

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 28th November 2018 at 6.00pm
Dalriada House, Lochgilphead

Attendees

Betty Rhodick, Independent (BR)
Fiona Devlin, Tenant (FD)
Gillian Hutton, Tenant (GH) (from agenda item 6)
Sandra Johnston, Tenant (SJ)
Sandra MacKenzie, Tenant (SMack),
Councillor Donald MacMillan, Council Representative (DMacM)
Tommy MacPherson, Tenant (TMacP)
Michael Roberts, Independent (MR)

Staff in Attendance

Yvonne Angus, Regional Manager (YA)
Jenna Philips, Administration Officer (JP)

	<p>Welcome & Apologies Betty Rhodick (BR) welcomed all members to the Mid Argyll & Kintyre (MAK) Area Committee meeting.</p> <p>Jenna Philips (JP) advised that no apologies were received.</p>	
1.	<p>Appointment of Vice Chairperson BR advised members that as agreed at the last meeting, the position of Vice Chairperson was still vacant. BR further advised that nominations for the position of Vice Chairperson should be by the individual in the first instance. This position can be held by a tenant member or independent member if no tenant was available or willing to act in this capacity.</p> <p>BR requested nominations for the position of Vice Chairperson from the tenant members present.</p> <p>Nominations: Sandra MacKenzie (SMack) Proposed by: Sandra Johnston (SJ) Seconded by: Michael Roberts (MR)</p>	
2.	<p>Minutes of Previous Meeting – 9th November 2018 The minutes from 9th November 2018 were agreed as a true and accurate record.</p> <p>Proposed by: Sandra MacKenzie (SMack) Seconded by: Michael Roberts (MR)</p>	
3.	<p>Matters Arising (including information pack) 9th November 2018: Agenda Item: 4: Page 2: Governing Body Induction Session - 27th November 2018 Fiona Devlin (FD) advised that she had attended this training and had</p>	

	<p>found it very interesting. Tommy MacPherson (TMacP) had submitted apologies but advised that he would be happy to attend this training in the future. BR had also attended the refresher session.</p> <p>9th November 2018: Agenda Item: 5: Page 2: Tenants Newsletter – Autumn Edition As discussed at the last meeting, the article was published. YA advised copies were available to anyone who wished a copy.</p> <p>9th November 2018: Agenda Item: 6: Page 3: Duncholgan Travelling Persons Site - Lighting Councillor MacMillan (DMacM) again raised concerns about the lack of lighting at Duncholgan Travelling Persons site and urged that something is done as soon as possible.</p> <p>YA explained to members that the Information Pack which is circulated prior to the meeting contains some useful information for members to read. Members were encouraged to raise any queries from the Information Pack under Matters Arising, as these are not normally discussed within the agenda for the meeting.</p> <p>YA advised the results from the Sheltered Housing & Travelling Persons surveys were included within the Information Pack. We would be happy to discuss these results in detail at a future meeting if members felt that this would be beneficial.</p> <p>YA advised members that the Key Performance Indicators (KPI's) included within the Information Pack was up to 30th September 2018. YA gave a brief outline of the information contained within the KPI's and explained the score card had been reviewed and the new layout would be implemented from January. YA explained the KPI's would be discussed in full detail at the next meeting.</p>	YA
4.	<p>Conflicts of Interest to Declare SJ declared a conflict of interest under agenda item 12b (iii) (Community Action Fund Application: Heads Up Mid Argyll). It was agreed that SJ would not participate in the discussions and decision regarding this application.</p>	
5.	<p>Correspondence JP confirmed there was no correspondence received prior to the meeting.</p>	
6.	<p>Chairpersons Report BR explained this agenda item will be to provide an update following the recent Board of Management meeting. BR discussed the update from the Board of Management meeting held on 8th November, which was circulated to members within their Information Pack. BR also advised members that she was also involved in a sub group which was reviewing the KPI's. BR advised that it is proposed that a number of statistics that are reported monthly are removed. BR explained that collating this information monthly creates a lot of paper and work for staff. However, slippages in performance must be brought to the attention of the Board. The Association will continue to report these figures annually. BR advised that she would keep</p>	

