

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 6th December 2017 at 10.30am

Dalriada House, Lochgilphead

Attendees

Raymond McIntosh-Walley, Independent (RMW), Chairperson
 Sandra MacKenzie, Tenant (SMack), Vice Chairperson
 Sandra Johnston, Tenant (SJ)
 John Muir, Tenant (JM)
 Michael Roberts, Independent (MR)

Staff in Attendance

Yvonne Angus, Regional Manager (YA)
 Rachael MacIndeor, Modern Apprentice (RMacI)
 George Williamson, Modern Apprentice (GW)
 Jenna Philips, Administration Officer (JP)

		Action
1.	<p>Welcome & Apologies</p> <p>Raymond McIntosh-Walley (RMW) welcomed all members to the Mid Argyll & Kintyre Area Committee meeting. RMW gave a special welcome to Rachael MacIndeor (RMacI) and George Williamson (GW), who are both Modern Apprentices working within the Mid Argyll & Kintyre area teams.</p> <p>JP advised that prior to the meeting, apologies were received from Councillor Donald MacMillan.</p>	
2.	<p>Minutes of Previous Meeting – 2nd August 2017</p> <p>The minutes from 2nd August 2017 were agreed as a true and accurate record.</p> <p>2nd August 2017: Agenda Item: 3: Page 3: Schedule of Area Committee Meetings</p> <p>RMW noted that the meeting scheduled for Wednesday, 22nd November was rescheduled to today, 6th December, as there were insufficient members able to attend the meeting to make the meeting quorate.</p> <p>Proposed by: Sandra MacKenzie (SMack) Seconded by: John Muir (JM)</p>	
3.	<p>Matters Arising (including information pack)</p> <p>2nd August 2017: Agenda Item: 11: Page 6: Estate Management Action Plans (EMAP) 2017/18 – Duncholgan Cottages, Lochgilphead</p> <p>JM enquired if the area team had obtained costs for the external lights. YA advised that an update would be provided under agenda item 6.</p>	

2nd August 2017:

Agenda Item: 11: Page 6: Estate Management Action Plans (EMAP) 2017/18 – Meadowburn Place, Campbeltown

JM asked for an update in regards to the private owner consultation.

YA advised that a full update would be provided under agenda item 8a.

2nd August 2017:

Agenda Item: 2: Page 2: Election of Office Bearers

“YA explained our Corporate Services department had previously agreed to arrange training for JM to ensure he felt confident in undertaking this role, should he wish to do so in the future. YA said she would follow this up with Gayle Stead, Governance & Compliance Manager.”

YA advised members that she had received a response from Gayle Stead, Governance & Compliance Manager advising that the Human Resources & Corporate Services department have confirmed that they are in the process of arranging the training programme for the next two years (2018/19) and ‘Chairing Skills’ will be one of the sessions offered. They will be inviting all Board and Area Committee members to each session.

2nd August 2017:

Agenda Item: 15: Page 8: Tenants Newsletter – Article for Autumn Edition

“RMW queried why all tenants were not a member of ACHA. RMW suggested that tenants be members of the Association, without the requirement to pay £1 membership, with the expectation for Independent members to pay this charge.

Lesley Lindsay (LL) advised that this may require a change to the Rules, however, she would clarify this.”

YA advised members that she had received a response from Gayle Stead, Governance & Compliance Manager advising the requirement to offer tenants, and others, the opportunity to become shareholders (members) as opposed to making it a requirement is based on the terms of the Industrial and Provident Societies Act 2014, subsequently the Co-operative and Community Benefit Societies Act 2014. The Act informs the Rules and the Rules inform the Membership Policy. An amendment to legislation would be required for any amendment to be made with regards to shareholders of the association. Membership comes with both benefits and responsibility, and as such, requires individuals to decide whether they wish to accept that responsibility. Also, in certain situations the membership of an individual would be contrary to our Rules or policies and may adversely affect the work of the association.

All tenants are informed of their right to become members, and application forms provided, when they sign their tenancy agreement. Our tenants and those within our communities have the ‘right’ to apply for membership but membership cannot be forced as it is an individual choice.

