

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Monday, 12th April 2010 at 10.30am

Argyll Arms Hotel, Campbeltown

Attendees

Sandra MacKenzie, Tenant (SMack)
 Lochiel Cushnie, Tenant (LC)
 Councillor Donnie MacMillan (DMacM)
 Carole Anne Shields, Tenant (CS)
 Susan Paterson (Independent) (SP)

Staff in Attendance

Bill Anderson, Senior Investment Officer (BA)
 Yvonne Litster, Regional Manager – Housing & Neighbourhood Services (YL)
 Iain McLeod, Local Manager – Property Services (IMcL)
 Jenna Shaw, Admin Officer (JS)

		Action
1.	Apologies Linda Haig, Morag McEachran and Valerie St Helene. Sandra MacKenzie welcomed Bill Anderson, Senior Investment Officer, to the meeting. Bill would be providing the Committee with a presentation on Related Assets.	
2.	Minutes of Previous Meeting One amendment required to page 7 of the minutes from 8 th February 2010, "Estate Management Action Plans - 10.5: 14, 15, 17, 18, 19, 22, 25, 26 and 29 Wallace Cottages. To approve the provision of new chain link fencing at 14, 15, 17, 18, 19, 22, 25, 26 and 29 Wallace Cottages." The minutes from 8 th February 2010, were proposed by Carole Anne Shields and seconded by Susan Paterson.	
3.	Matters Arising SP advised a lot of equipment has been left at 19 Wallace Cottages, following recent works. SP also advised a lot of debris had been left in the gardens which may pose a danger. IMcL to investigate. SP advised the fence posts at 17 and 18 Wallace Cottages had been removed, but have not yet been replaced. The fencing at the rear of these properties has also fallen down resulting in access difficulties.	IMcL

	<p>IMcL to investigate.</p> <p>The aerial at 19 Wallace Cottages has been cut, with the aerials still to be replaced at 17 and 18 Wallace Cottages. IMcL to contact contractor.</p> <p>Clarification required in regards to the fencing at 15 and 16 Wallace Cottages. SP explained some fencing seemed sporadic and as a result looked peculiar. IMcL to investigate.</p> <p>One property at Wallace Cottages has now declined the installation of a new fence due to neighbour pressure. IMcL explained he was unaware of the situation, but would investigate further.</p> <p>Lochiel Cushnie commented there was a wider issue of disjointed fencing across all areas.</p>	<p>IMcL</p> <p>IMcL</p> <p>IMcL</p> <p>IMcL</p>
4.	<p>Conflicts of Interest to Declare</p> <p>Members were asked to declare any personal or commercial interest in any business being conducted at the meeting. Members confirmed there were no conflicts of interest to declare.</p> <p>SMacK advised members the agenda would be altered slightly to allow any decisions that required Committee approval to be brought forward, as some members of the Committee may have to leave before the meeting concludes. All members agreed.</p>	
5.	<p>Garden Competition</p> <p>The Mid Argyll & Kintyre area team intends to run a Garden Competition throughout the area from 2010 onwards and anticipate involving the Area Committee throughout the process.</p> <p>The 'Garden In Bloom' competition will be open to all ACHA tenants in the Mid Argyll & Kintyre area.</p> <p>Tenants can nominate themselves, or can be nominated by someone else using the nomination form. Area staff will also be proactive in encouraging tenants to participate.</p> <p>The scheme has been publicised in the latest Tenants Newsletter. It will also be promoted on our website (www.acha.co.uk). Forms will be readily available in all area offices.</p> <p>The closing date for all nominations will be 30th July 2010. Thereafter, a shortlist of the best gardens will be produced by local ACHA staff and the top 5 gardens in each area will be presented to the Area Committee to judge the best gardens each year. A tour will be organised for the Area Committee to visit the shortlisted gardens.</p> <p>SP had previously suggested involving other agencies. YL thanked SP for her good suggestion and hoped that ACHA would be able to involve</p>	

