

*IN PUBLIC*

10<sup>th</sup> June 2004

**PLEASE NOTE:**

1. *That the attached Minutes have yet to be confirmed by the Authority/Committees as true and correct record of proceedings at the various meetings; and*
2. That the resolutions of the various Committees, marked with an asterisk (\*), are subject to the approval of the Authority.

A handwritten signature in black ink, appearing to read 'J.E.S. Smith', with a large, stylized flourish at the end.

**J.E.S. SMITH**  
**CHIEF EXECUTIVE/CLERK**

*IN PUBLIC***ONCHAN DISTRICT COMMISSIONERS***Hawthorn Villa,  
Main Road, Onchan.*

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**IN PUBLIC**

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*10<sup>th</sup> June 2004*

Sir/Madam,

You are hereby summoned to attend an ORDINARY meeting of the Authority to be held in the boardroom at the offices of the Board to transact the undernoted business at:

**7.00 p.m. on Monday, 14<sup>th</sup> June 2004**

which will be followed by a meeting of the Board in Committee.

Yours faithfully,

**J.E.S. SMITH**  
**CHIEF EXECUTIVE/CLERK**

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**AGENDA**

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*The order of business at every meeting of the authority shall be in accordance with that laid down in Standing Order No 4 unless varied by the Chairman at his discretion or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.*

1. To approve as a correct record and sign the Minutes of the:-  
1.1 Ordinary meeting held on 10<sup>th</sup> May 2004 *(Minutes - APPENDIX 2)*

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2. To dispose of business (if any) remaining or arising from the above said meeting
- 2.1 C04/05/02/02(2) Hawthorn Villa Project – Timetable (Surveyor to report)
  - 2.2 C04/05/02/04(3) England Ladies Bowling Team (Letter circulated)
  - 2.3 C04/05/02/06(5) Local Authority Induction Course (Clerk to report)
  - 2.4 Any other business arising.

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3. To dispose of business (if any) remaining or arising from meetings held prior to the last ordinary meeting.
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*IN PUBLIC***ODC MEETING 14<sup>th</sup> JUNE 2004****IN PUBLIC**

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4. Chairman's Announcements
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5. Questions - As may be asked by members under the provisions of Standing Order No 7(2) after due notice in writing.
- 5.1 Question submitted by Commissioner D.J. Quirk (circulated)
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6. To receive and consider reports, minutes and recommendations of committees. The chairman of the respective committees to report.
- 6.1 Housing Committee  
- Meeting held 17<sup>th</sup> May 2004 *(Minutes – APPENDIX 3)*
- 6.2 Works and Cleansing Committee  
- Meeting held 24<sup>th</sup> May 2004 *(Minutes – APPENDIX 4)*
- 6.3 Leisure and Amenities Committee  
- Meeting held 1<sup>st</sup> June 2004 *(Minutes – APPENDIX 5)*
- 6.4 Policy and Finance Committee  
- Meeting held 7<sup>th</sup> June 2004 *(Minutes – APPENDIX 6)*
- 6.5 Rural Committee  
- Meeting held 2<sup>nd</sup> June 2004 *(Minutes – APPENDIX 7)*
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- Note:**  
Standing Order No 7(1) provides that “A member of the Authority may ask the chairman of a committee any question upon an item of the minutes, report or recommendations of a committee when that item is under consideration by the Authority.”  
Other questions may be asked, after due notice in writing under the provisions of Standing Order No 7(2).
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8. To consider letters, petitions, memorials and other communications.
- 8.1 Planning decisions/communications from the D.L.G.E. Planning Committee  
*(Schedule - APPENDIX 8)*
- 8.2 DOLGE re: Public Sector Housing Discussion Document (circulated)
- 8.3 DOLGE re: Local Elections 2004 (circulated)
- 8.4 DOLGE re: Report to Tynwald – Cost Effectiveness of Present Local Authorities and Departments Supervisory Powers (circulated)
- 8.5 Douglas Corporation – Invitation to Civic Sunday Service – 20<sup>th</sup> June 2004 (circulated)
- 8.6 Chief Constable re: Policing Plan 2004/05 (circulated)
- 8.7 DOLGE – Richmond Hill Consultative Committee (minutes circulated)
- 8.8 Any Other Communication
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9. To consider any report from the Clerk, Surveyor or other Officer of the Authority
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10. To consider Motions in the order in which notice has been received. *(ref Standing Order No 5)*  
None.

**IN PUBLIC**

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, at Hawthorn Villa, Main Road, Onchan, on Monday 10<sup>th</sup> May 2004 at 7.00 p.m.

**Present:** Mr M.J. Kennaugh (Chairman)  
 Mr G.K. Astill  
 Mr S.T. Black  
 Mr D. Crellin  
 Mr E.D.R. Killey  
 Mrs W.E. Megson  
 Mr A.T.W. Norton  
 Mr D.J. Quirk  
 Mr B. Stowell  
 Mr J.K. Watterson

**In Attendance:** Mr J.E.S. Smith (Chief Executive/Clerk)  
 Mr M.J. Williams (Deputy Clerk)  
 Mr E.K. Convery (District Surveyor)

**C04/05/02/01**  
**MINUTES**

The minutes of the public section of the ordinary meeting held on 5<sup>th</sup> April 2004, and of the Annual Meeting held on 4<sup>th</sup> May 2004, copies of which having previously been circulated, were considered.

Mr. Black sought an amendment to the ordinary minutes – reference C04/04/01/14 (4). Subject to that amendment the Minutes were agreed as a correct record of proceedings and both sets were signed by the Chairman.

**C04/05/02/02**  
**BUSINESS ARISING**

**1. C04/03/01/02 (1) - Waste Collection Services Advisory Group**

The Chief Executive/Clerk confirmed that the Waste Collection Services Advisory Group had met again that day, to receive the initial draft of the consultants report. The report, containing facts and figures provided by each Authority, was to be amended with each Local Authority being asked to check and review the figures of their respective Authority. Certain amendments would be carried out to ensure consistency. The Chief Executive/Clerk used the example of the depreciation of vehicles, where different Authorities dealt with depreciation over differing time periods. For the purpose of the report, figures were to be collated with depreciation calculated over a 7 year period.

The Chief Executive/Clerk confirmed that the Group would next meet on 20<sup>th</sup> May 2004 and again on 25<sup>th</sup> May 2004 to finalise the report which would then be submitted to the Department of Local Government and the Environment to meet the time scale which had been set out by the Minister of Local Government and the Environment. Each Local Authority would then be given the opportunity to comment upon the report. He added that the report would be factual in content and may contain conclusions but would not contain recommendations.

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Mr. Quirk assumed that the report would be sanctioned by each Local Authority before submission to the Department. The Chief Executive/ Clerk reiterated that the report was factual in content containing costings for various options including the retention of the existing arrangements, projected costings for 5 Regional Authorities and perhaps even a single Isle of Man Authority. The Chief Executive/Clerk commented that not all Authorities would agree with all of the content of the report, using the suggestion that Authorities toward the North East of the Isle of Man had been working on an alternative proposal for Authorities in the Garth Sheading to work together.

Mr. Quirk enquired whether the report in its current form could be circulated to members. The Chief Executive/Clerk stated that the report had been presented to those present, but copies had not been provided. Mr. Quirk reiterated his view that members of Local Authorities should have the opportunity to view the report before its submission to Tynwald. The Chief Executive/Clerk reminded Members that the report had to be submitted to the Minister by 31<sup>st</sup> May 2004 and that it would be impossible for all Local Authorities on the Isle of Man to view the report and comment thereupon in the time scale remaining.

Mr. Quirk pointed out that the Onchan Commissioners had seen just 2 sets of Minutes. He reiterated that he wanted to see the report before it was submitted to the Department. Mr. Black felt that if the report was submitted to the Department, the content would be commented upon by the Minister even although Members of the Local Authorities had not had the opportunity to view same. The Chief Executive/Clerk confirmed that he would ask whether a copy of the report could be made available prior to submission to the Department, but he believed that the best that could be achieved would be the submission of the report to Authorities at the same time as it was submitted to the Department. Mr. Quirk continued arguing that if the Minister attempted to utilise the content of the report, unless Local Authority members had seen that report, the Local Authority members would be at a disadvantage. Mr. Watterson understood the difficulties with the time scale involved, and confirmed that he was happy to be able to see the report at the same time as the Minister, since the content of the report was to be factual. Mr. Killey concurred that the report should be forwarded to Local Authorities at the same time as it was submitted to the Department. Mr. Black reiterated that the Department may utilise the report to form their decision making process.

In answer to enquiry the Chief Executive/Clerk confirmed that the report would contain no input from the Department of Local Government and the Environment. Mr. Quirk commented that there were Officers of the Department who were present on the Waste Collection Service Advisory Group by the Chief Executive/Clerk clarified that as the Local Authorities had been advised that the report was to be a Local Authority report, the Local Authority representatives upon the group had agreed to formulate the report for submission without input from the Department.

Mr. Stowell enquired as to when the report would be available. The Chief Executive/Clerk confirmed that it would be circulated as soon as received after 25<sup>th</sup> May 2004.