Information Pack: Circulation of the minutes from the Health & Safety (H&S) Committee meetings

YA advised members that there had been a change in the process in regards to the circulation of the minutes from the H&S Committee. Members will no longer receive a copy of the draft minutes within their agenda papers but would now receive them once they have been approved.

Members in attendance had no concerns with this proposal.

4.	Conflicts of Interest to Declare There were no conflicts of interest declared by members.																									
5.	Correspondence JP advised members of correspondence that had been received prior to the meeting: <ul style="list-style-type: none">Letter from Chairperson of the Board of Management, Jim Milne dated 30th October 2017, was issued to all Governing Body members to reiterate the following: <i>The aim of all training is to enable governing body members to work as an effective team; to have direct knowledge of the needs and aspirations of those they serve; understand the process for complying with governance requirements, develop a strategic view of the business and risk; and finally to be able to challenge and question.</i> <p>The letter also advised members what had been agreed by the Board of Management in terms of training for members.</p> <p>RMW explained that attendance from Board and Area Committee members at training sessions tends to be relatively poor. However, it is more frustrating where members advise they are able to attend and don't do so, without submitting apologies. It has been recognised by Jim Milne and Alastair MacGregor, Chief Executive, that training is essential for all Board and Area Committee members to ensure they are fully equipped to carry out their duty and to give them a better and deeper role within the organisation.</p> <p>Sandra Johnston (SJ) advised that she was unable to attend training due to her visual impairment. RMW reiterated this wasn't aimed at members in this situation.</p> <p>JM commented that he had attended the 'Mental Toughness' training sessions last week and found the training very interesting. The trainers were excellent and the sessions were thoroughly enjoyed by all members.</p>																									
6.	Regional Managers Update YA provided members with the following update: Investment Programme <table><tr><th>Investment Works Package</th><th>Area</th><th>Estimated Target 2017/18</th><th>Completed by end Sept 2017</th></tr><tr><td>Windows/Doors</td><td>Mid Argyll & Kintyre</td><td>246</td><td>158</td></tr><tr><td>Kitchen/Bathroom</td><td>Mid Argyll & Kintyre</td><td>10</td><td>11</td></tr><tr><td>Heat/Re-wire</td><td>Mid Argyll & Kintyre</td><td>83</td><td>20</td></tr><tr><td>Roof/Roughcast</td><td>Mid Argyll & Kintyre</td><td>55</td><td>22</td></tr><tr><td></td><td>Totals</td><td>394</td><td>211</td></tr></table>	Investment Works Package	Area	Estimated Target 2017/18	Completed by end Sept 2017	Windows/Doors	Mid Argyll & Kintyre	246	158	Kitchen/Bathroom	Mid Argyll & Kintyre	10	11	Heat/Re-wire	Mid Argyll & Kintyre	83	20	Roof/Roughcast	Mid Argyll & Kintyre	55	22		Totals	394	211	
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Repairs & Maintenance Contract	Area	Annual repair numbers at the end Sept 2017	Monthly average	Average repairs per day
	Mid-Argyll	1317	220	10.6
	Kintyre	2037	340	16.5
	Totals	3354	280	11.55
	% of Total Repairs	31.43%		

- **Windows & Doors:** this contract has been accepted by M&K MacLeod Construction. All survey work has been completed and installs are taking place;
- **Kitchens & Bathrooms:** where tenants previously refused to have these works carried out or where access wasn't provided, the Investment team are picking these up as properties become void;
- **Heating & Rewire:** tenders were returned 20/06/2017;
- **Roof & Roughcasting:** The contract was issued to Turner who are currently on site;
- **Door Entry:** this contract is almost complete;
- **Average repairs done per day (Mid Argyll):** 10.6
- **Average repairs done per day (Kintyre):** 16.5

RMW enquired how the figures for the average repairs done per day compared to last year's performance. YA agreed to investigate and provide an update at the next meeting.

