

**EAST AYRSHIRE COUNCIL****HOUSING COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 5 NOVEMBER 2003 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Jimmy Kelly, Daniel Coffey, Willie Coffey, Douglas Reid, Gordon Cree, John Weir, Isabella Macrae, John Campbell, Jim Raymond, Stewart Finlayson, Eric Jackson, George Smith, Tommy Farrell, William Menzies, Neil McGhee, Eric Ross and Elaine Stewart.

**ATTENDING:** David Montgomery, Chief Executive; James Lavery, Director of Homes and Technical Services; John Walker, Head of Building and Works; Iain MacMillan, Head of Exchequer Services; Chris McAleavey, Head of Homes; David McLellan, Financial Services Manager; Joe Cassidy, Policy Manager; Eddie Faser, Acting Principal Officer - Educational and Social Services; Alan Paterson, Principal Quantity Surveyor; Anna Gallagher, Solicitor/Team Leader; and Stuart Nelson, Administrative Officer.

**APOLOGIES:** Councillors Maureen McKay, Stephanie Young, Drew McIntyre and John Knapp.

**CHAIR:** Councillor Jimmy Kelly, Chair.

**BUDGETARY REPORTS**

- 1.1 BUDGETARY CONTROL SUMMARY STATEMENT: HOMES AND TECHNICAL SERVICES - CENTRAL REPAIRS ACCOUNT TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for Homes and Technical Services - Central Repairs Account for the period ended 21 September 2003 (Period 6).
- 1.2 HOMES AND TECHNICAL SERVICES: PROPERTY TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services - Property for the period ended 21 September 2003 (Period 6).
- 1.3 HOMES AND TECHNICAL SERVICES: TECHNICAL SERVICES TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for Homes and Technical Services - Technical Services for the period ended 21 September 2003 (Period 6).

- 1.4 HOUSING REVENUE ACCOUNT TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position of the Housing Revenue Account for the period ended 21 September 2003 (Period 6).
- 1.5 GENERAL FUND HOUSING TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for the General Fund Housing for the period ended 21 September 2003 (Period 6).
- 1.6 SUPPORTING PEOPLE GRANT TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services - Supporting People Grant for the period ended 21 September 2003 (Period 6).
- 1.7 SUPPORTING PEOPLE ADMINISTRATION TO 21 SEPTEMBER 2003 (PERIOD 6)** - There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position and the projected out-turn for the year for Homes and Technical Services - Supporting People Administration for the period ended 21 September 2003 (Period 6).

#### **FINAL MEASUREMENTS ON CONTRACTS**

2. There was submitted and noted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which informed on final measurements on contracts, as shown in the Appendix to these Minutes.

#### **AWARDING OF CONTRACT**

3. There was submitted and noted a report dated 2 October 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of a tender which had been accepted as undernoted, namely:-

<b>Contract</b>	<b>Successful Contractor</b>	<b>Amount (excluding fees)</b>
Replacement of Lead Water Pipes 2003/2003, Phase 1	Thomson (Of Ayr) Construction Limited, Ayr	£105,862.26

#### **HOUSING CAPITAL PROGRAMME 2003/04: MONITORING STATEMENT**

4. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which advised of the current status of projects within the Housing Capital Programme 2003/04 and set out the current position in relation to financial monitoring and physical progress.

It was agreed:

- (i) that the Director of Homes and Technical Services would ensure in future, as a matter of practice, that information was provided to local Members on works to be carried out within their respective Wards under the Housing Capital Programme;
- (ii) that the Director of Homes and Technical Services investigate concerns raised at the meeting relating to the positioning of kitchen units and alterations to the layout of kitchens in houses at which works were carried out under the kitchen refurbishment scheme within the Housing Capital Programme; and
- (iii) otherwise, to note the terms of the report.

#### **PLANNED REPAIRS**

5. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which sought approval for the release of funds from the Repairs and Renewals Fund.

It was agreed:-

- (i) to approve the release of £300,000 from the Repairs and Renewals Fund; and
- (ii) to authorise the Director of Homes and Technical Services to seek to secure the consent of the Scottish Executive to this expenditure.

