



**MID ARGYLL & KINTYRE AREA COMMITTEE MEETING**  
**Wednesday, 11<sup>th</sup> March 2015 at 10.30am**  
**Dalriada House, Lochgilphead**

**Attendees**

Colin Davidson, Independent (CD)  
 Sandra Johnston, Tenant (SJ)  
 Sandra MacKenzie, Tenant (SMAK)  
 John Muir, Tenant (JM)  
 Michael Roberts, Independent (MR)

**Staff in Attendance**

Sarah Campbell, Local Manager – Housing and Neighbourhood Services (SC)  
 Jenna Shaw, Administration Officer (JS)

		Action
1.	<b>Welcome and Apologies</b> CD welcomed all Members to the meeting. Apologies were received from Councillor MacMillan.	
2.	<b>Minutes of Previous Meeting – 11<sup>th</sup> November 2014</b> Page 8 – Community Action Fund Applications: it was noted the balance within the budget update should be changed from £2,500 to £2,000.  The minutes from 14 <sup>th</sup> January 2015 were agreed as an accurate record. These were proposed by SMack and seconded by JM.	JS
3.	<b>Matters Arising (including Information Pack)</b>  <u><b>Minutes of previous meeting – 14<sup>th</sup> January 2015</b></u>  <b>Page 1: Minutes of Previous Meeting – 11<sup>th</sup> November 2014</b> <b>Question:</b> For future, SJ requested that her minutes and any documentation be sent to her in font size 18 as her eyesight has deteriorated considerably recently. <b>Answer:</b> SJ confirmed that she had received her paperwork in font size 18.  <b>Page 3: Investment Programme – Mid Argyll</b> <b>Question:</b> CD asked how many properties had been upgraded with roof and roughcasting. <b>Answer:</b> The figures of the number of properties that have had roof	

and roughcasting:

a) Mid Argyll

- i. Roof completed: 44
- ii. Roughcasting completed: 41

b) Kintyre

- i. Roof completed: 85
- ii. Roughcasting completed: 100

c) ACHA

- i. Roof completed: 565
- ii. Roughcasting completed: 531

#### **Page 4: Regeneration**

It was noted the official opening of Oakhill, Tarbert was held on 30<sup>th</sup> January 2015, with good publicity received.

#### **Page 5: Housing Management – Mid Argyll**

**Road leading from Leacainn Burn to Bridge Terrace, Furnace**

**Question:** Following a recent article within the Argyllshire Advertiser, JM asked that we keep those directly affected up-to-date to minimise negative press.

**Answer:** JM was advised that ACHA were in regular contact with the tenants and road users. A further update would be provided under agenda item 6.

#### **Page 7: Estate Management Action Plans (EMAPs)**

**Question:** JM requested an update in terms of the fencing project at Victoria Terrace, Ardrishaig with regards to the private owner consultation.

**Answer:** It was explained a further update would be provided under agenda item 8.

#### **Page 8/9: Policies for Review in 2015**

**Answer:** Relevant staff have been advised that the Mid Argyll & Kintyre Area Committee want to be consulted on these policies and they will be in touch when the review is due to take place.

#### **Page 9: Tenants Newsletter**

**Question:** It was decided that a feature on the new builds and the high standard of the new properties would be drafted.

**Answer:** Report issued to Members within their agenda packs – to be agreed under agenda item 11.

#### **Information Pack**

**Minutes of Board of Management meeting of 11<sup>th</sup> December**

	<p><b>2014</b> – CD advised that representatives from the Scottish Housing Regulator (SHR) had attended following a complaint that had been received regarding the way in which the Board of Management was operating. The SHR is currently investigating the matter and will respond at a later stage.</p> <p><b>Minutes of Health &amp; Safety Committee meeting of 12<sup>th</sup> November 2014 –</b></p> <p><b>Page 1: Fire Risk Assessments &amp; Mini Audits</b>  <b>Question:</b> JM asked if ACHA would provide fire extinguishers for tenants.  <b>Answer:</b> SC confirmed that it would be up to individuals to obtain fire extinguishers.</p> <p><b>Page 3: Void Properties</b>  <b>Question:</b> Following an incident to a void property, JM asked what procedures are in place to notify staff.  <b>Post meeting note:</b> Reminder to be issued to all staff to include a case study to highlight the result of protocols not being followed.</p> <p><b>AHFA Lone working information</b>  <b>Question:</b> JM asked what procedures are in place in terms of providing staff contact numbers.  <b>Post meeting note:</b> Human Resources staff to provide AHFA with list of names of staff who have agreed to being contacted at home.</p> <p><b>Sheltered Housing Annual Survey Results 2014</b>  CD commented that the results outlined in the report were very encouraging.</p>	
4.	<p><b>Conflicts of Interest to Declare</b>  No conflicts of interest were declared.</p>	
5.	<p><b>Correspondence</b>  No correspondence received.</p>	
6.	<p><b>Regional Manager's Report</b>  SC provided the following report:</p> <p><b><u>Investment Programme – Mid Argyll</u></b>  <b>Heating &amp; Rewire</b> – Contractor presently winding down for the end of the financial year. There has been difficulty gaining access to a few properties, therefore, installs are very sporadic. The area team is still helping Investment &amp; Regeneration team with hard to access properties. There are currently no heating and rewires open.  <b>Windows &amp; Doors</b> – Like heating and rewires, the window and door contract is winding down for the end of this year. At present, there are 6 installs open which have been completed but we await the final</p>	

