



**MID ARGYLL & KINTYRE AREA COMMITTEE MEETING**  
**Wednesday, 9<sup>th</sup> July 2014 at 12:15pm**  
**Dalriada House, Lochgilphead**

**Attendees**

Sandra Johnston, Tenant (SJ)  
 Sandra MacKenzie, Tenant (SMAK)  
 Councillor D MacMillan (DMacM)  
 John Muir, Tenant (JM)

**Guest Attendee**

Mike Brown, Chair of Board (MB)

**Staff in Attendance**

Yvonne Litster, Regional Manager – Housing & Neighbourhood Services  
 (YL)  
 Iain McLeod, Local Manager – Property Services (IMcL)  
 Claire Lumb, Administration Officer (CL)

	Action
<p><b>1. Welcome and Apologies</b></p> <p>Yvonne Lister (YL) welcomed all Members to the first Area Committee meeting for the year 2014/15.</p> <p>Apologies were received from Professor Davidson.</p> <p>YL advised that Carol Ann Shields (CA) was affected by the new regulatory standard which requires members to have a complete break from a Committee if they have been a member for over 9 years. CA had the option of resigning prior to the AGM or to resign by March 2015. CA decided to resign now, which means she could nominate herself for the Committee again at next year's AGM.</p> <p>CA was thanked for her commitment and contribution to the Area Committee over the years.</p> <p>Lochiel Cushnie has also retired following a period of special leave. The committee also pass on their best wishes to him.</p>	
<p><b>2. Election of Office Bearers</b></p>	

	<p>YL advised that Colin Davidson has indicated that he would be comfortable and happy to take on the position of Chair. YL explained that Professor Davidson (CD) can only be considered if no Tenant Members put themselves forward.</p> <p>No tenant nominations were received for the position of Chair.</p> <p>YL advised the Committee that CD advised that in the event that no tenant members put themselves forward for Chair he would consider the Chairs position. All members were delighted.</p> <p>YL therefore requested nominations for the position of Chairperson:</p> <p>Nominations: Professor Colin Davidson (CD)  Proposed: Unanimous by all Members  Seconded: Unanimous by all Members.</p> <p>Nominations were asked for the Vice Chair position.</p> <p>There were no nominations received for the position of Vice Chair.</p> <p>The role of Vice Chair was briefly discussed, and it was explained that it would involve deputising for the Chair on occasions he is not available. Members agreed to re-consider this at the September meeting.</p>	
3.	<p><b>Schedule of Area Committee Meetings</b></p> <p>All Members agreed to the proposed dates which were as follows:</p> <ul style="list-style-type: none"> <li>• Wednesday 3<sup>th</sup> September 2014</li> <li>• Wednesday 5<sup>th</sup> November 2014</li> <li>• Wednesday 14<sup>th</sup> January 2015</li> <li>• Wednesday 4<sup>th</sup> March 2015</li> <li>• Wednesday 6<sup>th</sup> May 2015</li> <li>• Wednesday 1<sup>st</sup> July 2015 (AGM)</li> </ul> <p>It was also agreed that meetings would be held in Lochgilphead as there are no current Kintyre Members.</p>	

	<p>Meetings would start at 10:30am and are likely to be held at Dalriada House, Lochgilphead.</p> <p>It was thought that an evening meeting might attract new Members. It was agreed to advertise this as a possibility in the next Tenant's Newsletter.</p>	CL
4.	<p><b>Minutes of Previous Meeting – 14<sup>th</sup> May 2014</b></p> <p>Page 7 "...installed 43tr plus gate" this should read          "...installed 43 metre plus gate"</p> <p>The minutes from 14<sup>th</sup> May 2014 were agreed as an accurate record. These were proposed by SMacK and seconded by DMacM</p>	
5.	<p><b>Matters Arising (including Information Pack)</b></p> <p>Page 2: YL explained she will provide an update on all EMAPs at Agenda Item 9.</p> <p>Page 5:          HOME Argyll Policy</p> <p>Due to technical issues experienced with the new software the live date of the new Policy has been postponed until 1<sup>st</sup> October 2014.</p> <p>However, applicants are being invited to re-register their application from 1<sup>st</sup> July 2014 on the new on-line system. Help is available from all HOME Argyll partners.</p> <p>JM asked what applicants do if they don't have a computer. YL explained that the information is in the letter and it advises them to contact any of the HOME Argyll partners.</p>	
6.	<p><b>Conflicts of Interest to Declare</b></p> <p>No conflicts of interest were declared.</p>	
7.	<p><b>Correspondence</b></p> <p>No correspondence received.</p>	
8.	<p><b>Community Action Funds (CAF)</b></p> <p>No new applications received.</p>	
9.	<p><b>Estate Management Actions Plans</b></p> <p><b>a) Update on EMAPs approved for 2013/14</b></p> <p>We now have confirmation that only two projects remain outstanding – fencing at Isleview, Machrihanish and fencing and 7 &amp; 8 Leacainn Terrace, Furnace.</p> <p>AHFA have confirmed that although works are not/were not completed by the end of the 2013/14 financial year, the expenditure will come from the 2013/14 budget.</p> <p>In terms of the pricing mechanism AHFA use for EMAP's, they have confirmed the works are currently priced on the</p>	