#### **REVIEW OF OUTDOOR RENT COLLECTION SERVICE**

6. There was submitted a report dated 9 September 2003 (circulated) by the Director of Finance which sought approval for revised Outdoor Rent Collection arrangements.

It was agreed:-

- (i) to approve the replacement of Outdoor Rent Collection in the communities of Rankinston, Dalrymple and Ochiltree with collection through the local Post Office, the Girobank fee to be met by East Ayrshire Council; and
- (ii) to approve the Rent Collection Service being kept under continuous review with a view to ensuring that the Service was provided only to identified vulnerable people.

#### **LOCAL HOUSING STRATEGY: HOUSING (SCOTLAND) ACT 2001**

7. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which advised on the proposed launch of a consultation exercise on the draft of East Ayrshire Council's Local Housing Strategy in early December 2003; and provided details of the progress towards developing the Local Housing Strategy.

It was agreed:-

- (i) to approve the consultation process as detailed within Section 4 of the report; and
- (ii) otherwise, to note the terms of the report.

### **HOUSING STOCK OPTION APPRAISAL**

8. There was submitted a report dated 7 October 2003 (circulated) by the Director of Homes and Technical Services which sought authority to submit a Brief to Communities Scotland requesting funding to commission a full Housing Stock Option Appraisal exercise.

It was agreed:-

- (i) to approve the submission of a Brief to Communities Scotland requesting the funding required to undertake a full Housing Stock Option Appraisal exercise of this Authority's Housing Stock;
- (ii) to note that a progress report would be submitted to a future meeting of this Committee, following receipt of a response from Communities Scotland; and
- (iii) otherwise, to note the terms of the report.

Councillor Raymond left the meeting at this point.

### **THE SUPPORTING PEOPLE PROGRAMME**

9. There was submitted and noted a joint report dated October 2003 (circulated) by the Director of Homes and Technical Services and the Director of Educational and Social Services which advised of the implementation of this Scottish Executive initiative and its operation within East Ayrshire since April 2003.

### **FORMER TENANT ARREARS**

10. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which sought approval for the writing-off of those former tenant arrears accrued prior to 17 October 2003 which were no longer viable to pursue; and advised of the current situation with regard to the contracted Debt Collection Agencies.

It was agreed:-

- (i) to approve the write-off in the current financial year of Former Tenant Arrears of £50,165.76 as detailed in paragraph 3.1 of the report; and
- (ii) that Moorcroft continue to collect Former Tenant Arrears pending the findings of the Internal Audit review of the service.

Councillors Reid, Menzies and Ross left the meeting at this point.

### **ANNUAL SERVICE PLAN**

11. There was submitted a report dated October 2003 (copy enclosed) by the Director of Homes and Technical Services which sought approval to the terms of the Homes Division's Service Plan for 2003/04.

It was agreed:-

- (i) to note, as reported by the Head of Homes, that within the Service Plan 2003/2004, appended to the report, at objective A6, the entry under "Success Criteria" should read "7% reduction in routine voids between 2002/2003 and 2003/2004";
- (ii) to approve the terms of the Homes' Service Plan for 2003/2004 as contained within Appendix 1 to the report; and

- (iii) to note that an annual outcome report would be submitted to this Committee, at an appropriate time, with the subsequent Annual Service Plan.

Councillors Reid and Menzies rejoined the meeting at this point.

**JOINT PROTOCOL FOR ACCOMMODATING SERVICE USERS WITH  
COMMUNITY CARE NEEDS AND SERVICE USERS DISCHARGED FROM ACUTE  
HEALTH CARE SERVICES**

12. There was submitted a joint report dated October 2003 (circulated) by the Director of Homes and Technical Services and the Director of Educational and Social Services which sought approval for the introduction of a joint protocol for accommodating service users with Community Care needs and service users discharged from Acute Health Care Services.

It was agreed:-

- (i) to approve the introduction of the Joint Protocol, with immediate effect; and
- (ii) otherwise, to note the terms of the report.

