

**MID ARGYLL & KINTYRE AREA COMMITTEE MEETING**  
**Wednesday, 6<sup>th</sup> July 2011 at 1.00pm**  
**The Royal Hotel, Ardrishaig**

**Attendees**

Sandra MacKenzie, Tenant (SMack)  
 Lochiel Cushnie, Tenant (LC)  
 Colin Davidson, Independent (CD)  
 Sandra Johnston, Tenant (SJ)  
 Councillor Donnie MacMillan (DMacM)  
 John Muir, Tenant (JM)  
 Carole Ann Shields, Tenant (CAS)  
 Valerie St Helene, Tenant (VSH)

**Staff in Attendance**

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)  
 Sarah Campbell, Local Manager – Housing Services (SC)  
 Jenna Shaw, Admin Officer (JS)

		Action
<b>1.</b>	<p><b>Apologies</b> None.</p> <p>YL welcomed all members, especially new committee members CD &amp; SJ.</p>	
<b>2.</b>	<p><b>Election of Office Bearers</b>          As the nominations did not exceed the positions available on the Area Committee, no formal ballot was required at the Annual General Meeting. YL advised members that both tenant and independent members were able to submit a vote in terms of office bearers.</p> <p>After a short discussion, Sandra MacKenzie was nominated as Chairperson of the Area Committee. This was proposed by CAS and seconded by JM.</p> <p>Carole Anne Shields was nominated as Vice Chairperson of the Area Committee. This was proposed by DMacM and seconded by LC.</p> <p>The Area Committee has one Independent position available. As no further nominations were received, this position will remain vacant.</p> <p>YL welcomed newly elected Chair, Vice Chair and members of the Mid</p>	

	Argyll & Kintyre Area Committee.	
<b>3.</b>	<p><b>Schedule of Area Committee Meetings</b> SMacK advised the meeting dates for the remaining two meetings this year had previously been agreed as follows:</p> <ul style="list-style-type: none"> <li>Tuesday, 30<sup>th</sup> August 2011 – SJ wished to submit apologies for this meeting.</li> </ul> <p>It was proposed and agreed the next meeting would be arranged in the Kintyre area. The meeting would commence at 11.00am. Venue to be arranged.</p> <ul style="list-style-type: none"> <li>Wednesday, 2<sup>nd</sup> November 2011 – DMacM wished to submit apologies for this meeting.</li> </ul> <p>It was proposed and agreed the meeting would be arranged in Tarbert. The meeting would commence at 11.00am.</p> <p>It was proposed meetings for 2012 would be scheduled on the first Wednesday of every second month, starting February 2012. After a short discussion, members agreed meetings would be held on the last Wednesday of every second month, starting January 2012, in alignment with Board of Management meetings. It was agreed dates would be confirmed at the meeting in November. Times and locations to be agreed. It was agreed the location would be equally arranged between both the Mid Argyll &amp; Kintyre areas.</p>	<p>JS</p> <p>JS</p>
<b>4.</b>	<p><b>Minutes of Previous Meeting – 5<sup>th</sup> May 2011</b> The minutes from 5<sup>th</sup> May 2011, were agreed as an accurate record. These were proposed by CAS and seconded by LC.</p>	
<b>5.</b>	<p><b>Matters Arising</b> DMacM queried the progress of the work to the road at Dunchologan travelling person's site. LH advised it was the Association's intention to upgrade the road to a basic standard. LH advised she would investigate progress and confirm timings.</p>	LH
<b>6.</b>	<p><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.</p> <p>CAS advised a close relative had submitted a design to the allotment competition under agenda item 19. YL advised members that due to the conflict of interest, the vote submitted by CAS had been removed from this item in the agenda.</p>	
<b>7.</b>	<p><b>Correspondence</b> SMacK advised members of the correspondence received:</p>	