**2. C04/01/03/09(10) - Hawthorn Villa Project**

The Chief Executive/Clerk had circulated with the Agenda a copy of a schedule of critical dates prepared by the architect in relation to the project for alterations to offices and the new vehicle garage. The District Surveyor confirmed that officers had been pressing the architects for action following a number of delays. The architects had initially suggested that the tenders would be issued on 26<sup>th</sup> March 2004 and, when that had not been met, 30<sup>th</sup> April 2004. The second date had now passed and the programme which had been received confirmed the programme to issue tenders on 7<sup>th</sup> June 2004, for the return of those tenders by 6<sup>th</sup> July 2004 and for a commencement of works by 20<sup>th</sup> September 2004.

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The District Surveyor confirmed that the architects had been advised that the Commissioners were more than a little disappointed that the initial programme dates had not been met. Mr. Quirk commented that the delays may be fortuitous in that there may now be more opportunity for contractors to participate in the tender process in the current climate. Mr. Killey expressed the view that the revised timetable be accepted, but that if there was any further delay, the Commissioners should consider a change of architect or seek compensation for those delays.

**3. C04/04/01/13(5) - Local Government Structure**

The Chief Executive/Clerk had made reference to the suggestion made that the Onchan District Commissioners should arrange to meet with neighbouring Authorities to discuss the developments in relation to the proposed review of Local Government structure. The Chief Executive/Clerk had also circulated to Members a copy of the Tynwald Court Official Report of Proceedings – Hansard – for Thursday 18<sup>th</sup> March 2004 at which the motion had been formulated and passed by Tynwald.

A short discussion arose and Mr. Quirk suggested that the Onchan District Commissioners should meet with neighbouring Authorities from Lonan, Laxey, Braddan, Santon and Marown. The Chief Executive/Clerk enquired with regard to the involvement of Douglas Corporation but it was agreed that discussion should begin with the other Eastern Authorities previously referred to.

On the proposal of Mr. Norton, seconded by Mr. Astill it was **RESOLVED** *that a meeting should be arranged, at which all Local Authority representatives of Braddan Parish Commissioners, Laxey Village Commissioners, Lonan Parish Commissioners, Santon Parish Commissioners and Marown Parish Commissioners would be invited to meet with the Onchan District Commissioners to discuss any issues relating to Local Government structure.*

*For: Mrs. Megson and Messrs. Astill, Black, Crellin, Norton, Quirk, Stowell and Watterson*  
*Against: Mr. Killey*  
*Abstained: Mr. Kennaugh*

**4. C04/04/01/39(1) - Rural Ward Differential Rate**

The Chief Executive/Clerk had circulated with the Agenda a copy of a letter received dated 5<sup>th</sup> March 2004 from Mr. P. Karran, MHK, which requested a meeting with the Commissioners to discuss the differential rate order.

Mr. Watterson suggested that Mr. Karran should be advised that his approach was premature as there was no move at present to progress the matter again.

Mr. Killey proposed that the Chief Executive/Clerk should investigate the situation with regard to the differential rating of the Urban ward and Rural Ward within the Onchan District, and present a report to the Board on how the matter could proceed if the Board so determined. The proposal was seconded by Mr. Quirk.

Mr. Watterson drew attention to the fact that Mr. Kniveton had written previously to the Board in relation to the procedure adopted in respect of the previous differential rating order.

Mr. Norton enquired as to what stage it was envisaged that any proposal to change the Rural Ward rate should be referred to the Rural Committee. The Chief Executive/Clerk advised that the would prepare a paper for consideration by the Board which would provide Members with the options which might be undertaken, should a decision be taken to alter the percentage by which the Rural Ward rate was reduced. The paper would provide options with regard to rating, representation, and inform as to the situation with regard to Wards within the Onchan District.

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Once drafted the Chief Executive/Clerk advised that he would need to have the Commissioners advocates to examine the report to ensure the legal aspects thereof were factual, and thereafter, he envisaged that the Commissioners would wish to discuss the options with the Onchan Tynwald Members and the Rural Committee.

Mr. Stowell questioned whether it was appropriate that the question of the level of the Rural Ward rate should be resurrected so soon following the previous order. It was the view of Mr. Stowell that the matter should remain dormant for a little longer period. Mr. Killey suggested that the submission of the report would inform debate that Mr. Stowell considered that with the question of Local Government structure being considered again by the Department of Local Government and the Environment and Tynwald, the question of a Rural Ward rate may be unnecessary. Mr. Stowell suggested that the debate should be conducted with more decorum than on the previous occasion, and that the Commissioners should try to avoid "Chinese whispers" developing. Mr. Quirk pointed out that there could be no "Chinese whispers" with 2 members of the Press present. Mr. Watterson asked whether the advice of the Commissioners advocate had ever been obtained on the procedure which had been followed previously. The Chief Executive/Clerk that the order which had been presented to Tynwald previously had been prepared through the Department of Local Government and the Environment by the office of the Attorney General. He pointed out, however, that particular order only dealt with the question of the Rural Ward rate. When the order had failed, a decision had been taken to seek legal advice on the procedure but that had not been undertaken as yet. The Chief Executive/Clerk considered that this would be part of the advice to be sought from the advocate along with comment on his proposed report.

It was subsequently unanimously **RESOLVED** *that the Chief Executive/Clerk should investigate the circumstances relating to the differential rate order, and present a report to the Commissioners which would advise as to how the matter should proceed, should the Commissioners determine so to do.*

**C04/05/02/03****BUSINESS ARISING FROM PREVIOUS MEETINGS****1. C03/07/01/11(1) - Proposed Skateboard Park**

The District Surveyor had circulated to the Commissioners a Memorandum following a meeting which had taken place during the previous week with residents of School Road, in relation to the proposed skateboarding area at the School Road recreation ground.

Mr. Quirk thanked the District Surveyor for the report, and was given confirmation that objects had requested a review of the decision of the Planning Committee to approve the Commissioners application. Mr. Quirk went on to suggest that the comment which was received that the architectural liaison officer of the Isle of Man Constabulary should be invited to comment on the proposals be taken up. The District Surveyor confirmed that this could be arranged. It was clarified that the Youth Worker and Outreach Workers for the Onchan District had previously indicated the preference for the establishment of a skateboard park on the site of the existing tennis courts at Belgravia Road, but that the option of the recreation ground at School Road had not been condemned out of hand.

The District Surveyor sought confirmation that the Commissioners wished to continue to seek approval of the planning application at the review hearing. On the proposal of Mr. Watterson, seconded by Mr. Stowell, it was **RESOLVED** that the Onchan District Commissioners continue to seek planning approval for the construction of a skateboard park on land identified and the recreation ground, School Road, Onchan.

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Mr. Quirk suggested that those persons who had participated in the meeting with the Commissioners should be given a copy of the Commissioners Memorandum. The District Surveyor pointed out that that had not been his intent when writing the Memorandum although, of course, if the Board so determined to issue to other attendees, he was happy to do so. Mr. Stowell commented, however, he saw no advantage in providing the residents of School Road with a copy of the Memorandum, which was a document for consideration by the Commissioners, giving details of the Commissioners stance in relation to the planning application. He commented that it was important that the Commissioners obtained approval for the development of the skateboard park. Mr. Quirk pointed out that all comments received form part of the planning application file which was a public document. The District Surveyor clarified, however, that if the application was to be considered on written submission, the Commissioners would not see the detail of objections until after the review of the initial decision had taken place.

On the suggestion of the Chief Executive/Clerk, it was **RESOLVED** *that the detail of the Memorandum prepared by the District Surveyor dated 6<sup>th</sup> May 2004, with regard to the proposed skateboard park area at School Road recreation ground, be released to the residents of School Road and the Press, but that paragraphs 11 and 12, which refer to the ongoing planning review be removed before such issue.*

**C04/05/02/04****CHAIRMAN'S ANNOUNCEMENTS****1. Nobles Hospital – Opening**

The Chairman referred to his pride in attending the official opening of Nobles Hospital which had taken place the previous Saturday, an event which he had attended with his wife.

**2. The Big One – TT Week**

The Chairman understood that the event regularly known as “The Big One” which was undertaken at Onchan Park during TT week would proceed again in the current year.

**3. England Ladies Bowling Team**

The Chairman confirmed that the Onchan District Commissioners had hosted a reception in respect of the England ladies bowling team who were on the Island over the previous weekend to play a test match against the Isle of Man. The reception had taken place on Thursday 6<sup>th</sup> May 2004 and was enjoyed by all in attendance.

**C04/05/02/05****QUESTIONS**

None.

**C04/05/02/06****HOUSING COMMITTEE MINUTES**

The Minutes of the Public section of the Housing Committee Meeting held on Tuesday 13<sup>th</sup> April 2004, copies of which having previously been circulated, were considered. The following matter was arising therefrom:-

**1. H04/04/01/04(2)(b) - Abandoned Vehicle – Rear Barrule Drive**

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Mr. Quirk enquired as to whether permits were issued for the use of the car park to the rear of the properties in Barrule Drive. The Deputy Clerk confirmed that this was the case and that such permits were issued annually. Mr. Quirk asked to be notified of the number of permits which were currently issued and the Deputy Clerk undertook to research this information.