YA

Planned Maintenance

- **Gutters:** approximately 70% complete and continuing
- **External Paint Programme:** almost complete for Mid Argyll & Kintyre
- **Electrical Periodic Inspections:** ongoing
- **Gas Servicing:** ongoing
- **Solid Fuel:** second sweeps continuing
- **Last oil boiler services:** due to be completed imminently
- **Unvented Cylinder, Solar & Thermostatic Mixing Valve Servicing:** due to start in Kintyre shortly.

RMW asked what 'unvented cylinder, solar & thermostatic mixing valve servicing' was. YA advised that she would confirm this at the next meeting.

YA

Regeneration Programme

- **Tower View, Inveraray (Phase 2)**
 - Discussions remain ongoing with the Estate, Council and a developer concerning a potential phase 2 of 10 units. Cost and planning issues remain to be resolved.

Michael Roberts (MR) enquired what the planning issues were. YA confirmed that more information would be provided at the next meeting.

YA

- **Oakhill, Tarbert (Phase 2)**

- Feasibility work has commenced adjacent to the Phase 1 of 8 units.
- A planning application is proposed to be submitted in 2017 for 4 3-bedroom houses.
- Concerns have been raised regarding housing demand in Tarbert but we believe if anything, 3-bedroom properties will meet demand.

Conservation Area Regeneration Scheme (CARS) Project, Inveraray

- **Temperance; Chamberlains; Relief Land; Arkland**

- Final works are now nearing completion, with scaffolding down at all buildings
- Expected the site compound will be removed shortly & Practical Completion obtained.

Kintyre & Bute Low Demand Strategy

- 13 ACHA tenants affected by the stock re-structure
 - 8 tenants have moved to alternative permanent accommodation
 - 5 tenants remain to be rehoused
- 2 properties have been purchased from owners
 - 1 x Princess Street
 - 1 x Dalintober
- 2 x affected private tenants have been rehoused by ACHA
- Negotiations are ongoing with an owner in Saddell Street and a small shop at Queen Street
- Homeloss Payments – tenants are due £1,500 statutory payment
- Disturbance Payments – all reasonable moving costs are met by ACHA.

SMack asked if the Association intended rebuilding or selling the land once properties were demolished. YA explained that in terms of Southend, there are land subsidence issues as well as no housing demand. Other land would be 'banked' and held for consideration for future building or other uses should there be a demand for its use.

MR enquired what type of properties these were. YA advised these were tenement properties. YA explained photographs and maps had been presented at a previous meeting and that we would be happy to do this again at another meeting if members would find this beneficial.

MR commented that he found it strange that in a time where there is a lack of housing, Housing Association landlords are demolishing properties. YA explained that there was an oversupply of housing coupled with low demand within the Bute & Kintyre area, along with a growing competitive private sector and a decreasing population in Kintyre. However, it is recognised there is a significant shortage in housing in other areas. An in-depth feasibility study commenced in 2012 which investigated various options for the future of these properties in Kintyre, however, it was concluded that the properties identified for demolition were no longer fit for purpose.

MR asked if the Association had considered 'buy to leave', i.e. where properties are bought as assets but left unoccupied until circumstances change. YA advised that there is a significant and insurmountable amount of rent loss for the Association as a result of these properties lying empty and at

YA

this time, no one is interested in buying properties in these areas.

“Your Voice” Update – The Journey of a Repair

- Your Voice Group successfully completed their scrutiny exercise on “The Journey of a Repair”
- Board of Management approved their recommendations:
 - Purchase additional monitors to assist staff in dealing with repairs
 - Explore the possibility of introducing a Repairs Diagnostic Tool

“Your Voice” Update – Estate Management

- Your Voice group met mid-November to discuss their next topic to scrutinise:
 - “Estate Management”
- Tenant Advisory Service (TIS) continuing to support the group
- Currently developing an Action Plan for the exercise
- Will involve shadowing staff during Estate Management visits
- No further reports expected from the group until April 2018