**SECOND ANNUAL REVIEW OF EAST AYRSHIRE JOINT COMMUNITY CARE  
PLAN 2001-04 (INCORPORATING REVIEW OF THE EAST AYRSHIRE  
PARTNERSHIP IN PRACTICE AGREEMENT) (Item 14, Page 2761, 99/03)**

13. There was submitted a joint report dated 13 October 2003 (circulated) by the Director of Educational and Social Services and the Director of Homes and Technical Services which sought endorsement of the Second Annual Review of the East Ayrshire Joint Community Care Plan 2001-04 which incorporated a review of the East Ayrshire Partnership in Practice Agreement 2001-04; and authority to submit the Review to the Scottish Executive as required by National Guidance and Directions.

It was agreed:-

- (i) to endorse the Second Annual Review of the East Ayrshire Joint Community Care Plan 2001-2004; and
- (ii) to authorise the Director of Educational and Social Services, in consultation with statutory planning partners, to submit the Review to the Scottish Executive.

**HOUSING (SCOTLAND) ACT 2001: IMPLEMENTATION OF THE IMPROVEMENT  
AND REPAIRS GRANTS PROVISIONS**

14. There was submitted a report dated 14 October 2003 (circulated) by the Director of Homes and Technical Services which advised of the proposed transitional arrangements for the operation of the Improvement and Repairs Grants system following the implementation of Part VI of the Housing (Scotland) Act 2001.

It was agreed:-

- (i) to approve the transitional arrangements as described in paragraph 3 of the report;
- (ii) that the Director of Homes and Technical Services submit a report detailing progress in implementing the new grant system to a future meeting of this Committee; and
- (iii) otherwise, to note the terms of the report.

**PROPOSED TRANSFER OF LAND AT MONTGOMERY PLACE, KILMARNOCK**

15. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of land at Montgomery Place, Kilmarnock extending to 811m<sup>2</sup> or thereby, for the purpose of transfer to the Department of Educational and Social Services.

It was agreed:-

- (i) to declare the area of ground in question surplus to requirements for the purpose of a transfer to the Educational and Social Services Department, subject to the consent of the Scottish Executive in terms of Section 203 (2) of the Housing (Scotland) Act 1997; and
- (ii) that, thereafter, the matter be referred to the Director of Finance, in conjunction with the Director of Development Services, to regulate the transfer in accordance with the Council's agreed procedures.

**DISPOSAL OF VACANT BED-SITS AT 4A, 4B, 4C AND 4D VINEPARK DRIVE, KILMAURS**

16. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements the four bed-sit flats at 4A, 4B, 4C and 4D Vinepark Drive, Kilmaurs and authorise the Director of Development Services to market the properties for sale on the basis of conversion to a single dwellinghouse or larger flatted accommodation.

It was agreed:-

- (i) to declare surplus to requirements the flats at 4A, 4B, 4C and 4D Vinepark Drive, Kilmaurs; and
- (ii) to authorise the Director of Development Services to advertise the properties for sale on the open market for conversion to a single dwellinghouse or to larger flatted accommodation.

**EXCLUSION OF PRESS AND PUBLIC**

17. The Committee resolved that under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act, as shown against each item.

**HOUSING DEVELOPMENT PROGRAMME, RESOURCES AND TRANSFER OF THE MANAGEMENT OF DEVELOPMENT FUNDING (PARA 2)**

18. There was submitted a report dated 13 October 2003 (circulated) by the Director of Homes and Technical Services which informed of progress with regard to the development programme and the proposed Transfer of the Management of Development Funding (TMDF); and sought Committee approval for the provision of resources to meet the expanding development role as a result of the proposed Transfer of Management of Development Funding.

It was agreed:-

- (i) to authorise the Director of Homes and Technical Services to write to Communities Scotland to confirm the Council's willingness to bid for the management of the Development Funding function from April 2005;
- (ii) to note that a further report on progress on the Development Programme would be submitted to a future meeting of this Committee; and
- (iii) otherwise, to note the terms of the report.

**KILMARNOCK: OWNERSHIP AND PROPOSED REDEVELOPMENT OF PROPERTIES (PARA 6) (Item 13, Page 2336, 99/03)**

19. There was submitted a joint report dated October 2003 (circulated) by the Director of Homes and Technical Services and the Director of Development Services which informed of the current position with regard to the proposed redevelopment of properties in Kilmarnock.

