

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Thursday, 16th December 2010 at 11.00am

The Royal Hotel, Ardrishaig

Attendees

Sandra MacKenzie, Tenant (SMack)

John Muir, Tenant (JM)

Susan Paterson (SP)

Staff in Attendance

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

Matthew MacAulay, Regeneration Manager (MMacA)

Jenna Shaw, Admin Officer (JS)

Not in Attendance

Carole Ann Shields, Tenant

Valerie St Helene, Tenant

		Action
1.	<p>Apologies</p> <p>Lochiel Cushnie, Linda Haig and Councillor Donnie MacMillan.</p> <p>An Area Committee meeting was due to be held on Wednesday 1st December 2010, however, due to the adverse weather conditions a decision was made to reschedule the meeting. YL advised there would not be sufficient members attending today's meeting and would therefore not be quorate. However, in terms of ACHA's Governance, the meeting could still go ahead with agreement that delegated authority for any decisions at the meeting would be given to the Chair. Decisions made would be presented to the Area Committee at the next meeting for ratification.</p> <p>Sandra MacKenzie welcomed Matthew MacAulay, Regeneration Manager, to the meeting.</p>	
2.	<p>Minutes of Previous Meeting – 6th October 2010</p> <p>The minutes from 6th October 2010, were agreed as an accurate record. These were proposed by John Muir and seconded by Sandra MacKenzie.</p>	
3.	<p>Matters Arising</p> <p>JM previously questioned the length of time between having properties painted to being on the schedule again. YL advised ACHA are aiming to</p>	

	<p>provide a 5-year cycle but this could extend to 6 years depending on budgets.</p> <p>At the last meeting held on 6th October, JM advised a suggestion had been made by tenants at the Fire Safety meetings to mount a fire blanket to all kitchens in sheltered housing properties. YL confirmed there is no requirement for ACHA to supply and mount fire blankets to all sheltered housing properties.</p> <p>SMack previously enquired if all elderly tenants had been contacted in terms of the Welfare Rights service. YL received confirmation that all elderly tenants, excluding sheltered housing schemes, were consulted at the time of writing the report.</p> <p>Concerns on the standard and frequency of the grass cutting within the Kintyre area highlighted by C. Shields has been investigated by the area team and no significant concerns were raised.</p>	
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>SMack provided members with a summary of the recent Community Action Fund applications that were approved by ACHA's Senior Management Team:</p> <p>Name of Group: Dalintober & Millknowe Tenants & Residents Association Value of Donation Requested: £300.00 Outcome: Successful Details of Application: To provide free hot dogs and juice at bonfire.</p> <p>Name of Group: Campbeltown Trading Association Value of Donation Requested: £300.00 Outcome: Successful Details of Application: Christmas street lights.</p> <p>Name of Group: Kintyre Youth Cafe Value of Donation Requested: £300.00 Outcome: Successful Details of Application: The Cafe being developed will be in Campbeltown (to fill an identified gap) and it will offer a safe, fun, educational environment for young people and the wider community to enjoy affordable food and drink and take part in activities, including volunteering. Part of the project will be to train young people in the NEET (Not in Employment, Education, or Training) group in catering/hospitality skills to move them on into employment locally. The project will also offer</p>	