Duncholgan Travelling Persons Site

- Site upgrade work almost complete
- Work was undertaken to the amenity units where new kitchens and bathrooms were installed
- Tenants are happy with the works and were consulted throughout the works
- New gates are being installed at each pitch and it is hoped this will be completed shortly
- Work to the access road will be carried out shortly
- Housing Minister has confirmed that NO extra funding will be provided to assist ACHA in meeting tenant’s aspirations for the site
- New site licence issued by Argyll & Bute Council
- ACHA must adhere to the site licence conditions
- Licence has been issued to all travellers on the site and displayed on the notice board
- New lease agreement being developed to take account of the site licence conditions
- Consultation with tenants at Duncholgan is underway

In response to JM’s query raised under agenda item 3, YA advised members that negotiations are still ongoing in terms of the external lights at Duncholgan Cottages.

JM asked how many properties were at the Duncholgan site. YA advised that there are a total of 14 sites, 10 of which are currently occupied and 4 are currently void. In addition, there are 3 cottages at Duncholgan.

MR asked if Duncholgan has a transient population, i.e. different numbers throughout the year. YA advised that the tenants at Duncholgan may travel throughout the year, however, they continue to pay rent during these periods as per their lease agreement. We do have voids at the site, similar to mainstream housing.

In terms of the upgrade work, MR asked if ACHA carried out this work to all

sites, i.e. whether they are occupied or not. YA explained that we have upgraded all amenity units to bring them up to an acceptable standard. Although these sites may be void at the present time, they will be let as per our Allocations procedure.

RMW asked if Argyll & Bute Council (ABC) are responsible for the site. YA explained that ACHA is the only housing association in Scotland who have sites for Gypsy travellers, the others being in local authority ownership.

JM commented that he was aware of previous estate management issues at Duncholgan and enquired if this was still the case. YA explained that Duncholgan residents are treated no differently to any other tenants and should there be any issues, these would be dealt with by the area team ensuring the site is kept in a clean and orderly manner and where necessary, enforcing conditions should they be in breach of their tenancy conditions.

Rent Consultation 2018/19

- Leaflets for the 2018/19 rent consultation were issued last week to tenants seeking their opinion on our proposals
- The proposal is to increase rents by 4.2% for 2018/19. This is less than the current RPI + 1% and reflects the expenditure requirement set out in the business plan.
- Tenants are encouraged to tell us their views

SMacK commented that she was very impressed with the leaflet and that it was very informative.

Factoring Service

- ACHA's Board of Management have approved the removal charge on the cost of routine repairs
- We are only able to do this by applying a small increase to the property management fee
- Larger works of a higher value (£10,000 net per block) would still have an administration and VAT charge added
- We cannot make the changes until we get feedback from factored owners. Consultation will be carried out in the near future.

ACHA's Landlord Report

- We have now published our 2016/17 Landlord Report
- Gives details of our performance in terms of quality and value of the service that should be provided against the standards set out by the Scottish Social Housing Charter
- Copies are available on our website, in local offices or via email request

Modern Apprentices – Housing & Neighbourhood Services

- Rachael and George are both based in our Mid Argyll office
- They are both working towards a housing related qualification
- They are also undergoing a training & development plan – receiving hands on experience
- They recently completed RoSPA (The Royal Society for the Prevention of Accidents) training on Playpark inspections.