	<p>other agencies from 2011.</p> <p>The successful winner will receive an engraved vase and cheque to the value of £50. A prize would be presented to both areas.</p> <p>Funding of £80.00-100.00 was approved by the Committee.</p> <p>Due to seasonal plants, LC advised the group there may be an issue for some gardens if the tour was to be arranged for August. It was agreed by the Committee the date would remain as recommended in the report for this year, however, this would be reviewed in 2011.</p>	
6.	<p>Customer Involvement Days</p> <p>YL advised the Committee that a paper was submitted to the Board of Management towards the end of 2009. The report recommended that ACHA looks at different ways to raise the profile of Area Committees in the local area by way of organising Customer Involvement Days (one for each Area Committee area).</p> <p>A discussion took place and it was agreed that the Customer Involvement Days should be held after the Area Committee Annual General Meeting (AGM). The Committee is aware of the difficulties in ensuring meetings are quorate and therefore the importance for the Association to enhance the profile of Area Committees.</p> <p>Suggestions from the Area Committee were as follows:</p> <ul style="list-style-type: none"> • Face painting, bouncy castle to promote as a family orientated event (CAS); • For the AGM and Customer Involvement Day to be arranged mid-week, out with school hours, alternatively early evening to guarantee greater attendance (SP); • For the AGM and Customer Involvement Day to be arranged on a Saturday to guarantee greater attendance (CAS); • Alternate locations of each area, i.e. Mid Argyll & Kintyre (SP); • The Guide Hall in Campbeltown to be used as the venue – this would provide sufficient space; • Both events would be advertised in the Tenants Newsletter; at New Parliament Place Open Day (scheduled 21st June 2010); paper advert; posters in local offices/shops; ACHA website and local radio (YL); • Provide transport to encourage tenants from the Mid Argyll area (CAS); • Park Square naming competition (SP); • Regeneration plans of Park Square – this is known to attract audiences (SP); • Information and advice on our Welfare Rights service (YL); • Information and advice on Investment programme – schedules to be provided (YL); 	

	<ul style="list-style-type: none"> • Demonstration of Area Committee involvement/decision making (SP); • Results of Garden completion/presentation of trophies (YL); • Information of Millknowe project (SP); • Involve Police; Fire Brigade services, Right to Repair (CAS); • Involve Big Green projects (SMack); • Involve Local Area Community Planning Group (YL); • Involve Kintyre Initiative group (DMacM) • Involve ADG, CORD (SP) <p>SMack advised Members that the Board of Management AGM is scheduled for 23rd September 2010. Following discussions, the Committee agreed to hold the Mid Argyll & Kintyre Area Committee AGM on 11th August 2010 at 2.00pm, thereafter, the Customer Involvement Day would be arranged from 3.00pm – 7.00pm. It was agreed the location would be Campbeltown, however, would alternate between both areas yearly thereafter.</p> <p>YL advised that all suggestions would be presented to the Board. Members would be contacted if further involvement was required.</p> <p>SP suggested the Customer Involvement Days in future should be incorporated with another event with other local agencies. YL welcomed this suggestion and commented that the Association does attend other community events when invited.</p>	
7.	<p>Correspondence</p> <p>We had one Community Action Fund approval this month. The Mid Argyll Pipe Band submitted an application to enable them to run a 5 music education workshop with high profile Celtic musicians to inspire, educate and encourage young traditional musicians to compose and produce their own music.</p> <p>The band members are a mix of youth and adult, with the majority (40 in number) aged under 20. Tutors include ACHA staff with some of the younger members in tenant households. The band is active in the local community in Mid Argyll.</p> <p>The request of £300.00 was approved by the Association.</p> <p>No other correspondence was received.</p>	
8.	<p>Chair's Report – Board of Management Meeting – 8th April 2010</p> <ul style="list-style-type: none"> • Alastair MacGregor advised that the Housing Green Paper would be published after the May 6th election. Green paper would outline future for affordable housing. 	