paperwork to allow us to close completely. The area team is supplying additional addresses for future programmes.

**Kitchen & Bathroom** – There are no kitchens or bathrooms open at the moment.

**Roof & Roughcast** – No ongoing work at the moment. New projects will commence in April 2015.

**Cyclical Painting** – Painters are in the area at the moment. Some issues regarding notification of being in the area and poor preparation. This is being dealt with by our supervision staff.

**Gutter Cleaning** – Very successfully carried out by our contractor, AHFA, with very few issues or complaints received.

**Insulation** – Major programme of external wall insulation to start in April 2015 and last approximately 52-weeks. The area team await a programme of installs to allow us to prioritise supervision. CD queried the number of installs included within the programme.

**Post meeting note:** the number of installs within the external wall insulation are as follow:

- Mid Argyll: 123; Kintyre: 111

**Investment Refurbishments** – No work at the moment.

**Investment Programme – Kintyre**

**Heating & Rewire** – Contractor presently winding down for the end of the financial year. At present, there are 2 heating and 4 rewire installs open within the area. There are still a couple to be started before the end of the year. The area team is assisting build future programmes and helping with access to properties.

**Windows & Doors** – Like heating and rewires, the window and door contract is winding down for the end of this year. There are currently 5 installs open which have been completed but we await the final paperwork to allow us to close completely. The area team are supplying additional addresses for future programmes.

**Kitchen & Bathroom** – There are no kitchens or bathrooms open at the moment.

**Roof & Roughcast** – No ongoing work at the moment. New projects will start in April 2015.

**Cyclical Painting** – Painters are in the area at the moment. Some issues regarding notification of being in the area and poor preparation. This is being dealt with by our supervision staff.

**Gutter Cleaning** – Very successfully carried out by our contractor, AHFA, with very few issues or complaints received.

**Insulation** – Major programme of external wall insulation to start in April 2015 and last approximately 52-weeks. The area team await a programme of installs to allow us to prioritise supervision. JM asked if the programme involved various schemes in various places being open at once or if the contractor concentrated on one

area at a time. SC advised that the contractor tended to concentrate on one area before moving to the next area.

**Investment Refurbishments** – No work at the moment.

### **Investment Regeneration**

#### **Regeneration**

**Oakhill, Tarbert** – the development at Oakhill was officially opened by Sandra MacKenzie on 30<sup>th</sup> January 2015. Attendees were given the opportunity to view the properties and meet the new tenants.

The properties were built in just over a year by M&K MacLeod

Construction Ltd., to a value of just over £1 million. Financial

contributions to the building work came from the Scottish

Government, ACHA and Argyll and Bute Council.

CD queried the composition of the properties. SMacK advised there were 4 one-bedroom and 4 two-bedroom properties.

**Barn Park, Inveraray** – The contract with McNee's of Dunoon for 12-units is progressing on programme with a current handover date of mid-August. All timber kits are now erected and the roofs are being tiled. Yvonne Litster will shortly be liaising with Inveraray Primary School with regard to assisting with the opening.

**New Build, Tayvallich** – a design & build contract has been agreed with M&K MacLeod Construction Ltd., to provide 2 three-bedroom houses at Carsaig. A funding package has been agreed with the Scottish Government and Argyll & Bute Council and subject to planning permission being obtained, the site will be acquired and a building contract signed by the end of March. Building work would then start on site a few months after that.

CD asked if there much demand for properties in Tayvallich. SC explained that the demand is analysed prior to submitting proposals.

#### **Housing Management – Mid Argyll**

**Road leading from Leacainn Burn to Bridge Terrace, Furnace** –

the condition of the Bridge Terrace Road at Furnace has been a concern to ACHA and our tenants and other road users for many months. The road is not adopted by Argyll and Bute Council.

