

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Tuesday, 8th March 2011 at 1.45pm
The White Hart Hotel, Campbeltown

Attendees

Sandra MacKenzie, Tenant (SMack)
 Carole Ann Sheilds, Tenant (CAS)
 Councillor Donnie MacMillan (DMacM)
 John Muir, Tenant (JM)
 Susan Paterson, Independent (SP)
 Valerie St Helene, Tenant (VSH)

Staff in Attendance

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

		Action
1.	Apologies Lochiel Cushnie and Linda Haig.	
2.	Minutes of Previous Meeting – 16th December 2010 The meeting held on 16 th December 2010 was not quorate. In terms of ACHA's Governance, the meeting proceeded on the agreement that delegated authority for any decisions at the meeting were given to the Chair. Decisions that were made on 16 th December 2010, were presented to the Area Committee for ratification. These were as follows: <ul style="list-style-type: none"> • Page 11: 12.2 Naming of Park Square, Campbeltown: All members agreed to involve the whole community on the names for the development. Ratified by members on 8th March 2011. • Page 12: 13 Garden In Bloom: All members approved the funding for the competition for 2011. Ratified by members on 8th March 2011. • Page 12/13: Estate Management Action Plans – Future Funding: All members approved the proposal to reduce the Estate Management Action Fund for 2011/12. Ratified by members on 8th March 2011. <p>The minutes from 16th December 2010, were agreed as an accurate record. These were proposed by Susan Paterson and seconded by John Muir.</p>	

3.	<p>Matters Arising</p> <p>JM enquired about the progress of the allotments at New Parliament Place. YL advised an update on the allotments would be provided under agenda item 7.</p> <p>JS advised the minutes from 6th October 2010, incorrectly reported the Investment programme for windows, doors, kitchen and bathrooms were working to year 3, and this should have been reported as year 4. JS to make the necessary amendments.</p> <p>VSH joined the meeting.</p>	JS
4.	<p>Conflicts of Interest to Declare</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>	
5.	<p>Correspondence</p> <p>None received.</p>	
6.	<p>Chair's Report – Board of Management Meeting – 17th March 2011</p> <p>SMack provided an update from the Board of Management meeting held on 17th February 2011.</p> <p>The Chief Executive's monthly update report covered the following issues:-</p> <ul style="list-style-type: none"> • The Scottish Budget:- Final budget passed on 9th February. £16 million more for housing than in the original draft budget. Affordable Housing Budget is now predicted to be £409 million. • Wider issues:- Council's Budget has meant a 33% cut in funding for Quarriers and HELP projects which may impact on ACHA and tenancy sustainment of young people. Rural and Islands Housing forum wish to encourage a research study in Scotland into rural poverty. Government has announced £16 million will go into helping first time buyers. • Ongoing issues:- Survey work is now underway for the relaunch of the heating and rewire programme Grounds maintenance consultation has been completed and paper will be brought to Board in March The Care Commission has graded ACHA's Sheltered Housing Service as "very good" in the recent inspection. Invites have been sent to all political candidates for briefings on 	

housing in advance of may elections.
The acquisition of land at Ardenslate, Dunoon has gone through.

Scottish Government's Innovation and Investment Fund

- A new method of financing new build has been proposed. There are a number of concerns on how the new scheme will work in practice. Further discussions to take place and the Board will be updated thereafter. However, it would appear that it could be more difficult to plan for New Build in the future.

Homes Fit for the 21st Century

- The Scottish Government have produced a new strategy paper on the above. Comments from Board members to go back to Alastair Macgregor.

Rent /service chare increase 2011/12

- The Board approved an increase of RPI+ 1% = 5.8% for rent and mainstream service charges.
- Sheltered Housing service charges will be charged on an actual cost basis rather than a % change.

Budget for 2011/12

- The Board approved the Association's Budget for the coming year.

Annual Pay Award 2011/12

- The Board approved a pay award for staff.

Date of next Board Meeting

10th March 2011.

Strategic Planning Days

SMacK provided an overview on the recent Strategic Planning days held on 2nd and 3rd March 2011.