**C04/05/02/07****RECEIVING OF MINUTES**

It was **RESOLVED** that the Minutes of the Public section of the Housing Committee meeting held on 13<sup>th</sup> April 2004, be and are hereby received. There were no resolutions contained therein requiring the consent of the Board.

**C04/05/02/08****WORKS AND CLEANSING COMMITTEE MINUTES**

The Minutes of the Public section of the Works and Cleansing Committee meeting held on 19<sup>th</sup> April 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

**1. WC/04/4(c) - Civic Amenity Site**

Mr. Crellin drew attention to the siting of a skip at the Civic Amenity Site for the recycling of cardboard for businesses and the public in general.

**2. WC/04/4/3 - Matters Arising From Previous Meetings – Onchan Secondary School**

Mr. Crellin drew attention to the delay in the proposed development of the Onchan Secondary School.

**3. WC/04/4/4(a)(i) - Bin Weighing**

Mr. Crellin drew attention to the improved success rate in the weighing of bins, an improvement which continued to occur.

**4. WC/0-4/4/4(b) - Waste Collection Service – Marown**

Mr. Crellin drew attention to the fact that the collection of refuse within the Marown Parish continued to progress smoothly.

**5. WC/04/4/9(d) - Groudle Road**

Mr. Quirk enquired whether the difficulties with regard to ponding on Groudle Road had been drawn to the attention of the eastern Sector Liaison Group. The District Surveyor confirmed that the matter had been placed upon the list within the Department of Transport for investigation. Mr. Quirk sought clarification that the Onchan District Commissioners were the agents for the Department of Transport in relation to the maintenance of surface water sewers. The District Surveyor confirmed this to be the case but that in the matter in question, there was no surface water sewer in place. Mr. Quirk commented that the matter was, however, causing difficulty for residents of the District and there was 1 particular resident who suffered greatly with ponding and occasional flooding. The District Surveyor stated that the instillation of a surface water sewer would not only be costly but difficult to install.

**6. WC/04/4/6(a)(ii) - Manhole Cover Refurbishment**

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Mr. Watterson referred to the recent project to refurbish the manhole covers on Main Road in Onchan, and whilst acknowledging that there had been some initial difficulties with regard to the time of closing of the roads, he considered that on the whole, the Department had taken the best opportunity to time the works to take place, and Mr. Watterson wished to record his appreciation to the Department and to the contractors to the work undertaken so speedily during the project period.

**C04/05/02/08****RECEIVING OF MINUTES**

It was **RESOLVED** that the Minutes of the Public section of the Works and Cleansing Committee meeting held on 19<sup>th</sup> April 2004, be and are hereby received. There were no resolutions contained therein requiring the consent of the Board.

**C04/05/02/09****LEISURE AND AMENITIES COMMITTEE MINUTES**

The Minutes of the Public section of the Leisure and Amenities Committee meeting held on Monday 26<sup>th</sup> April 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

**1. LA/04/4/3/(k) - Easter Takings**

Mr. Norton drew attention to the success, once again, of the park during the period of opening during the Easter holidays.

**2. LA/04/4/3(e) - Annual Tour Of The Park**

Mr. Norton confirmed that a lot of work had been undertaken following the Annual tour of the Park which had taken place in the closed season.

*IN PUBLIC***3. LA/04/4/4(e) - Seat At Lazy Corner**

Mr. Norton confirmed that the siting of seats at Lazy Corner continued to be an issue and stated that it had been suggested that a site meeting should be held to try to resolve the matter.

**4. LA/04/4/8(b) - Village Fair Etc.**

Mr. Norton drew attention to the fact that a village fair was to take place in Onchan Park on Saturday 10<sup>th</sup> July 2004. He also confirmed that arrangements were in hand for the Commissioners to rename Onchan Stadium the "Nivison Stadium" he confirmed that the renaming ceremony would take place as part of the Village Fair on 10<sup>th</sup> July, which was part of Manx National Week.

**5. LA/04/4/8(c) - 2004 Scooter Rally**

Mr. Norton drew attention to the success of the 2004 scooter rally, and to nostalgic photographs of previous scooter events which had just appeared in the local press.

**C04/05/02/10****RECEIVING OF MINUTES**

It was **RESOLVED** that the Minutes of the Public section of the Leisure and Amenities Committee Meeting held on 26<sup>th</sup> April 2004 be and are hereby received. There were no resolutions contained therein requiring the consent of the Board.

**C04/05/02/11****POLICY AND FINANCE COMMITTEE MINUTES**

The Minutes of the Public section of the Policy and Finance Committee Meeting held on Wednesday 5<sup>th</sup> May 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

**1. PF04/03/05(I) - Local Authority Borrowing Periods**

Mr. Quirk enquired whether the decision for Local Authorities to dispose of the issue of mortgage bonds would be an advantage. The Chief Executive/Clerk confirmed that whilst the question did not relate to the topic in the Minute, that the Commissioners were to consider whether to change their method of borrowing from the present mortgage bond system to a formal borrowing from a Bank. The proposal was being co-ordinated and progressed by the department of Local Government and the Environment and the Treasury, and should the Commissioners agree, the mortgage bond system would gradually decrease and cease after 5 years from the date of the decision of Central Government. He went on to point out that if the Onchan District Commissioners did not agree to change their borrowing procedures, it was likely that the rate payers would be penalised by having to pay for that portion of any interest payment due on borrowings over and above that which had been agreed in the new arrangement with the Bank. He concluded that the new procedures were being dictated by Central Government.

**IN PUBLIC****C04/05/02/12****RECEIVING OF MINUTES**

It was **RESOLVED** that the Minutes of the Public Section of the Policy and Finance Committee Meeting held on 5<sup>th</sup> May 2004, be and are hereby received. It was further **RESOLVED** that the resolutions contained therein requiring the consent of the Board be approved as follows :-

1. ***That the said payment from revenue account as detailed on the list attached to the Minutes be endorsed***
2. ***That the change in the Departments policy with regard to Local Authority borrowing periods with effect from 1<sup>st</sup> April 2004 be noted.***

**C04/05/02/12****RURAL COMMITTEE MINUTES**

The Minutes of the Public section of the Rural Committee Meeting held on Wednesday 28<sup>th</sup> April 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

1. **R/04/4/2(c) - Scramble Course**

Mr. Watterson confirmed that it was hoped that the first event to be held on the scramble course alongside the Creg-Ny-Baa back road would take place during TT week 2004.

2. **R/04/4/7(d) - Mr. Bulley**

Mr. Watterson drew attention to the retirement from the Rural Committee of Mr. John Bulley who had served with the Rural Committee over the last 11 years. Mr. Watterson confirmed that Mr. Bulley had been a valuable Member of the Committee and that his contribution had been greatly appreciated.

**C04/05/02/13****RECEIVING OF MINUTES**

It was **RESOLVED** that the Minutes of the Public section of the Rural Committee Meeting held on 28<sup>th</sup> April 2004 be and are hereby received. There were no resolutions contained therein requiring the consent of the Board.

**C04/05/02/14****LETTERS PETITIONS MEMORIALS AND OTHER COMMUNICATIONS**

1. **Planning Decisions/Communications From The Department Of Local Government And The Environment Planning Committee**

The following planning communications were considered:-

<b>P A NUMBER</b>	<b>DESCRIPTION</b>	<b>COMMENT</b>
03/1873	Residential development land at Ballachrink Farm	ODC recommendation - Refusal Initial planning decision - Refusal Request for a review of decision received. <i>See below</i>
03/1835	Extension, the Warehouse, Harbour Road	ODC recommendation - Approval

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		Initial planning decision – Refusal Request for a review of initial decision received.
03/1604	Vehicle hard standing in front garden, 13 Third Avenue	ODC recommendation – Refusal Initial planning decision – Approval Date for submission of application for a review of decision – 20 <sup>th</sup> May 2004
04/0542	Extension, 26 Whitebridge Road	ODC recommendation – Refusal Review decision – Approval
04/0327	Skateboard area, the Rec, School Road	ODC recommendation – Approval Planning decision – Approval Request for a review of decision received – date for submission - 20 <sup>th</sup> May 2004
04/0133	Alterations and extensions, 131 King Edward Road	ODC recommendation – Approval Planning decision – Refusal Request for a review of initial decision received – views by 19 <sup>th</sup> May 2004
04/0324	(a) Amendments to approved holiday cottages (b) Instillation of metal ramp and omission of ground floor windows in holiday cottages, Ballacaine House, Little Mill Road	ODC recommendation – Approval Initial planning decision (a) Approval (b) Refusal
		Decision reported. <i>See below</i>

**A) Pa03/1873 – Residential Development, Land At Ballachrink Farm**

It was noted that the applicants may well wish to make representation at review using expert witnesses and the District Surveyor suggested that it may be in the Commissioners interests to seek legal advice and expert witness representation with regard to the traffic management issues. On the proposal of Mr. Killey, seconded by Mr. Quirk it was **RESOLVED** that *legal advice be obtained in relation to the application, and the appropriate expert witness be appointed to represent the Commissioners in the planning matter in relation to traffic management issues.*

**B) Pa04/0324 – Amendments To Approved Holiday Cottages And Instillation Of Metal Ramp And Omission Of Ground Floor Windows In Holiday Cottages, Ballacaine House, Little Mill Road**

The District Surveyor reported the detail of the decision, including a rider added to both decisions in relation to the fact that the applications were retrospective to amend a previous planning approval. In relation to the second item, the refusal with regard to the instillation of the metal ramp may well be overcome but it was the view of the District Surveyor that it would be difficult now to comply with the original planning approval in relation to the ground floor windows.

