



MID ARGYLL & KINTYRE AREA COMMITTEE MEETING
Friday 30th October 2009 at 12.00pm
West Loch Hotel, Tarbert

Attendees

Sandra MacKenzie, Tenant (SMK)
 Councillor Donnie MacMillan (DMM)
 Carole Anne Shields, Tenant (CS)
 Morag McEachran (Independent) (MME)

Staff in Attendance

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)
 Iain McLeod, Local Manager – Property Services (IMcL)
 Jenna Shaw, Area Office Admin Officer (JS)

		Action
1.	<p>Apologies Lochiel Cushnie, Linda Haig, Duncan Johnston, Susan Paterson, Valerie St Helene.</p> <p>As per the rules set out in the Governance manual, there were sufficient members to proceed with the meeting.</p>	
2.	<p>Election of Office Bearers Following the annual general meeting held on 31st August 2009, the election of the office bearers had been postponed to the Area Committee meeting.</p> <p>YL advised that concerns had previously been raised by Committee Members regarding the position as Chair. Currently, the Chair of any Area Committee has to be a tenant member and the role as Area Committee Chair requires a commitment to attend the Board of Management meetings which are held monthly in Inveraray. The Board of Management are currently reviewing this Rule and YL will keep the Area Committee updated with developments.</p> <p>Carole Anne Shields enquired whether the position could be shared between members. YL advised that the Vice Chair could assist the Chair with their responsibilities.</p> <p>YL confirmed the Board of Management scheduled their meetings for the first Thursday of every month.</p>	

	<p>After a short discussion, Sandra MacKenzie was nominated as Chair of the Area Committee. This was proposed by CAS and seconded by Morag McEachran. YL welcomed SMK as Chair.</p> <p>CAS was nominated as Vice Chair of the Area Committee. This was proposed by SMK and seconded by MME.</p> <p>As there were no retiring Independent members from last year's annual general meeting, there were no available positions and therefore no vote was required.</p> <p>YL expressed her appreciation for the hard work and commitment from all Area Committee members.</p>	
3.	<p>Minutes of Previous Meeting The minutes from 1st June 2009, were approved as an accurate record. These were proposed by CAS and seconded by Donnie MacMillan.</p>	
4.	<p>Matters Arising Argyll Court, Inveraray – there are still a number of issues being investigated regarding shared costs. Nick Pollard, Director of Finance & IT had met with the residents on Tuesday evening to discuss further.</p>	
5.	<p>Correspondence Following the annual general meeting of the Board of Management, a list of the current members was distributed. YL confirmed this was not a public document and was for the use of Area Committee members only. Third parties requesting information should be directed to the registered office in Ardrishaig.</p>	
6.	<p>Chair's Report Due to the absence of our Area Committee Chair at the previous Board of Management meeting, YL provided the members with a general update.</p>	
7.	<p>Regional Manager's Report</p> <p><u>Investment Programme</u></p> <p>Windows & Doors - M&K McLeod Currently working to year 3 of programme. The contract is progressing well. Not installing in Kintyre at the moment. Catching up on snagging and completing properties for sign off, however, the work at Chalmers Court Sheltered Housing Complex is progressing well.</p> <p>Heating & Rewiring - Gas Call We are still experiencing issues with this contract. Current issues surrounding the completion of work and lack of electricians. As a</p>	