	<ul style="list-style-type: none"> • Scottish Government affordable Housing Investment programme for 2010/11 is £471 million. This means £169 million less will be spent on Housing Association development this year. • It was agreed that a Policy sub-committee would be established in order to free up some Board time and also allow new policies to be discussed in detail by the policy committee. • It was agreed that ACHA would continue to use AON/Aviva for Tenants Contents Insurance. • Christine Johnston, Director of Housing & Neighbourhood Services & Margaret MacGregor, Bute & Cowal Area Committee, met with the tenants at Wallace Court Sheltered Housing complex in regards to service charges. A further report will be brought to the Board in May. <p>The minutes of the Board of Management meeting held on 14th January and 10th February 2010, were circulated prior to the meeting.</p>	
9.	<p>Regional Manager's Report</p> <p><u>Investment Programme</u></p> <p>Windows & Doors (McLeods) – working to Year 3 of programme</p> <ul style="list-style-type: none"> • Installing doors at McIntyre Terrace, Lochgilphead, however, this is almost complete. • Doors ordered for Stag Park (Lochgilphead), McKellar Buildings (Lochgilphead) and Am Baile Mhor (Kilmicheal). • Currently working at Smith Drive and Ralston Road in Campbeltown. Installations in these properties are going well with no issues. <p>IMcL to provide an update of the installations scheduled at Dalintober.</p> <p>Heating & Rewiring (Gas Call)</p> <ul style="list-style-type: none"> • The Contract with Gas Call has come to an end by mutual agreement. There will be no heating and re-wire installations carried out until a new contract is in place. This is likely to be around Autumn 2010. <p>Kitchen & Bathrooms (Connaught) – working to Year 3 of programme</p> <ul style="list-style-type: none"> • Mid Argyll – Two installations at Leacainn Terrace, Furnace. There have been issues with the quality of these installations, however, Connaught are putting measures in place to rectify any problems. • Kintyre – installations at Kinloch Road, Longrow, Mill Road and 	IMcL

	<p>Millers Park. Some minor issues have arisen concerning the tidiness of the working areas, but have been resolved and more attention is to be given by tradesmen. Overall, installations are going well.</p> <p>Roof & Roughcast</p> <ul style="list-style-type: none"> • Small snagging issues to be resolved at Wallace Cottages. • Roughcast being removed at Dalintober in preparation for re-coating. • Survey's being carried out for future projects at Smith Drive and High Street in Kintyre. • Not working in Mid Argyll at present. <p><u>Area Committee Tour</u></p> <p>Pictures from the tour of New Parliament Place at the last Area Committee Meeting in February.</p> <p><u>Regeneration Programme</u></p> <p>New Parliament Place</p> <ul style="list-style-type: none"> • 22 Properties are now relet. • The next phase is due to be handed over mid May 2010 – this will be numbers 25 – 40. This phase includes 5 LIFT (Low cost Initiative for First Time buyers) properties and the Womens Aid Property. • We remain on target for the completion date (June 2010). • The “Open Day” is being finalised and AC Members will be kept updated with progress. This is due to be held on 21st June 2010. It was agreed the AGM and Customer Involvement Day would be advertised at this event. The Chief Executive has arranged for Scottish Minister, Mr Neill to attend. • LIFT – a number of enquiries have been received with a total of 44 application packs issued to date. (LIFT information packs available for Members). <p>Phase 2 – Park Square</p> <ul style="list-style-type: none"> • Feasibility work is now commencing by the Design Team. Programme and procurement dates will be finalised to confirmation of Housing Association Grant (HAG) funding. • If funding is secured it is hoped we will be on site in April 2011. • Need to explore the proposed community facility further to ensure there is actually a demand for this. 	
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MacMillan Court, Ardrishaig

- We are on course for a completion date in August 2010.
- It was agreed a tour of the Ardrishaig development would take place during the garden competition tour in August.

Pictures of the progress to date at the Ardrishaig development were presented. YL noted there has been significant development since the date these pictures were taken.