Mr. Quirk sought clarification as to whether an additional room had been created during the works in contravention of the original planning application. The District Surveyor did not believe that to be the case, and before commenting further, suggested that he would wish to see any documentation which indicated that there had been an additional room included before commenting further. Mr. Watterson offered to clarify the situation, pointing out that during works to the converted workshop, the original proposal to create a 1 bedroom unit and a 3 bedroom unit had been amended slightly to provide for 2 two bedroom units and it may be that this was what was giving rise to the suggestion that an additional room had been provided. He confirmed,

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however, that all of the rooms were in the same place as per the planning decision, but that 1 of the rooms was now linked to the adjoining property rather than the original proposal.

**2. Isle Of Man Municipal Association – Annual General Meeting**

The Chief Executive/Clerk confirmed that Mr. Peter Kelly would not be giving a magic lantern show on Douglas as had been indicated previously, but would be speaking to the topic of “Before there was time for change” being Victorian and Edwardian views of the whole Island. It was established that all Commissioners, with the exception of Mr. Norton who was unavailable would be in attendance.

**3. Isle Of Man Municipal Association – Future Meetings**

The Chief Executive/Clerk had circulated with the Agenda a letter dated 29<sup>th</sup> April 2004 from the Chairman of the Isle of Man Municipal Association, commenting with regard to future meetings of that association. The content of the letter was noted.

**4. Manx National Week**

The Chief Executive/Clerk had circulated with the Agenda a copy of a letter received dated 15<sup>th</sup> April 2004, addressed to all Local Authorities from the President of Tynwald, The Honourable N.Q. Cringle, seeking the co-operation of Local Authorities in encouraging the organising of appropriate events to celebrate Manx National Week. It asked that the Clerk of the Tynwald Setting Enhancement Sub-Committee be advised of events which were to take place within the Local Authority area so that they could be included in the Manx National Week leaflet. On the suggestion of Mr. Killey it was **RESOLVED** *that the Tynwald Setting Enhancement Sub-Committee be advised of the intent to run the village fair at Onchan Park on 10<sup>th</sup> July 2004 to incorporate the renaming of Onchan Stadium as “Nivison Stadium”.*

**5. Local Authority Induction Course**

The Chief Executive/Clerk had circulated with the Agenda a copy of a letter received dated 6<sup>th</sup> May 2004 from the local Government unit in the Department of Local Government and the Environment, inviting nominations to attend the Local Authority induction course to be held on 22<sup>nd</sup> and 23<sup>rd</sup> June 2004. The letter stated that whilst the course was available to staff, priority would be given to Commissioners who had not previously served on a Local Authority. Both Mrs. Megson and Mr. Stowell indicated their availability to attend.

**C04/05/02/15**  
**CLERKS REPORT**

None.

**C04/05/02/16**  
**DISTRICT SURVEYORS REPORT**

None.

**C04/05/02/17**  
**MOTIONS**

None.

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*There being no further business the meeting terminated at 8.15 p.m.*

*IN PUBLIC*

Minutes of a meeting of the **HOUSING COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Monday, 17<sup>th</sup> May 2004 commencing at 7.00 p.m.

**Present:** Mr J.K. Watterson (Chairman)  
Mr S.T. Black  
Mr M.J. Kennaugh  
Mrs W.E. Megson  
Mr B. Stowell

**In attendance:** Mr M.J. Williams (Deputy Clerk)  
Mr A.B. Sutherland (Housing Maintenance Manager)  
Mrs S. Dougherty (Administrative Assistant/Housing Officer)

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The Chairman welcomed Members to the first meeting of the Housing Committee for the 2004/05 municipal year, and for the benefit of new members, introductions were undertaken.

**H04/05/01/01**  
**MINUTES**

The minutes of the meeting of the Committee held on Tuesday, 13<sup>th</sup> April 2004, copies of which having previously been circulated, were considered, acknowledged as a correct record of proceedings and signed by the Chairman.

**H04/05/01/02**  
**MATTERS ARISING FROM THE MINUTES**

The following matters were arising from the minutes being items which had not been referred to elsewhere on the agenda:-

**1. Deputy Clerk's Report**

The Deputy Clerk had prepared a report dated 13<sup>th</sup> May 2004, which was circulated with the Agenda. The report included:-

**a) H04/04/01/02(1)(a) Proposed bus shelter – Ballachrink Drive**

In his report, the Deputy Clerk confirmed that the matter was ongoing and was being dealt with through the Works and Cleansing Committee by the District Surveyor.

**b) H04/04/01/02(1)(b) – House Purchase Policy**

In his report, the Deputy Clerk confirmed that a letter had been issued on 30<sup>th</sup> March 2004 to the Department of Local Government and the Environment asking for confirmation of the current policy of the Department with regard to the purchase of existing properties within the district for public housing usage on. Reminders had been issued on 20<sup>th</sup> April and 12<sup>th</sup> May 2004 but a response was still awaited. It was noted, however that the addressee in the correspondence at the Department of Local Government and the Environment was known to have been absent from work for a lengthy period due to illness.

**(c) Position of Seat – Kaighen's Lane**

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In his report, the Deputy Clerk confirmed that he had been advised that following the concurrence of the Board to the removal of the seat from the path between Nursery Avenue and Kaighen's Lane, that such removal had been completed.

**(d) Housing Transfer Policy**

In his report, the Deputy Clerk confirmed that the Administrative Assistant was continuing to review the existing housing transfer applications to reassess those that might now qualify for inclusion on the housing transfer waiting list, following the decision of the Board in April to reduce the period during which tenants should be free from rent arrears to be considered for a transfer from 12 months to 6 months.

**(e) H04/04/01/02(3) – Proposed Meeting with Mrs A. Craine, MHK**

In his report, the Deputy Clerk confirmed that provisional dates of 17<sup>th</sup> June and 24<sup>th</sup> June had been suggested for a possible meeting with Mrs Craine, MHK, Member at the Department of Local Government and the Environment with responsibility for housing. He confirmed that he would shortly write to the Department to confirm which date would be preferable for Mrs Craine.

**2. H04/04/01/03(1) – Common Tenancy Agreement**

The Deputy Clerk confirmed that the formal issue of the proposed Common Tenancy Agreement by the Department of Local Government and the Environment was still awaited. *Noted.*

**H04/05/01/03****BUSINESS ARISING FROM PREVIOUS MEETINGS**

The following matters were arising, which were items which had previously been discussed by the Housing Committee, and which had not been referred to elsewhere on the agenda:-

**1. Provision of Gas Central Heating**

In his report, the Deputy Clerk detailed previous consideration of the provision of gas central heating to public sector housing units by the Housing Committee, and in particular to the possibility of the provision of pre-payment coin meters for use by the occupants. He confirmed that the Commissioners had approached Manx Gas Limited to enquire whether it was possible to install such pre-payment gas meters to try to make the consumption of gas more manageable, should the tenants so wish. Correspondence had been exchanged during which the Managing Director of Manx Gas Limited had confirmed that the provision of pre-payment coin meters was not considered to be a cost effective solution. The matter had been left, some 12 months previously, with Manx Gas Limited evaluating improved technological systems which might be utilised to help occupants in financial difficulty. In his last letter, the Managing Director pointed out that the system under investigation was not without some software and actual metering difficulties. Furthermore, that the economics for what might only be a small group of customers had yet to be evaluated. Manx Gas Limited did not consider the matter to be serious given the payment situation at that time. Manx Gas Limited believed that those problem areas could be avoided if only the tenants in financial difficulties would communicate with Manx Gas Limited.

At that time, the Managing Director had drawn attention to the fact that Manx Gas Limited had recently introduced a payment facility through all of the Island's Post Offices and that the method of payment through the Post Office was being added to a number of other convenient payment methods already in operation, such as direct debits. He had pointed out, however, that tenants could make payments on account in to the Local Post Office merely by producing their customer

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payment card which would be issued to the tenants on application by Manx Gas Accounts Department.

Finally, the Managing Director indicated that he would respond on the precise progress of the investigation to improve technology and whether this was likely to be a viable option.

The Deputy Clerk pointed out that there had not been any further correspondence exchanged with Manx Gas Limited on the subject, and no matters had been raised with him by Manx Gas Limited or indeed by individual tenants. The Deputy Clerk indicated, therefore, unless specifically required to do so, that he did not intend to progress the matter further given that the advice to date from the Managing Director at Manx Gas Limited did not appear to be hopeful that the new technology would be a viable alternative. It was therefore agreed that the matter be left in abeyance pending any response from the Managing Director of Manx Gas Limited in due course.