Wednesday 2nd March 2011:

- Maureen Watson, Policy & Strategy Director, SFHA was the guest speaker.
- A brief overview of Health & Safety issues from the previous year was provided by George Farquhar and Colette Benham.
- Board members participated in a session to identify any new areas of Risk to the Association. Comments will be fed into the Corporate Risk Matrix.
- A presentation on the priorities for the future was provided by Alastair MacGregor.
- Priorities for the future – Board discussion on proposed objectives set:
 - Aim 1 – to implement our Investment and Regeneration

	<p>plans;</p> <ul style="list-style-type: none"> ○ Aim 2 – to deliver great service to our customers; ○ Aim 3 – to develop our organisation and systems to deliver business performance; ○ Aim 4 – to develop and improve our people <p>The Board agreed the proposed objectives set.</p> <ul style="list-style-type: none"> • Board members participated in a session to review SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. • Board members participated in a session to review PEST (Political, Economic, Social, Technical) analysis. <p>Thursday 3rd March 2011:</p> <p>Workshop sessions were provided on the following topics:</p> <ol style="list-style-type: none"> 1. Anti Social Behaviour 2. Voids 3. HOME Argyll 4. Factoring service. <p>SMacK advised a full report would be issued with the minutes following the meeting.</p> <p>The minutes of the Board of Management meeting held on 13th January 2011, were circulated prior to the meeting.</p>	JS
7.	<p>Regional Manager's Report</p> <p><u>Investment Programme</u></p> <p>Windows & Doors (MacLeods) – working to Year 4 of programme:</p> <ul style="list-style-type: none"> • Mid Argyll – Surveys for Windows & Doors are being carried out. • Close doors being installed and some snagging issues to be resolved. • Kintyre – No installs at present but storm door & door entry systems due to be installed before the end of year 4. Minor snagging issues to be resolved but generally work going ok. <p>Heating & Rewiring – British Gas (New Heating) Ltd</p> <ul style="list-style-type: none"> • Mid Argyll & Kintyre – No installs at present but surveys due to start with the hope of new installs starting soon after. New Site Supervisor for Mid Argyll & Kintyre attending surveys to observe the process. <p>Kitchen & Bathrooms (Connaught/Lovell) – working to Year 4 of programme:</p> <ul style="list-style-type: none"> • Mid Argyll – Working in Tarbert and Ardrishaig. Progress has been slow and frustrating. At the moment no openings until they catch up with properties which have been open too long and until works has finished in Kintyre. 	

	<ul style="list-style-type: none"> • Kintyre – soon to be completed in Kintyre. Quality issues from this contractor at the moment. Staff are very frustrated with the time properties are open and the amount of faults found when inspecting completed work. <p>Roof & Roughcast</p> <ul style="list-style-type: none"> • Work ongoing at Bridge Terrace, Furnace; Lochgair Place, Tarbert; High Buildings, Kilmichael & Union Street, Lochgilphead. Work is going well, however, weather has been obstructive. • Kintyre – No work at present. <p><u>Regeneration Programme</u></p> <p>Phase 2 – Park Square</p> <ul style="list-style-type: none"> • Tenders for the new housing development were returned in February 2011. • Plans for 32 units. • A report has been submitted to Scottish Government for their consideration. • It is anticipated that subject to an offer of HAG being received, CHORD and SHF funding contributions being confirmed by the Council and approval from ACHA's Board of Management, a contract could be awarded in May. • A contract would last for 18 months on site. • Discussions are still taking place with DMTRA regarding a community facility. • Naming of Development – letters have been issued to schools and community groups, at the Area Committee's request, for suggestions – closing date end June. • The Area Committee will review the suggestions at their meeting in July with a report submitted to the Board of Management thereafter with our recommendations. <p>Millknowe Terrace</p> <ul style="list-style-type: none"> • Contractor – John Brown (Strone) Ltd, Dunoon. • Work is progressing on site. • Unforeseen structural works and on-going discussions with the shop owner have extended the programme by a few weeks. • Completion date is now expected to be June 2011. <p>Members agreed a site visit to Millknowe Terrace would be valuable.</p> <p>Dalaruan Street</p> <ul style="list-style-type: none"> • The Excambion (exchange) of properties 17 & 25 Dalaruan Street is underway following Board approval. • The feasibility study prepared by architect (Coltart Earley) & QS (Langmuir & Hay) are continuing with design work. • An estimated programme for refurbishment should be available shortly. • A tender for the remodelling works is due to be issued in the summer. 	
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Housing Management & Maintenance

Sheltered Housing

- A Care Commission inspection was undertaken of the sheltered housing service.
- This involved site inspections in the Mid Argyll Area.
- The inspection outcome was received and Housing & Neighbourhood Services were graded at a 5 "VERY GOOD".
- We are very pleased with this result.

Policy & Procedural Development

- We are currently reviewing our Anti Social Behaviour Policy
 - 3 Year Review Period
 - Legislation being checked to ensure we are compliant with any changes
- An Estate Management Working Group was set up to review our policy and procedure.
 - A new policy is being drafted
 - A staff procedural manual is under way
 - Consultation is due to take place

YL clarified the purpose of a staff procedural manual to members.

