to achieve Emergency Repairs for both areas</b> – The target is 98% for Kintyre and 100% for Mid Argyll. <ul style="list-style-type: none"> <li>○ Kintyre carried out 95.3%, 2.7% below target, ranking 4<sup>th</sup> overall.</li> <li>○ Mid Argyll carried out 93.3%, 6.7% below target, ranking 5<sup>th</sup> overall in performance.</li> </ul> </li> </ul> <p>JM questioned if repairs could possibly be recorded out-of-target due to factors outwith our control, e.g. contractor awaiting parts from suppliers. IMcL explained emergency repairs are expected to be attended within target, however, extensions may be granted.</p> <p>From page 3 of the exception report, YL advised the meetings related to Care Commission meetings.</p> <p><i>3.4 Annual General Meetings were held in all 12 Sheltered Housing Complexes. All sheltered housing tenants were asked to complete satisfaction survey questionnaires the result of which will form part of a future report for the Board.</i></p>	
10.	<p><b>FISH Welfare Rights Project Update</b></p> <p>The report was circulated prior to the meeting. YL advised the information contained within the report had been collated in July 2010.</p> <p>SMacK enquired if all elderly tenants had been contacted. YL believed certain areas have been targeted, however, further clarification would be sought for the next meeting.</p> <p>JM congratulated ACHA on the success of the project.</p>	YL
11.	<p><b>Garden In Bloom</b></p> <p>YL requested a decision from Members on the progression of the 'Garden In Bloom' scheme for 2011. It has been acknowledged the competition should be held earlier in the year, however, we are also aware gardens have plants that flower at varying times of the year. It was proposed the competition concludes end June 2011. This was agreed by all Members.</p> <p>It was also suggested further categorisation of gardens as it was deemed</p>	

	<p>one category was insufficient, for example, town area; outlying area or by garden type, for example, potted garden; Sheltered Housing complexes. SMack commented further categorisation would incur more expense to the Association.</p> <p>YL advised approval from Area Committee Members would be sought from the Estate Management Action Plan budget whereby funding is available. YL commented the scheme provided good PR for the Association. It is also envisaged publicity will commence in December 2010 which will also encourage more nominations for 2011.</p> <p>JM queried if the competition was for ACHA tenants only. YL confirmed only ACHA tenants could be nominated. This could be done by self nomination or by a neighbour.</p> <p>SMack suggested nomination forms are included in the Tenants newsletter.</p> <p>YL commented it was hoped a nomination form would be included in the December newsletter edition.</p> <p>Members agreed that due to the early development of the scheme, the proposals of further categorisation would be reviewed following the results from 2011. The following would be implemented for 2011:</p> <table><tr><td>1<sup>st</sup></td><td>£50.00 voucher &amp; engraved vase</td></tr><tr><td>2<sup>nd</sup></td><td>£30.00 voucher</td></tr><tr><td>3<sup>rd</sup></td><td>£20.00 voucher</td></tr></table> <p>Prizes would be awarded for both Mid Argyll &amp; Kintyre areas.</p> <p>It was agreed photographic entries would be accepted.</p> <p>Members agreed to judge short listed gardens.</p> <p>It was also agreed a further competition for children of ACHA tenants within both areas would be arranged. The Committee agreed a token would be awarded, amount to be agreed.</p>	1 <sup>st</sup>	£50.00 voucher & engraved vase	2 <sup>nd</sup>	£30.00 voucher	3 <sup>rd</sup>	£20.00 voucher	ALL
1 <sup>st</sup>	£50.00 voucher & engraved vase							
2 <sup>nd</sup>	£30.00 voucher							
3 <sup>rd</sup>	£20.00 voucher							
12.	<p><b>AOCB</b></p> <p>CAS raised concerns on the standard and frequency of the grass cutting within the Kintyre area.</p> <p>YL advised this would be investigated by area staff.</p> <p>LC commented the cost of grass cutting had been overestimated. YL advised a Lands Issues group has been formed. At present, ACHA maintain common ground grass in some areas for tenants and owner occupiers. It is expected a report of recommendations will be submitted to the Board of Management in December 2010.</p> <p>JM questioned if it was not the responsibility of tenants to cut grass in terms of their tenancy agreement.</p> <p>YL clarified the discussion was in terms of communal areas and not individual gardens.</p>	IMcL						

13.	<b>Date and Time of Next Meeting</b> 1 <sup>st</sup> December 2010 at 1.00pm in Mid Argyll – venue to be confirmed.	
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