	<p><b>7.1 Name of Group:</b> Mid Argyll Link 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 purchase a washing machine and dishwasher for the Mid Argyll Link Club. The Link Club premises are used by the Social Work Department of Argyll &amp; Bute Council and the OT Department of Argyll &amp; Bute hospital. This is part of a rehabilitation process to enable people to leave the hospital and maintain their own tenancy.</p> <p><b>7.2 Name of Group:</b> Kintyre Link Club</p> <p><b>Value of Donation Requested:</b> £300.00</p> <p><b>Outcome:</b> Successful</p> <p><b>Details of Application:</b> Kintyre Link Club promotes the welfare of those who suffer or have suffered from mental ill-health within the Kintyre area. Arts and Crafts are excellent at helping people cope with their daily lives. The group wish to purchase materials for their art class.</p> <p><b>7.3 Kintyre Agricultural Show</b></p> <p><i>(email from John Armour, Secretary, to J.Shaw dated 24<sup>th</sup> May 2011)</i></p> <p>“We discussed your kind offer of a cup and prize money at our recent meeting and it was felt that we have enough cups to cover all our classes at the moment but if you were still in a position to offer sponsor/prize money we would be delighted to accept your generous offer.</p> <p>Many businesses kindly give us sponsor money for the various classes at the show and also for the general running of the show these amounts range from £25 - £200. Your money could be used to either sponsor one of the cattle, sheep or horse sections or as a main show sponsor. Your company will be named in our show programme as a sponsor.</p> <p>Would you still be interested in taking a stand at the show? As a sponsor your stand would be in a prominent position around the main show ring.”</p> <p>Previously agreed by the Mid Argyll &amp; Kintyre Area Committee on 5<sup>th</sup> May 2011:</p>	
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	<table><tr><th colspan="2">Kintyre Agricultural Society</th><th>Agreed/Not Agreed</th></tr><tr><td>Prize giving (to be considered annually)</td><td>£60.00 - £100.00</td><td>Agreed</td></tr><tr><td>Trophy</td><td>£100.00</td><td>Agreed</td></tr></table> <p>The prize money to be awarded to the Kintyre Agricultural show for 2011 was agreed by members of the Mid Argyll &amp; Kintyre Area Committee:</p> <p><b>Amount:</b> £100.00</p> <p><b>Proposed:</b> CAS</p> <p><b>Seconded:</b> DMacM</p> <p>JM enquired who would take responsibility in organising the stand. YL advised ACHA staff would manage the stall and promote all ACHA's services. Promotional gifts would also be available.</p> <p>SMacK referred to an email received from Susan Paterson thanking members for the flowers following her resignation from the Mid Argyll &amp; Kintyre Area Committee.</p>	Kintyre Agricultural Society		Agreed/Not Agreed	Prize giving (to be considered annually)	£60.00 - £100.00	Agreed	Trophy	£100.00	Agreed	
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8.	<p><b>Chair's Report – Board of Management Meeting – 9<sup>th</sup> June 2011</b></p> <p>SMacK provided an update from the Board of Management meeting held on 9<sup>th</sup> June 2011.</p> <p>The Chief executive provided a presentation which covered the following main points:-</p> <ul style="list-style-type: none"><li>• The front funding issues for the Campbeltown and Dunoon new builds have been resolved and work will commence on site shortly.</li><li>• The Scottish govt have changed their mind regarding Aids and adaptations funding ( it was proposed that the first £1000 of costs would have to be paid by the Housing Assoc). A review group has been set up within Scottish Govt to look at this matter .however at the moment ACHA will still receive around £200,000 of funding for Aids and Adaptations.</li><li>• The Refurbishment of properties at Millknowe, Campbeltown is nearing completion and includes some supported accommodation for young people.</li><li>• Preparation for Charitable status and rule changes are ongoing.</li><li>• Site launch for 4 ACHA new build properties at lochgoilhead</li></ul>										

	<p>scheduled for July.</p> <p><b>Other matters</b></p> <ul style="list-style-type: none"> <li>• An amendment to the Scheme of Delegated Authority to allow Area Committees to meet a minimum of 4 times per year was approved. However at this time Area Committees will continue to meet 6 times- this change simply gives some flexibility in case meetings have to be cancelled – for example, due to bad weather etc.</li> <li>• Linda Haig presented ACHA's Energy Efficiency and Sustainable Development Strategy which outlined the challenges ahead for ACHA and our tenants. In general ACHA will endeavour to improve energy efficiency in our tenants homes and ensure that new build properties are as energy efficient as possible.</li> <li>• The Scottish Govt has finally confirmed when grant will be available for the development of the sites at Ardenslate, Dunoon and Park Square, Campbeltown. This means that work can start on site around August.</li> <li>• The Board approved the recommendation to enter into discussions with the Kintyre Cultural Forum for the development of an Arts and Cultural Centre at our Park Square Development.</li> <li>• The Board approved letting 4 properties at Millknowe, Campbeltown to Blue triangle to provide support services for young people.</li> <li>• The Board agreed that we should not pursue the joint office accommodation proposal with Argyll &amp; Bute Council in Helensburgh. Alternative options, including utilising the shops at Stuckleckie Road are still under consideration.</li> <li>• Michael Brown and Bill McIntyre, Board members, attended an SFHA conference recently and provided a briefing of the sessions they attended.</li> </ul> <p>The minutes of the Board of Management meeting held on 12<sup>th</sup> May 2011, were circulated prior to the meeting.</p>	
9.	<p><b>Review of Key Performance Indicators</b></p> <p>The exception report up to the end of May 2011, detailing the performance for Housing &amp; Neighbourhood Services was circulated prior to the meeting.</p> <p>A high performance standard has been maintained in both Mid Argyll &amp;</p>	