**2. Public Sector Housing – Conservatories**

In his report, the Deputy Clerk reminded Members that the Commissioners had received two requests during the previous municipal year for permission to be granted by the Authority to the tenants of the properties to allow the construction of conservatories on to their homes. A lengthy debate had taken place at that time and various views upon the principle of allowing a tenant to construct a conservatory had been explained. It was noted, at that time, that the existing policy of the Commissioners had been that it was not appropriate for a tenant to be permitted to purchase and erect a conservatory since the principle of public sector housing was to provide accommodation where there were no other options for the applicant or tenant.

Whilst the policy which existed was upheld, the Deputy Clerk was instructed to write to the Department of Local Government and the Environment and establish the policy of the Department in relation to such applications for consideration by the Commissioners. Furthermore, the Deputy Clerk was instructed to clarify the consequences of such permission if approval was to be given including issues relating to the responsibility for the maintenance of the conservatories, for the funding thereof and whether the conservatory, if constructed, would affect the rental of the property. The Deputy Clerk confirmed that his first letter had been issued on 1<sup>st</sup> February and that reminder letters had been issued on 20<sup>th</sup> April and 12<sup>th</sup> May 2004. A response was still awaited and the Deputy Clerk confirmed that he would continue to press for an answer to the principle of the enquiries over the ensuing weeks.

*IN PUBLIC***H04/05/01/04****HOUSING AND OTHER ESTATES BUSINESS****1. Maintenance Report**

The Deputy Clerk had circulated with the agenda a copy of a report compiled by the Housing Maintenance Manager dated 13<sup>th</sup> May 2004. *Noted.*

**2. Deputy Clerk's Report**

The Deputy Clerk had circulated with the agenda a copy of a report which he had compiled dated 14<sup>th</sup> May 2004.

The following items were confirmed within that report:-

**(a) H04/04/01/04(2)(b) – Abandoned Vehicle – Rear Barrule Drive**

In his report, the Deputy Clerk referred to the request which had been made by Commissioner Quirk at the meeting of the Board held on 10<sup>th</sup> May 2004, for details as to the number of permits which had been issued for the use of the car parking area to the rear of Barrule Drive. In response to that enquiry, the Deputy Clerk confirmed that the numbers of permits which had been issued for the various car parking areas on the Commissioners' Housing Estates were as follows:-

Rear of Barrule Drive	-	14
Ballachrink Drive	-	9
Springfield Court	-	18

He went on to say that he had suggested to the Housing Maintenance Manager that a review of the signage in the three remaining car parks upon the Housing Estates be undertaken to ensure that the restrictions on the use of those car parking areas were clearly specified. Furthermore, the Deputy Clerk had suggested that the Byelaw Enforcement Officer be asked to patrol the car parks to ensure that the area was not being abused.

Finally, he went on to clarify that the permits which were issued did not guarantee a parking place to any permit holder, nor were the number of permits restricted to the number of parking places available. The use of the permit was dictated by the availability of parking spaces.

**(b) H04/04/01/04(2)(c) – Garden Maintenance – Byelaw Enforcement**

In his report, the Deputy Clerk confirmed that the Byelaw Enforcement Officer had confirmed that he was prepared to undertake three extra hours work per week mainly to tour the housing estates and monitor the condition of gardens. The practicalities and procedures to be followed by the Byelaw Enforcement Officer were being finalised by the Housing Maintenance Manager. *Noted.*

**(c) Numbers 1 – 23 Barrule Drive (Scheme 7) – Rear Porches**

In his report, the Deputy Clerk indicated that the Housing Maintenance Manager continued to give consideration to the possibility of a work scheme being drafted to replace/upgrade the rear porch to the 12 houses numbered 1 – 23 (odd numbers) Barrule

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Drive. He confirmed that Members would be advised of progress in the matter as and when officers were able.

### **3. H04/04/01/04(2) – Occupancy Survey**

The Deputy Clerk advised that it was a matter of regret that he had been unable to complete his report on the occupancy of the Commissioners' houses in time for the Committee meeting. He pointed out that the analysis and report required the assistance of both himself and the Administrative Assistant/Housing Officer and whilst the work of the Deputy Clerk was beginning to settle again following the period when the Chief Executive/Clerk had been absent. The Officers were still in the process of finalising a review of the whole of the Commissioners' housing waiting list which was taking up a considerable amount of time for the Administrative Assistant/Housing Officer.

The Deputy Clerk indicated that he would try to have a report before the Committee at its next meeting, although he added that he would be absent for a two week period prior to that date. *Noted.*

### **H04/05/01/05**

#### **SPRINGFIELD COURT MATTERS**

##### **1. Maintenance Report**

Nothing to report.

##### **2. Deputy Clerk's Report**

The Deputy Clerk had circulated with the agenda a copy of the report which he had compiled dated 13<sup>th</sup> May 2004. Arising therefrom:-

##### **(a) H04/04/01/05(2)(a) - Feeding of Birds**

In his report, the Deputy Clerk confirmed that having left a period of time for matters to settle, he was preparing a memorandum for issue to residents at Springfield Court pointing out that the feeding of gulls and other large birds at Springfield Court was prohibited. *Noted.*

##### **(b) Communal Television Licence**

In his report, the Deputy Clerk confirmed that the communal television licence at Springfield Court Elderly Persons Complex, covering all flats within the Complex were due for renewal. He further confirmed that the television licence for the Community Room, which was not covered by the communal licence was renewed in January 2004 and was valid until 31<sup>st</sup> January 2005.

##### **(c) Fire Alarm - Standby Back Up Batteries**

In his report, the Deputy Clerk advised Members that the quarterly service of the fire alarm system had taken place on 26<sup>th</sup> April 2004, and had confirmed the need to replace the stand-by batteries within the system. A quotation for the supply and fitting of the batteries had been received from the Commissioners Maintenance Contractor in the total cost of £158.80. In view of the importance of the fire alarm system, an order was already in preparation for the supply of the batteries.

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The action taken by the Deputy Clerk in this matter was endorsed.

**(d) Fire Alarm Monitoring**

In his report, the Deputy Clerk advised that in the period since the last meeting of the Committee, and on the day following the establishment of the central monitoring centre for emergency services, a fire alarm activation at Springfield Court had occurred. The fire alarm signal was not received by the Fire Services through the fire alarm monitoring system but the Commissioners' back up system, which linked the fire alarm system to the warden call system had activated an emergency call to Manx Carephone, worked perfectly and the Fire Services were called through that organisation. Fortuitously, it was a false alarm.

He pointed out that as the norm on such occasions, Manx Carephone had also advised the Deputy Clerk of the Fire Alarm activation and he had attended and spoken to the Fire Officer in charge of the attending appliance. The officer appeared to be surprised when the Deputy Clerk confirmed that the Onchan District Commissioners had received no notification of any new emergency call numbers or instruction as to how to amend procedures. A telephone number was provided and the Commissioners' Maintenance Contractors were advised of the difficulties. The Housing Maintenance Manager had subsequently confirmed that the system now worked satisfactorily once again.

The Deputy Clerk added that subsequent to that situation, he had received a letter from ADT Fire and Security Plc, who monitored the fire alarm system at Springfield Court and had been asked to confirm the details of key holders. The letter asked that key holders be made fully aware of the procedure to follow should an alarm activation be reported to them and that such key holders be fully trained in the use of the fire alarm systems. The Deputy Clerk indicated that he would ensure the return of the details to ADT Fire and Security Plc and would review the fire alarm procedures at the same time.

Mr Stowell suggested that it would be appropriate to try to obtain a Letter of Comfort from the company responsible for the provision of the fire alarm auto dialling unit, which connected the fire alarm directly to the monitoring station, that all calls were now satisfactorily monitored. Mr Watterson went on to ask a number of questions in relation to the fire alarm maintenance procedures including:-

- (i) whether a register of test activations was kept, such activations being undertaken on a weekly basis;
- (ii) whether different call points were used on each occasion that the fire alarm system was tested;
- (iii) whether an evacuation of the premises was undertaken on a regular basis;
- (iv) whether the assembly point, although known to the residents, was marked with a highly visible sign;
- (v) whether a formal procedure was in place to ensure to all fire escape routes were certified as clear of obstruction; and
- (vi) were the staff were trained in fire extinguisher usage.

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The Deputy Clerk explained the present procedures but indicated that he would arrange for a review of those procedures, particularly reviewing the items which Mr Watterson had raised.

The Deputy Clerk made reference to the question of first aid training for the Wardens, pointing out that the Department of Local Government and the Environment had not supported the training of Wardens for first aid purposes. However, the Deputy Clerk had been approached by one of the Wardens who felt very strongly that first aid training was appropriate. The Warden had pointed out that in the event of an incident, it would be very difficult for the Warden not to try to assist and that the Warden would be better equipped to do so if the appropriate training had been given. The Deputy Clerk concurred with this view and was to suggest to the Health and Safety Officer that the Warden should be trained at the next opportunity.