It was agreed:-

- (i) to declare the Council owned properties referred to in paragraph 5.3.2 of the report surplus to requirements and to authorise disposal of same to the party identified in paragraph 5.3.1 of report;
- (ii) to authorise the Director of Development Services, in conjunction with the District Valuer to finalise negotiations for the disposal of these properties;
- (iii) to approve the Council underwriting the acquisition of the property identified in paragraph 5.4.3 of the report;
- (iv) to note that further reports on progress would be submitted to future meetings of this Committee and of the Development Services Committee; and
- (v) otherwise, to note the terms of the report.

**LEASE OF 8 AND 10 TOURHILL ROAD, KILMARNOCK (PARA 9)**

20. There was submitted a report dated 20 October 2003 (circulated) by the Director of Homes and Technical Services which advised of a request from Northwest Kilmarnock Lone Parents Resource ("The Avenue Project") to lease the two Council houses at 8 and 10 Tourhill Road, Kilmarnock.

It was agreed:-

- (i) in principle, to lease the two Council houses at 8 and 10 Tourhill Road, Kilmarnock to the Avenue Project, subject to the Management Committee of the Project confirming that they have secured the requisite funding to convert the premises to a childcare facility which would meet with the requirements of the Scottish Commission for the Regulation of Care; and
- (ii) that, subject to (i) above, proceeding, the premises at 8 and 10 Tourhill Road, Kilmarnock be leased to the Avenue Project at the appropriate annual rent on the terms and conditions set out in the report and subject to any other conditions considered necessary by the Solicitor to the Council in order to safeguard the interests of the Council

**PROPOSED DISPOSAL OF LAND AT 28 HILLMOSS, KILMAURS (PARA 9)**

21. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 19m<sup>2</sup> adjacent to 28 Hillmoss, Kilmaurs and authorise disposal of same.

It was agreed:-

- (i) to declare the area of ground in question surplus to requirements and to authorise disposal of same to the party identified in the report; and
- (ii) to authorise the Director of Development Services to finalise negotiations for the sale.

**PROPOSED DISPOSAL OF LAND AT 29 HILLMOSS, KILMAURS (PARA 9)**

22. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 25m<sup>2</sup> adjacent to 29 Hillmoss, Kilmaurs and authorise disposal of same.

It was agreed:-

- (i) to declare the area of ground in question surplus to requirements and to authorise disposal of same to the party identified in the report; and
- (ii) to authorise the Director of Development Services to finalise negotiations for the sale.

**DISPOSAL OF GROUND SITUATED AT THE SOUTH OF CARNSHALLOCH AVENUE, PATNA (PARA 9)**

23. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that Committee declare surplus to requirements an area of ground extending to 8762m<sup>2</sup> situated at the south of Carnshalloch Avenue, Patna and authorise the Director of Development Services to negotiate the disposal of part of the site extending to 688m<sup>2</sup> to the party identified in the report and to market the remainder of the site extending to 8074m<sup>2</sup> in accordance with the Council's agreed procedures for the disposal of surplus property.

It was agreed:-

- (i) to declare the area of ground in question surplus to requirements; and
- (ii) to authorise the Director of Development Services to negotiate with the party identified in the report on the sale of that part of the site extending to 688m<sup>2</sup>, and otherwise to market the remainder of the site for sale in accordance with Council's agreed procedures for the disposal of heritable property.

**PROPOSED TITLE REALIGNMENT AT 74 AND 76 LOUDOUN AVENUE,  
KILMARNOCK (PARA 9)**

24. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that Committee approve the re-acquisition of an area of ground extending to 0.6m<sup>2</sup> situated at the rear of 74 and 76 Loudoun Avenue, Kilmarnock for the purpose of incorporation within the tenanted extent of the property at 76 Loudoun Avenue and declare surplus to requirements an area of ground extending to 22m<sup>2</sup> situated at the rear of 74 and 76 Loudoun Avenue, Kilmarnock and authorise disposal of same.

It was agreed:-

- (i) to approve the re-acquisition of the area of ground extending to 0.6m<sup>2</sup> situated at the rear of 74 and 76 Loudoun Avenue, for the purpose indicated in the report; and
- (ii) to declare the area of ground extending to 22m<sup>2</sup> surplus to requirements and to authorise disposal of same to the party identified in the report and to authorise the Director of Development Services to finalise negotiations for the sale of the area of ground in question.