ACHA have no ownership rights to the road but have 5 tenants

affected by the road and has taken the lead to liaise with other

owners and road users affected by the road and has assisted to

obtain prices from contractors for the repair of the road. Although

this has been an arduous process, an agreement has been reached

with all the parties involved to share the cost of the road

improvement. A contractor is now in place to repair the road which

is due to commence 18<sup>th</sup> March 2015 (weather permitting). We will

	<p>be writing to our tenants and other users to advise them of this giving detail as to when access to the road is likely to be restricted.</p> <p>SJ asked who owns the road.</p> <p><b>Post meeting note:</b> although the road has street lighting, the road is not adopted by Argyll &amp; Bute Council, nor is it owned by ACHA. The road belongs to Argyll Estates.</p> <p>MR queried what is meant by ‘access difficulties’ in terms of the investment programme. SC explained that some tenants won’t allow ACHA access for various reasons, including health reasons; elderly persons; disturbance; or that tenants don’t want the work done. ACHA work with tenants and try and negotiate, although we do have the right to force entry but we try to avoid this at all costs.</p> <p>MR questioned what was meant by poor preparation in terms of the cyclical painting programme. SC explained that the contractor is turning up without advising beforehand, resulting in difficulties in supervising these works. At present, AHFA don’t carry out cyclical painting.</p> <p>It was explained that AHFA undertake work in terms of general maintenance, however, some work is subcontracted, for example, work to a larger scale or where AHFA don’t have the manpower to carry out the work required.</p>																					
7.	<p><b>Tenant Scrutiny – verbal update from Area Committee Members who attended the recent awareness event</b></p> <p>SJ &amp; SMacK advised that they had attended the recent awareness session. SJ commented that there was a lot of information provided, however, it had been poorly attended. SJ is interested in joining the group as she believes the Tenants Panel is likely to diminish.</p>																					
8.	<p><b>Estate Management Actions Plans</b></p> <p><b>a) Update on 2014/15 projects</b></p> <p>SC gave an update on the 2014/15 Estate Management Action Plans.</p> <p><b>Mid Argyll</b></p> <table><tr><th>Project</th><th>Issued</th><th>Completed</th><th>Comments</th></tr><tr><td>Fencing at Easfield, Tarbert</td><td>Yes</td><td>Yes</td><td>9-metre galvanised chain-link fencing.</td></tr><tr><td>Fencing at Glenfyne Park, Ardrishaig</td><td>Yes</td><td>Yes</td><td>8-metre treated timber fencing.</td></tr><tr><td>Garden gates at High Bank Park, Lochgilphead</td><td>Yes</td><td>Yes</td><td>Galvanised metal gates.</td></tr><tr><td>Fencing at McIntyre Terrace, Lochgilphead</td><td>Yes</td><td>No</td><td>Galvanised bow top fencing, approximately 65-</td></tr></table>	Project	Issued	Completed	Comments	Fencing at Easfield, Tarbert	Yes	Yes	9-metre galvanised chain-link fencing.	Fencing at Glenfyne Park, Ardrishaig	Yes	Yes	8-metre treated timber fencing.	Garden gates at High Bank Park, Lochgilphead	Yes	Yes	Galvanised metal gates.	Fencing at McIntyre Terrace, Lochgilphead	Yes	No	Galvanised bow top fencing, approximately 65-	
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Fencing at McIntyre Terrace, Lochgilphead	Yes	No	Galvanised bow top fencing, approximately 65-																			

				metres. This project will continue into 2015/16.
	Common gates at High Bank Park, Lochgilphead	No	No	Removed as no agreement with private owners.
	Veranda rail at Easfield, Tarbert	No	No	Repaired through the response repairs budget.
	Fencing project at Victoria Terrace, Ardrishaig	No	No	On hold for private owner engagement. Possible 2015/16 project.
<b>Kintyre</b>				
	<b>Project</b>	<b>Issued</b>	<b>Completed</b>	<b>Comments</b>
	Fencing at Burnside, Stewarton	Yes	Yes	7-metre galvanised chain-link fencing.
	Fencing at Millers Park, Campbeltown	Yes	Yes	10-metre treated timber rail fence.
	Garden gates at Burnbank Terrace, Campbeltown	Yes	Yes	
	Fencing at Tormhor, Carradale	Yes	Yes	48-metre treated timber fencing.
	Fencing at Tormhor, Carradale	Yes	Yes	6-metre treated timber fencing.
	Fencing at Wallace Cottages, Southend	Yes	No	7-metre galvanised fencing. Contractor chased as work to be completed by end March 2015.
	Fencing at Muasdale Cottages, Muasdale	Yes	No	20-metre galvanised chain-link fencing. Contractor chased as work to be completed by end March 2015.
	Common railings at Glentorran Place, Campbeltown	No	No	Removed as related assets.
	Common gate at Hillside Road, Campbeltown	No	No	Removed as no common agreed.
	Fencing at	No	No	To be removed as

Limecraigs Road, Campbeltown			Right to Buy passed.
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It was queried that if AHFA are undertaking the project for chain link fencing, why are they being chased to complete the work. It was noted that this work has being subcontracted, hence the delay.