Dalaruan Street Feasibility Study

- Staff are still in discussions with the five Owner Occupiers. This is to determine if they wish to be involved with the potential building modernisation and external improvements. Following this consultation, a plan will be developed as to how this project will be taken forward.
- Options concerning private owners to be concluded by end April.

Millknowe Terrace Feasibility Study

- Tenders due to be returned end April.
- Two meetings have taken place to discuss the possibility of a Youth Homeless Project.
- At the moment, it is proposed that we have 3 one-bedroom flats, with the fourth supported by a concierge/caretaker.

Housing Management & Maintenance**Budgets**

- General Repairs and Void Budgets are under pressure and local staff are currently grouping non-essential repairs with a view to them being completed from April onwards.

Stair Lifts

- Staff have issued letters to tenants who currently have a stair lift advising them of the basic instructions for use and that charges for repairs will apply as a result of misuse.

Tenants Satisfaction Survey

- Responses have been received from our tenants and results are currently being analysed. Once this exercise is completed, the final report will be presented to the Board of Management and Area Committees.

Paying Rent by Direct Debit

- We are about to promote the Direct Debit facility available to ACHA tenants for paying their rent.

	<ul style="list-style-type: none"> • Posters will be displayed with information leaflets and mandates readily available in area offices and on our website. • £100 annual prize draw for all tenants who pay rent by Direct Debit. This includes tenants currently paying by this method. <p>Gutter Cleaning</p> <ul style="list-style-type: none"> • Cyclical maintenance gutter cleaning in progress throughout Mid Argyll. • The cyclical external painting contract is almost complete with final snagging issues only. <p>Dalintober & Millknowe Tenants & Residents Association</p> <ul style="list-style-type: none"> • Last meeting scheduled for 17th February was cancelled as they did not have enough attendees to make meeting quorate. <p>Damp Issues, Kintyre</p> <ul style="list-style-type: none"> • On-going issues with severe damp problems in some properties. • Consultant has been employed to carry out a detailed survey of these properties. We await his findings. <p>Hard to Let Properties</p> <ul style="list-style-type: none"> • We are accumulating several hard to let properties, with usually easy to let properties taking longer to let in Kintyre. We are assuming that applicants are holding out for new build properties, therefore, refusing other offers. <p>Duncholgan Road</p> <ul style="list-style-type: none"> • No further update since the last meeting. Members have previously been advised of the issues surrounding the road to the Travelling Persons Site at Duncholgan. It continues to be a problem and is in extremely poor condition. <ul style="list-style-type: none"> • Concerns have been raised by residents on numerous occasions. • A petition was received in December 2009. • The road has now been surveyed and estimated costs for the upgrade have now been received. • There are issues surrounding the responsibilities for upgrading the road, with Legal Advice being sought regarding shared costs. • It is hoped this will be resolved in the near future. <p><u>More Than Housing</u></p> <ul style="list-style-type: none"> • 4 Welfare Rights Officers have been appointed. 	
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	<ul style="list-style-type: none"> • This is a collaborative project with Dunbritton Housing Association & West Highland Housing Association. • The project will assist tenants in Argyll to claim benefits they are entitled to receive • In the UK last year, there was an estimated £16 billion of unclaimed income-related benefits alone. • All new tenants will be offered a welfare rights visit and our elderly tenants will also be targeted. • Tenants can contact their local area office for more information and advice on this service. • A presentation will be provided to the Mid Argyll & Kintyre Area Committee in June. <p>Following the Regional Managers report, Councillor D MacMillan left the meeting.</p>	
10.	<p>Strategic Planning Days</p> <p>SMacK advised the Committee the Strategic Planning Days were held on 24th and 25th February. Area Committee members were invited to attend on 25th February. Unfortunately, only one Area Committee member from the whole of ACHA attended, which is disappointing given that there are up to 36 Area Committee Members.</p> <p>SMacK informed the group that ACHA are trying to gauge the views of the Area Committee as to why they believed attendance was so low and what members thought could have been done to encourage participation from Area Committee members at future meetings.</p> <p>Members advised that they had other commitments which meant they could not attend. SMacK encouraged members to let staff know in advance in future as this needs to be taken account of for catering.</p> <p>Members also advised that they felt it wasn't apparent enough what the days are about and felt that the Agenda's should be made clearer. Members were asked if there was anything that could be done to encourage them to attend. A discussion took place and members felt they already were committed to giving up their time to voluntary groups and to the Area Committee and it was difficult to give up more time to attend additional meetings. In addition, some members have to travel a significant distance to get to the event.</p>	