	members up-to-date with any progress.																																																		
	Gillian Hutton (GH) joined the meeting.																																																		
7.	<p>Regional Managers Update</p> <p>YA explained the purpose of this agenda item was to update members on matters within the Mid Argyll & Kintyre area as well as any relevant subjects relating to tenants, customers and service delivery. YA welcomed feedback on the content of the presentation and explained that this could be adapted for future meetings as the aim was to ensure the update was beneficial to members.</p> <p>Investment Programme</p> <table><tr><th>Investment Works Package</th><th>Area</th><th>Estimated Target 2018/19</th><th>Completed by end Sept 2018</th></tr><tr><td>Windows/Doors</td><td>Mid Argyll & Kintyre</td><td>24</td><td>1</td></tr><tr><td>Kitchen/Bathroom</td><td>Mid Argyll & Kintyre</td><td>18</td><td>17</td></tr><tr><td>Heat/Re-wire</td><td>Mid Argyll & Kintyre</td><td>31</td><td>29</td></tr><tr><td>Roof/Roughcast</td><td>Mid Argyll & Kintyre</td><td>48</td><td>2</td></tr><tr><td colspan="2">Totals</td><td>121</td><td>49</td></tr></table> <table><tr><th>Repairs & Maintenance Contract</th><th>Annual repair numbers at the end Sept 2018</th><th>Monthly average</th><th>Average repairs per day (Sept 2018)</th><th>Average repairs per day (Sept 2017)</th></tr><tr><td>Mid-Argyll</td><td>1328</td><td>221</td><td>11</td><td>10.6</td></tr><tr><td>Kintyre</td><td>1940</td><td>323</td><td>16</td><td>16.5</td></tr><tr><td>Totals</td><td>3268</td><td>272</td><td>13.5</td><td>11.55</td></tr><tr><td>% of Total Repairs</td><td>29.79%</td><td></td><td></td><td></td></tr></table> <ul style="list-style-type: none">• Windows & Doors: this contract is ongoing and is expected to be completed soon;• Kitchens & Bathrooms: where tenants previously refused to have these works carried out or where access wasn't provided, the Investment team are picking these up as properties become void;• Heating & Rewire: ongoing and almost complete;• Roof & Roughcasting: The contract is currently out on tender.• Average repairs done per day (Mid Argyll) – September 2018: 11• Average repairs done per day (Kintyre) – September 2018: 16	Investment Works Package	Area	Estimated Target 2018/19	Completed by end Sept 2018	Windows/Doors	Mid Argyll & Kintyre	24	1	Kitchen/Bathroom	Mid Argyll & Kintyre	18	17	Heat/Re-wire	Mid Argyll & Kintyre	31	29	Roof/Roughcast	Mid Argyll & Kintyre	48	2	Totals		121	49	Repairs & Maintenance Contract	Annual repair numbers at the end Sept 2018	Monthly average	Average repairs per day (Sept 2018)	Average repairs per day (Sept 2017)	Mid-Argyll	1328	221	11	10.6	Kintyre	1940	323	16	16.5	Totals	3268	272	13.5	11.55	% of Total Repairs	29.79%				
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Comparing figures from last year:

- **Average repairs done per day (Mid Argyll) – September 2017:** 10.6
- **Average repairs done per day (Kintyre) – September 2017:** 16.5

Cyclical Maintenance Programme

- **Gas Contract:** The Gas servicing regime is progressing well, and we have 100% properties currently with Valid Landlord Gas Safety record (LGSR). Staff are working hard to ensure we maintain this standard;
- **Solid Fuel:** The solid fuel contract has started the new cycle of sweep/service and staff are committed to maintaining the 100% properties visited and serviced target we have set. The use of the no access policy has greatly assisted with our ability to gain access and maintain the previously mentioned target figure;
- **Gutter Cleaning:** The new gutter cleaning contract is well under way and works in conjunction with the Painting contract
- **Painting and Pre Paint:** We have started the new financial year with a large amount of carry over work due to the budget not having been fully spent. The paint budget spend is behind target currently.
- **Electrical Period Inspection (EPI) Testing Contract:** The EPI contract is running reasonably well, though behind projected target figures. It is hoped that the shortfall can be addressed by the end of the year.