agreed schedule of rates. They are, however, looking at the possibility of pricing works on a daywork basis.

**b) Update regarding Balcony Railings at 22 Easfield**

It has been confirmed that balcony railings that are dangerous are to be replaced using the response repair budget, and not the EMAP budget.

**c) Kintyre EMAP Proposals for 2014/15 for decision**

<b>Kintyre</b>	
Budget for 2014/15	£11,214.00
Total Cost of Approved Projects	£400
Income from Private Owners	£0.00
Total Cost of Proposed Projects	£13,347
Balance	£10,814

Committee Members were advised that there is not enough money in the budget to approve all the projects, as there is a shortfall of £2533.

**Install metal gate at 5 Burnbank Cottages, Drumlemble**

Cost - £150.00

There is currently no gate at this property and the provision of a gate would give the tenant an enclosed front garden and also improve the appearance of the property and the estate. There is no private owner involvement in this project.

This was AGREED by Members

**Installation of fencing at 19-21 Millers Park, Campbeltown.**

Wooden ranch style fence and gates

Cost - £942.00

There is currently no fencing at the front of these properties leaving them open. The provision of fencing will improve the appearance of the estate and also prevent problems such as dogs getting access to these tenants' front gardens. There would be no private owners involved in this project.

This was AGREED by Members

**Replacement of rear railings at Glentorran Place, Campbeltown**

Private owner involvement

Cost - £7000.00

The metal railings at Glentorran Place are in a severe state of disrepair. Replacing them would remove a possible health and safety hazard and dramatically improve the appearance of this estate. There is private owner involvement in the rear railing and we are currently looking at title deed to confirm responsibility. Guidance so far indicates that there is no definitive responsibility by the private owners but this is to be verified. When this is completed staff will correspond with private owners as appropriate. If we do not obtain agreement from all then the project will not proceed.

It was AGREED to DEFER this project to 2015/16 to allow private owner engagement.

**Install wooden gates at the entrance to closes 3,5,7 & 11 Hillside Rd, Campbeltown**

Private owner involvement

Cost - £720.00

At the present time the closes at Hillside Road are currently open allowing dogs to foul. Proposal is to erect fence posts and gates in the gaps in the hedge which currently encloses the closes, preventing stray dogs gaining access. Private owner correspondence has begun but to date there has been little response.

It was AGREED to go ahead with this project, only if private owners agreed to pay their share. If owner agreement was not forthcoming then only the gates that affected tenants would be replaced.

**Replacement of fencing at 51 Burnside Cottages, Stewarton, Campbeltown.**

Chain Link fence to match existing + gate

Cost - £750.00

The current fencing at this property is in a poor condition and potentially dangerous with sharp edges. Replacing the fencing will remove a health and safety issue and improve the appearance of the property and the estate. There would be no private owners involved in this project.