	<p>result, properties are being left “open” too long which contributes to increased workload and aggrieved tenants.</p> <p>Kitchen & Bathrooms – Connaught Currently working to year 3 of programme. There is some work to be finished in Mid Argyll as they progress to the Kintyre area. Currently in Glenbarr and will be proceeding to Drumlemble thereafter. Again, standard has steadily improved and most tenants very happy with finished job.</p> <p>Roof & Roughcast Contract is progressing well. Ralston Road and Lochend now complete. Currently working at Craigowan before commencing work in Dalintober. Producing high standard of work.</p> <p><u>Regeneration Programme</u></p> <p>New Parliament Place, Campbeltown The first 11 properties of the new development were let to tenants on 19th October 2009. These consisted of:</p> <ul style="list-style-type: none"> • 5 x 4 bedroom properties • 4 x 3 bedroom properties • 2 x 2 bedroom properties <p>Plots 12-22 on target to be “handed over” around December. We are on schedule for completing the whole project by May 2010.</p> <p>CAS commented on the development at New Parliament Place and the significant difference the new builds had made to the appearance of the area. YL to provide ‘before’ and ‘after’ pictures of the area for December meeting.</p> <p>It has been proposed a further launch day is arranged to replant the tree and capsule.</p> <p>The issue with the four remaining properties named ‘Broad Street’ was still ongoing. YL to investigate.</p> <p>Phase 2 – Park Square, Campbeltown Currently ACHA are no further forward. As previously reported, the feasibility work for Phase 2 at Park Square has yet to commence. ACHA’s proposal for a new office, community facility and 30 nr units on this site are tied into the Council’s plans for the Kinloch area and potential road layout alterations for delivery of wind turbine towers to the pier. Discussions are ongoing between Council officials and Investment & Regeneration staff, but our feasibility work cannot commence until progress is made by the Council. It was anticipated, subject to completion of the feasibility work and other approvals being in place that the Phase 2 development would</p>	<p>YL</p> <p>YL</p>
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	<p>commence on-site after the completion of Phase 1 however, this is now likely to be delayed.</p> <p>Relief Land, Inveraray Area Committee members visited the site in August. The previous issue with the windows has now been resolved and are now being installed. It is hoped the properties will be relet mid November 2009.</p> <p>Builders Yard, Oakfield Road, Ardrishaig The work is progressing well on these two blocks of flats. These are on schedule for completion July/August 2010. These 18 properties consist of:</p> <ul style="list-style-type: none"> • 14 x 2 bedroom properties • 4 x 1 bedroom properties <p>The Area Committee will be requested to propose their top 3 suggestions for the naming of this development to be presented to the Board of Management in December.</p> <p>Dalaruan Street Feasibility Study As previously mentioned, the feasibility study was presented to Senior staff to discuss the initial proposals. Various options have been investigated, including refurbishment; reconfiguration; demolition and rebuilding. The preferred option is to reconfigure the properties and remove the current bedsits. However, before any decisions are made or work progresses, discussions will take place with owner occupiers. YL to confirm the number of owner occupiers residing at Dalaruan Street.</p> <p>Millknowe Terrace Feasibility Study The feasibility study was presented to Senior staff. All options were discussed and it is our preference to consider supported accommodation. This would consist of 6 x 1 bedroom flats, clustered together with a 2 bedroom property available for the Support Provider. Discussions are ongoing with Argyll & Bute Council regarding the support provider and a meeting is being held on 11th December to progress this. Tenders for the re-design of Millknowe Terrace are due to be returned by the end of December. The current tenants are all being visited and will be decanted temporarily until the works are completed. The plans for Millknowe Terrace to be presented to the Area Committee at the next meeting.</p> <p><u>Estate Management Action Plans (EMAP) & Wider Role Projects</u></p> <p>Estate Management Action Plans The budget available this year for Mid Argyll is £8,929.00. This is due to the fencing project at Chalmers Court as it was divided over 2 years at the request of the Area Committee.</p>	<p>YL</p> <p>YL/JS</p>
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In Kintyre the budget available is £16,018. Again, the Area Committee requested the railings at High Street be carried out over 2 years. Projects for Committee approval will be presented by Iain McLeod under agenda item 12.

Wider Role Projects

The Scottish Government wider role team have agreed in principle to fund a further two years (up to March 2011) of the project. Projects have to be labour focussed as there is no funding available for materials.

Projects for Committee approval will be presented by Iain McLeod under agenda item 13.

Housing Management & Maintenance

Surgery at Broom Cottage, Campbeltown

Staff agreed to hold monthly surgeries at Broom Cottage for local residents to 'drop in' and discuss housing issues. However, attendance has been poor. This is currently under review and if lack of interest continues, the surgery will cease.

It was noted the property at Broom Cottage is utilised by other groups during the week.

Customer Satisfaction

We are currently conducting a pilot customer satisfaction survey in both the Lochgilphead and Campbeltown offices. A display is in the reception areas with forms for visitors to the office to complete with regards to their visit to the office. Those that complete a survey form will then be placed in a draw to win a £25.00 voucher. The draw will take place at the Area Committee meeting in December.

Anti Social Behaviour

Recent press articles have reported that ACHA obtained an interim Anti Social Behaviour Order (ASBO) against one of our tenants in Campbeltown. This was granted on two grounds. This is the first ASBO we have received in Campbeltown.

This is a clear message that ACHA will not tolerate anti social behaviour of any kind.

HOME Argyll

A huge exercise in reviewing the waiting list is ongoing. All applicants have been sent a shortened version of the Application Form to allow staff to re-assess their housing need.

New points will be loaded onto our IT system during the last weekend in November

New Policy will go live from 1st December 2009.

