



MID ARGYLL & KINTYRE AREA COMMITTEE MEETING
Wednesday, 13th May 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

Iain McLeod, Local Manager – Property Services (IMcL)
 Jenna Shaw, Administration Officer (JS)

		Action
1.	Welcome and Apologies CD welcomed all Members to the meeting. Apologies were received from Councillor MacMillan.	
2.	Minutes of Previous Meeting – 11th March 2015 The minutes from 11 th March 2015 were agreed as an accurate record. These were proposed by SJ and seconded by SMack.	
3.	Matters Arising (including Information Pack) <u>Minutes of previous meeting – 11th March 2015</u> Page 8/9: Community Action Fund Applications Question: 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. Answer: to be discussed under agenda item 9c. Page 9/10: Tenant Involvement Strategy Question: CD to provide feedback from his discussion with Christine Johnston regarding the consultation process. Answer: CD had discussed the matter with Christine Johnston. CD advised that a revised strategy is to be circulated following amendments. Christine welcomed the comments provided by the Area Committee.	

	<p>Page 10: Tenant's Newsletter – Agree Contents for Spring Newsletter (deadline 14th March 2015) (paper attached)</p> <p>Question: 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.</p> <p>Answer: Article amended and due to be issued to tenants.</p> <p>CD suggested that a coffee machine was purchased to be used by local staff and Area Committee Members. 4 of the 5 Members in attendance agreed to this suggestion. JS to investigate and advise.</p>	JS
4.	<p>Conflicts of Interest to Declare</p> <p>No conflicts of interest were declared.</p>	
5.	<p>Correspondence</p> <p>No correspondence received.</p>	
6.	<p>Regional Manager's Report</p> <p>IMcL provided the following report:</p> <p><u>Investment Programme – Mid Argyll</u></p> <p>Heating & Rewire – Limited numbers at present as the British Gas contract has expired. At present, installs will be in voids that require the work. The area team are assisting Investment & Regeneration department with hard to access properties. Currently no heating and rewires open.</p> <p>Windows & Doors – The current contract ended at the end of April. There are no installs open at the moment. Area teams are supplying additional addresses for future programmes.</p> <p>Kitchen & Bathroom – There are currently no installs open at the moment.</p> <p>Roof & Roughcast – Project underway to install new roof and roughcast at 1-6 Oakhill, Tarbert</p> <p>IMcL advised that ACHA have been unsuccessful in obtaining private owner agreement for the roughcast works at 19-24 Oakhill, however, roofing works is progressing with possible small scale roughcast repairs.</p> <p>CD questioned what the typical cost was for each household in a block. IMcL explained the costs vary, however, this could range from £10,000 - £15,000 cost per individual property. In terms of grants available, these tend to fluctuate therefore, it isn't always guaranteed for individuals.</p> <p>Cyclical Painting – The new contract was awarded to AHFA.</p> <p>Gutter Cleaning – Very successfully carried out by our contractor, AHFA, with very few issues or complaints received.</p> <p>Insulation – Major programme of external wall insulation has started in the Kintyre area and will affect approximately 250 houses</p>	