	<p>Young Person's View from Argyll – Photography Competition</p> <ul style="list-style-type: none"> • The Association organized a competition to anyone aged 10-16, living in an ACHA house to send us their 'View from Argyll' • Winner – Martin Bryson from Kilmichael Glassary, by Lochgilphead • £25 voucher and photoframe <p>Tenants Conference 2018</p> <ul style="list-style-type: none"> • The Association is holding our first major Tenants Conference on Saturday, 17th February • Tenants are encouraged to attend: <ul style="list-style-type: none"> ○ To meet staff ○ To take part in setting the strategic vision on how services are to be delivered ○ Chief Executive presentation on performance ○ Tenants given opportunity to have their say ○ Staff and other agencies will be in attendance ○ Travel expenses and a light lunch will be provided <p>Annual Prize Draws</p> <ul style="list-style-type: none"> • Factored Owners Direct Debit Prize Draw (£50 voucher) <ul style="list-style-type: none"> ○ Winner – Mrs Robb, West Princes Street, Helensburgh • E-mail Address Prize Draw (£100 voucher) <ul style="list-style-type: none"> ○ Winner – Mr C Haggarty, Saddell Street, Campbeltown • Direct Debit Prize Draw (£100 voucher) <ul style="list-style-type: none"> ○ Winner – Miss E Oittinen, Church Hill Cottages, Tarbert <p>Good Neighbourhood Award</p> <ul style="list-style-type: none"> • 2017 Winner – Mr Dominick, Rosneath • £100 voucher and plaque • Nominations for 2018 welcome! <p>Caledonia Court, Ardrishaig</p> <ul style="list-style-type: none"> • ISS donated and planted bedding plants at our sheltered housing scheme <p>RMW thanked YA for a very full and informative report.</p> <p>RMW noted that the 'Garden in Bloom' plaques displayed in the reception area were still to be updated. YA confirmed that this would be checked and updated accordingly.</p>	JP
7.	<p>Key Performance Indicators (KPI)</p> <p>Prior to the meeting, members received the Key Performance Indicators (KPI) report, which included the score card up to the end of September 2017.</p> <p>Percentage of Tenancy Offers Refused</p> <p>YA explained to members that we have implemented a new process whereby all applicants will receive an initial phone call to verify the details within their application, prior to a formal offer being issued. It is expected that this process will reduce the number of offer refusals.</p> <p>MR asked if we had carried out further analysis on refusals to determine if there were any patterns of refusals. YA explained that a significant amount of work is carried out by staff to analyse refusals. Applicants are encouraged to</p>	

	<p>return the refusal forms which detail the reasons for the refusal, but regardless of whether this is returned or not, every applicant that refuses a property is contacted and asked if there is anything ACHA could have done for them to accept the property. At present there are no specific patterns and often, there are various reasons for refusals.</p> <p>YA explained that extensive analysis of refusals was carried out as part of the Kintyre stock restructure which assisted in determining the future of these properties.</p> <p>RMW enquired if applicants were suspended from the housing list after several refusals. YA confirmed that when an applicant refused two reasonable offers within a 12-month period, they are suspended for a period of 6 months. After this time, their application is then reinstated. YA advised the Allocations policy is due to be reviewed and this practice will be considered as part of the review.</p> <p>Average relet times (not low demand and low demand)</p> <p>YA advised that the figure currently reported is inaccurate. ACHA have implemented a new void module and we are currently analysing data and developing reports. It is anticipated that this will be fully up-to-date by the end of December and hope to provide accurate information at the next meeting. The change of process is to ensure to we report in line with the Annual Return on the Charter (ARC).</p> <p>Tenancy Sustainment</p> <p>We are currently working on these reports and expect to provide accurate figures for the next meeting.</p> <p>Arrears</p> <p>YA advised that staff within the Mid Argyll & Kintyre teams undertook an additional exercise last week and expect this to impact positively on figures by the next quarter.</p> <p>Void Rent Loss</p> <p>It was recognised these figures are significant, however, it is expected this figure will reduce in Kintyre as a result of the stock restructure.</p> <p>Anti-Social Behaviour (ASB)</p> <p>JM asked if there were specific schemes/areas within Mid Argyll & Kintyre that have increased ASB. YA advised that ASB within Mid Argyll & Kintyre tends to be more sporadic within schemes, with no specific schemes having increased or concentrated ASB. YA further advised that we try to ensure we create balanced communities through the allocation of properties, in line with the HOME Argyll policy. ACHA also have a close working relationship with Police Scotland and other partner organisations when dealing with ASB.</p>	
8.	<p>Estate Management Action Plans (EMAP) 2017/18</p> <p>RMW advised members that unfortunately, Sarah Campbell was unable to attend today, however, this item would be presented by YA.</p> <p>a) Approved EMAP Projects 2017/18: Progress (verbal update)</p> <p>YA provided members with a progress update on the approved projects:</p>	