Mr Black, however, held the view that if the Department of Local Government and the Environment had not supported the training of Wardens in first aid at work, that before doing so, the view of the Department should be obtained. The Deputy Clerk held the view that the matter was managerial.

After a short discussion, and on the proposal of Mr Black, it was **RESOLVED:-**

***That the question of the training of wardens to sheltered housing units in first aid at work should be referred to the Department of Local Government and the Environment for clarification of their view before proceeding. It was also agreed that the Deputy Clerk could arrange first aid training if it were considered appropriate by the Department and subsequently report back to the Committee with regard to action taken.***

**(e) Lift**

In his report, the Deputy Clerk confirmed that on 23<sup>rd</sup> April 2004, he had received a quotation from the Field Service Manager at Otis, apparently at the request of the Deputy Clerk, seeking a price for attendance by Otis during normal working hours to instruct personnel on the passenger release procedure and the issue to delegates of valid certification and manuals. The letter stated that the demonstration would take a minimum of four hours and could accommodate a maximum of 6 people. The cost of the training course would be £717.

The Deputy Clerk went on to confirm that he had not requested the supply of the quotation but having received same, he was assessing the requirement for any of the Commissioners' personnel to be so instructed. The situation to date had been that any assistance required in relation to lifts had been left to the Fire Services, although no emergencies had occurred. Whether the circumstances now existed to warrant an amendment to the policy was under review. He undertook to keep the Commissioners' advised in this regard.

Mr Stowell suggested that it was a requirement for simple procedures to be displayed at each lift site, to illustrate how to release passengers from a car, in simple stages. *Noted.*

**(f) Fire Alarm – Automated Fire Test Facility**

In his report, the Deputy Clerk confirmed that he had received an offer from ADT Fire and Security Plc to allow the Commissioners to remotely test the Springfield Court fire alarm having been given security details in relation thereto. The service was provided free of

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charge and could be accessed at any time. He went on to point out that the present situation was that on a regularly basis, for the most part weekly, the fire alarm was tested on a manual basis at Springfield Court. If circumstances now existed whereby a manual of tests was not possible the remote test would be a distinct advantage. He therefore did not propose to amend the present procedures but had added the remote testing of the fire alarm to the Commissioners' records as an option.

### 3. **H04/04/01/05(3) - Lifts – Risk Assessments**

The Deputy Clerk reported that a risk assessment had been undertaken by Otis Limited and he had eventually received a copy of the risk assessment in mid-February 2004. The Deputy Clerk simply wished to report that many of the items referred to had been addressed but that there were one or two suggested items which may or may not be necessary. Furthermore, there were one or two matters which had not yet been attended to which the officers intended to address.

Detailed look at the risk assessment was undertaken and the following specific items were discussed:-

- (a) Electrical Supply Isolation Switch – to investigate the possibility of providing a switch at the motor room; and
- (b) Crack in the motor room wall to be investigated (Phase 2) - suggested the fitting of adhesive glass strips or “tell tale strips” to discover there has been any movement in the motor room wall.

The Deputy Clerk undertook to keep the Committee advised of progress in the completion of the items identified.

### **H04/05/01/06**

#### **HEYWOOD COURT MATTERS**

### 1. **Maintenance Report**

The Deputy Clerk had circulated with the agenda a copy of the maintenance report compiled by the Housing Maintenance Manager dated 13<sup>th</sup> May 2004. Arising therefrom:-

#### (a) **Defect List**

In his report, the Housing Maintenance Manager confirmed that following the Architect's inspection of defect repairs, the contractor was continuing to address outstanding items on the defects lists.

In relation thereto, Mr Black referred to previous reports of malodour in one or two areas at Heywood Court and enquired whether there had been any further reports. The Deputy Clerk confirmed that no further reports had been received and no evidence as to the cause of any malodour had been identified.

### 2. **Deputy Clerk's Report**

The Deputy Clerk had circulated with the agenda a copy of the report which he had compiled dated 14<sup>th</sup> May 2004. Arising therefrom:-

#### (a) **H04/04/01/06(2)(a) - Monument/Entrance Stone**

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In his report, the Deputy Clerk confirmed that a response from the Isle of Man Joint Ex-Service Association, with regard to the size and design of the proposed monument/entrance stone, was still awaited.

**(b) Road Crossing – Hillberry Road**

In his report, the Deputy Clerk confirmed that the Warden at Heywood Court had conveyed to him concerns expressed to her by residents at Heywood Court who were having difficulty crossing Hillberry Road either to catch a bus or returning from a bus journey. The Warden had suggested that consideration be given to some sort of crossing point for the residents to aid them in this matter. Whilst he was aware of the plans in relation to the proposed secondary school which might or might not have a bearing on any consideration, and that any crossing may need to be suitable for use by visitors to the Manx Blind Welfare premises, he had considered the matter worthy of further consideration. The matter had therefore been referred to the District Surveyor who had been asked to give the matter some thought. The Deputy Clerk understood that the matter was to be raised at the meeting of the Central Traffic Management Liaison Group for collation of initial thoughts.

The actions of the Deputy Clerk were endorsed.

**H04/05/01/07**  
**GARAGE MATTERS**

None.

**H04/05/01/08**  
**PLANNED HOUSING MAINTENANCE**

The Deputy Clerk had circulated with the agenda a copy of a report which he had compiled dated 14<sup>th</sup> May 2004. The following matters were noted therefrom:-

**1. Planned Housing Maintenance Survey Update**

The Deputy Clerk advised that for some time, an amended report following the survey of the Commissioners' housing stock carried out in 2002 had been awaited. At a meeting with the officer responsible for the programme within the Department of Local Government and the Environment, held on 11<sup>th</sup> May 2004, the Deputy Clerk had requested the submission of the report despite the fact that there were still some reservations with regard to the accuracy thereof. The report was awaited but expected shortly.

**2. Upgrade of Electrical Wiring - Ashley Park (60 units)**

In his report, the Deputy Clerk confirmed that the Housing Maintenance Manager had reported that the certificate of practical completion had been received and that the Defect Liability Period would end on 7<sup>th</sup> April 2005. Operation and maintenance manuals were to be issued on 14<sup>th</sup> May 2004. This action would complete the Ashley Park wiring project in terms of reporting to Committee.

**3. Upgrade of Electrical Wiring – Nursery Avenue, The Park and School Road (Schemes 1-5 – 90 units)**

In his report, the Deputy Clerk confirmed that a total financial provision of £225,000, spread over the current and next two financial years, had been provisionally identified for the upgrade of

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electrical wiring to Nursery Avenue, The Park and School Road housing schemes, a total of 90 units. In previous discussions with the officer at the Department responsible for planned maintenance, it had been agreed that a survey of the electrical systems in a sample of houses at Scheme 1 (Nursery Avenue – 13 units) be progressed. The cost of the sample survey had been met from the Housing Maintenance budget and the survey had now been completed. The results needed to be studied and a decision had to be made as to what works were required to bring the electrical systems in that scheme up to the appropriate standard.

The Deputy Clerk went on to report that the meeting on 11<sup>th</sup> May 2004, the officer from the Department had suggested that tests should be carried out on each of the housing schemes involved in the overall project to inform the specifications and to ascertain whether the funding which had been budgeted was still appropriate and adequate. The Commissioners' electrical contractor had been asked to carry out the sample surveys of each of the housing schemes and hoped to have completed this within the next two months. In the meantime, the results of the survey at Nursery Avenue that had already been undertaken were to be referred as they were in the case of wiring work at Ashley Park, to a consultant. The Department Officer undertook to consult with Treasury to advise as to the appropriate Consultant to be approached. The cost of the consultancy work would be met, eventually, through the Petition system and the information from the Department was awaited.

**4. Upgrade of Electrical Wiring – Barrule Drive (Schemes 6 and 7 – 42 units)**

This scheme was in a similar position to that for Nursery Avenue, The Park and School Road. £105,000 had been provisionally identified in the planned maintenance capital scheme programme for the financial year 2006/07 in respect of the works. Once again, the Commissioners' electrical contractor was to be asked to undertake the survey and report back.

**5. Replacement of fascias, etc – Ashley Park (Scheme 13 - 60 units)**

Following the approval of the Commissioners' Petition to borrow £120,000 to undertake the works, the Housing Maintenance Manager had advised that Contractors commenced work on 19<sup>th</sup> April 2004.

**6. Replacement of Fascias etc – Hackett/Meadow Close/Nursery Avenue (Schemes 11, 11a and 12 – 36 units)**

Following the approval of the Commissioners' petition to borrow £64,500 to undertake the works, the Housing Maintenance Manager confirmed that the Contractor commenced work on 4<sup>th</sup> May 2004.

**7. Roof Refurbishments – Park Bungalows (Scheme 3 - 10 units)**

In his report, the Deputy Clerk advised that the Housing Maintenance Manager had confirmed that the contractor completed works on the scheme, and that a final report was to be issued.