**PROPOSED DISPOSAL OF LAND AT 15A SAMSON AVENUE, KILMARNOCK  
(PARA 9)**

25. There was submitted a report dated October 2003 (circulated) by the Director of Homes and Technical Services which requested that the Committee declare surplus to requirements an area of ground extending to 62m<sup>2</sup> situated adjacent to 15A Samson Avenue, Kilmarnock and authorise disposal of same.

It was agreed:-

- (i) to declare the area of ground in question surplus to requirements and to authorise disposal of same to the party identified in the report; and
- (ii) to authorise the Director of Development Services to finalise negotiations for the sale.

**PROPOSED DISPOSAL OF GROUND AT THE REAR OF 40 CESSNOCK  
AVENUE, HURLFORD (PARA 9)**

26. There was submitted a report dated 13 October 2003 (circulated) by the Director of Homes and Technical Services which requested that Committee declare surplus to requirements an area of ground extending to 106m<sup>2</sup> situated at the rear of 40 Cessnock Avenue, Hurlford and authorise disposal of same.

It was agreed:-

- (i) to declare the area of ground in question surplus to requirements and authorise disposal of same to the party identified in the report; and
- (ii) to authorise the Director of Development Services to finalise negotiations for the sale.

**BUILDING AND WORKS DLO TO 21 SEPTEMBER 2003 (PERIOD 6) (PARA 6)**

27. There was submitted and noted a joint report dated 13 October 2003 (circulated) by the Director of Finance and the Director of Homes and Technical Services which advised of the current budgetary control position of the Building and Works DLO for the period to 21 September 2003 (Period 6).

Arising from discussion, it was noted that the Director of Homes and Technical Services intended to report to a future meeting on appropriate aspects of the operation and performance of the Building Works DLO being considered in public.

The meeting terminated at 1140 hours.

## APPENDIX

## FINAL MEASUREMENTS ON CONTRACTS

<b>Contract Title</b>	<b>Amount of Final Measurement</b>
Demolitions and Associated Works at 41-43 Benrig Avenue, Kilmaurs	£11,557.50
Demolition and Associated Works at Stoner Crescent, Hillside Crescent and Aird Avenue, Auchinleck	£87,913.45
Demolition and Associated Works at 60-88 and 90-110 Castlevue Avenue, Galston	£51,240.00
Demolition and Associated Works at 15A-18D Bankend Place, Kilmarnock	£36,609.95
Demolitions and Associated Works at Stoner Crescent Auchinleck, Dalfarson Avenue, Dalmellington and Longpark Hostel, Kilmarnock	£64,429.80
Demolitions and Associated Works at 39A-41F Montgomery Street and 4A-4F Montgomery Place, Kilmarnock, and Demolitions at 22-24 and 62-64 High Park Avenue and 37-39 and 41-43 Farden Avenue, New Cumnock	£50,402.55
Demolitions and Associated Works at 1-15 McBeth Walk, Kilmarnock, and 12-18 Hillside Crescent, Auchinleck	£60,463.44
Demolitions and Associated Works at Thorn Terrace, Kilmarnock	£99,866.15
Demolitions and Associated Land Rehabilitation Works at 13-15; & 22-32 Farden Avenue, New Cumnock and 86-87; & 102-104 Dalfarson Avenue, Dalmellington	£62,739.50
Demolitions and Associated Works at Highpark Avenue, New Cumnock	£42,468.70
Demolition and Associated Works at 18-40 and 37-51 Shawlands Street Catrine	£47,053.23
Landscaping Works at Farden Avenue, New Cumnock, High Park Avenue, New Cumnock and Stoner Crescent, Auchinleck	£28,512.88
Demolitions and Associated Works at 42-54 MacDonald Drive, Kilmarnock	£46,812.17
Demolitions and Associated Works at 44, 46-66 Castlevue Avenue, Galston	£42,389.96
Demolitions and Associated Works at 42-72 Greenhill Avenue, New Cumnock and 78-84 Farden Avenue, New Cumnock	£92,041.20
Demolition and Associated Works at 10-40 Greenhill Avenue, New Cumnock, and Landscaping Works at 1-6 Lochore Terrace, Darvel	£106,351.30