	<p>Kintyre which was reflected in the year end statistics. YL commented staff continue to strive to improve performance.</p> <p>YL commented on the excellent performance, especially in terms of the void relet times and repair figures.</p> <p>YL advised members of the discrepancies within the status summary on page 2 of the report.</p> <p>YL informed members the Kintyre area team partly met the emergency repairs target as a result of one job. The target for Mid Argyll in terms of repairs satisfaction had been partly met due to 6 unsatisfied reports, however, YL provided assurances that all customers had been contacted following this feedback.</p> <p>YL advised most targets/objectives not met were due to a rolling annualised target and is to be achieved by the end of the financial year, therefore, will fluctuate throughout the year. LH suggested a new section of 'target not due' to discount rolling targets is incorporated into the report. Members approved this suggestion.</p> <p>JM queried the time taken to complete recent works at a property in the Lochgilphead area and if tenants are charged for the clearing of the properties. YL advised properties can be returned by tenants which do not meet the minimum letting standard and as a result are not available for immediate relet. It is the tenants' responsibility to clear the property. If this is not done, tenants will be charged for the clearing of this work. There are various tenancy conditions that set out their responsibilities.</p>	YL
<b>10.</b>	<p><b>Tenants Panel Minutes – 17<sup>th</sup> May 2011</b></p> <p>The minutes from the Tenants Panel meeting held on 17<sup>th</sup> May 2011, were circulated prior to the meeting. No issues raised.</p>	
<b>11.</b>	<p><b>Health &amp; Safety Committee Minutes – 16<sup>th</sup> February 2011</b></p> <p>The minutes from the Health &amp; Safety Committee meeting held on 16<sup>th</sup> February 2011, were circulated prior to the meeting. No issues raised.</p>	
<b>12.</b>	<p><b>Governance Update</b></p> <p>YL advised members of the amendments within the Scheme of Delegated Authority:</p> <ul style="list-style-type: none"> <li>• The Area Committee shall decide when and where to hold its meetings, but each must meet at least 4 times a year. This had previously been set at 6 meetings a year.</li> <li>• Business can only be conducted if a quorum of at least 4 Area Committee Members is present, within 15 minutes of the scheduled starting time of the meeting. Previously, there was a requirement to have a tenant member majority for a meeting to be quorate.</li> </ul>	

13.	<p><b>Estate Management Action Plans</b></p> <p>Sarah Campbell, Local Manager – Housing Services, presented the following Estate Management Action Plans for approval:</p> <p><b>13.1 Knapdale Terrace, Ardrishaig – Replacement Fencing</b></p> <p>To install replacement fencing at 1 &amp; 17 Knapdale Terrace, Ardrishaig. The fence will be ‘ranch’ type wooden fencing, using pressure treated timber. Cost: £1,560.00 (including VAT). Only one quote was received.</p> <p>Risk Implications: No risks identified.</p> <p>Decision: Agreed.</p> <p><b>13.2 Brodie Crescent, Lochgilphead – Pathway</b></p> <p>To install a slabbed path to 18 Brodie Crescent, Lochgilphead. Cost: £1,200.00 (including VAT).</p> <p>CD enquired if anything would be put in place to deter the car shown in the photograph from mounting and damaging the new path. It was suggested wooden posts were erected as a preventative measure.</p> <p>Risk Implications: Possible slips or trips and difficulty for the tenant to access the property.</p> <p>Decision: On hold. It was agreed further clarification and photographs to clearly identify the surrounding parking area should be sought for the next meeting.</p> <p><b>13.3 MacMillan Court, Ardrishaig – Cigarette Bin</b></p> <p>To supply and fit cigarette bins at MacMillan Court, Ardrishaig. Cost: £360.00 (including VAT). Only one quote was received.</p> <p>CD raised concerns that there is nothing to keep in place the gravel around the door entrance. This was identified by the photographs within the report. It was suggested a concrete edging is positioned to assist retaining the gravel.</p> <p>JM suggested removing the gravel and replacing with concrete slabs to reduce the time in cleaning cigarette ends. JM also thought the cost was extreme.</p> <p>SC confirmed the proposal was to supply and fit for each block, therefore, would cost £150.00 each.</p> <p>Risk Implications: No risks are anticipated.</p> <p>Decision: Agreed.</p>	SC
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#### **13.4 Highbank Park, Lochgilphead – Litter Bin**

To supply a 'TidyBear' refuse bin at High Bank Park playpark.  
Cost: £265.05 (including VAT).