Regeneration

- **Tower View, Inveraray (Phase 2)**
A retendering exercise is now proposed to take place for a phase 2 of 10 units before the end of 2018/19, further to an agreement with the Roads Department being achieved on the road improvements requested out with the site. This will require the acquisition of a small section of garden ground from a private owner. Subject to funding and statutory approvals this project could commence onsite in spring 2019.
- **Oakhill, Tarbert (Phase 2)**
Planning approval has been received for 4 three-bedroom houses on a Council owned site adjacent to the new build properties. Tenders were issued this summer and after a cost savings exercise being undertaken a Housing Association Grant (HAG) funding submission is now being progressed. Subject to funding and statutory approvals being obtained a project could commence onsite before the end of March 2019.
- **Cairnbaan**
A design & build contract has been agreed with MacLeod Construction for 5 units on a site jointly owned by ACHA and the developer. Subject to funding and statutory approvals being received a site start could take place early in 2019.
- **Kilmartin**
A design & build contract has been agreed with MacLeod

	<p>Construction for 4 units on a site owned by the developer. Subject to funding and statutory approvals a site start could take place early in 2019.</p> <ul style="list-style-type: none"> • Lochgair Feasibility work is underway on a site for 4 units. This project could be progressed onsite during 2019. • Achnamara Yvonne Angus, Regional Manager and Matthew MacAulay, Regeneration Manager, attended a meeting of a local group who are exploring various uses for ground within and around the village including the local school that is mothballed. The meeting was not positive for the provision of affordable housing but demand data from Home Argyll does show a need for a small number of units and feasibility work could be undertaken on a site owned by the Forestry Enterprise Scotland during 2018/19. <p>YA advised that the Area Committee has previously been included in site visits and it would be our intention to invite members on site for any future developments.</p> <p>Kintyre & Bute Low Demand Strategy – Demolitions Queen Street, Princes Street & Saddell Street</p> <p>YA advised members that as part of our Low Demand Strategy, the Association are demolishing:</p> <ul style="list-style-type: none"> • 15 properties at Queen Street, Campbeltown • 4 properties at Princes Street, Campbeltown • 8 properties at Saddell Street, Campbeltown <p>This was as a result of no tenants or applicants wishing to live in these areas for many years. The Board of Management took the decision, following consultation with the community, to demolish these properties.</p> <p>The contractor is working on clearing the sites, which includes Asbestos checks and the internal stripping of the flats. Thereafter, the actual external demolition will begin early January 2019.</p> <p>Millpark, Southend</p> <p>In addition, properties at Millpark, Southend are also due to be demolished due to subsidence issues. The last remaining tenant is moving to a property that the Association acquired in Southend towards the end of January. Demolition will take place thereafter.</p> <p>Dalintober Area</p> <p>ACHA continue to work on our Low Demand Strategy for Kintyre, where we still have a number of properties in the Dalintober area that cannot be re-let due to lack of demand. We have 43 properties in this area. A further 3 are privately owned. Only 13 ACHA tenants reside here.</p> <p>A Feasibility study was undertaken to investigate the future of the estate, and this highlighted issues around the layout of the flats, the external environment and the costs to upgrade the properties to meet</p>	
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	<p>the Energy Efficiency Standards for Social Housing set by the Scottish Government.</p> <p>ACHA's Board of Management made a decision to investigate the possibility of being able to gain permission from Historic Environment Scotland (HES) to get the building de-listed and to then apply for permission to demolish the buildings.</p> <p>TMacP queried what ACHA intend on doing with the sites after demolition. YA explained that ACHA are currently investigating other uses for the land, e.g. leasing the land for other use, developing more allotments (as we already have successful allotments within Kintyre), as well as the exploring options to rebuild if there was a demand in the future. ACHA will also engage with the community in terms of the future use of the land.</p> <p>TMacP asked if the areas would be fenced off and made secure as these areas could become unofficial car parks and exposed to fly tipping. YA advised that in terms of the site at Queen St, ACHA are currently investigating options for an ACHA office and this will include car parking for staff. YA invited proposals for the use of these sites from the Area Committee which would be taken forward to the working group.</p> <p>BR added that ACHA are also carrying out a scoping exercise to investigate purpose built supported living accommodation and this may be another option if these properties are relevant in Kintyre.</p> <p>Rent Increase 2019/20</p> <p>Leaflets for the 2019/20 rent consultation were issued earlier this month to tenants seeking their opinion on our proposals.</p> <p>Set out within the leaflet was information to help tenants understand how ACHA uses their money and what commitments ACHA have in our business plan, a comparison of ACHA rents and tenants satisfaction, information on affordability and value for money and the proposed rent increase.</p> <p>The proposal is to increase rents by 4.3% for 2019/20. This is based on the current RPI+1% and reflects the expenditure requirement set out in the business plan. On average this works out at 48p per day.</p> <p>Tenants are encouraged to tell us their views by either completing the comments slip at the back of the leaflet, by email (rentconsultation@acha.co.uk) or by visiting our website and submitting their comments via our online survey. The consultation will close on Friday, 21st December 2018.</p> <p>Welfare Reform</p> <p>ACHA continues to deliver a Welfare Rights Service and is a partner with Money Skills Argyll. The primary objective is to assist vulnerable tenants in terms of maximising and stabilising income and to assist them in maintaining their tenancies.</p>	
