

## MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Thursday, 5<sup>th</sup> May 2011 at 12.00pm

The White Hart Hotel, Campbeltown

### Attendees

Sandra MacKenzie, Tenant (SMack) - Chairperson  
 Carole Ann Sheilds, Tenant (CAS) – Vice Chairperson  
 Lochiel Cushnie, Tenant (LC)  
 Councillor Donnie MacMillan (DMacM)  
 John Muir, Tenant (JM)  
 Valerie St Helene, Tenant (VSH)

### Staff in Attendance

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)  
 Gayle Stead, Governance & Compliance Manager (GS)  
 Jenna Shaw, Admin Officer (JS)

		Action
1.	<b>Apologies</b> Linda Haig	
2.	<b>Governance Information Sharing</b>  Gayle Stead, Governance & Compliance Manager, provided members with Governance training.  Following training, Gayle Stead left the meeting.	
3.	<b>Minutes of Previous Meeting – 8<sup>th</sup> March 2011</b>  The minutes from 8 <sup>th</sup> March 2011, were agreed as an accurate record. These were proposed by Carole Ann Shields and seconded by Councillor MacMillan.	
4.	<b>Matters Arising</b>  YL advised members the work at Lochend/Feorlin Way, Campbeltown that was previously approved as an Estate Management Action Plan project has been completed (extract from page 9 of minutes from 8 <sup>th</sup> March 2011).  As queried at the meeting held on 8 <sup>th</sup> March 2011, JS advised members that in terms of the Members Expenses Policy, members can only claim expenses incurred within limits and guidelines set by the Scottish	

	<p>Government.</p> <p>DMacM queried the progress of the work to the road at Dunchologan travelling person's site. YL confirmed work to the Bellmouth had been completed, however, work beyond this point had not progressed. An update from Investment &amp; Regeneration department would be obtained.</p>	YL
5.	<p><b>Conflicts of Interest to Declare</b></p> <p>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.</p>	
6.	<p><b>Correspondence</b></p> <p>SMacK advised members of the correspondence received:</p> <p><b>1. Correspondence</b></p> <p><b>1.1 Name of Group:</b> Tarbert Christmas Light Fund</p> <p><b>Value of Donation Requested:</b> £100.00</p> <p><b>Outcome:</b> Successful</p> <p><b>Details of Application:</b> To support Tarbert Christmas light fund.</p> <p><b>1.2 Name of Group:</b> Campbeltown Running Club</p> <p><b>Value of Donation Requested:</b> £300.00</p> <p><b>Outcome:</b> Successful</p> <p><b>Details of Application:</b> To help the setting up and running costs of new web site (<a href="http://www.campbeltownrunningclub.co.uk">www.campbeltownrunningclub.co.uk</a>). Also to allow the purchase of new running singlets/vests due to increasing membership.</p> <p><b>1.3 Name of Group:</b> Mid Argyll Community Pool</p> <p><b>Value of Donation Requested:</b> £300.00</p> <p><b>Outcome:</b> Successful</p> <p><b>Details of Application:</b> The pool desperately needs an IT system to manage consumer and members data, user figures, sales figures and bookings. Reports from an IT system will inform business development, marketing goals and targets. It will also, more importantly, enhance the organisation of their data handling that will improve customer service and communication to our</p>	

community users.

## Correspondence

### 2.1 Name of Group: Mid Argyll Agricultural Society

**Details:** Members were asked to give favourable consideration to directly sponsor one of the 17 sheep or cattle sections of the Mid Argyll Agricultural show. Such sponsorship range from £80 to £100 for the larger classes to £60 for the smaller classes.

Members were asked to consider directly sponsoring a section of the show on an annual basis. In addition, it was suggested members consider approving the funding to donate a trophy. Both would be funded by the Estate Management Action Plan budget. Approximate Cost: £200.00

#### Outcome:

Mid Argyll Agricultural Society		Agreed/Not Agreed
Sponsorship (to be considered annually)	£60.00 - £100.00	Agreed
Trophy	£100.00	Agreed

JS to arrange.

JS

### 2.2 Name of Group: Kintyre Agricultural Society

**Details:** Members were asked to give favourable consideration to donate prize money to the Kintyre Agricultural Society which would be awarded on an annual basis. In addition, it was suggested members consider approving the funding to donate a trophy. Both would be funded by the Estate Management Action Plan budget. Approximate Cost: £200.00

#### Outcome:

Kintyre Agricultural Society		Agreed/Not Agreed
Prize giving (to be considered annually)	£60.00 - £100.00	Agreed
Trophy	£100.00	Agreed

JS to arrange.

