Dargavel Village Residents Association Meeting:
29th September 2016 @ 6:30pm - Ingliston Country Club

Present	Justin Herbert Richard Orr Mike Pearsall Graham Henderson Chris Gledhill David Ross Stephen McLeod Scott McQuade Alan Brown Ross McVicar Stephen Sutherland	RMG RMG RA Member RA Member RA Member RA Member RA Member RA Member RA Member RA Member RA Member
Apologies	Lynn McClelland Lynn Miller Willie Blackburn Sarah Hamill Richard Hodelet	RA Member RA Member RA Member RA Member RA Member

Item	Action
Item 1 - Introductions / Apologies Attendance as above	
Item 2. Community Police update No attendance from Police Scotalnd. GH has been in frequent contact with local Community Policing Team at Johnstone who had committed to have representation at tonight's meeting at Ingliston.	Note
Item 3. Discussion with RMG: *Reference: Agenda issued on 26th September* A general Billing related discussion took place with the following points noted / agreed: • *RMG to confirm the number of units that will used in the development of Residents annual invoices i.e. 460 vs 2500 or even 2850 based on recent development news from BAE* o Annual Billing is adjusted on a daily pro-rata basis as per tenants' actual occupancy dates. RMG confirmed that Annual Bills are reconciled annually to take account of changing occupancy numbers. o RMG currently working on 465 occupied properties where-as RA Committee Members believe the number could be as high as 575. RMG confirm that they do struggle to get prompt response from the various Developers. o RMG agreed to improve clarity / detail on the Billing & completion numbers to ensure higher level of accuracy achieved in the next Billing cycle. o RA to provide 2/3 points of contact for RMG regarding billing. o Multi-storey developments in Parcel E4 will have three portions in their respective Factors Fee i.e. 'shared building' charge / Parcel Charge / Estate charge o Stuart Milne Parcel (M2?) will be at the higher end of Factors Fees due to level	Note Note RMG DR/GH Note Note

of maintenance agreed in the Deeds ○ Social House x 150 units to be built in 2017 – still to be confirmed if Landlord or actual tenants will be liable for the Factors Fee	Note
• *RMG to offer clarity on rebates / breakdown on charges / future costs etc. as the May 2016 Invoices packs were not at a good enough standard* ▪ RMG confirmed that they deliberately timed the issuing of both Billing and forecast for the previous cycle to coincide as the majority of Residents received a 'credit' and RMG believed that having both sets of paperwork together would improve the Residents interpretation of the "paper-trail".	Note
▪ RMG were asked to review the "management fee" portion for the Taylor Wimpey Parcel H3 site on the basis that as its not been handed over as yet by the Developer, no Management oversight is necessary?	RMG
• *Plot E4 Handover process – how does BAE / RMG suggest this is dealt with as there is no RA rep for this parcel.* ○ Principle of RA involvement in future Parcel / Common Land handovers discussed at some length. ○ RMG agreed to contact the RA with the best notice period possible on upcoming 'handovers' and where Developers don't not wish RA in attendance, then to make suitable arrangements to have a 'walk round' in advance of the formal handover meeting	RMG
• *Property Factors (Scotland) Act 2011 which property factors are required to abide to; does RMG confirm their commitment to this?* ○ Yes, with additional confirmation that Thornton's are used for legal matters and internal Compliance Director supporting Environmental and HSE related issues	Note
• *How the ownership of 'Common Land' will ultimately transfer to Village Residents i.e. Birch Road?* ○ RMG confirmed that Common land in Parcels is specified in respective tenants Deeds and will be handed over as per above 'Handover Process'	Note
○ With respect to Common land across the wider Estate, RMG confirmed that this is still not clear and remains under discussion with BAE – last meeting that RMG had with BAE was more than 5 weeks ago and RMG still awaits an update on the issue. For example the liability for Birch Road and Rossland Woods remains unclear.	RMG
• *If a Land Registry search was carried out, who would the current owner be shown as?* ○ RMG have agreed to investigate this using common land in both H2 and H6 parcels as working examples	RMG
• *2017 billing related issues:* ○ RMG have committed to give RA sight of the draft 2017 Budget by 1st November	RMG
○ RA committed to respond within 30 days maximum	GH
○ RMG to then issue 2017 Budget & Invoicing by the end of December 2017 followed by Accounts in early 2017 with an improved Covering Note explaining Accounts & Billing Process	RMG
• Discussion with RMG closed at this stage – Residents Association members expressed appreciation for RMG's attendance and candour during the above discussion	Note
Item 4. RA Matters • MP confirmed that he was seeking to stand-down from Chairman's role and asked for volunteers to take on the role: ○ DR voted in as new Chairman with GH remaining as Secretary – both indicated that the will commit to the respective roles for the 'next 12 – 18 months'	Note

• RA committee CV's for RA website
  ○ Some responses in – awaiting all remaining RA members submissions
  ○ Agreed that the CV's would benefit from a photo to aid in recognition
• Commercial Vehicles parking within residents areas-
  ○ RA to approach RMG to include a reminder within the annual billing paperwork on residents responsibilities for good parking practice to be followed
• Communications;
  ○ Previous 'Flyer' to be updated with RA achievements and circulated for agreement
  ○ RMG to be approached for support in issuing the 'flyer' with the annual billing paperwork
  ○ Postcard sized 'flyer' for local Notice Boards in Par / Co-Op etc. to be developed
  ○ MP & SS will remain as the 'IT Guy's' and update the RA on progress
• BT Fibre installation in Estate:
  ○ RA agreed that it would acknowledge activities already underway by a group of Residents in getting BT Fibre installed but due to the nature of the RA Committees status were not able to offer any more support at this stage
•
	RA Members
	
	GH
	
	CG
	
	GH
	
	DR
	
	MP & SS
	
	Note

Item 5. Renfrewshire Council related No discussion	
Item 6. AOB Dealt with above	
Item 7. Arrangements for next meeting. Date for next meeting • Wednesday 9th November to review draft RMG 2017 Annual Invoice at Ingliston – 6:30pm start • Thursday 19th January 2017 for a full RA / RMG / BAE plus others Meeting	Note

Compiled by
Graham Henderson