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	<p>Across the Argyll & Bute area, the following residents are now on Universal Credit following the first month of roll out:</p> <ul style="list-style-type: none"> • Mid Argyll & Lorn – 114 claimants • Campbeltown & Islay – 39 claimants • Dunoon – 62 claimants • Lomond – 65 claimants • Bute – 55 claimants <p><i>Figures provided by Department for Work & Pensions (DWP)</i></p> <p>Housing (Scotland) Act 2014</p> <p>There have been changes brought about to tenants' rights as a result of the Housing (Scotland) Act 2014. ACHA have written to all tenants to advise them of the key changes and the dates they will change. These letters were issued on 22nd October 2018.</p> <p>The key changes are around rights relating to succession of tenancy, subletting your property, assigning your property and requests for joint tenancies.</p> <p>To ensure that tenancy rights are protected, it is very important tenants ensure that they advise us of any changes to their household. This includes telling us about anyone who has previously moved in, and when anyone moves out of their home.</p> <p>The Act changes the way in which a Scottish secure tenancy can be ended following a conviction for serious antisocial or criminal behaviour – effective 1st May.</p> <p>The Act changes the way a short Scottish secure tenancy can be ended following a conviction for serious antisocial or criminal behaviour.</p> <p>The Act allows any social landlord to ask a Sheriff to grant an order to end the tenancy of an adapted property that is not being occupied by anyone who needs the adaptations – effective 1st May.</p> <p>The right to buy ended on 1st August 2016 for all tenants of social housing in Scotland who had a right to buy their home.</p> <p>The Act extends the circumstances when we could serve a notice converting from a Scottish secure tenancy to a short Scottish secure tenancy. This means that in certain circumstances we can change a tenancy agreement to a different type of tenancy agreement called a short Scottish secure tenancy which gives fewer rights and less protection from eviction than a Scottish secure tenancy. A short Scottish secure tenancy has a fixed duration, unless we agree to extend it or convert it back to a Scottish secure tenancy.</p> <p>TMacP queried the position of single occupancies creating under occupied homes. YA explained that everyone has a right to remain in their home and there is no law for a Registered Social Landlord (RSL) or Local Authority (LA) to move tenants to a smaller home to solely free up a large home.</p>	
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	<p>2017/18 Landlord Report</p> <p>ACHA's 2017/18 Landlord report has now been produced. It is also available to download on our website. Our Landlord Report measures our performance against the Scottish Social Housing Charter in terms of the standards and outcomes we should achieve.</p> <p>We consulted members on our Tenants Consultation Register in terms of the information they would like to see in the report.</p> <p>This year the Landlord report 2017/18 front cover was designed by Ethan Hughes (aged 7) from Inveraray who won the colouring in competition at the Tenants & Members Conference held in February.</p> <p>2018 Tenant Satisfaction Survey</p> <p>We carried out our 3-yearly tenant satisfaction survey during August this year. Staff within Housing & Neighbourhood Services (HNS) undertook the survey in evenings and weekends.</p> <p>400 tenants participated in the survey, answering 10 set questions. We are currently analysing the responses and a report will be presented to the Board of Management with the results at their December meeting.</p> <p>Competitions & Prize Draws</p> <p>ACHA run a number of competitions and prize draws. During the year we presented:</p> <ul style="list-style-type: none"> • Good Neighbour Award: Mr McFadzean was the winner for the fantastic support he has shown fellow residents at Sealladh Na Mara in Islay. He was nominated by his neighbour, who told us he was a very helpful, picking up litter, keeping the area clean, cutting grass for your neighbours, fixing kids bikes and so much more; • Factored Owners Direct Debit Prize Draw: Mr & Mrs Munro, Helensburgh • E-Mail Address Prize Draw: Miss Cook, Inveraray • Direct Debit Prize Draw: Ms Stevens & Mr McLean, Islay 	
8.	<p>Schedule of Area Committee Meetings</p> <p>BR referred members to the report that was circulated prior to the meeting. In accordance with the Scheme of Delegated Authority, Section 2.1 states:</p> <p>"The Area Committee shall decide when and where to hold its meetings, but each must meet at least 4 times a year. A calendar of meetings for the coming year will be produced in December each year."</p> <p>a. Agree dates and times of meetings</p> <p>The report detailed key dates for decision making, this being January; March; May and August. Members agreed that meeting would be held at 6pm on the proposed dates, thus being:</p> <ul style="list-style-type: none"> • Wednesday, 30th January 2019 • Wednesday, 27th March 2019 • Wednesday, 29th May 2019 	