JS

### 2.3 Name of Group: Ardrishaig Horticultural Society

**Details:** Members were asked to consider donating a trophy to the Ardrishaig Horticultural Society in recognition of their Diamond Anniversary. The competition is being held on Friday 19<sup>th</sup> August in the Public Hall, Ardrishaig. The judging takes place in the morning and the hall is open to the public from 3pm onwards to view entries. There are numerous competitions including, handy crafts; preserves; floral art; vegetables; children's section; photography section and community garden. Points are awarded for each section and the person with the most points will be presented with the ACHA trophy. The Society has requested the trophy is engraved with the wording, "Ardrishaig Horticultural Society, Diamond Anniversary". It is also suggested the trophy is also engraved with the ACHA logo. In addition, the Society has asked members to give consideration to donate £10 prize money each year. The purchase of both the trophy and prize money would be funded by the Estate Management Action Plan budget. Approximate cost: £110.00

#### Outcome:

Ardrishaig Horticultural Society		Agreed/Not Agreed
Prize giving (to be considered annually)	£10.00	Agreed
Trophy	£100.00	Agreed
Wording to be engraved	"Ardrishaig Horticultural Society, Diamond Anniversary" including the ACHA logo	Agreed

JS to arrange.

Members agreed the donation of prize giving money for the Mid Argyll Agricultural Society; Kintyre Agricultural Society and Ardrishaig Horticultural Society would be reviewed annually.

### 2.4 Letter from/to Susan Paterson – Mid Argyll & Kintyre Area Committee – Resignation

ACHA had received a letter from Susan Paterson, dated 13<sup>th</sup> April

JS

	<p>2011, tendering her resignation from the Mid Argyll &amp; Kintyre Area Committee, due to other commitments. S.Paterson thanked ACHA and other committee members during her time on the committee. A further letter was sent by YL to thank S.Paterson for her commitment and support to ACHA over the years.</p> <p>Members agreed a gift of di minimis value would be sent to S.Paterson in recognition of her dedication and support. JS to organise.</p>	JS
7.	<p><b>Chair's Report – Board of Management Meeting – 14<sup>th</sup> April 2011</b></p> <p>SMacK provided an update from the Board of Management meeting held on 14<sup>th</sup> April 2011.</p> <ul style="list-style-type: none"> <li>The Board noted and paid their respects to Ronnie Finnighan who sadly passed away at the end of March.</li> </ul> <p>The Chief Executive's monthly update report covered the following issues:-</p> <ul style="list-style-type: none"> <li>Briefings have been given to a number of Scottish Parliamentary candidates on issues ACHA is concerned about relating to housing policy, particularly Investment funding and cuts to Aids and Adaptations budgets.</li> <li>The Council has agreed to provide a loan and grant from the Strategic Housing Fund for our proposed development at Campbeltown.</li> <li>The Council have finally agreed to pay part Housing benefit for Sheltered Housing services Charges. £46,000 has been backdated to ACHA tenants.</li> <li>ACHA's first allotments were opened in Campbeltown on 7<sup>th</sup> April.</li> <li>The Scottish Housing Regulator has issued the Association with its new regulation plan. ACHA will continue to have a "medium" engagement with the regulator.</li> </ul> <p><b>Other Issues</b></p> <ul style="list-style-type: none"> <li><b>2011/12 Business Plan</b> The Director of Finance provided the Board with a draft, updated Business plan, which was approved by the Board. The key risks to the Business plan are continued low inflation rates plus high interest rates.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Legal Services</b> The Board agreed to continue to contract with Brechin Tindal Oatts (BTO) to provide the Associations legal Services for a further year.</li> <li>• <b>Annual Pay Award</b> All staff to be awarded 1.6% annual pay increase.</li> <li>• <b>Park Square, Campbeltown</b> The Board approved a tender report which allows the redevelopment of Park Square to move forward subject to the Scottish Government confirming when exactly HAG will be available.</li> <li>• <b>Debt Advice Project</b> The Board approved a contribution to the above project which will provide a worker, dedicated to ACHA tenants, for 20 hrs per week.</li> <li>• <b>Date of Next Board Meeting</b> 12<sup>th</sup> May 2011</li> </ul> <p>The minutes of the Board of Management meeting held on 10<sup>th</sup> March 2011, were circulated prior to the meeting.</p>	
8.	<p><b>Regional Manager's Report</b></p> <p><u><b>Investment Programme</b></u></p> <p><b>Windows &amp; Doors (MacLeods)</b></p> <ul style="list-style-type: none"> <li>• <b>Mid Argyll</b> – In terms of the programme this year most properties are now completed.</li> <li>• <b>Kintyre</b> – No major installs at the moment. There is a small amount of outstanding snagging but staff are working to resolve this.</li> </ul> <p><b>Heating &amp; Rewiring – British Gas Ltd</b></p> <ul style="list-style-type: none"> <li>• <b>Mid Argyll &amp; Kintyre</b> – No installs at present. British Gas are undertaking a large batch of surveys, however, there have been difficulties with sub contractors which has led to a reduced survey programme. ACHA's Senior Management Team will be considering a proposal from British Gas with a timeline confirmed thereafter.</li> </ul> <p><b>Kitchen &amp; Bathrooms (Lovell)</b></p> <ul style="list-style-type: none"> <li>• <b>Mid Argyll</b> – Performance has picked up recently. Due mainly to work in Oban being finished and labour being available for the Mid Argyll and Kintyre site. The contract is coming to a conclusion and minimal amount of properties to be completed.</li> <li>• <b>Kintyre</b> – Into the last few properties before the conclusion of the contract. Work is going well and it is hoped there will be no more hold ups until the completion of the contract.</li> </ul> <p>VSH queried who to contact in regards to her bathroom. YL advised she</p>	