11.	<p>Review of Key Performance Indicators</p> <p>The Performance report for the period up to the end of February 2010 was circulated prior to the meeting.</p> <p>From the exception report, SMK previously highlighted inconsistencies with the rankings within the league tables. YL advised the group this was due the decimal place for some figures. The sheet has since been amended to show an extra decimal place which makes it clear all the rankings indicated are correct. The master sheet has also been updated to make this evident to all.</p> <p>YL commented that performance remains consistently high in Mid Argyll & Kintyre, supported by the good work delivered by area staff.</p>	
12.	<p>Review of Estate Management Action Plans – 2009/10</p> <p>Iain McLeod, Local Manager – Property Services, presented the following Estate Management Action Plan approved during 2009/10:</p> <p><u>Mid Argyll</u></p> <p>5 Lochgair Place, Tarbert Retrospective approval sought to replace damaged and bossed roughcast at 5 Lochgair Place, Tarbert. Financial Implication: £1,535.25 (including VAT) Approved: 8th February 2010</p> <p>Chalmers Court, Inveraray To complete the fencing at Chalmers Court, Inveraray. The work was carried out over two years and cost £4,508 to complete in 2009/10. Financial Implication (over 2 years): £20,410. Approved: 15th August 2008</p> <p>9 Achagoil, Minard To remove the Eucalyptus tree at 9 Achagoil, Minard. The work was carried out by our Terms Maintenance Contractor for Grounds Maintenance. Financial implication of felling and removing the tree: £1,774. Approved: 15th August 2008</p> <p>5 & 6 Glenfyne Terrace, Ardrishaig To install a boundary fence at 5 & 6 Glenfyne Terrace, Ardrishaig. Financial Implication: £1,774 Approved: 30th October 2009</p> <p>Blocks 5-10 & 11-16 Easfield, Tarbert Drainage to blocks 5-10 & 11-16 Easfield, Tarbert Financial Implication: £3,701 (including VAT). This would be a shared cost project and would be split between the 7 ACHA properties and the 5 private owners (share cost £330.78, including admin fees at 12.5%</p>	

applied to all).

Approved: 8th February 2010

Caledonia Court, Ardrishaig

The tenants at Caledonia Court, Ardrishaig were very concerned about the security and requested we install a gate.

Financial Implication: £757

Approved: 30th October 2009

Sheltered Housing Complex Winter Gritting

Retrospective approval sought for costs of winter gritting at Sheltered Housing Complexes.

Financial Implication: £1,243.15 (including VAT)

Approved: 8th February 2010

Dunchologan TP Site

Retrospective approval sought for gritting of access road to Dunchologan TP Site.

Financial Implication: £188.00 (including VAT)

Approved: 8th February 2010

Budget 2009/10

Budget (including VAT): £13,437.00

ACHA Commitment 09/10 (including VAT): £15,086.00

Income Expected from Private Owners (including VAT): £1,540.00

Balance: -£109.00

Kintyre

13, 14, 17 & 18 Tormhor, Carradale

To approve the provision of new chain link fencing and gates to the front of the properties at 13 (no gate required for this property), 14, 17, 18 Tormhor, Carradale.

Financial Implication: £2,608.50 (including VAT).

Approved: 8th February 2010

Well Park, Kilkenzie

Replace the fence at Kilkenzie with a ranch style timber and to insert a garden gate into the fence to allow a disabled child easy access from her garden to the playpark. The work was carried out by Employability Team.