MID ARGYLL			
Address			Update
1.	13 and 17 Knapdale Terrace, Ardrishaig		
	To supply & fit back garden fencing to 13 Knapdale Terrace and front and back garden fencing to 17 Knapdale Terrace	£2,004.00	Approved Works issued but not yet completed.
2.	21 Glenfyne Crescent, Ardrishaig		
	To supply and fit new fencing and remove concrete plinths and rubble from garden	Initial cost: £2,000 Contractor to provide split cost for garden and fencing	Approved Still awaiting price from contractor – they are hoping to have it to us soon.
4.	Lochgair Place, Tarbert		
	To supply and fit metal handrails to central grassed area at Lochgair Place	£1,320.00	Approved Works issued but not yet completed.
5.	45/47 Union Street, Lochgilphead		
	To supply and fit wire and post fencing to rear garden area	£800.00	Approved Works issued but not yet completed. Slight increase in price from £800 to £945
8.	Caledonia Court, Ardrishaig		
	Remove shower from communal shower room and fit bath	Costs not yet supplied	On hold Works cannot progress this year as insufficient budget
9.	Chalmers Court, Inveraray		
	Supply and fit shed at Chalmers Court	We will no longer be progressing with this project	
KINTYRE			
Address			Update
1.	Glenside, Campbeltown		
	Replace one bin store to match existing	£2,250.00	Approved Work has been completed.
2.	Meadowburn Place, Campbeltown		
	Replace roof to bin store	Cost of works to ACHA after private owner contribution: Option 1: £1,044.15 Option 2: £368.00	Approved* This project cannot progress as we did not get all private owners to agree to pay their share.

3.	3 – 19 High Street, Campbeltown		
	Carry out work to bin sheds	Cost of works to ACHA after private owner contribution: £2,256.93	Approved* This project cannot progress as we did not get all private owners to agree to pay their share.
4.	4 Burnside Cottages, Stewarton		
	Replace front garden fencing	£1,080.00	Approved Work has been completed.
5.	26/28 Davaar Avenue, Campbeltown		
	Divisional fencing	Costs not yet supplied Private owner consultation ongoing	On hold Cost of work £1,583. Still awaiting outcome of private owners consultation to establish if they will pay their share.
6.	4, 8 & 9 Millers Park, Saddell		
	Replace front garden fencing	£3,348.00	Approved Work has been completed.
7.	33 Smith Drive, Campbeltown		
	Replace back garden fence	£1,900. Private owner consultation ongoing	On hold Still awaiting outcome of private owners consultation to establish if they will pay their share.
8.	Ralston Road, Campbeltown		
	Supply dividing fence	We are no longer progressing with this project	

In terms of the project for **45/47 Union Street, Lochgilphead** (to supply and fit wire and post fencing to rear garden area), SJ commented that fencing had been erected at the front of the property. YA advised that this would be investigated and an update would be provided at the next meeting.

RMW noted that these projects had been approved almost 6 months ago but raised concerns that the majority of these works have not yet commenced, although understood delays due to private owner engagement. RMW commented that if this was a performance failure with Argyll Homes for All (AHFA), then he would have no issues in raising this as this was not deemed satisfactory. YA confirmed that there is a requirement for contractors to complete these projects within the financial year to ensure the budget is fully utilised. Some of the projects approved by the Area Committee are to improve the aesthetics

YA

of the environment and it may be the case pressure has not been applied by us to complete the works within a specified timescale. However, YA would clarify the following with S.Campbell and would advise the Area Committee at the next meeting. Should there be performance issues in the future, RMW could take this up with the AHFA Board of Management.

- Date works approved by the Area Committee;
- Date works were issued by ACHA to contractors;
- Whether timescales had been agreed as to when the works would be completed

YA

b) EMAP Projects for Approval

a. 4, 6, 10 and 12 Smith Drive, Campbeltown: replace front garden gates.

YA referred members to the report that was circulated prior to the meeting. The report provided details of the project and included costs and photographs of the proposed work.

MR commented that this project seemed very cheap. The charges were previously queried by the last Chairperson of the Mid Argyll & Kintyre Area Committee where projects were expensive. MR suggested that ACHA should impose penalties where they fail to meet deadlines.