	<ul style="list-style-type: none"> • Wednesday, 14th August 2019 (Annual General Meeting) • Wednesday, 27th November 2019 <p>b. Agree venues During 2017/18, as agreed by the members of the Area Committee, meetings were held in Lochgilphead, due to the lack of members representing the Kintyre area. As there was currently only 1 member from the Kintyre area, members agreed that it would be more cost effective to continue to hold meetings in Mid Argyll as there was no cost to hold meetings in Dalriada House.</p> <p>c. Set agenda for forthcoming year Members agreed to the proposed agenda as detailed in Appendix 1 of the report.</p>	
9.	<p>Members Paperwork</p> <p>a) Group Governing Body Members Code of Conduct Prior to the meeting, members were provided with the Group Governing Body Members Code of Conduct.</p> <p>In accordance with the Rules of the Association, Section 38.6 states:</p> <p><i>“No Board or Area Committee Member may take office until they have agreed to and signed the Group Code of Conduct for Governing Body Members.”</i></p> <p>In accordance with the Scheme of Delegated Authority, Section 10 states:</p> <p><i>“Code of Conduct Principles: Refer to the Board of Management & Area Committee Code of Conduct document which requires to be signed by each Board of Management and Area Committee Member.”</i></p> <p>Members were asked to sign the Group Governing Body Members Code of Conduct and return to Jenna Philips (JP) before they left the meeting.</p> <p>b) Diversity & Equal Opportunities Information Prior to the meeting, members were provided with the Diversity & Equal Opportunities pro-forma.</p> <p>To allow the Association to accurately complete the Annual Performance Statistical Return (APSR), members are required to complete the Diversity & Equal Opportunities pro-forma. This is requested by members on an annual basis and forms part of the Area Committee’s first meeting following the AGM.</p> <p>Members were asked to complete the Diversity & Equal Opportunities pro-forma and return to JP at the end of the meeting.</p> <p>c) Connected Persons (Declaration of Interest)</p>	