Allotment Policy & Procedure

- We had issues with regards to the condition of the Allotment Plots prior to Handover.
- Damage to Sheds, Greenhouses and Plots due to weather.
- Secure fencing now in place with locks fitted at 12.30pm today.
- Work now completed by Contractor and Handover took place Monday, 7th March.
- Allotments to be allocated this week.
- Small Opening Ceremony will take place on 7th April, to which all Area Committee members are all invited!

YL advised priority would be awarded to ACHA tenants and Community Groups. YL confirmed a waiting list for those unsuccessful in being allocated has been implemented.

House Fire, Clachan - Update

YL advised the contract to reinstate the fire damage property at Mansecroft, Clachan is progressing as planned and should be complete by end of May 2011.

JM enquired about the position for the former tenant. YL informed members the former tenant has been decanted at present but will return on completion of works.

More Than Housing

Play Areas

- The upgrade to the play park at Millers Park, Saddell has been

completed.

- The upgrade to the play park at High Bank Park is due to be completed by 31st March 2011.

Tenants & Residents Association

Dalintober & Millknowe

- Meeting held on 22nd February and attended by ACHA staff.
- The Fire Service also attended, expressing a keenness to work alongside DMTRA for the good of the community.
- The Fire Service also offered their services at Bonfire night as well as the offering the fire cadets to work on the Garden at Broom Cottage. They advised that they felt they had a very successful working partnership with DMTRA.
- AGM scheduled for 29th March 2011.

Good Neighbour Award

Is Your Neighbour One In A Million?

- Nominations are invited for this new award introduced by ACHA this year.
- The Association has introduced this to give neighbours a chance to say “thank you” to someone they know who goes out of their way to help others, someone who shows kindness and consideration.
- The winner will receive a £50 shopping voucher & a commemorative certificate presented at the Association’s AGM in September.
- The closing date for nominations is Friday, 19th August.
- Further information is available at any ACHA area offices or on our website (www.acha.co.uk).

Scottish Social Housing Charter – Discussion Paper

- Scotland’s first Social Housing Charter will come into force next year
- This 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 are being sought.
- The closing date for responses is 16th May 2011.

Copies of the Discussion paper were circulated to members.

Grounds Maintenance Contract

- 28 Companies registered an interest for our new ground maintenance contract.
- 16 responded with 7 being invited to tender.
- The contract was awarded to ISS Facility Services Landscaping.
- The contract includes:
 - Grass cutting, lifting and edging
 - Hedge trimming
 - Maintenance of shrub beds
 - Planting and maintenance of flower beds
 - Tree Management

	<ul style="list-style-type: none"> – Play Park Sweeps – It is a 3 year contract with the option of it running to 4 years. <p>JM enquired if the contractor had been provided with specific dates and rotas. YL advised the specification is issued to all contractors at the tender stage therefore the contractor is aware of their requirements.</p> <p>VSH commented that an elderly neighbour had overgrown trees and enquired as to who had responsibility in maintaining this. YL requested VSH contact the local area office for clarification.</p> <p><u>Attendance at Board Meetings</u></p> <ul style="list-style-type: none"> • Area Committee Members were reminded that they can attend Board meetings in an observatory capacity. • Although Area Committee Members would not be able to take part in the meeting, Committee Members are welcome to attend. 	
8.	<p>Estate Management Action Plans – Progress to Date</p> <p>YL provided members with an overview of the Estate Management Action Plans approved by the Area Committee over the last year:</p> <p><u>Mid Argyll</u></p> <ul style="list-style-type: none"> • Oakfield Road, Tarbert To remove and replace the severely corroded metal railings on the 3 veranda porches at Oakfield, Tarbert. Work is due to commence March 2011. Total cost of works: £1,198.50 Approved: 08.09.10 • Dunchologan TP Site To install an external notice board on the portacabin at Dunchologan TP Site making it easier to view information. Total cost of works: £329.00 Approved: 08.09.10 • Achagoil, Minard To remove the old fence and gates and replace with a palisade fence and gates. Total cost of works: £3,301.75 – this included the removal of any shrubs and vegetation required to complete the work. Work is due to commence Mach 2011. Approved: 08.09.10 • 17 Knapdale Terrace, Ardrishaig To remove all the trees and re-grade the land. The former path was then reinstated to allow access to the rear of the building from the front. Total cost of works: £1,880.00 Approved: 06.10.10 • 18 Brodie Crescent, Lochgilphead To crown reduce and crown lift the larger branches. It was agreed this would be carried out after spring time. 	