should contact staff in the local area office.

### **Roof & Roughcast**

- Work ongoing at Bridge Terrace, Furnace; Lochgair Place, Tarbert; High Buildings, Kilmichael Union Street, Red Lodge and Ach nabreac Lodge, Lochgilphead. Work is going well and a number of the projects are near completion. Previous weather did not help, however, enjoying the drier spell. It is hoped to have three projects finished in the next week.
- Kintyre – No work at present.

### **Regeneration Programme**

#### **Phase 2 – Park Square**

- The proposed new housing development of 32 nr units is proposed to start onsite in June/ July this year, further to final funding information being confirmed by Scottish Government.
- Planning approval was received for the scheme on 20<sup>th</sup> April, subject to a 28 day period to 'stop up' McCallum Street. YL clarified, 'stop up' is to block the entrance to McCallum Street
- Partnership working is ongoing with Argyll & Bute Council concerning the development agreement and excambion of the roads depot site. The Council have recently completed the demolition of the former Roads depot office and remediation works to the ground are due to commence shortly
- Contract would last for 18 months on site
- Dalintober & Millknowe Tenants & Residents Association have confirmed they are not progressing with their involvement in the proposed Community Facility

#### **Millknowe Terrace**

- Contractor – John Brown (Strone) Ltd, Dunoon
- Four one bedroom properties are being considered for supported accommodation by Blue Triangle
- Internal works to one flat above the shop are delayed whilst negotiations continue with the shop owner regarding common repairs
- Handover due early June 2011
- A site visit is arranged following the Area Committee meeting which would provide a full progress briefing of works

#### **Dalaruan Street**

- The proposed remodelling and refurbishment of 15-53 Dalaruan Street is continuing to be progressed to detailed design stage with the consultant design team, Coltart Earley (Architect) and Langmuir & Hay (QS).
- The submission of statutory applications (Planning, Listed Building Consent and Building Warrant) is due to be submitted shortly.
- Tender for the remodelling works will follow thereafter
- Subject to Board approval, it is hoped work will commence on site later in the year