	<p>Prior to the meeting, members were provided with the Connected Person (Declaration of Interest) pro-forma.</p> <p>In accordance with the Rules of the Association, Section 46.1 states:</p> <p><i>“If a person serves on the Board, an Area Committee or any sub-committee he/she must declare any personal or other external interests on an annual basis in accordance with the Group Code of Conduct for Governing Body Members. If while serving on the Board of Management or an Area Committee that person has any conflict of interest in any contract or other matter about to be discussed at a meeting, he/she must tell the Board or Area Committee. He/she will be required to leave the meeting while the matter is discussed and will not be allowed to vote on the matter or to stay in the meeting while any vote on the matter is being held. If he/she is inadvertently allowed to stay in the meeting and vote on the matter, his/her vote will not be counted.”</i></p> <p>In accordance with the Standing Orders, Section 6.3 states:</p> <p><i>“The Group expects the highest standard of integrity in the management of its affairs. All Board members are required to sign and adhere to the Group Governing Body Member Code of Conduct and to disclose any relevant interests in the Declaration of Interest Register, which is maintained by the Corporate Services department on behalf of the Chief Executive/Secretary.”</i></p> <p>Members were asked to complete the Connected Person (Declaration of Interest) pro-forma and return to JP at the end of the meeting.</p> <p>d) Governing Body Member Annual Appraisal Form Prior to the meeting, members were provided with the Governing Body Self-Assessment Annual Appraisal form. This was introduced in 2012 due to the requirements of the Scottish Housing Regulator (SHR).</p> <p>Members were asked to complete the pro-forma and return to JP at the end of the meeting.</p>	
10.	<p>Area Committee Member Contact Details BR asked members if they would have any concerns if their contact details were circulated to all MAK Area Committee members. BR reminded members that contact details must not be shared out with the Area Committee. All members were happy for their contact details to be circulated.</p>	
11.	<p>Estate Management Action Plans 2018/19 SC explained that the Area Committee is responsible for approving expenditure from the Estate Management Action Plan (EMAP) budget for the Mid Argyll & Kintyre area.</p> <p>SC clarified that projects are either requested by tenants; are identified by staff whilst carrying out estate management inspections or where</p>	

ACHA are unable to complete works from other projects. Where there is shared ownership, ACHA require approval from private owners along with agreement to pay their share of works.

Members were provided with a presentation of the proposed projects and SC asked members to prioritise the EMAP projects for 2018/19, considering the projects as detailed within the presentation and Appendix 1.

MID ARGYLL			Budget: £8,100.00
Address			Outcome
1.	47 Union Street, Lochgilphead		
	Fencing to back garden carried over from 2017/18 (agreed to be paid from this 2018/19 budget)	£945.00 Contractor: AHFA	Approved – works completed.
2.	21 Glenfyne Park, Ardrishaig		
	Replace chain-link fencing	£2,280.00 Contractor: Euan Seator	On Hold SC to establish if tenant has started works and report back at next meeting.
3.	17 & 18 Ardpatrik Place, Lochgilphead		
	Replace wooden fencing	£2,637.80 Contractor: AHFA	Approved
4.	3 Achagoil Minard		
	Replace chain-link fencing	£1,080.00 Contractor: Euan Seator	Approved
5.	6 Manse Croft Clachan		
	Replace chain-link fencing to front garden	£720.00 Contractor: Euan Seator	Approved
6.	49 High Bank Park, Lochgilphead		
	Replace chain-link fencing & garden gate	£780.00 Contractor: Euan Seator	Approved
7.	1 Ionad Shomhairle, Achahoish		
	Replace section of wooden fence	£705.00 Contractor: AHFA	Approved
8.	8 Sinclair Drive Lochgilphead		
	Replace wooden	£2,796.00	On Hold

SC

	fence to front garden	Contractor: DA MacDonald	Await outcome on proposed project at 21 Glenfyne Park & Caledonia Court. To be considered at next meeting.	SC
9.	6 Easfield, Tarbert			
	Supply chain-link fencing to front	£1,524.00 Contractor: Euan Seator	On Hold Await outcome on proposed project at 21 Glenfyne Park & Caledonia Court. To be considered at next meeting.	SC
10.	Caledonia Court, Ardrishaig (Sheltered Housing complex)			
	Road markings within car park	£1,435.00 Contractor: AHFA	On Hold Concerns were raised by members in regards to the cost of works proposed and that this would not eliminate the current car parking issue. Members requested site plans and confirmation of the number of bays that would be made available. To be presented at the next meeting.	SC
KINTYRE			Budget: £10,900.00	
Address			Outcome	
1.	Ralston Road, Campbeltown			
	Supply and fit dividing fence	£228.00 Contractor: Gordon Allen	Approved	
2.	3 Tosh's Park, Carradale			
	Replace chain-link fence	£2,500.00 Contractor: AHFA	Approved	
3.	2 Coastguard Houses, Southend			
	Replace fencing	£1,728.32 Contractor: AHFA	Approved	