	<p>This was AGREED by Members</p> <p><b><u>Replace damaged fencing at 7 Wallace Cott, Southend.</u></b>  Chain Link fence to match existing + gate  Cost - £790.00  The current fencing at this property is in a poor condition and potentially dangerous with sharp edges. Replacing the fencing will remove a health and safety issue and improve the appearance of the property and the estate. There would be no private owners involved in this project.</p> <p>This was AGREED by Members</p> <p><b><u>Replace fencing at 64 Limecraigs Cottages, Campbeltown.</u></b>  Chain Link fence to match existing + gate  Cost - £695.00  The current fencing at this property is in a poor condition and potentially dangerous with sharp edges. Replacing the fencing will remove a health and safety issue and improve the appearance of the property and the estate. There would be no private owners involved in this project.</p> <p>This was AGREED by Members</p> <p><b><u>Install fencing at 15 &amp; 16 Muasdale Cottages</u></b>  Chain Link fence to match existing surrounding fencing + gate  Cost - £2300.00  The provision of fencing at the above properties will give our tenants secure enclosed gardens and improve the appearance of the area.</p> <p>This was AGREED by Members</p> <p>The agreed projects, including the gates at Hillside Road, would amount to £6347, leaving £4467. IML to get private owner involvement confirmation regarding Hillside Road for the next meeting and he has been asked to present further projects at the September meeting to ensure the budget is</p>	<p>IMcL</p>
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not underspent.

**d) Progress update on Mid Argyll Projects for 2014/15**

**Replacement of Garden Fencing at McIntyre Terrace, Lochgilphead** – Site visit due this month with AHFA and sub-contractor to confirm exact amount of work to be done and the work will be issued immediately thereafter. Previous correspondence with private owners at McIntyre provided little engagement so the intention is to only do ACHA properties.

**Replacement of Individual garden gates at High Bank Park** – owners have been written to, to confirm if they wish to contribute to the project. Awaiting response before this can commence. Work for the 2 gates that are solely in ACHA ownership have been issued. Remaining budget of £200 will be put towards the McIntyre fencing project if owners don't proceed.

**Balcony railings at 22 Easfield** – this has been removed from EMAPs and will be carried out by AHFA in line with the response repair budget. Budget of £650 will be put towards the McIntyre fencing project, unless an urgent EMAP request is received.

**Replacement of garden fencing at 52 Easfield** – Work has been issued to AHFA

**60 Glenfyne Park** – Works have been completed.

**To summarise** – if owners do not engage there will be a budget of £850 left to spend for Mid Argyll. Committee Members previously agreed that this money should be spent on the McIntyre fencing project.

**e) Mid Argyll 7 Year Plan**

IMcL explained that the proposal was for the Mid Argyll area team to look at all projects remaining in the 7 year estate management plan. These would be checked to confirm if they were still applicable. Any projects that did not fit the Estate management brief were to be removed. Photos of all relevant projects were to be obtained to help build applications for future years. Any projects that have already been highlighted

IMcL

	<p>as proposals for year 15/16 were to have the private owner engagement started by September/October of this year to allow an agreement to be in place for presentation next year.</p> <p><b>f) Kintyre 7 Year Plan</b></p> <p>Kintyre area team to carry out same project as Mid Argyll in relation to checking all projects, ensuring we have up to date info and are better placed to present projects for next year.</p> <p>IMcL replied to concerns raised at the previous Area Committee in relation to Health and Safety issues with the 7 year plan. IMcL informed the Committee that these had been checked and there were a few minor repairs required which would be processed with AHFA but there were no urgent larger projects that fall into a Health and Safety category.</p> <p>MB highlighted the issue of metal handrails. IML informed the Committee that all handrails will be taken out of estate management plan and be carried out by AHFA. It was highlighted by IMcL that there were a couple of handrail projects still in the plan but this was to highlight to the area committee projects that would be coming out. For the next Area Committee these would be removed.</p> <p>DMacM asked about the fence at 15 Ardpark Place which has totally gone. IMcL informed DMacM that he had inspected this and it would appear that the wooden fence had been rotten due to its exposed nature. The fence had been removed and we have added the replacement to the Estate Management plan. The tenant had been made aware of this.</p> <p>It was asked whether tenants who bought their homes were told about private owners responsibilities with regards to paying their share of maintenance. YL answered that they are given a leaflet which explains this.</p>	
<b>10.</b>	<p><b>Diversity and Equality Form</b></p> <p>All Members were asked to sign a Diversity and Equality Form and hand back to CL.</p>	ALL
<b>11.</b>	<p><b>AOCB</b></p> <p>None.</p>	
<b>16.</b>	<p><b>Date, time of next meeting</b></p> <p>The next meeting will be held on 3rd September 2014 in Lochgilphead at 10:30. Venue to be confirmed.</p>	



*The meeting concluded at 1.30pm*