YA advised that if AHFA are unable to meet our timescales then we may need another contractor to progress a project, however, this could potentially result in increased costs.

Decision: Members unanimously approved the project on the basis the following was established with S.Campbell (SC):

- Confirmation the cost (£729) was to replace all 4 gates;
- Confirmation that the gates would be replaced like for like, i.e. replaced with metal gates;
- Confirmation that SC has negotiated a timescale with Argyll Homes for All (AHFA) to have the work completed within a reasonable time and if so, what timescale was agreed;
- Clarification as to why there were no other quotes obtained from other contractors for this work.

b. 5 Burnside Cottages, Stewarton: replace front garden gates and fence.

YA referred members to the report that was circulated prior to the meeting. The report provided details of the project and included costs and photographs of the proposed work.

Decision: Members unanimously approved the project on the basis the following was established with S.Campbell (SC):

- Confirmation that SC has negotiated a timescale with AHFA to have the work completed within a reasonable time and if so, what timescale was agreed;
- Clarification as to why there were no other quotes obtained from other contractors for this work.

9.	<p>Land Disposal Request – Limecraigs Road, Campbeltown</p> <p>YA advised members that we had received a request from Mr McTaggart of 44 Limecraigs Road to purchase or lease a parcel of ground behind his property to allow him to construct a shed on this unmaintained bit of land.</p> <p>Whilst the ground could be used by ACHA for future new build development, members were made aware that there is a low demand of properties in the Kintyre area.</p> <p>After discussion, members unanimously agreed that the ground is leased to Mr McTaggart, with a clause to terminate the lease should there be a change in housing demand in Kintyre.</p>	
10.	<p>Community Action Fund Applications</p> <p>a) Budget Update: £1,300</p> <p>b) Consider New Applications: there were no new applications for consideration.</p> <p>c) Correspondence – JP advised members that correspondence had been received from:</p> <ul style="list-style-type: none"> • Andrew Hemmings, Chairperson of the Kintyre Crime Prevention Panel wishing to thank members of the Mid Argyll & Kintyre Area Committee for approving their application to purchase keyring personal alarms; • Heather Bellshaw from the Tarbert Soup Group to also pass on their thanks and to invite members from the Mid Argyll and Kintyre Area Committee to their lunches to allow members to see what they do. They hold their lunches every Monday. Members were asked to contact JP if they wish more details. <p>JM enquired when the new budget would be available and when would be the last date for charities to submit an application. YA advised JM that the rules in regards to the Community Action Fund had not changed – the new budget would be available from 1st April 2018. The last Area Committee meeting prior to the financial year end will be 14th March 2018, where members will consider the applications received. If there is any remaining budget, all applications where the full award was not given can be reconsidered again at this meeting.</p>	
11.	<p>Policies for Review 2017 – Progress</p> <p>a) Allocations Policy: YA advised Craigforth consultants have been appointed to assist with the review of the Allocations Policy, to ensure it meets the requirements of the new 2014 Act. The first meeting with the consultants takes place next week with the HOME Argyll Steering Group. Thereafter, a full consultation exercise will take place that will include Area Committee Members;</p> <p>b) Allotment Policy: not yet commenced;</p> <p>c) Anti-Social Behaviour Policy: not yet commenced;</p> <p>d) Data Protection Policy: The review will be undertaken in January 2018 and we expect consultation to take place thereafter;</p> <p>e) Group Anti-Fraud, Corruption & Bribery Policy: The review will be undertaken in January 2018 and we expect consultation to take place thereafter;</p> <p>f) Group Child Protection Policy: consultation has now concluded;</p> <p>g) Group Governing Body Members Code of Conduct: consultation has now concluded;</p> <p>h) Group Vulnerable Adult Protection Policy: consultation has now concluded.</p>	