**b) Budget Update (paper attached)**

**Mid Argyll**

Budget for 2014/15	£7,890.00
Total Cost of Approved Projects	£7,890.00
Income from Private Owners	£0.00
Balance	£0.00

**Kintyre**

Budget for 2014/15	£11,214.00
Total Cost of Approved Projects	£11,214.00
Income from Private Owners	£0.00
Total Cost of Proposed Projects	£0.00
Balance	£0.00

**9. Community Action Fund Applications**

**a) Budget Update**

**Community Action Fund Budget**

Budget for 2014/15	£2,500
Total Cost of Approved Projects	£1,000
Balance	£1,500

**b) Consider new Applications –**

- i. Tarbert After School Care**  
Amount Requested: £500.00  
Decision: Agreed  
Amount Approved: £300.00
- ii. Keeping Well Group**  
Amount Requested: £360.00  
Decision: Declined  
Amount Approved: £0.00
- iii. Shopper-Aide Ltd**  
Amount Requested: £500.00  
Decision: Declined  
Amount Approved: £0.00
- i. Fyne Families**  
Amount Requested: £500.00



	<p>Decision: Agreed Amount Approved: £500.00</p> <p>Budget remaining: £700.00. Members were made aware this budget was underspent for the 2014/15 financial year.</p> <p>SJ commented that the procedure appeared unfair to large charities that have several small associated groups. SJ requested that this is highlighted to the Board and suggested that where there are large charities, that each area deal with their own applications.</p> <p>Members were reminded of the rules set out the Donation policy, that a maximum of £500 will be available for distribution for each application. No applicant group will be able to make a second application in the same year and priority will be given to new applicants in succeeding years.</p> <p>The process of the Community Action Fund applications was discussed at length. It was felt that we aren't asking for the right information, therefore, applicants are not providing the relevant evidence to enable the Committee to make a fully informed decision. It was suggested that we ask if applicants are seeking support/funding elsewhere.</p> <p>CD requested that the standard application form is circulated to Members and reviewed at the next meeting with recommendations to be put forward. It was commented that other Area Committees would need to be consulted before this is referred to the Board of Management for ratification.</p>	<p>CD</p> <p>JS</p>
10.	<p><b>Tenant Involvement Strategy 2012-15 – review of strategy (Members to refer to letter and strategy previously issued by Christine Johnston)</b></p> <p>Members referred to the letter and strategy issued by Christine Johnston for comment.</p> <p>CD commented that it was a lengthy document and suggested that it would be beneficial to have a brief document with further information/detail provided in appendices. Alternatively, the information would be available online.</p> <p>The general consensus was that the document would be inappropriate for tenants.</p> <p>It was also commented that the information is out-of-date.</p> <p>CD to liaise with Christine Johnston and provide feedback for the next meeting.</p>	<p>CD</p>

<b>11.</b>	<b>Tenant's Newsletter – Agree Contents for Spring Newsletter (deadline 14<sup>th</sup> March 2015) (paper attached)</b> Members were asked to agree the draft content for the next newsletter that was circulated prior to the meeting.  CD suggested the first line of the article include, "An important part of ACHA's activity is building social rented housing". Agreed by all Members. JS to amend article.	JS
<b>12.</b>	<b>Judging of Employee of the Season (Autumn Award: October – December 2014)</b> SC advised Members that there were no nominations received.	
<b>13.</b>	<b>Agenda Items for May meeting (paper attached)</b> <ul style="list-style-type: none"> <li>• Matters Arising</li> <li>• Correspondence</li> <li>• Regional Managers Update</li> <li>• Community Action Fund: process and applications for consideration</li> <li>• Estate Management Action Plans – 2015/16 priorities</li> <li>• Tenants Involvement Strategy – feedback</li> <li>• Annual General Meeting (AGM) Arrangements</li> <li>• Members standing down prior to AGM</li> <li>• Any Other Business</li> <li>• Date &amp; Time of Next Meeting</li> </ul> <p>This was agreed by all Members, and no further items to add.</p> <p>It was noted the AGM has been arranged for Wednesday 8<sup>th</sup> July 2015.</p>	
<b>14.</b>	<b>AOCB</b> MR requested that future papers are emailed to him.	JS
<b>15.</b>	<b>Date, time of next meeting</b> The next meeting will be held on Wednesday 13 <sup>th</sup> May 2015 at 10.30am at Dalriada House, Lochgilphead.	

*The meeting concluded at 12.00pm*