Inspection & Regulation

The Association went through a very intensive site inspection during September this year. A representative from the SHR attended our

	<p>August Area Committee meeting.</p> <p>The draft report has just been received and we have received a “C” grade in our inspection. At this stage this is a draft grade and the Association will have the opportunity to comment on the report. That process should last for the next month and we are likely to know our final grading in December.</p> <p>The draft report acknowledges the considerable achievements made by the Association since transfer and the various improvement plans we have in place to take things forward. It also highlights a number of areas where the Association needs to continue to improve. The awarding of a C grade is consistent with the grades other stock transfer associations have received in the last four years.</p> <p>Pressurised Area Designation</p> <p>The Pressurised Area Designation (PAD) application has been considered by Argyll & Bute Council and a number of settlements have been highlighted to be considered for excluding the Right To Buy (RTB).</p> <p>Consultation with all tenants and the wider community is due to commence early December.</p> <p>Areas that we are considering suspending the RTB will be available thereafter.</p> <p>It is only tenants from 30th September 2002 onwards that will be affected – they have the new modernised Right to Buy.</p>																						
8.	<p>Proposed Name for the New Build Development at the Former Builder’s Yard, Ardrishaig</p> <p>The Mid Argyll & Kintyre Area Committee have been requested to agree the top 3 names for the new development at the former Builder’s Yard in Ardrishaig.</p> <p>Thereafter, the top 3 names will be passed to the Board of Management for their approval.</p> <p>The list of names provided by Ardrishaig Community Council was as follows:</p> <table border="1"> <tr> <td>Arran View</td><td>MacMillan Court</td><td>The Glebe</td></tr> <tr> <td>Joiners Land</td><td>Fyne View</td><td>Seabank Place</td></tr> <tr> <td>Cowel View</td><td>Pointer Place</td><td>Pointers Raw</td></tr> <tr> <td>Holy Land</td><td>White View</td><td>Weedonney Place</td></tr> <tr> <td>Crinan Place</td><td>Shiloh Hall Way</td><td>Silver Water Flats</td></tr> <tr> <td>Oystercatcher Heights</td><td>The Raw</td><td>Kilfinnan Place</td></tr> <tr> <td>Stances View</td><td>Two High Flats</td><td>Waterside Park</td></tr> </table> <p>YL provided some background information to the reasoning for the above suggestions.</p> <p>Members noted that some of the above suggestions already exist within Argyll and Bute and felt that this could lead to confusion.</p> <p>In addition to the above, DMM provided two further suggestions, ‘Gilbert Paterson Place’ and ‘Grinlaw Place’. These were of two former</p>	Arran View	MacMillan Court	The Glebe	Joiners Land	Fyne View	Seabank Place	Cowel View	Pointer Place	Pointers Raw	Holy Land	White View	Weedonney Place	Crinan Place	Shiloh Hall Way	Silver Water Flats	Oystercatcher Heights	The Raw	Kilfinnan Place	Stances View	Two High Flats	Waterside Park	
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	<p>residents connected with the area that had contributed to the community. DMM requested that consideration be given to his suggestions as they had historical significance.</p> <p>Due to a personal interest, DMM abstained from the voting process.</p> <p>All Members voted not to use any of the names that are the same as/ similar to names within Argyll & Bute.</p> <p>The Members unanimously agreed to the following top 3 names:</p> <ol style="list-style-type: none"> 1. MacMillan Court 2. Joiners Land 3. Gilbert Paterson Place <p>YL to collate a report for the Board of Management to request approval for the naming of the new development as MacMillan Court</p>	YL
9.	<p>Review of Key Performance Indicators</p> <p>The Performance report for the period up to 31st August 2009 was circulated prior to the meeting.</p> <p>YL commented Mid Argyll & Kintyre were performing extremely well. It was noted the areas may not appear at the top of the ranking tables, although targets are being achieved. Repairs within Mid Argyll are securing top targets with Kintyre also performing well.</p>	
10.	<p>Minutes of Tenants Panel Meeting 19.05.09</p> <p>The minutes of the Tenants Panel meeting held on 19th May 2009 were circulated with the agenda papers prior to the meeting.</p> <p>No issues.</p>	
11.	<p>Minutes of Health & Safety Meeting 28.08.09</p> <p>The minutes of the Health & Safety meeting held on 28th August 2009 were circulated with the agenda papers prior to the meeting.</p> <p>No issues.</p>	
12.	<p>EMAP Approval</p> <p>Iain McLeod, Local Manager – Property Services, presented the following Estate Management Action Plan projects for approval:</p> <ol style="list-style-type: none"> 1. Fencing at Glenfyne Terrace, Ardrishaig Financial Implication: £1,774.45 inc VAT Decision: APPROVED 2. Security gate at Caledonia Court, Ardrishaig Financial Implication: £756.70 inc VAT Decision: APPROVED 3. Replacement of fencing at Craigowan Park, Campbeltown 	