	<p>YA reminded members that they are due to consider which policies they wish to review in 2018 at our next meeting. Where consultation has not yet taken place, these can be carried forward to 2018 if members still wish to be included in the consultation.</p>	
12.	<p>Membership Strategy – Review</p> <p>YA reminded members that as part of the Scheme of Delegated authority, Area Committees were tasked with developing a Membership strategy, with the primary aim to promote membership of ACHA in the Mid Argyll & Kintyre area. The strategy was last reviewed in 2013 and it was recommended that members consider whether or not they wish to carry out a review.</p> <p>There are currently a total of 60 members within the Mid Argyll & Kintyre area, consisting of:</p> <p>Tenant Members</p> <ul style="list-style-type: none"> a) Mid Argyll: 24 b) Kintyre: 10 Total: 34 <p>Independent Members</p> <ul style="list-style-type: none"> a) Mid Argyll: 18 b) Kintyre: 8 Total: 26 <p>YA advised that Membership will be promoted at the upcoming Tenants Conference which is scheduled for 17th February 2018. This is heavily promoted by the area teams, including at new tenant sign up interviews.</p> <p>SJ enquired as to how many have confirmed that they will be attending the Tenants Conference. YA believed that approximately 40 had responded to confirm that they would be attending.</p> <p>RMW asked how much ACHA stock were within each area. YA advised that there were approximately 600 houses in Mid Argyll and 900 in the Kintyre area.</p> <p>Members unanimously agreed that there was not much more that could be done within the Membership Strategy and agreed to sign this off as at today. However, they may wish to look to the Tenants Conference in February to promote the Area Committee.</p>	
13.	<p>Tenants & Residents Association (TRA) Strategy – Review</p> <p>YA reminded members that as part of the Scheme of Delegated authority, Area Committees were tasked with creating a TRA Strategy, with the aim to support the existing TRA's in the Mid Argyll & Kintyre area. The strategy was last reviewed in 2013 and it was recommended that members consider whether or not they wish to carry out a review.</p> <p>Members unanimously agreed to sign this off as at today, with the offer of support to groups should they wish assistance from the Association in terms of setting up a TRA.</p>	

14.	<p>Agenda Items for Next Meeting</p> <p>Members were provided with a report prior to the meeting. Following discussion, it was agreed the following agenda items would be considered at the next meeting with no further items to add:</p> <ul style="list-style-type: none"> • Welcome & Apologies • Minutes of Previous Meeting – 6th December 2017 • Matters Arising (including information pack) • Conflict of Interest • Correspondence • Chairpersons Report • Regional Managers Update • Community Action Fund Applications <ul style="list-style-type: none"> a) Budget Update b) Consider New Applications c) Correspondence • Key Performance Indicators • Review of Estate Management Action Plans (EMAP) Projects 2017/18 • Proposals for Garden In Bloom/Sunflower Competition for 2018 • Judging of Employee of the Season – Autumn Award • Tenants Newsletter Spring Article (deadline 14th March 2018) • Policies for Review – Progress • Policies for Review – Consultation during 2018/19 • Agenda Items for the Next Meeting • Any Other Business • Date & Time of Next Meeting 	
15.	<p>Any Other Business</p> <p>JM read a newspaper article which he thought would be of interest to members.</p> <p>SMacK commented that there was a lot of work involved in collating the Customer Complaints report and asked if the report was compiled purely for the Area Committee. YA advised that the report is presented to the Board of Management, Senior Management team and all Area Committees. YA also advised the report had been amended following the comments from members of the Mid Argyll & Kintyre Area Committee to ensure the report was more meaningful.</p> <p>MR asked if ACHA was giving consideration to charging points for autonomous vehicles. YA was not aware but would liaise with colleagues to obtain more information.</p> <p>RMW thanked YA for all her work today and passed on his thanks to all staff in attendance. RMW closed the meeting by wishing everyone a merry Christmas.</p>	YA
16.	<p>Date & Time of Next Meeting</p> <p>The Mid Argyll & Kintyre Area Committee meeting will be held at 10.30am in Dalriada House, Lochgilphead on:</p> <ul style="list-style-type: none"> • 17th January 2018 • 14th March 2018 • 23rd May 2018 • 1st August 2018 (Annual General Meeting) 	

The meeting concluded at 12.15pm