	<p>support to young people through partnership working and signposting/referrals.</p> <p>Name of Group: Kintyre Environmental Group Value of Donation Requested: £300.00 Outcome: Successful Details of Application: To purchase organic vegetable and herb seeds, vegetable, herb and soft fruit plants, compost and accessories necessary to provide ongoing basic elements to continue providing the teaching and experience to sow, grow, maintain and harvest vegetables and herbs to all community visitors to our garden. We use the harvested produce to offer to our local community through local outlets (farmers market, garden sales and cafe) as well as encouraging volunteers to harvest and cook produce.</p> <p>Name of Group: Kintyre Cultural Forum Value of Donation Requested: £300.00 Outcome: Successful Details of Application: The donation will be used towards a bi-monthly cultural/arts newsletter serving the Kintyre community and wider afield. The newsletter acts not only as a 'What's on' guide, but also updates the community on the development of a cultural/arts centre in Campbeltown, and informs the community of information relevant to them. The newsletter is provided free and online to encourage the maximum participation.</p> <p>Name of Group: Ardrishaig Community Trust Donation Requested: A computer donated by ACHA that is no longer required for the Association's use. This will be utilised in the Trust Office. Outcome: Successful SP enquired how to make an application for a computer. YL advised a Community Action Fund application would need to be completed and returned to ACHA for consideration. JS agreed to forward a copy of an application to SP.</p> <p>Name of Group: Tarbert and Skipness Community Trust Value of Donation Requested: £292.00 Outcome: Successful Details of Application: The Big Green Tarbert Project aims to increase community wellbeing and reduce the carbon footprint of Tarbert and the surrounding area by offering advice and assistance to householders on energy saving measures and by promoting the eating of local food. The Big Green Tarbert Project has a 'Community Gardens' project, through which they have been offering workshops on food growing and, in order to encourage "growing your own", they would like to offer fruit bushes to ACHA tenants with advice and assistance to plant them.</p>	<p>JS</p>
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6.	<p>Chair's Report – Board of Management Meeting – 11th November 2010</p> <p>SMacK reminded members all papers should be read in advance of the meeting.</p> <p>SMacK provided an update from the Board of Management meeting held on 11th November 2010.</p> <p>The Chief Executive's monthly update report covered the following :-</p> <ol style="list-style-type: none"> 1. The proposed new Housing Bill is now nearing final stages. Key issues within the bill include – <ul style="list-style-type: none"> • the abolition of the Right to Buy for new tenants- although there is some confusion regarding existing rights for tenants who transfer to other properties. It is estimated that this change will “save” around 18000 homes from being sold over the next 10 yrs. • There will be the creation of a new Scottish Housing Regulator • A charter for social housing will be introduced • Homeless applicants will have the right to access support from the local authority 2. Comprehensive spending review:- <ul style="list-style-type: none"> • The chancellor has published his proposals for 2011/12- 2014/14. • Aim for net welfare savings of £7 billion per year • Changes to welfare benefits – including housing benefit which may impact on our tenants. • Changes to rules re job seekers allowance • 50% cut in affordable homes budget in England and Wales will have a knock on effect for Scotland. 3. The Scottish budget:- <ul style="list-style-type: none"> • Draft budget likely to be published 17th November. • SFHA etc are lobbying to protect the Housing Budget 4. Other issues:- <ul style="list-style-type: none"> • Oban new build properties opening held on 29th October • Argyll & Bute Council agree to contribute £800,00 through the 	
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	<p>CHORD programme for Campbeltown Phase 2 new build.</p> <p>The Board observed a one minute silence at 11am.</p> <p>Other issues discussed/agreed by the Board of Management:-</p> <ul style="list-style-type: none"> ➤ Dates for 2011 meeting were agreed ➤ Payment facilities will be extended from April 2011 to include all pay facilities. Consultation with tenants re future of office payments will take place next year. Allpay will provide an additional 120+ places for tenants to pay e.g. in post offices, Co-ops, other local shops etc. ➤ Carrillion was approved as contractor for Heating & rewire for Lomond and Bute and Cowal. British Gas was approved for Oban, Lorn and the Isles and Mid Argyll & Kintyre areas. <p>The minutes of the Board of Management meeting held on 9th & 23rd September 2010, were circulated prior to the meeting.</p> <p>JM enquired about ACHA's position in regards to office accommodation as referred to in page 3 of the minutes from 9th September 2010. YL advised several options were currently being investigated in various areas, however, no update has been provided to date.</p> <p>In the interests of staff and members safety, the Board of Management meeting scheduled for 9th December 2010 was cancelled. Any items that could not be remitted to the next meeting would be reviewed by Office Bearers and homologated in January.</p>	
7.	<p>Regional Manager's Report</p> <p>Windows & Doors (McLeods) – working to Year 3 of programme</p> <ul style="list-style-type: none"> • Quality of work remains good in both areas. Positive feedback has been received from tenants. <p>SP asked if the Association had obtained a schedule for the windows and doors programme. YL advised the schedule is expected to be available to area teams in February and will be in a position to advise tenants following receipt of this information. The information is based on the stock condition survey undertaken by Argyll & Bute Council prior to transfer along with ACHA's survey.</p> <p>Heating & Rewiring - British Gas (New Heating) Ltd</p> <ul style="list-style-type: none"> • New Contractor appointed – British Gas (New Heating) Ltd • Work is due to commence January 2011 • Properties are currently being identified by staff for heating and rewire upgrades. <p>Kitchen & Bathrooms (Connaught/Lovell) – working to Year 3 of</p>	

