PRESENT:

Morag Cameron       Chairperson
Christine McCormack Board Member
Pat Bowden          Board Member
Claire Taylor       Board Member
John Duncan         Board Member
Helen Bayne         Board Member
Jeanette Brown      Secretary
John Kilpatrick     Board Member
Des Phee            Co-optee
Andrew Stevenson    Co-optee

IN ATTENDANCE:

Anne Marie Brown    Director
Frances Cunningham  Senior Corporate Services Officer (SCSO) (Minute Taker)
Robert Allison      Maintenance Services Officer
Fettes McDonald     FMD Financial Services Ltd
Gregor Cameron      GCC
Roddy Macdonald    A&S Homes Scotland
George Buchanan     George Buchanan Architects

1. Apologies for Absence

Apologies were tendered on behalf of Jaclyn McCann.

2. Chairperson’s Remarks

The Chairperson welcomed everyone and thanked them for their attendance tonight. The Chairperson advised that A&S Homes, Gregor Cameron & Fettes McDonald were here tonight to discuss the proposals for the Castlemilk West Parish Church Development.

3. Declaration of Interests

There were no declarations of interests, benefits, payments and entitlements made.

4. Minutes of Previous Meetings:

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4.a Approval of Minutes of the Board Meeting held on Monday 25th March 2019

The Board approved the minute as a correct record of the meeting held on Monday 25th March 2019; as proposed by Des Phee and seconded by Claire Taylor. The minute was then signed and sealed by the Chairperson.

4.b Matters Arising from Monday 25th March 2019

The Chairperson asked if anyone had any matters arising from the previous minutes of Monday 25th March 2019. Updates were given on the following:

*Page 7, Agenda Item 11 – Board/Committee Meeting Schedule 2019: Suggested Changes:* The Chairperson highlighted that she may not be able to attend the Audit & Assurance Committee meeting scheduled for Monday 29th July 2019 however would confirm as soon as possible in case the meeting has to be rescheduled.

*Page 8, Agenda Item 17 – Boards Training Plan 2018/19:* The Chairperson asked if dates had been arranged with Paul McNeill. SCSO advised that she had not spoken with P McNeil however it was in the diary to contact him on Wednesday.

4.c Approval of Minutes of the Operational Services Committee Meeting held on Thursday 16th August 2018

SCSO explained as P Bowden and M Welsh are no longer members of the Operational Services Committee these minutes could not be approved by the Operational Services Committee and had to be presented to the Board for approval.

The Board approved the minute of the Operational Services Committee meeting minute held on Thursday 16th August 2018 as a correct record as proposed by Pat Bowden and seconded by Morag Cameron.

4.d Matters Arising from Previous Minutes of Operational Services Committee Meeting Thursday 16th August 2018

There were no matters arising from the previous minutes of the Operational Services Committee meeting held on Thursday 16th August 2018.
CRAIGDALE HOUSING ASSOCIATION MINUTE OF BOARD MEETING HELD ON MONDAY
29TH APRIL 2019 AT 6.00PM IN 83-85 DOUGRIE ROAD, GLASGOW G45-9NS

AGENDA ITEM: 4A APPROVAL OF PREVIOUS MINUTES

4.e Note Minutes of Community Events Group Meeting – Tuesday 16th April 2019

The draft minute of the Community Events Group meeting held on Tuesday 16th April 2019 were noted by the Board.

4.f Community Events Group Meeting Recommendations – Tuesday 16th April 2019

The Board approved the following recommendations:

Recommendations

Page 2, Agenda Item 6 – Community Events Group Remit: The Board approved the finalised Community Events Group Remit.

Page 2, Agenda Item 7 – Community Events Group Consultation Results: The Board approved the following recommendations:

- Good Neighbour: Flowers would be issued instead of a voucher, unless the nomination was male for the Good Neighbours Award.
- Mother’s Day: Award 1 Mother with £30 gift voucher.
- Easter Eggs: Donate £50.00 to the Castlemilk Foodbank.
- Over 50’s Away Day: The trip would remain as a Mystery Trip and will look at different venue for next year.
- Family Fun Day: The Association would take a stall at the Castlemilk Family Fun Day.
- Father’s Day: Award 1 Father with £30 gift voucher.
- Tenants & Family Away Day: The Board agreed to change the venue every year.
- Teenage Kicks: The Board agreed to continue this event, however if there was a low uptake the event would be cancelled and returned slip would receive a voucher for cinema.
- Halloween Party: The Board agreed to continue with event however will gauge the numbers and ages for this event to go ahead.
- Tenants Christmas Party: The Event will go ahead in the Birgidale Complex and it would be bring your own bottle and mixer, however the Association will supply a small selection of soft drinks.
- Twelve Days of Christmas: The Board agreed that the 12 Days of Christmas prizes would be cash prizes.
- Children’s Christmas Party/Grotto: The Board agreed that depending on...
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the age range from the Halloween Party would depend if we would hold a Christmas Party or Grotto.