<p>throughout Mid Argyll & Kintyre. IMcL confirmed this project is joint funded by the Government.</p> <p>CD queried why ACHA are using external wall insulation. IMcL advised that although a number of our properties have cavity insulation, the standards have increased since this was installed and installing insulated render allows us to meet the new targets set. While doing this work, we check that the old cavity insulation is still dry and able to perform. If the old cavity insulation is we, it is removed to avoid future damp issues. IMcL advised the total cost of the contract totals £4 million over the year.</p> <p>Investment Refurbishments – No work at present.</p> <p><u>Investment Programme – Kintyre</u></p> <p>Heating & Rewire – There are a small number of installs being carried out, mainly in void properties. The area team are helping to build future programmes and assist with access.</p> <p>Windows & Doors – There are no installs at the moment. The contractor is tidying up warranty issues. The area team are supplying additional addresses for future programmes.</p> <p>Kitchen & Bathroom – There are no installs planned at present.</p> <p>Roof & Roughcast – No major works at present.</p> <p>Cyclical Painting – AHFA have won the new contract.</p> <p>Gutter Cleaning – Very successfully carried out by our contractor, AHFA, with very few issues or complaints received.</p> <p>Insulation – Major programme of work has started at Burnside, Stewarton. A 50-week programme will cover Mid Argyll & Kintyre.</p> <p>Investment Refurbishments – No work at present.</p> <p><u>Regeneration</u></p> <p>Tower View, Inveraray – The contract with McNee’s of Dunoon for 12-units is progressing well with an expected completion date being the end of August/beginning of September this year.</p> <p>New Build, Tayvallich – A prestart meeting date for the new build site of 2-three bedroom houses at Carsaig, Tayvallich has still to be set.</p> <p>JM queried the actual location of the proposed site. IMcL confirmed that a map would be circulated to Members for the next meeting.</p> <p>Park Square, Campbeltown – As a result of water ingress, remedial work to gables is currently underway. IMcL confirmed this cost is being met by the contractor.</p>	<p>JS</p>
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	<p>MAK Private Owner Involvement Works – Tenders have been returned. Further cost breakdowns are required prior to contacting owners. No start date has been set.</p> <p><u>Housing Management – Mid Argyll</u></p> <p>Road leading from Leacainn Burn to Bridge Terrace, Furnace – ACHA is delighted to confirm that the road at Bridge Terrace, Furnace, highlighted in the Argyllshire Advertiser on the 6th March was satisfactorily repaired by local contractor G McNaughton & Son on the 18th March.</p> <p>This work had taken many months to co-ordinate, and although ACHA does not own the road we have 5 tenancies at Bridge Terrace affected by the road. ACHA took the lead to co-ordinate the repair with the other road users.</p> <p>MR commented that AHFA have employed painters as part of the cyclical painting programme. MR asked how the cost of employing painters is reflected within their tender. IMcL advised that two painters were employed initially to start the contract. There is a possibility the cost will increase for AHFA if they need to employ more painters, however, this will be for AHFA to manage.</p> <p>In terms of completing Scottish Housing Quality Standard (SHQS) works, CD enquired when this will finish. IMcL explained that this runs until the end of the year. We regularly receive updated lists of properties that we couldn't access. Area teams proactively work to try and get these properties completed as it is in ACHA's interest to get these properties completed within this time period.</p> <p>On completion at the end of the year, these works will continue as capital projects, however, these will be minimal but the cost will need to be met by ACHA.</p>	
7.	<p>Tenant Scrutiny – Update</p> <p>Following the two awareness sessions that have been held for service users regarding Tenant Scrutiny, we now have 7 people interested in being on the Panel. One of which is Sandra Johnston. Yvonne is currently liaising with TPAS (the Tenant Participation Advisory Service) to develop the first session for the "Your Voice" group.</p> <p>The group, through the guidance of TPAS, will be involved in actively scrutinising one of ACHA's services, chosen by the group. They will be provided with all the relevant paperwork/tools and training to take this forward. Once they have carried out their first exercise, a report will be produced with recommendations from the "Your Voice" Panel</p>	

	<p>for ACHA to consider. It is hoped that this will be progressed towards the end of May this year.</p> <p>JM asked what was involved and how does it work. SJ explained that the Tenant Scrutiny panel, which is completely separate from the Tenants Panel, will chose an item to scrutinise, e.g. heating or roofing, which will be reported back to the Board for comment. It is thought that it will increase communications between tenants and ACHA.</p> <p>SJ requested that all documentation that is issued on behalf of the 'Your Voice' group is provided in large print.</p>	
8.	<p>Estate Management Actions Plans a) 2015/16 Priorities</p> <p>IMcL provided Members with an overview of the proposed Estate Management Action Plans for 2015/16 (year 4). Members were asked to approve the following projects:</p> <p><u>Mid Argyll</u></p> <p>Budget for 2015/16: £7,890.00</p> <p>Project: McIntyre Terrace, Lochgilphead – replacement of front garden fencing (2nd phase) Cost: £6,800 Outcome: Agreed</p> <p>Project: 15-16 Ardpatrik Place, Lochgilphead – installation of fence Cost: £600 Outcome: Agreed</p> <p>Project: 1-6 Victoria Terrace, Ardrishaig – replacement of garden fencing Cost: N/A Outcome: Agreed to defer project to year-5 of plan to allow staff to investigate the feasibility of this project. IML pointed out that a number of private owners had carried out their own fencing so a different approach for this area might need to be considered.</p> <p>Project: Garden in Bloom Cost: £400 Outcome: Previously agreed by Area Committee 14th January 2015.</p>	

Kintyre

Budget for 2015/16: £11,214.00

Project: 36-38 and 31-35 Tormhor, Carradale – installation of timber fencing (2nd phase)

Cost: £6,500

Outcome: Agreed

SJ queried why 30 Tormhor was not included in this. IMcL to check and confirm.

Post meeting note: it was confirmed that 30 Tormhor will be included within this project. IMcL has informed SJ.

Project: 98 Smith Drive, Campbeltown – installation of fencing

Cost: £1,000

Outcome: Agreed

Project: Wall repairs to 18-40 Craigowan, Campbeltown

Cost: £400

Outcome: Agreed

Project: 15 Mill Road, Campbeltown – slab path

Cost: £460

Outcome: Agreed

Project: 14/16 Ralston Road, Campbeltown – remove small wall and fit step

Cost: £400

Outcome: Agreed

Project: 17-19 Wallace Cottages, Southend – replace damaged fencing

Cost: £1,900

Outcome: Agreed

Project: Garden in Bloom

Cost: £400

Outcome: Previously agreed by Area Committee 14th January 2015.