	4. Dalaruan Street, Campbeltown		
	Supply divisional fencing	£504.00 Contractor: Gordon Allen	Approved
	5. 15 & 16 Muasdale Cottages, Muasdale		
	Provide wooden divisional fencing	£780.00 Contractor: Gordon Allen	Approved
	6. 2 Millers Park, Saddell		
	Supply front garden chain-link fencing and gates	£1,380.00 Contractor: Euan Seator	Approved
	7. 94/96 Millknowe, Campbeltown		
	Replace uneven path	£1,684.80 Contractor: AHFA	Approved
	8. 15 & 17 Dalaruan Street, Campbeltown		
	Supply divisional fencing	£504.00 Contractor: Gordon Allen	Approved
	9. 40 Craigowan Park, Campbeltown		
	Replace 5 metres of cracked path	£ N/A	Works being carried out by Investment & Regeneration Department
	10. Hillside Road, Campbeltown		
	Provide bin stores for flats	£ N/A	After consultation, private owners would not agree to pay their share
	11. 2/4 Meadowburn Place, Campbeltown		
	Repairs to bin store	£ N/A	After consultation, private owners would not agree to pay their share
	MR requested that contentious items/projects are presented at meetings as videos. It was agreed this suggestion would be investigated.		
12.	Community Action Fund (CAF) Applications MR pointed out the table within Appendix 1 should read 'awarded' rather than 'rewarded'. YA explained the Association has a small fund from which the Association can make donations to registered charitable organisations for worthwhile causes which have some housing connection or follow the Associations mission statement. Groups may apply for a		

JP

JP

	<p>maximum amount of £500 in any one financial year. The Mid Argyll & Kintyre area have an annual budget of £2,500 and it is the role of the Area Committee to decide how this budget is utilised.</p> <p>a) Budget Update Due to not having an operating Area Committee, 9 applications had been presented to the Board of Management. Out of the 9 applications, 7 groups received funding which totalled £1,750.00. A balance of £750 remains for 2018/19.</p> <p>SJ left the meeting.</p> <p>b) Consider New Applications</p> <p>i. Dochas Carers Centre Amount Requested: £500 Decision: After discussion, members unanimously agreed to reject the application at the present time but agreed to review again at their next meeting in January 2019.</p> <p>ii. Mid Argyll Youth Development Services (MAYDS) Amount Requested: £500 Decision: After discussion, members unanimously agreed to reject the application at the present time but agreed to review again at their next meeting in January 2019.</p> <p>iii. Heads Up Mid Argyll Amount Requested: £500 Decision: All members in attendance unanimously agreed to award the group £250.00.</p> <p>SJ re-joined the meeting.</p> <p>c) Correspondence: none received</p>																							
13.	<p>Garden In Bloom Winners to be Announced Following the judging of the ‘Garden In Bloom’ competition at the Annual General Meeting (AGM), JP advised the winners for 2018 were as follows:</p> <table><tr><td colspan="2">Category: Best Garden</td></tr><tr><td colspan="2">Mid Argyll</td></tr><tr><td>1st</td><td>Mr & Mrs McLeod, Lochgilphead</td></tr><tr><td>2nd</td><td>Mr and Mrs Spalding, Inveraray</td></tr><tr><td colspan="2">Kintyre</td></tr><tr><td>1st</td><td>Miss Baker, Campbeltown</td></tr><tr><td>2nd</td><td>Mr & Mrs Livingstone, Campbeltown</td></tr><tr><td>3rd</td><td>Mr Lang, Campbeltown</td></tr></table> <table><tr><td colspan="2">Category: Best Container</td></tr><tr><td colspan="2">Mid Argyll</td></tr><tr><td>1st</td><td>Mr McGhee, Inveraray</td></tr></table>	Category: Best Garden		Mid Argyll		1 st	Mr & Mrs McLeod, Lochgilphead	2 nd	Mr and Mrs Spalding, Inveraray	Kintyre		1 st	Miss Baker, Campbeltown	2 nd	Mr & Mrs Livingstone, Campbeltown	3 rd	Mr Lang, Campbeltown	Category: Best Container		Mid Argyll		1 st	Mr McGhee, Inveraray	
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	<p>2nd Mrs Johnson, Tarbert 3rd Mr Grieve, Tarbert</p> <p>Kintyre</p> <p>1st Mrs Gillespie, Campbeltown 2nd Miss Ronald, Campbeltown 3rd Mr & Mrs Stewart, Campbeltown</p> <p>Grow the Largest Sunflower</p> <p>Mid Argyll Riverside Rascals, Lochgilphead Kintyre Rosie Hill, Campbeltown Nursery Centre</p>	
14.	<p>Membership Strategy – Review</p> <p>YA advised members the primary aim of the Membership Strategy is to promote membership of the Association in the Mid Argyll & Kintyre area.</p> <p>Membership of ACHA is open to anyone over the age of 16. The ‘£1 for life’ membership entitles members to vote at ACHA’s Annual General Meeting (AGM) including the right to vote on the elections to the Area Committee and Board of Management.</p> <p>The Mid Argyll & Kintyre Area Committee last reviewed the Membership Strategy in December 2017.</p> <p>Currently, there is a total of 66 members within the Mid Argyll & Kintyre area (this is an increase of 6 members during last year). Each November, the Area Committee is requested to review the Strategy, to determine any action points for the forthcoming year in terms of promoting membership in the Mid Argyll & Kintyre area.</p> <p>Since the last review, there was an action plan to take forward some ideas for promoting membership, and all actions were completed.</p> <p>YA advised a further recruitment strategy was implemented during the year, which proved successful in terms of recruiting new members, allowing the Mid Argyll & Kintyre Area Committee to continue in operation.</p> <p>YA explained the Area Committee have previously promoted membership by utilising the Tenants newsletter, as well as by word of mouth by existing members and staff.</p> <p>FD commented that most of the information can be obtained from the Associations website and queried the benefit of being a member. YA explained members have the right to vote and to become a member of the Area Committee or Board of Management.</p> <p>After discussion, members were satisfied with the Membership Strategy but agreed the action plan should be updated to include:</p> <ul style="list-style-type: none"> • Recruitment Strategy that was carried out during 2018 • Promotion of membership at the Tenants Conference in February. 	YA
15.	<p>Tenants & Residents Association Strategy – Review</p> <p>YA advised members the primary aim of this Strategy is to support the existing Tenants & Residents Associations in the Mid Argyll & Kintyre</p>	