	<p><b>Related Assets – Roads &amp; Footpaths</b></p> <ul style="list-style-type: none"> <li>• Before the end of the financial year, works have been carried out in Campbeltown to car parking areas at: <ul style="list-style-type: none"> <li>• High Street, Saddell Street, Meadowburn, Castleacres, Castle Park and Roding Cottages</li> </ul> </li> <li>• Footpaths were also renewed at: <ul style="list-style-type: none"> <li>• High Street, Campbeltown</li> <li>• Most of the footpaths elsewhere are adopted and are the responsibility of Argyll &amp; Bute Council</li> </ul> </li> <li>• There is a large amount of slabbing which is programmed for later this year to be carried out at: <ul style="list-style-type: none"> <li>• Meadowburn, Campbeltown</li> <li>• Roding Cottages would benefit with a tidy up, beyond the remedial work we have completed, but this will require Planning permission.</li> <li>• Other areas in Kintyre are to be looked at once work is completed in Islay &amp; Lorn. The programme of work for related assets in 2011/12 is subject to confirmation of budget from Scottish Government.</li> </ul> </li> </ul> <p><b>Allotments</b></p> <ul style="list-style-type: none"> <li>• ACHA held the opening of the allotments at New Parliament Place on 7<sup>th</sup> April 2011</li> <li>• It was a beautiful sunny spring day with hot rolls and tea/coffee available for guests arriving</li> <li>• The allotments were opened by Councillor Colville, who gave a very interesting and informative speech</li> <li>• All but one of the Allotment holders attended the Opening and each received a small gift of seeds, an ACHA gardening mug and some gardening tools</li> <li>• Dalintober Primary school was allocated an allotment and the children also received an Allotment book</li> </ul> <p><b><u>Housing Management &amp; Maintenance</u></b></p> <p><b>House Fire – Clachan – Update</b></p> <ul style="list-style-type: none"> <li>• The contract to reinstate the fire damage property at Mansecroft, Clachan by MacLeod Construction is progressing as planned and is due for completion by 23<sup>rd</sup> May 2011.</li> </ul> <p>SMacK suggested the images illustrated in the presentation are displayed in the office to promote home contents insurance.</p> <p><b>Duncholgan TP Site</b></p> <ul style="list-style-type: none"> <li>• The annual meeting with residents is being held 25<sup>th</sup> May 2011. A Fire Safety Officer will also be in attendance</li> </ul> <p><b>Sheltered Housing</b></p> <ul style="list-style-type: none"> <li>• Recent meetings held for tenants at McCracken Court, Lochgilphead &amp; Caledonia Court, Ardrishaig in respect of Carr Gomm overnight</li> </ul>	<p>JS</p>
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	<p>call-out service. This is a service that is free of charge to tenants at these complexes. A Care provider will be on site and available to deal with out of hours calls to the local community.</p> <p><b>Grounds Maintenance</b></p> <ul style="list-style-type: none"> <li>• There has been quite a big response to the grounds maintenance letters that were issued recently.</li> <li>• We will be exploring a pilot to introduce service charges for tenants/owners interested in grass cutting of communal drying green areas.</li> </ul> <p><b>Anti Social Behaviour</b></p> <ul style="list-style-type: none"> <li>• Staff in Mid Argyll have successfully obtained a decree for eviction against a tenant who had carried out a series of anti social activities against neighbours</li> <li>• The case was heard in Dunoon Sheriff Court and the Sheriff granted a warrant for eviction after hearing the Association's evidence</li> <li>• ACHA has a zero tolerance again anti social behaviour with Alastair MacGregor, Chief Executive commenting, "our tenants have a right to live in their homes, in peace and quiet, without fear of drunken behaviour. The steps we have taken here now allow that to happen."</li> <li>• A press release has been issued</li> </ul> <p>DMack questioned if the tenant that had recently been evicted would be re-housed by ACHA. YL advised ACHA would not have to re-house for a period of time as stated by legislation.</p> <p><b>Play Area – High Bank Park, Lochgilphead</b></p> <ul style="list-style-type: none"> <li>• The play area at High Bank Park, Lochgilphead was upgraded with new equipment, new entrance path and gate and the existing swings refurbished. Positive press coverage was received</li> <li>• This has been extremely popular with children from all over Lochgilphead coming to the park – they believe it to be better than the front green!</li> <li>• There have been issues with litter, however, ACHA is looking to encourage joint partnership working with Argyll &amp; Bute Council in terms of this matter. We are awaiting confirmation from the Council in regards to the collection of litter at regular intervals. We have offered to provide a litter bin for this area. DMack agreed to assist in progressing this matter with Argyll &amp; Bute Council.</li> <li>• A sign is to be erected at site to deter children over 12 years.</li> </ul> <p>VSH queried if ACHA had appointed a site spokesperson. YL confirmed ACHA had not appointed such a position.</p> <p><b>Tenants &amp; Residents Associations</b></p> <ul style="list-style-type: none"> <li>• <b>Dalintober &amp; Millknowe</b> <ul style="list-style-type: none"> <li>• The Annual General Meeting was held on 29<sup>th</sup> March 2011</li> <li>• Newly elected Office Bearers: <ul style="list-style-type: none"> <li>• Chair – Cathie Duncan</li> </ul> </li> </ul> </li> </ul>	<p>DMack</p>
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- Treasurer – Willie McAllister
- Secretary – Jackie Ross
- Minute Secretary – Nancie Smith

### **Scottish Social Housing Charter – Discussion Paper**

- Charter to come into force next year
- The Charter will set the outcomes and standards that social landlords should achieve for all their customers
- Views in terms of what social landlords should achieve for their customers is being sought
- Copies of the discussion paper were circulated to members at the previous meeting
- Closing date for responses – **16<sup>th</sup> May 2011**
- Members were invited to contact YL should they have any queries relating to the discussion paper