**8. Proposed Render Works – School Road (30 units)**

In his report, the Deputy Clerk confirmed that as previously reported, Richard Greene Associates were to advise on ways in which the render and environmental issues at School Road might be addressed. A report was awaited, but it was hoped that it would be available at the end of May 2004.

The Deputy Clerk went on to confirm that the original concept of the scheme, discussed with officers at the Department some years previously, was to undertake render repairs at Nursery

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Avenue, School Road and at Barrule Drive. This covered housing schemes 1, 2, 5, 6 and 7 – a total of 118 units. A provisional financial package of £2m had been identified by the Department as the likely budgetary provision although not specifically included within the capital programme. The units at School Road were regarded as the properties which were in the most need of render works as the facing brick work was beginning to deteriorate. The Deputy Clerk indicated that Members would be kept informed following receipt of the report by Richard Greene Associates.

**9. Paths/Walls – Park Houses (Scheme 4 - 12 units)**

The Deputy Clerk confirmed that the petition for borrowing powers in respect of the scheme was to be submitted.

**10. Procedural**

In his report, the Deputy Clerk advised that, as with all other things, the Housing Maintenance Projects undertaken as capital schemes were becoming more detailed and officers were being required to provide more and more information in respect of such projects, no matter what the value. Whilst he appreciated the need for such information to be provided and the obligation to do so, he was mindful of this further increased the workload of officers. He confirmed that every effort would be made to comply with all requirements and he confirmed that all officers involved were working together to “spread the workload”.

**H04/05/01/08**

**HEALTH AND SAFETY BUSINESS**

None.

***IN PUBLIC*****H04/05/01/09**  
**OFFICERS REPORT****1. Housing Allocations**

The Administrative Assistant provided detail of progress in relation to the allocation of properties as determined by the Board. She also confirmed that there were presently six properties unoccupied, with a further property being due to return to the Authority shortly. Of those vacant properties, only two had not yet had the incoming tenant determined by the Board, but that this would be undertaken shortly.

**2. Housing Application Policy – Maintenance Payments**

The Administrative Assistant/Housing Officer confirmed that as with all questions in relation to the interpretation of the uniform housing application criteria, and the pointing to be awarded thereto, a question had been raised with the Department in relation to the treatment of maintenance payments for both the person making the payment and the recipient. Previous advice from the Department had indicated that it was inappropriate to utilise maintenance payments received by an applicant in the calculation of gross income. However, the circumstance had arisen where an applicant who paid maintenance, continued to have the maintenance included in the gross income figure. This appeared to be unfair and the Administrative Assistant confirmed that enquiries were to be made at the Department of Local Government and the Environment for further advice as to the treatment of maintenance payments.

**H04/05/01/10**  
**ANY OTHER CORRESPONDENCE/COMMUNICATIONS****1. Housing (Multi-Occupation) Bill 2004**

The Deputy Clerk indicated that he had perused the Housing (Multi-Occupation) Bill 2004 and confirmed that the purpose of the Bill was to regulate and control the purpose of multi-occupancy dwellings. The information paper which had been published with the Bill confirmed that a multiple occupancy dwelling meant any dwelling occupied by persons who did not form a single household. Such properties may also be referred to as houses in multiple occupation and could differentiate from guest houses which provided at least one substantial meal a day. It was understood that once enacted, the Housing (Multi-Occupation) Bill 2004 would enable houses in multiple occupation to be legalised whilst also allowing the appropriate controls through regulation and code of practice to be enforced. The Deputy Clerk did not think there would be any implications for the Onchan District Commissioners in terms of its own housing stock, although there would be implications for the Authority in terms of regulation. The purpose of drawing the matter to the attention of the Housing Committee was that a subsequent question may arise as to the treatment of any housing applicant who found him or herself in a multiple occupancy dwelling situation and specifically, how this would be dealt with under the housing application pointing system. *Noted.*

*IN PUBLIC***H04/05/01/11**  
**FINANCIAL REPORTS**

The Chief Finance Officer had not yet prepared statements of income and expenditure relating to rate-borne housing issues, and the expenditure of both the housing maintenance allowance or the sheltered housing maintenance allowance in respect of the short period which had expired since the commencement of the new financial year. Such reports would be compiled a little later in to that financial period.

**H04/05/01/12**  
**MATTERS REFERRED BY THE BOARD/OTHER COMMITTEES**

None.

**H04/05/01/13**  
**ANY OTHER BUSINESS****1. Date of Next Meeting**

It was noted that the next meeting of the Housing Committee would take place on Monday 21<sup>st</sup> June 2004, commencing at 7.00 p.m.

**2. Commissioners' Surgery**

It was noted that the next Commissioners' Surgery was to take place on Thursday, 17<sup>th</sup> June 2004, commencing at 6.30 p.m. This would have to be confirmed, however, as there was a suggestion that the Commissioners might be involved in another meeting that evening which may require the Surgery date to be moved. Notification of the precise date would be issued and publicised as soon as possible after its determination.

*There being no further business, the meeting closed at 11.00 p.m.*

**IN PUBLIC**

Minutes of a meeting of the **WORKS & CLEANSING COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Monday 24<sup>th</sup> May 2004 at 7.16pm.

**Present:** Mr D. Crellin (in the chair), Messrs S.T. Black, M.J. Kennaugh, E.D.R. Killey and D.J. Quirk

**In attendance:** J.E. S. Smith (Clerk), E.K. Convery (Surveyor) and Peter Kelly (Administration)

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**WC/04/5/1**  
**MINUTES**

Minutes of the meeting held on 19<sup>th</sup> April 2004, copies of which having previously been circulated, was taken as read, confirmed and signed.

**WC/04/5/2**  
**MATTERS ARISING**

a) **Onchan Secondary School**

Copies of correspondence to and from Dalrymple Associates had been circulated prior to the meeting and were noted. The Surveyor advised that Mr Slinger, Head of Project Management for the school scheme was going to come forward with a proposal which would result in partial retaining wall with partial slope and also indicate any potential proposed changes in land ownership.

b) **Bemahague Avenue**

Copy of letter as sent by the Surveyor to McArd Contractors regarding the future of the area of the present garages, had been circulated prior to the meeting. The Surveyor advised that he had received a phone call from Mr Keith McArd who indicated he was not interested in progressing any mutually beneficial proposals for the site as outlined. There was a letter to follow. Noted.

Mr Quirk commented that he felt the committee should seek assurance that the Surveyor or his staff would visit the site and follow up on all abandoned vehicles and the state of the garages which were seen from the highway in case a notice needed to be served.

c) **CCTV System**

The Surveyor commented that he was uncertain as to why this matter had appeared on the agenda as it was a matter being dealt with by the Leisure and Amenities Committee. Mr Quirk enquired whether the Surveyor had yet obtained a copy of the package being brought out by Constable Radcliffe which formed the ideal specification for CCTV systems. The Surveyor advised that he was not aware that it had been finalised as yet. The Chairman commented that Constable Radcliffe was going to look at all recreation areas in Onchan with the Leisure and Amenities Committee.

*IN PUBLIC***WC/04/5/3****MATTERS ARISING FROM PREVIOUS MEETINGS****Port Jack Glen Stream**

The Clerk advised that he had received an acknowledgement from the Department of Transport to his letter of 27<sup>th</sup> April 2004 regarding the request for financial contribution towards the maintenance of the water course into which the surface water sewer discharged, but no reply to the comments had been received. Noted.

**WC/04/5/4****WASTE MANAGEMENT AND OTHER CLEANSING BUSINESS****a) Officer's Report**

Copies of the Officer's report had been circulated prior to the meeting and were noted with the following matters being discussed further:-

**i) Bin Weighing**

The Surveyor commented that the most recent collection of trade refuse in Braddan involved 153 lifts and of those only 6 were not recognised by the computer. The weight was recorded but the identification of the bin was not. It was of course possible to manually identify the bins in question from the sequence of collection but it may be necessary for the bins to be changed in order for the chip to be read. Noted. The Chairman commented that he had noticed in some commercial premises when the bin was emptied the staff from the premises put more items into the bin and it was emptied a second time. The Surveyor confirmed that this was the practice pointing out that both lifts were read and the weights recorded. Any material which was not within the bin the first time has to be treated in this way as if it were just thrown in then the weight would not be recorded and the relevant account issued would be incorrect.

Mr Quirk enquired whether the bins at Marown were chipped. The Surveyor responded that all the domestic bins in Marown were factory chipped and 100% reading was obtained. This was for information only as individual accounts for domestic refuse were not yet being issued.

**ii) Vehicle Serviceability**

Mr Quirk enquired whether all correspondence regarding the servicing of vehicles was going to the Clerk. The Clerk advised that any post coming into the office came to him in the first instance and was then passed to the appropriate officer. The Chairman then enquired whether Mr Quirk was in fact saying that all correspondence should go via the Clerk. The Clerk confirmed that all correspondence did go via him but in actual fact he didn't recall any letter of recent from those engineers who had been carrying out maintenance on the commissioners' vehicles. The Surveyor added that such correspondence was usually in the form of email direct with the Waste Operations Manager. The Chairman stressed that he wanted the officers to deal with all complaints and nobody else.