	<p>area.</p> <p>The Mid Argyll & Kintyre Area Committee last reviewed the Tenants & Residents Association (TRA) Strategy in December 2017.</p> <p>Currently, there are 2 TRA's in the Mid Argyll & Kintyre Area:</p> <ul style="list-style-type: none"> • Dalintober & Millknowe Tenants & Residents Association • Duncholgan Tenants & Residents Association <p>The purpose is for the Area Committee to support these groups in the work that they do, help support and promote any new groups that were interested in setting up and attend community events.</p> <p>After discussion, members approved the Strategy in its current format and agreed that if any new TRA wanted support, the Area Committee would get involved at that time.</p>	
16.	<p>Agenda Items for Next Meeting</p> <p>Members were provided with a report prior to the meeting. Following discussion, it was agreed the following agenda items would be considered at the next meeting with no further items to add:</p> <ul style="list-style-type: none"> • Welcome & Apologies • Minutes of the Previous Meeting – 28th November 2018 • Matters Arising (including Information Pack) • Conflict of Interest • Correspondence • Chairpersons Report • Regional Managers Update • Key Performance Indicators • Estate Management Action Plans (EMAP) Projects 2018/19 – Review • Community Action Fund Applications <ul style="list-style-type: none"> ○ Budget Update ○ Consider New Applications ○ Review Previous Applications ○ Correspondence • Agree List of Policies for Review • Proposals for Garden In Bloom / Sunflower Competition • Judging of Employee of the Season – Autumn Award • Tenants Newsletter Article for Spring Edition (including Area Committee Photographs) • Revised Scheme of Delegated Authority • Agenda Items for the Next Meeting • Any Other Business • Date & Time of Next Meeting 	
17.	<p>Any Other Business</p> <p>SJ thanked staff for providing the papers for the meeting in audio format and advised this had worked perfectly.</p> <p>DMacM commended BR on her first meeting as Chairperson.</p>	

18.	Date & Time of Next Meeting Wednesday, 30 th January 2019 Wednesday, 27 th March 2019 Wednesday, 29 th May 2019 Wednesday, 14 th August 2019 (Annual General Meeting) Wednesday, 27 th November 2019	
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