	<p>programme</p> <ul style="list-style-type: none"> Working in both Mid Argyll and Kintyre. Work has been to a fairly good standard with relatively few complaints received. <p>JM enquired if ACHA identified timescales with Lovell's management following the administration of Connaught. YL confirmed we are ahead of schedule with this programme.</p> <p>SMacK enquired if the contract is due to be completed. YL advised there are still areas due to be completed, however, we are ahead of schedule in terms of this programme.</p> <p>Roof & Roughcast -</p> <ul style="list-style-type: none"> Pre-start meetings have taken place for the roof works at Bridge Terrace, Furnace; Lochgair Place, Tarbert & Union Place, Lochgilphead with work due to commence. <p>Site Supervisor -</p> <ul style="list-style-type: none"> Lachie Wood, Site Supervisor for Mid Argyll & Kintyre has been successful in obtaining a full time permanent position as Property Services Officer for Mid Argyll The Board have been asked to approve funding for the post of Site Supervisor for a further year. If approved, the vacant post will be advertised. <p>Painting</p> <ul style="list-style-type: none"> Area teams have completed pre-painter repairs surveys and quotes have been received Pre-painter repair work is due to be issued <p>Close Painting</p> <ul style="list-style-type: none"> Issues remain with Owner Occupiers participating in scheme Moving onto closes identified for painting in future years <p>JM stated he was surprised at Owner Occupiers not agreeing to works. YL advised that everyone has a shared responsibility and that this work would be rechargeable. Unless classed as an emergency repair, ACHA cannot undertake work without prior approval from Owner Occupiers. MMacA commented there have been a number of issues in terms of ACHA's proposals being carried out due to Owner Occupier agreement as this has affected several projects. This has been as a result of the content within title deeds following the sale of properties.</p> <p>Phase 2 – Park Square</p> <p>Matthew MacAulay, Regeneration Manager will provide members with a comprehensive update under Agenda Item 12.1</p> <p>Millknowe Terrace</p> <ul style="list-style-type: none"> Contractor – John Brown (Strone) Ltd, Dunoon Work is progressing on site <p>MMacA advised contractors are on site and are 3 months into the programme. It has been identified there is an issue following a survey to determine the deterioration of the properties due to rot and therefore</p>	
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	<p>collection at Area Offices</p> <p>SP asked if ACHA provide an online payment service. YL confirmed ACHA went live with an online payment service in November 2010 which has proved advantageous for customers. A press release is due to be published. ACHA have also encouraged direct debit payments with promotion in the tenants newsletter and in area offices. Participants are entered into an annual prize draw to win a £100 voucher.</p> <p>SMack enquired as to the level of direct debit payments. JS advised these vary throughout all areas, however, Mid Argyll receive approximately £20,000 a month by direct debit with Kintyre just under £10,000. Direct debits have increased throughout the year for Mid Argyll & Kintyre.</p> <p>Adverse Weather</p> <ul style="list-style-type: none"> • Leaflets being issued to tenants • Posters displayed in offices • Vulnerable tenants have been contacted by area teams • Gritting of high priority areas has commenced. ACHA do not have sole responsibility or the resource to carry out gritting throughout all areas • The In House Repairs Team staff have been proactive in assisting with gritting in some areas. <p>JM congratulated ACHA for their efforts during the severe weather conditions.</p> <p>Promotion of Tenants Contents Insurance</p> <ul style="list-style-type: none"> • Leaflets highlighting potential damage & costs: <ul style="list-style-type: none"> • £67,000 worth of damage to 28 ACHA tenants homes last year • Only 4 had insurance to cover the loss of personal belongings • Promotion of ACHA's insurance underway <ul style="list-style-type: none"> • Tenants asked if they have insurance when reporting repairs • Insurance Policy and information leaflets being issued • ACHA offers a very competitive insurance policy for tenants for as little as 86p per week (57p per week for those over 60) <p>SMack asked if ACHA can make it a requirement for all tenants to obtain insurance cover. YL advised it is the responsibility of tenants to ensure they have adequate cover, this is not a requirement of their lease, however, we strongly recommend tenants obtain contents insurance for their homes.</p> <p>Grounds Maintenance Consultation</p> <ul style="list-style-type: none"> • Tenants & Owners written to early November advising of proposed changes to Ground Maintenance for 2011 • Initial letter unclear that this was a consultation process • Further letter issued this week advising following: <ul style="list-style-type: none"> • ACHA not necessarily the sole owner of many of the areas of land • Some currently maintained areas are the responsibility of tenants under their tenancy agreement 	
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	<p>More Than Housing Play Areas</p> <ul style="list-style-type: none"> It was previously reported the play park at High Bank Park, Lochgilphead was scheduled for an upgrade. Also included for an upgrade is the play park at Millers Park, Saddell. Specification will ask for the design Team to consider: <ul style="list-style-type: none"> up to 12year olds Accessibility and use for disabilities will be recommended Bench seat or picnic table recommended <p>SP asked if the accessibility for disabled not be a requirement for the upgrade. YL advised the specification states 'accessibility and use for disabilities be accommodated where possible'.</p> <p>MMacA confirmed tenders have been returned with work due to be completed by the end of the financial year.</p> <p>Housing Bill</p> <ul style="list-style-type: none"> No update as covered in Chair's report (agenda item 6) 	
8.	<p>Estate Management Action Plans</p> <p>YL explained to members the area team were due to provide further information relating to the Estate Management Action Plan for the property at Smith Drive, Campbeltown presented on 6th October 2010. YL apologised on behalf of the area team as this information was not provided in time for the meeting and would therefore have to be carried forward to the next meeting.</p>	
9.	<p>Review of Key Performance Indicators</p> <p>The exception report for the period April 2010 – end October 2010 was circulated prior to the meeting.</p> <p>YL discussed the key areas of the report. It was noted 15 targets had been met, with 5 objectives not met. However, YL advised void repairs (Kintyre) was outwith target due to 1 job causing significant impact. The further 4 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> <p>The bi-monthly FISH Welfare Rights Project update report was circulated prior to the meeting. At the time of writing the report, since becoming operational in March 2010, ACHA along with two partner associations have dealt with 624 tenants with a gain of over £660,000.</p>	
10.	<p>Tenants Panel Minutes (17th August and 19th October 2010)</p> <p>The minutes from the Tenants Panel meeting held on 17th August and 19th October 2010, were circulated prior to the meeting. No issues</p>	