JM queried the material of the bin as he had concerns this could be subject to vandalism. SC assured members the bin material is robust and hard-wearing.

SC advised the bin will be emptied every 2 months at a cost of £4.20 per visit, however, it is anticipated less frequent visits would be required during the winter period.

YL advised members that following the previous meeting ACHA had supplied a wheelie bin for the area, however, it was more cost effective for our term contractor to empty the bins than the local authority.

Risk Implications: No risks expected.

Decision: Agreed.

#### **13.5 57-63 Kirk Street, Campbeltown – Gate**

To replace the timber gate and frame at the rear of flats 57-63 Kirk Street and to slab the area around the gate.

Cost: £1,002.00 (including VAT). Only one quote was obtained as there was no other contractor available on our approved contractor list that was able to carry out the work.

SC confirmed a wooden door would be fitted. VSH suggested a metal guard is affixed to the lower half of the door. SC advised damage was caused due to the deterioration and resistance with the door, therefore, a metal guard would not be required.

Risk Implications: Minor if accurately billed.

Decision: Agreed.

#### **13.6 1 Barrhill, Glenbarr – Pathway**

To remove the existing slabbed path at 1 Barrhill, Glenbarr and to level off the existing ground and relay the path. To also supply and install new heel kerb to gable side of path and retain new hardcore base for slab to bed on to.

Cost: £1,112.00 (including VAT). Only one quote was obtained as there was no other contractor available on our approved contractor list that was able to carry out the work.

Risk Implications: Minor if accurately billed.

Decision: Agreed.

#### **13.7 Millknowe Terrace, Campbeltown – Wall**



	<p>To repair, renovate and conserve the wall at the front of Millknowe Terrace, Campbeltown.  Cost: £6,820.00 (including VAT). Only one quote was obtained as there was no other contractor available on our approved contractor list that was able to carry out the work.</p> <p>CAS raised concerns about the appearance of the site should the whole wall not be repaired as it was thought the private owner would not contribute to this work.</p> <p>SC advised the contractor has already made an attempt to fix the wall, therefore, it is hoped the quoted price would reduce.</p> <p>JM queried the extent of the damage to the wall. SC advised the wall is currently in a poor condition with pieces missing and decayed defective and cracked work. If it continues to be left in its current state, it will eventually start to fall apart and may become dangerous.</p> <p>Risk Implications: Minor if accurately billed.</p> <p>Decision: Agreed.</p> <p><b>13.8 42-49 Castleacres, Campbeltown – Drainage</b></p> <p>To improve the drainage at Castleacres by levelling the garden and relaying the existing slabbed path. New turf will be laid where required.  Cost: £1,644.00 (including VAT). Only one quote was obtained as there was no other contractor available on our approved contractor list that was able to carry out the work.</p> <p>Risk Implications: Minor if accurately billed.</p> <p>Decision: Agreed</p> <p><b>13.9 24A – 24F Davaar Avenue – Path &amp; Bin Store</b></p> <p>To renew the concrete path leading to the bin store at 24A-24F Davaar Avenue, Campbeltown. Thereafter, a 1.2 metre wooden fence to be erected.  Cost: £802.94 (including VAT). A verbal quote was also supplied, however, this was greater than the quote provided.</p> <p>JM queried the materials used to build the bin store. SC advised this would be a wooden surround and would be open-topped to ensure the bins are kept in place.</p> <p>Risk Implications: Minor if accurately billed.</p> <p>Decision: Agreed</p>	
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	SC provided members with a summary of the budgets for both areas:																	
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14.	<p><b>Gypsy/Traveller Strategy Consultation</b></p> <p>YL advised members the first Gypsy/Traveller Strategy has been developed by the Association. Initial consultation has taken place with the Gypsy Traveller Site Managers Association. At present, consultation is ongoing with members of the Tenants Panel and ACHA staff. Work is commencing to record the draft strategy onto a compact disc (CD) to enable all travellers to have an input.</p> <p>The aim of the strategy is to understand the many issues around the provision of services for the gypsy traveller community, both within the three travelling persons' sites that ACHA manage, and also within ACHA's mainstream housing. The strategy also seeks to explore mechanisms for the continual improvement of services.</p> <p>Members were asked to provide any comments or views to Gillian McInnes, Dalriada House, Lochgilphead, no later than 19<sup>th</sup> July 2011.</p>																	
15.	<p><b>Estate Management Policy Consultation</b></p> <p>SC provided a presentation to supply information on the Association's reviewed Estate Management policy and procedure.</p> <p>Members of the Area Committee were asked to provide comments no later than Friday 12<sup>th</sup> August 2011.</p>																	
16.	<p><b>Garden In Bloom Update</b></p> <p>YL commented the response was slow this year due to the extreme bad weather. However, 9 applications were received for the Kintyre area and 7 applications for the Mid Argyll area.</p> <p>YL requested volunteers to assist with the judging of the gardens with dates to be agreed following the meeting.</p> <p>After a short discussion, it was agreed judging within the Kintyre area would be carried out by VSH and CAS. Within the Mid Argyll area, SMack, SJ and JM would assist.</p>																	