Financial Implication: £487

Approved: 30th October 2009

14, 15, 17, 18, 19, 22, 25, 26 and 29 Wallace Cottages, Southend

To approve the provision of new chain link fencing and gates at 14, 15, 17, 18, 19, 22, 25, 26 and 29 Wallace Cottages, Southend.

Financial Implication: £6,889.00 (including VAT).

Approved: 8th February 2010

Craigowan Park, Campbeltown

We had proposed to renew the chain link fencing at Craigowan Park, Campbeltown.

Financial Implication: £2,467.

Approved: 30th October 2009

High Street, Campbeltown

To complete the railings at High Street. This work was carried out over two years.

Financial Implication: £2,291 to complete (total cost of project was £6,081).

Approved: 15th August 2008

Wider Role**53 Burnside Cottages, Stewarton**

Elderly tenant with uneven path in garden prone to flooding. Proposal was to lift original paving slabs and relay path to allow better drainage.

Financial Implication: £485.00

Approved: 30th October 2009

16 Ralston Road, Campbeltown

Garden very unlevel and full of divots – proposal was to level off garden and re-turf. To avoid harsh weather conditions, work is to commence Spring 2010.

Financial Implication: £312.00

Approved: 30th October 2009

15 Roading, Campbeltown

Plan to replace grassed area at front of property with paving slabs as tenant is unable to mow front lawn.

Financial Implication: £190.00

Approved: 30th October 2009

Glenside, Campbeltown

Proposal was to clean gutters at above address. Gutters are badly overgrown with vegetation. This block is solely tenanted by ACHA.

This was not carried out as a Wider Role project as this had already been included in ACHA's cyclical maintenance gutter cleaning contract.

Mill Street, Campbeltown

Paint gates as in poor condition. Only ACHA tenants gates.

Financial Implication: £33.00

Approved: 30th October 2009

Glenside, Campbeltown

Paint bin sheds with wood preserver/stain.

Financial Implication: £30.00

Approved: 30th October 2009

	<p>6 Mill Road, Campbeltown Installation of a new divisional fence. The current fence is in a dangerous and dilapidated condition. Financial Implication: £668.15 Approved: 30th October 2009</p> <p>100 Witchburn Road, Campbeltown Scrape and paint handrail along path as in poor condition. Rail is ACHA's responsibility. Financial Implication: £120.00 Approved: 30th October 2009</p> <p>11 Smith Drive, Mill Street, Dalaruan Street, Shore Street and Dalintoher, Campbeltown Slab pressure washing at the above properties. This had no material cost to the Association. Financial Implication: £0.00 Approved: 30th October 2009</p> <p><u>Budget 2009/10</u> Budget (including VAT): £18,708.00 ACHA Commitment 09/10 (including VAT): £17,870.00 Income Expected from Private Owners (including VAT): £0.00 Balance: £838.00</p> <p>IMcL advised the under spent budget would be vired to General repairs. YL informed the group that the funds for EMAP are provided by the repairs budget and may not be available if there is work required to ensure properties remain wind and watertight (minimum standard).</p> <p>The Area Committee previously agreed a total of £109.00 would be vired from the Kintyre budget to balance accounts.</p>	
13.	<p>Tenants Panel Minutes – 17th November 2009 The minutes from the Tenants Panel meeting held on 17th November 2009 were circulated prior to the meeting. No issues raised.</p>	
14.	<p>Health & Safety Minutes – 19th August 2009 The minutes from the Health & Safety meeting held on 19th August 2009 were circulated prior to the meeting. No issues raised.</p>	
15.	<p>Related Asset Presentation Bill Anderson, Senior Investment Officer, provided the Committee with a presentation in relation to related assets.</p>	
16.	<p>AOCB CAS commented there were reports of movement within the properties at Broad Street. YL advised the information would be referred to the Regeneration team.</p>	YL

17.	Date and Time of Next Meeting 7 th June 2010 at 10.30am in Tarbert – venue to be confirmed. A presentation on Welfare Rights to be provided by F.Evamy.	
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