	raised.	
11.	Health & Safety Committee Minutes (17th August 2010) The minutes from the Health & Safety Committee meeting held on 17 th August 2010, were circulated prior to the meeting. No issues raised.	
12.	12.1 Presentation on Park Square, Campbeltown Regeneration MMacA provided the Committee with a presentation in relation to the progress of phase 2 at Park Square, Campbeltown. JM commented there is no visual difference between slate and concrete tiles and recommended costs could be minimised. MMacA explained there were various options in terms of finishes. CHORD want to make certain the appearance of the site is enhanced and have therefore contributed £800,000 to ensure this is achieved. The visual quality is important within this prominent location. However, the specification may be examined to align budgets. SP questioned how cleaning would be managed within the development. YL advised service charges would be applied for common area cleaning, however, tenants would be responsible for their own cleaning. SP suggested people with disabilities are able to view the properties prior to completing to ensure the buildings are adequate and suitable for their needs. YL confirmed specially adapted properties would be included in the development. Staff will identify disabled applicants with high needs early in the process to ensure the specification meets all required needs. 12.2 Naming of Park Square, Campbeltown YL advised the Board of Management agreed that they would seek recommendations from Area Committees on the naming of developments before making a decision. Members were asked to consider ideas on how we would consult with the local community in regards to the naming of the new development at the former Park Square site. Previously, the Community Council of Ardrishaig was requested to submit name ideas for the MacMillan Court development. SP suggested liaising with Aileen McLellan, Town Centre Manager as she has worked on several projects to promote Campbeltown. YL agreed this would be considered. JM suggested the naming of Park Square should be in recognition of a significant event or person that has contributed to the area at the time. The majority of members did not agree with this suggestion as it was believed this should be a community decision.	

	<p>All members agreed to involve the whole community on the names for the development.</p> <p>YL advised further guidance will be issued with ideas considered by ACHA's Senior Management Team thereafter.</p>	
13.	<p>Garden In Bloom</p> <p>The Garden In Bloom report was circulated prior to the meeting.</p> <p>The key points included in the report:</p> <ul style="list-style-type: none"> • At the previous meeting it was recommended the closing date for applications be brought forward to end June 2011 • Area Committee members will judge shortlisted gardens • 3 prizes will be awarded – 1st £50 & engraved vase; 2nd £30, 3rd £20 • A further competition will be organised for children 16 years and under. The winner will receive a £25 voucher. • Total cost from Estate Management Action Plan Budget will be approximately £150 per area. <p>All members approved the funding for this competition.</p>	
14.	<p>Digital UK Competition</p> <p>To raise the awareness of the Digital Switchover, ACHA received a number of mascots from Digital UK. A small colouring in competition for children of our tenants was implemented in the area offices. Area Committee members were asked to judge the best application with the winner receiving a mascot. A total of 5 applications were received. It was agreed each nominee would receive a mascot.</p>	
15.	<p>Estate Management Action Plans – Future Funding</p> <p>A report on the future funding of Estate Management Action Plans was circulated prior to the meeting. The report recommended that we reduce the Estate Management Fund for 2011/12.</p> <p>At present, a percentage of the General Repairs & Maintenance budget is set aside each year to fund our Estate Management Action Plans.</p> <p>It has been recommended approximately £75,000 be top sliced from the General Repairs & Maintenance budget. This will be split according to stock size across the areas.</p> <p>In terms of Mid Argyll this would be estimated at £8,800 and Kintyre £12,500. This budget is to be approved by the Finance & Audit Committee.</p> <p>Currently, we envisage the spend this year will be approximately £8,000 for Mid Argyll and £5,500 in Kintyre, both significant budgets illustrating an underspend (£9,000 underspend for Mid Argyll and £13,500 underspend in Kintyre).</p>	

13.	Date and Time of Next Meeting JS to contact members with proposed meeting dates for 2011.	JS
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