- Other Suggestions: The Board agreed to run a Valentine competition in 2020.

4.g **Note Minutes of Corporate Services Committee Meeting – Monday 15th April 2019**

The draft minute of the Corporate Services Committee meeting held on Monday 15th April 2019 were noted by the Board.

4.h **Matters Arising from Operational Services Committee Meeting – Monday 15th April 2019**

The Chairperson asked if anyone had any matters arising from the minutes of Monday 15th April 2019. Updates were given on the following:

The Board asked Staff to leave the meeting at this point and on their return the Chairperson asked for the following to be minuted. The Board approved not to approve the TOIL Policy at present as they wish to discuss the policy with EVH and thereafter will organise a meeting of the Staffing Committee to discuss the TOIL Policy along with the Staff job descriptions and job specifications. This meeting will take place sometime in May/June.

The Board approved the following recommendations:

**Recommendations**

**Policy Review: Staff Appraisal & Development Policy:**

The Board approved the Staff Appraisal & Development Policy with no amendments.

5. **Director’s Report**

The Director presented the Director’s Report to the Board and gave a brief update.

Page 2, Item 2.2.2 – Office Refurbishment: The Director advised that she has emailed Coltart Early 3/4 times for updates, telephoned twice and has not heard from them. The Director advised that JMP require scaled drawings in order to issue the tender. The Board asked if JMP have an Architect with availability. The Director
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advised that she had spoken with JMP and they do have an Architect we could use.

The Board agreed to realise Coltart and Early from contract and use JMP Architect to progress office refurbishment.

Page 3, Item 3.2 – Governing Body Members Attendance at Board Meetings: The Director advised that J. McCann has asked for an additional 3 months extension to her leave of absence.

The Board approved 3 month’s extension of special leave.

30th Anniversary Dinner: The Director apologised as she had not added this to her report. The Director asked if the office could close early for Staff to get home and drop off cars and get changed.

The Board approved that the office could close half day on Friday 17th May 2019.

The Board approved the contents of the Director’s Report.

6. Castlemilk West Church Site Development Proposal

a. Site Proposals & Drawings

R Macdonald introduced himself and colleague G Buchanan and advised that A&S Homes Scotland have over 20 years of experience in housebuilding and have in the past 8 years ventured into the social housing sector and are currently onsite with 400 units with an additional 2 sites due onsite this year.

G Buchanan advised that the Church site will be a design and build with A&S Homes taking on the majority of risks associated with a new build development opportunity. They advised that the site drops 9 metres from north to south and that they are looking to build 3 blocks of flats which will comprise of 48 units.

1 Block will be sited on Carmunnock Road and 2 Blocks on Glenacre Street, with on street parking and parking to the rear of all properties at Glenacre Terrace.

G Buchanan highlighted that Glasgow City Council has the Glasgow Standard which states the room sizes that builders within the Glasgow area must achieve. G Buchanan advised that all the room sizes in the proposed development are above the Glasgow Standard.
R Macdonald advised that they are still negotiating with the Church of Scotland in relation to the sale of the site.

R Macdonald asked the Board if they had any questions.

M Cameron asked if the bedrooms have fitted wardrobes and plenty of storage; is there any provision for renewable energy, washing areas, bin areas; is there fencing and will the properties comply with new fire regulations?  

A&S Homes advised that there are wardrobes in the bedrooms and storage within the hall. There will be an element of renewable energy – solar panels as this links into additional grant funding. Bin and drying areas will be provided and will be highlighted in more detail when we have discussions with Planner. Once we meet with the Police in relation to Secure by Design we will have information in relation to fencing.

P Bowden advised that the site gets hit with the elements.  

A S Homes advised that the building materials used will be reliable materials and will withstand the weather.

J Brown asked if the kitchens in the wheelchair properties will be wheelchair adapted.  

A S Homes advised that the kitchen units will be adaptable and will move up and down on tracks.

C Taylor asked if we decide to go ahead with the development will we have more say in the specification.  

A S Homes agreed that they would have more detailed meetings to discuss specifications etc.

C McCormack asked if we could have the brick to tie in with our other properties.  

A&S Homes advised that they would be able to tie the brick colour in with our current properties.

R Allison highlighted that by 2025 there will be zero use of gas, are A&S Home& looking at alternative energy supplies for the properties.  

A S Homes advised that it they would be using gas in the properties to support sap ratings.

J Duncan asked if the site drops 9 metres will the site be terraced.  

A&S Homes advised that they are still finalising drawings.

A Stevenson asked if houses had been built on the site previously.  

P Bowden advised that no it has always been a Church.
J Duncan asked when will we likely to be on site. **A&S Homes advised they hope to be on site within the year and there would be a back to back land sale transaction between the Association and A&S Homes.**

**The Board were happy with the initial site proposals however would like further input with design and specification for the development.**

The Chairperson thanked A&S Homes for their attendance, and they left the meeting.

b. **Development Report**

The Director introduced Gregor Cameron from GCC who has been supporting the Association along with F McDonald in relation to the development.