	YL advised we did not receive any nominations for the sunflower competition. It was proposed this is promoted through the primary schools at the beginning of next year. YL welcomed further suggestions from members for the next meeting.	
<b>17.</b>	<p><b>Naming of Park Square &amp; Update on “Launch”</b></p> <p>Members were provided with the list of proposed names for the new development on the former Park Square site prior to the meeting. Members had been asked to rank them in preference. The results were as follows:</p> <ol style="list-style-type: none"> <li>1. Kinloch Square</li> <li>2. Loch View; MacKinnon Square, New Park Square; Park Avenue; Park View; Wee Toon Square</li> <li>3. Kinloch Place</li> </ol> <p>CAS raised concerns that Kinloch Square would cause confusion due to the similarity of adjacent addresses.</p> <p>YL advised the ultimate decision would be made by the Board of Management and thereafter the Planning department and Royal Mail would be consulted.</p> <p>Following further discussion, the results were as follows:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Option: New Park Square – 6 votes</li> <li>• Second Option: Park Avenue – 1 vote</li> <li>• Third Option: Park View – 1 vote</li> <li>• Kinloch Square – 0</li> <li>• Wee Toon – 0</li> </ul>	
<b>18.</b>	<p><b>Opening of Millknowe Terrace – 29<sup>th</sup> July 2011</b></p> <p>SMacK advised the opening of Millknowe Terrace is due to take place at 11.30am on 29<sup>th</sup> July. The properties will be officially opened by Mike MacKenzie, MSP. All Area Committee members will be invited to attend.</p>	
<b>19.</b>	<p><b>New Parliament Place Allotments – Competition for Allotment Sign</b></p> <p>Members were given a copy of all entrants for the Allotment competition prior to the meeting and were asked to rank them in preference.</p> <p>The results were as follows:</p> <ol style="list-style-type: none"> <li>1. Nicole Sheilds &amp; Lisa McKellar (Primary 2)</li> <li>2. Eilidh Anderson (Primary 7)</li> <li>3. Hannah McPhee (Primary 4)</li> </ol> <p>SMacK proposed winners are awarded book vouchers. Members</p>	

	<p>discussed and agreed the expenditure would be met from the Estate Management budget. Vouchers would be awarded as follows:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> prize £20 to each winner;</li> <li>• 2<sup>nd</sup> prize £15; and</li> <li>• 3<sup>rd</sup> prize £10</li> </ul> <p>The winning design will be displayed at the entrance of the allotment site. JS to arrange.</p> <p>It was agreed the drawings would be displayed within the hall at the launch day for Park Square along with at the stand at the Kintyre agriculture show. YL confirmed a press release would be arranged once the sign was erected.</p> <p>YL reminded members that due to a conflict of interest, the votes submitted by CAS's had been removed from the competition.</p>	<p>JS</p> <p>JS YL</p>
20.	<p><b>A.O.C.B</b></p> <p>CAS raised concerns about the grass cutting within the Kintyre area. YL advised issues have been identified following the removal of the grass cutting of the drying areas as it is tenants responsibility to maintain these areas. Complaints have been received by tenants and concerns have also been raised by local staff. A report is being compiled which will be investigated further.</p> <p>It is hoped the introduction of a service charge would diminish this issue. The project will be piloted within the Kintyre area and if successful, will be rolled out to all areas.</p> <p>SJ commented that residents within Brodie Crescent had observed the attractiveness of the wild flowers. YL commented that all feedback was welcomed.</p> <p>CAS also raised concerns regarding the weeds. SC to investigate. JM commented that to ensure the effectiveness of weed killing, good weather would be needed.</p> <p>DMacM left the meeting.</p>	<p>SC</p>
21.	<p><b>Date and Time of Next Meeting</b></p> <p>The Mid Argyll &amp; Kintyre Area Committee will be held on Tuesday 30<sup>th</sup> August 2011 at 11.00am in the Kintyre area. Venue to be confirmed.</p>	