	<p>Financial Implication: £2,100 plus VAT Decision: APPROVED</p> <p>4. Fencing and wheelchair accessible gate between 8 Well Park, Kilkenzie and the play area at Kilkenzie Financial Implication: £487.36 plus VAT. The works will be undertaken by the employability team, therefore, labour for this project will be provided free of charge. The financial cost of the project is for material costs only. Decision: APPROVED. Project to proceed on the understanding that the gate will be removed at the end of the tenancy and the fence replaced, if required.</p> <p>5. Removal of hedge at 15 Witchburn Road, Campbeltown Financial Implication: £1,950.00 plus VAT Decision: Further information was requested by the Area Committee before a decision will be made on this project. Further options to be explored. To be taken forward to the next Area Committee meeting.</p> <p>6. Removal of tree at Minard Financial Implication: £1,200.00 Decision: APPROVED</p> <p>The Area Committee members were encouraged to highlight future projects to the Area Teams.</p> <p>YL advised the area team is also looking at a further fencing project in the Southend area. It is hoped this project will be delivered at the next Area Committee meeting.</p>	IMcL
13.	<p>Wider Role Projects</p> <p>The Scottish Government Wider Role Team has provided funding for the Environmental Solutions Project for this financial year.</p> <p>The funding covers all labour costs with the Association only having to pay for materials.</p> <p>The projects chosen have been identified by our tenants and staff and will significantly enhance the areas and properties belonging to ACHA. Consultation has taken place with tenants and is ongoing in relation to private owners, where required.</p> <p>IMcL presented the following Kintyre Wider Role projects requiring approval from the Area Committee:</p>	

	<p><u>53 Burnside Cottages – £485.00</u> Uneven path in garden prone to flooding. Proposal is to lift original paving slabs and relay path to allow better drainage. Decision: APPROVED</p> <p><u>16 Ralston Road – £312.00</u> Garden very unlevel and full of divots – proposal is to level off garden and re-turf.. Decision: APPROVED</p> <p><u>15 Roothing – £190.00</u> Plan to replace grassed area at front of property with paving slabs. Decision: APPROVED</p> <p><u>18 Saddell Street – £790.00</u> Proposal to lay slabs at front area where flooded. Further investigation to take place to confirm ownership. This project will only proceed after the agreement from private owners is obtained. Decision: APPROVED</p> <p><u>Glenside – £500.00</u> Clean gutter. Gutters are badly over grown with vegetation. This block is solely tenanted by ACHA. Decision: APPROVED</p> <p><u>Mill Street – £33.00</u> Paint gates as in poor condition. Only ACHA tenants gates. It was questioned if private owners resided at this address. Assurance was made any private owners would be consulted before proceeding. Decision: APPROVED</p> <p><u>Glenside – £30.00</u> Paint bin sheds with wood preserver/stain. Decision: APPROVED</p> <p><u>6 Mill Rd – £668.15</u> Installation of a new divisional fence. The current fence is in a dangerous and dilapidated state. IMcL to confirm address with contractor. Decision: APPROVED</p> <p><u>100 Witchburn Road – £120.00</u> Scrape and paint handrail along path as in poor condition. Rail is ACHA's responsibility. Decision: APPROVED</p> <p><u>11 Smith Dr – Mill St – Dalaruan St – Shore St – Dalintober - £0.00</u> It is proposed to carry out slab pressure washing at the above properties. This has no material cost to the Association. Tenants have identified this project and one they would like. Decision: APPROVED</p> <p>The total cost for materials: £3,128.15</p>	<p>IMcL</p> <p>IMcL</p> <p>IMcL</p>
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	CAS raised concern to the condition of gutters. IMcL advised the Association is currently working on a programme.	
14.	<p>AOCB Following a recent press article in the Campbeltown Courier, YL advised of a recent issue with fleas in a property in Campbeltown. Argyll & Bute Council have made several attempts to fumigate the property, but to no avail. We were confident there were no fleas evident as it had been fumigated on two occasions prior to being relet. The Association have done everything possible to ensure the tenants could return to the property as soon as possible. YL advised a sample has been sent for further investigation.</p> <p>SMK requested a list of future Board of Management meetings.</p> <p>SMK submitted apologies for the next Board of Management meeting.</p>	<p>JS</p> <p>JS</p>
15.	<p>Date and Time of Next Meeting 8th December 2009 at 11.00am - venue to be confirmed.</p>	