	<p>Total cost of works: £493.50 (inc. VAT). Approved: 06.10.10</p> <ul style="list-style-type: none"> MacDonald Terrace, Lochgilphead To remove the tree that had become overgrown causing damage to the boundary fence as well as restricting movement on the common path. Total cost of works: £146.88 Approved: 06.10.10 McIntyre Terrace, Lochgilphead To erect a timber ranch style fence in keeping with other fencing in the area to deter people on bikes and pedestrians who do not want to use the common steps. The timber erected has been treated and will be included in ACHA's cyclical painting programme. Total cost of works: £853.58 Approved: 06.10.10 Garden In Bloom Funding for the Garden In Bloom competition for 2011. Awards will be presented to ACHA tenants in Mid Argyll & Kintyre. A further competition to grow the largest sunflower has also been organised for children, 16-years and younger, to participate. Vouchers will be awarded to successful winners. Total cost: £175.00 Approved: 06.10.10 <p>The budget summary for Mid Argyll illustrated an underspend of £9,052.29</p> <p><u>Kintyre</u></p> <ul style="list-style-type: none"> Tormhor, Carradale To install new chain link fencing and gates to the front of the properties. Work is due to be completed by March 2011. Total cost of works: £2,923.40 Approved: 08.09.10 Castle Park, Campbeltown To relay path with slabs from back door to front gate. The work was carried out by the Employability team. Total cost of works: £931.77 Approved: 08.09.10 Lochend/Feorlin Way, Campbeltown The boundary wall between the two areas started to collapse in certain areas. We agreed to pay our share along with the owner of Feorlin House. Total cost of works: £399.50 (50% share) Approved: 06.10.10 CAS commented the works had not progressed. YL advised the area team would follow up with the contractor on behalf of the private owner. Garden In Bloom Funding for the Garden In Bloom competition for 2011. Awards will be presented to ACHA tenants in Mid Argyll & Kintyre. A further 	<p>YL</p>
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	<p>competition to grow the largest sunflower has also been organised for children, 16-years and younger, to participate. Vouchers will be awarded to successful winners.</p> <p>Total cost: £175.00</p> <p>Approved: 06.10.10</p> <p>YL advised the Estate Management Action plan for Smith Drive was not approved by the Area Committee therefore did not proceed.</p> <p>The budget summary for Kintyre demonstrated an underspend of £13,729.33.</p> <p>DMacM requested a verbal update on the works to the road at Dunchologan following the meeting.</p>	YL
9.	<p>Review of Key Performance Indicators</p> <p>The exception report covering the period November 2010 to January 2011, was circulated prior to the meeting.</p> <p>YL discussed the key areas of the report. It was noted 15 targets had been met, 2 targets had been partly met, with 7 objectives not met. The objectives not meeting target are a rolling target and it is envisaged the annual target will be met by the end of the year. Staff continue to maintain a high performance standard in both Mid Argyll & Kintyre.</p>	
10.	<p>Tenants Panel Minutes (16th November 2010)</p> <p>The minutes from the Tenants Panel meeting held on 16th November 2010, were circulated prior to the meeting. No issues raised.</p>	
11.	<p>Health & Safety Committee Minutes (18th November 2010)</p> <p>The minutes from the Health & Safety Committee meeting held on 18th November 2010, were circulated prior to the meeting. No issues raised.</p>	
12.	<p>AOCB</p> <p>YL advised members that the Area Committee AGM's will be required to be held earlier from 2011, due to the recent rule change that allows Independent members to stand as Chairperson. It was proposed the Mid Argyll & Kintyre Area Committee AGM was held on 6th July 2011, in the mid Argyll area. All members agreed. Arrangements were confirmed as follows:</p> <ul style="list-style-type: none"> • The AGM would commence at 11.30am • Lunch would be provided at 12.00pm • An Area Committee meeting would be arranged for 1.00pm <p>JS to make the necessary arrangements.</p> <p>VSH raised concerns of transport issues. CAS offered a lift for VSH.</p>	JS

	<p>VSH enquired if an arrangement could be made by ACHA with a taxi service to allow members to attend meetings. YL commented that we try to accommodate members in arranging meetings around public transport timetables, where possible. JS to provide clarification.</p> <p>CAS questioned who is responsible for a homeless property in terms of neighbour nuisance. YL advised neighbouring tenants could report this to either the Homeless Department of Argyll & Bute Council or an ACHA member of staff.</p> <p>JS provided members with cards detailing contact details and future Area Committee meetings.</p> <p>JS reminded members Governance training would be provided for all members at the next Area Committee meeting. Members should ensure to bring their Governance manuals.</p> <p>SMacK enquired what time the Allotment opening would take place. YL confirmed times will be confirmed and invitations would be issued to all members.</p>	JS
13.	<p>Date and Time of Next Meeting</p> <p>Thursday 5th May 2011 at 1.45pm – Campbeltown. Venue to be confirmed.</p> <ul style="list-style-type: none"> • Governance training (am) • A site visit to Millknowe Terrace (pm) 	JS