### **Area Committee Chairs – Working Group**

- A meeting with the Area Committee Chairs was held on 30<sup>th</sup> March 2011. The following topics were discussed:
  - What works well for Area Committees?
  - What can be improved?
  - Do the current structures work?
- The current Committee structures are:
  - Board of Management
  - Finance & Audit Committee
  - 4 Area Committees
  - Policy Committee
  - Appeals Committee
  - There is also a separate Committee who deals with Tenders and PQQs (different Committees)
- Should the Association move to Charitable status, (subject to consultation and Board approval) then subsidiaries would be required
- Other RSL's are to be contacted regarding their Committee structures and will be invited to a meeting to discuss their set up
- It was agreed that something is required to make Area Committees more attractive to encourage members
- YL and SMackK will keep members updated on this matter

JM queried the position of Area Committees in terms of charitable status. YL advised no confirmed information had been provided, however, members would be informed at the earliest opportunity.

### **Press Releases**

- Throughout the year ACHA issued a total of 49 press releases
- These generated 80 (33.76%) of the 237 news stories
- 157 stories were published independently of ACHA
- 137 of which were neutral or positive in nature
- Examples of positive, negative and neutral press releases for Mid Argyll & Kintyre will be presented at future meetings.
- Some examples of press articles for Mid Argyll & Kintyre:
  - Allotment Opening – this generated lots of really positive press

	<ul style="list-style-type: none"> <li>coverage</li> <li>Employee of the Year</li> <li>All weather pitch in Kilmichael Glassary (on ground owned by ACHA and leased to the community)</li> <li>Housing Benefit dispute regarding SH tenants</li> <li>Charlie Dott, Property Services Officer, completed the London Marathon in a time of 3hrs 10 mins, raising almost £500.00 for the 'Make a Wish' Foundation.</li> </ul>	
<b>9.</b>	<p><b>Review of Key Performance Indicators</b></p> <p>The exception report of year end performance for Housing &amp; Neighbourhood Services was circulated prior to the meeting. Due to amendments, an updated report dated 12<sup>th</sup> May was circulated.</p> <p>A high performance standard has been maintained in both Mid Argyll &amp; Kintyre which was reflected in the year end statistics. YL commented staff continue to strive to improve performance.</p>	
<b>10.</b>	<p><b>Tenants Panel Minutes (15<sup>th</sup> March 2011)</b></p> <p>The minutes from the Tenants Panel meeting held on 15<sup>th</sup> March 2011, were circulated prior to the meeting. No issues raised.</p>	
<b>11.</b>	<p><b>New Parliament Place Allotments - Competition</b></p> <p>Following the opening of the allotments at New Parliament Place on 7<sup>th</sup> April 2011, YL advised we have invited Dalintober Primary school to design a sign to be erected at the entrance of the site.</p> <p>Judging of the design will be carried out at the next Mid Argyll &amp; Kintyre Area Committee meeting on 6<sup>th</sup> July 2011.</p>	
<b>12.</b>	<p><b>AOCB</b></p> <p>VSH requested that the bin to be erected at High Bank Park, Lochgilphead is clearly indicated for the play area.</p>	YL
<b>13.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>The Mid Argyll &amp; Kintyre Area Committee AGM will be held on 6<sup>th</sup> July 2011, in the mid Argyll area. Arrangements are as follows:</p> <ul style="list-style-type: none"> <li>AGM will commence at 11.30am</li> <li>Lunch for Area Committee members will be provided at 12.00pm</li> <li>An Area Committee meeting is arranged for 1.00pm</li> </ul>	
<b>14.</b>	<p><b>Stand Down of Area Committee Members</b></p> <p>In preparation for the Mid Argyll &amp; Kintyre Area Committee Annual General Meeting (AGM), 1/3 of the nearest whole number thereto of each</p>	

	<p>position must retire in accordance with ACHA's Governance manual. It was confirmed the longest serving members of the Committee were Sandra MacKenzie, Carole Ann Shields and Lochiel Cushnie. It was agreed Sandra MacKenzie and Carole Ann Shields would retire from the Committee.</p> <p>Nominations and associated paperwork would be issued prior to the AGM.</p> <p>In terms of the composition of the Area Committee, a minimum of 5 members and a maximum of 9 members are required. Following the retiral of members, the following vacancies are available:</p> <ul style="list-style-type: none"> <li>• Tenant members: 3</li> <li>• Independent members: 2</li> </ul> <p>Area Committee's require a minimum of 4 members, the majority being tenant members, to attend a meeting to ensure the meeting is quorate.</p>	
<b>15.</b>	<p><b>Site Visit – Millknowe Terrace</b></p> <p>A site visit of the redevelopment of Millknowe Terrace was arranged following the meeting.</p>	

The meeting concluded at 2.30pm