MR queried if £400 for Garden in Bloom was required for each area. If so, MR asked how this was calculated.

JS advised that this was £400 per area as previously agreed by the Area Committee. This year, the cost includes the purchasing of trophies for each area per category. The cost will not be as significant next year.

Members were also asked to review the 7-year plan included within their agenda packs.

Outcome: Agreed

b) Budget Update

Mid Argyll	
Budget for 2015/16	£ 7,890.00
Total Cost of Approved Projects	£ 7,800.00
Income from Private Owners	£ 0.00
Balance	£ 90.00

Kintyre	
Budget for 2015/16	£11,214.00
Total Cost of Approved Projects	£11,060.00
Income from Private Owners	£ 0.00
Balance	£ 154.00

9. Community Action Fund Applications

a) Budget Update

Community Action Fund Budget	
Budget for 2015/16	£2,500
Total Cost of Approved Projects	£0,000
Balance	£2,500

b) Consider new applications

i. Tarbert 1st Brownies

Amount Requested: £500.00

Decision: Agreed

Amount Approved: £500.00

ii. Home Start MAJIK

Amount Requested: £500.00

Decision: Deferred for further information

Amount Approved: £0.00

CD requested that we contact the group to request specifically why they would require the grant from ACHA and exactly how the money will be used. From the financial information provided, it appears the income figures exceed their expenditure.

JS

iii. Kintyre Youth Enquiry Service

Amount Requested: £500.00

Decision: Agreed

Amount Approved: £500.00

JM highlighted that it doesn't clearly explain the aim of the organisation.

CD requested that we contact the group and ask for more details of the aims of the organisation in responding to Youth enquiries.

JS

Community Action Fund Budget	
Budget for 2015/16	£2,500
Total Cost of Approved Projects	£1,000
Balance	£1,500

c) CAF Process & Donation Policy

The Community Action Fund application form and Donation Policy was circulated to Members prior to the meeting. At the last meeting, Members requested that the standard application form was circulated and reviewed 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.

Members were advised that the Policy Committee considered and approved the revised Donation Policy and CAF application form at their meeting on 27th August 2014.

CD proposed that MR make the necessary amendments and email to JS. The amended application form will be circulated to Members in advance of the next meeting.

MR

10. Annual General Meeting (AGM) Arrangements – 8th July 2015

Members agreed to the same format as last year's AGM, with the Chair providing a presentation to all Members.

Members agreed the AGM would be held in the Kintyre area this year. A suitable time would need to be considered in terms of public transport. It was agreed a buffet lunch would be provided for those in attendance.

JM asked how many Kintyre Members we had.

Post meeting note: we have a total of 63 Members within the Mid Argyll & Kintyre area, this being 46 in Mid Argyll & 17 in Kintyre.

11.	<p>Agenda items for July meeting (paper attached)</p> <ul style="list-style-type: none"> • Election of Office Bearers • Schedule of Area Committee Meetings <ul style="list-style-type: none"> i. agree dates and times of meetings; ii. agree venue(s); iii. set agenda for forthcoming year • Code of Conduct • Conflict of Interest/Schedule 7 • Diversity & Equal Opportunities Information • Minutes of Previous Meeting – 13th May 2015 • Matters Arising (including information pack) • Correspondence • Regional Managers Update • Community Action Fund Applications • Estate Management Action Plans Update • Tenants Newsletter – Agree Content for Autumn Newsletter • Any Other Business • Date & Time of Next Meeting <p>This was agreed by all Members, and no further items to add.</p>	
12.	<p>Retirement of Area Committee Members</p> <p>In accordance with the Rules of the Association, at the conclusion of every annual meeting of the Area Associations, one third (1/3) (or the nearest whole number thereto) of the Area Committee Members shall retire.</p> <p>As CD and JM have served longest on the Area Committee since the date of the last election, they retired from the Mid Argyll & Kintyre Area Committee.</p> <p>As a result, there are 4 tenant vacancies and 1 independent vacancy on the Committee.</p> <p>JS to contact former Member of Area Committee and encourage submitting a nomination.</p>	JS
13.	<p>AOCB</p> <p>In terms of the Donation policy, SJ commented that the procedure appeared unfair to large charities that have several small associated groups. Members were referred to the rules set out in the policy, however, this was deemed by Members as unclear. It was agreed that this would be included within the review of the CAF process.</p>	MR
14.	<p>Date, time of next meeting</p> <p>The next meeting will be held on Wednesday 8th July 2015 (AGM). Time and venue to be confirmed.</p>	

The meeting concluded at 11.55am