The Director asked the Board if they had any questions in relation to the development report.

J Duncan asked if the new build will be completed by March 2021. **G Cameron confirmed the development would not be completed by this date. The completion date would be later on in 2021.**

M Cameron, C Taylor and P Bowden all asked if we can meet the proposed housing mix. **The Director advised that the housing mix reflects our current housing list and we can therefore allocate the flats based on this information. However, we also have a number of tenants in larger houses that have applied for a transfer to downsize to a smaller property. In these circumstances we may need to review our allocation policy to allow for people downsizing being allocated a property with one additional bedroom compared to their housing need.**

J Duncan advised that there has been a flurry of new build social rented properties in the area. **The Director highlighted that the majority of these properties have been family homes. The site is in a prime location and it is in our geographical boundary.**

P Bowden asked if the site is in a prime location why hasn’t anyone bought the site? **The Director advised that in 2015 when we last looked at the site the grant funding was lower so the project was not financially viable. Also the Association would have been buying the site direct from the Church; would have been responsible for site investigations; would have had to demolish the existing...**
Church and would have had to appoint a contractor, which would have come with a lot of risks to the Association.

P Bowden highlighted that we were previously refurbishing the church. The Director advised that we were never refurbishing the church’ the church was to be demolished.

M Cameron asked what happens if the site is contaminated.  G Cameron advised that all the risk lies with A&S Homes. If they find any issues the Association can walk away from the development.

J Kilpatrick asked would it be possible to visit other A&S Homes sites. G Cameron confirmed that this should not be a problem to organise a tour of other sites.

- The Board agreed to take the Development to the next stage i.e. discussions in relation to development funding with Glasgow City Council, Development and Regeneration Services, before making any decision about going to the next level of entering into a partnership agreement with A S Homes Scotland.
- The Board noted that if the development does proceed, rents for the properties would have to be set at the Scottish Government benchmark levels for funding.
- The Board agreed to retain Gregor Cameron’s services through the next stages i.e. feasibility, strategy and development funding plan and if the Board agrees to take the development forward we would then go out to tender for development services via Quick Quotes.

c. New Build Financial Appraisal & Estimated Development Costs

The Director presented the report to the Board and asked the Board if they have any questions.

F McDonald advised that these figures are broad assumptions and that we are not making any formal decisions tonight. The Association has various options open to us i.e. private loans-interest rates are low, using some of our own money. J Kilpatrick mentioned that loan assumptions are over 25 years however we could look at refinancing in 10 years.

H Bayne mentioned that the meeting with DRS on the 17th May will be a very telling meeting.
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- The Board agreed the key assumptions from the new building financial appraisal and development costs for the Castlemilk West Church Site.

7. **Tender Report: Landscape Maintenance Contract:**
   (1 year with options for additional 4 years)

   The Director advised that the Tender Report for the Landscape Maintenance Contract has been pulled from the Agenda. The report states that Staff participated in the Quality Scoring however this did not happen. The Director advised that it is good practice for Staff to be involved in this process. Staff will carry-out the Quality Scoring of tenders and the reports will be presented next month.

8. **Tender Report: Close Cleaning Contract:**
   (1 year with options for additional 4 years)

   The Director advised that the Tender Report for the Close Cleansing Contract has been pulled from the Agenda. The report states that Staff participated in the Quality Scoring however this did not happen. The Director advised that it is good practice for Staff to be involved in this process. Staff will carry-out the Quality Scoring of tenders and the reports will be presented next month.

9. **Tender Report: Reactive Maintenance Contract:**
   (1 year with options for additional 4 years)

   The Director advised that the Tender Report for the Reactive Maintenance Contract has been pulled from the Agenda. The report states that Staff participated in the Quality Scoring however this did not happen. The Director advised that it is good practice for Staff to be involved in this process. Staff will carry-out the Quality Scoring of tenders and the reports will be presented next month.

10. **Share Capital Report**

    SCSO confirmed that there were no new or cancelled Share's capital/certificates this month.

    The Board noted the update on Share Capital.

11. **Rent Report**

    The Chairperson confirmed the Rent Report is for information only and the details will
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be discussed at the next Operational Services Committee meeting.

The Board noted the contents of the Rent Report.

12. **Correspondence**

SCSO advised that we had received the following correspondence.

a) Scottish Housing Regulator: We have received our Engagement Plan from SHR advising that they do not require any further assurance from the Association at this point in time other than the annual regulatory returns required from all RSLs.

b) Scott Moncrieff: Have issued letter to the Board confirming the audit personnel and timetable, along with the Board of Management’s and Auditors responsibilities. The Auditors are required to inform the Board on an annual basis of this information.

c) Jaclyn McCann: Letter asking for three month’s extension to her leave of absence.

13. **Any Other Competent Business**

There was no ACOB for tonight’s meeting.

14. **Date of Next Board Meeting**

Wednesday 29th May 2019 at 6.00pm

The meeting concluded at 8.08pm