*IN PUBLIC*iii) Disposal Route

Members noted that the majority of refuse was now being taken to the incinerator with street sweepings and special collections going elsewhere.

iv) Marown Collection

Members noted that the collection was going well and that 3 trade premises now wished to be collected.

v) Training

Mr Quirk made reference to a comment in the report whereby contact had been made with DHSS representatives on the training course in order to develop recycling and waste minimisation at Nobles Hospital. Mr Quirk added that he felt this should be the responsibility of Braddan Commissioners and not Onchan Commissioners as he would not wish Onchan to cross over onto their territory. The Surveyor commented that Onchan Commissioners were acting as collecting agents for Braddan and therefore any improvements which could be made to the system was to the advantage of all.

b) Tynwald Day Collection

The Surveyor advised that Tynwald Day 2004 fell on a Monday which would normally be a collection day for Braddan. There were three bank holidays in which no collection were made even at overtime rate. Braddan Commissioners had been prepared to negotiate for a collection to be made on Tynwald Day but after discussion the workforce had agreed to collect Braddan on the previous Saturday and Braddan had agreed to cover the pay rate differential.

c) Any Other Cleansing Businessi) **Display Boards**

Mr Quirk reminded the Surveyor that he had previously suggested that the commissioners revert to using the side of refuse vehicles for advertising various items including Onchan Park or promoting recycling etc.

ii) **Manx Arms Car Park**

Mr Killey commented that somebody had been throwing bottles about in the Manx Arms car park which had resulted in a lot of broken glass on the surface. He requested that the pavement sweeper attend to the matter. The Clerk pointed out that it was a private car park and therefore was outside the remit of the contract with DoT for pavement sweeping.

iii) **Ashley Park**

Mr Quirk produced photographs to show the line taken by one of the refuse vehicles backing into a back lane which resulted in driving over the corner of a grassed plot attached to one of the commissioners' houses. The Surveyor reported that it was not physically possible to access the lane without doing so and the answer was in fact to widen the road at this point. Mr Quirk suggested a more simple solution would be for the bins to be brought up to the mouth of the lane. The Surveyor responded that if the lane entrance was widened then the matter would be solved once and for all. Matter left with the Surveyor to pursue.

***IN PUBLIC*****iv) Litter Bins**

The Chairman commented that he would like to see more litter bins in the district especially in the pedestrian ways of Birch Hill, Ballachurry and Lakeside. Mr Quirk added that when these are being put out then there should be extra dog bins as well. The Surveyor responded that the commissioners would have to consider the fact that these needed to be emptied on a regular basis and therefore there was the question of who would do it and when.

**WC/04/5/5****STREET LIGHTING/STREET FURNITURE****a) Officer's Report**

Copies of the report had been circulated prior to the meeting, and was noted with the following points being discussed further:-

**i) Church Road**

The Surveyor reported that he had hoped to have a commencement date for this scheme but he was still awaiting confirmation from the MEA.

**ii) Cronk Lane**

The Surveyor advised that he had now been given the commencement date as mid June. Noted.

**iii) Port Jack Railings**

The Surveyor advised that the successful contractors were going to commence work late in June but have now indicated that they hope to start during the current week. Noted.

**vi) Port Jack Toilets**

The Surveyor referred to the recent confirmation at the Board meeting whereby the toilets were now to be demolished and replaced. He had indicated that an architect would need to be appointed and he had made enquiries with the firm of Cornerstone Architects who were interested in the project. After brief discussion it was

**\*RESOLVED**

***“to approve instructing Cornerstone Architects with regard to the design and construction of a new toilet block to replace the existing building at Port Jack”.***

**v) Main Road Street Furniture/Toilets**

The Surveyor confirmed that the directional sign erected in front of the toilets had been damaged beyond repair and replacement sign was being obtained.

**b) Road Signs**

The Surveyor confirmed that there were several road signs in the joiners' workshop which had now been attached to timber boards ready for repositioning within the district when time and labour permitted. The Chairman commented that the Mount View Road sign was missing.

**c) Any Other Business**

*IN PUBLIC***i) Elm Tree Road**

Mr Quirk emphasised that work on the street lamp in Elm Tree Road was still urgently required.

**ii) Extinguishing Time**

Mr Kennaugh enquired what time the lights go out in Onchan to which he was advised 1pm in the summer months and midnight in the winter as it was an expensive operation to change every time clock twice a year.

**iii) Manx Arms Clock**

Mr Quirk informed the meeting that now that scaffolding had been taken down from the repainting of the Manx Arms Hotel he noticed that the clock had stopped.

**iv) Heywood Park**

Mr Quirk drew to the Surveyor's attention that still nothing had happened in respect of the replacement of the bollard lights at Heywood Park. He asked that the street lighting contractor be instructed to come up with an idea of improving the situation. Mr Black commented that it had previously been agreed that the bollard lights be replaced with standard lighting. Matter left with the Surveyor to pursue.

**v) Turnberry Avenue**

Mr Quirk enquired as to when the heads on the street lamps in Turnberry Avenue were to be replaced. The Surveyor informed members that he was under the impression there was some difficulty in getting in the right size heads to fit the standards.

**WC/04/5/6****DRAINAGE FUNCTION****a) Officer's Report**

Copies of the Building Control Officer's report had been circulated prior to the meeting and was noted with the following being discussed further:-

**Sewer Rehabilitation 2004/5**

Mr Kennaugh commented that whilst he noted from the report £200,000 was about to be spent on the next phase commencing on 24<sup>th</sup> May 2004, he enquired as to where this was to take place. The Surveyor responded that it was within the Birch Hill Estate. Noted.

**b) Any Other Matters****i) Smell**

Mr Killey expressed his concern over the smell coming from Douglas Promenade which had now extended half way up Summerhill Road. The Surveyor responded that it was an annual occurrence and was the effect of the bright sunshine on the seaweed which had been left on the beach. This had occurred since time immemorial with an epidemic resulting in the 1840s.

**ii) Blocked Gullies**

*IN PUBLIC*

Mr Quirk informed the meeting that he had personally advised the drainage division of DoT as to blocked gullies being outside the lower houses in Avondale Road and on the opposite side of the road by the Manx Arms.

**WC/04/5/7**  
**PLANNING MATTERS**

**a) Planning Communications**

The Surveyor reported on four applications where the decision of the Planning Committee and the recommendation of the Commissioners differed viz:-

PA 03/1465 Additional use of holiday cottage to permanent accommodation, 59 Governors Road. The Surveyor advised that the submissions for the Appeal had to be returned by 16<sup>th</sup> June 2004. He had now received a communication to advise that the matter was deferred to a later date.

PA 04/242 Installation of galvanised steel railings with mesh on flat roof of garage (retrospective), 34 Derwent Drive. The commissioners had recommended refusal and the Planning Committee had approved the application. The decision at Review was now available and the Planning Committee confirmed their approval. After a brief discussion it was agreed that the application should be taken to Appeal.

PA 03/1604 Application for parking bay in front of 13 Third Avenue The commissioners had recommended refusal and the Planning Committee had approved the application. The Appeal hearing was now due to be heard at 11am on 15<sup>th</sup> June 2004.

PA 03/1093 Proposed recycling bins on Hague Crescent The commissioners had recommended approval of the application which was in their name and the matter had now been refused at Appeal. Noted.

The Surveyor also advised that in respect of the application by Heritage Homes for residential development on Ballachrink Farm the submissions for Review had to be in by 9<sup>th</sup> June 2004. Copies of the original submissions would be made available at the Onchan Library as there were too many to be copied in full and circulated to every objector.

**b) Minutes**

Minutes of the sub committee meetings held on 6<sup>th</sup> and 20<sup>th</sup> May 2004, copies of which having previously been circulated, were taken as read, confirmed and signed.

**c) Applications received since 20<sup>th</sup> May 2004**

The Surveyor advised that no further applications had been received. Noted.

**WC/04/5/8**  
**CAPITAL AND REVENUE SCHEMES**

**Officer's Report**

Copies of the report had been circulated prior to the meeting and was noted with the following matter being raised further:-

**Pennington Hall**

*IN PUBLIC*

Mr Kennaugh had a couple of queries in respect of Pennington Hall but it was pointed out that this was within the remit of the Leisure and Amenities Committee.

**WC/04/5/9****HIGHWAY AND TRAFFIC MATTERS****a) Traffic Strategy**

The Chairman reported on having attended the recent presentation in respect of traffic strategy for the Douglas, Onchan and Braddan area. He said the overall scheme was based on a ten-year period which at the end of the day would result in more roundabouts. He further added that DoT were not keen on using King Edward Road as a principal means of ingress and egresses between Douglas and the north. This was possibly due to the adverse camber on part of the road and the narrowness of the Groudle viaduct.

**b) Traffic Count**

Mr Quirk commented that the commissioners had been promised traffic counts by DoT on the arterial roads but nothing had been forthcoming. The Surveyor replied that data had been received and circulated.

**WC/04/5/10****FURTHER REPORTS**

There were no further reports from the Clerk or Surveyor.

**WC/04/5/11****CORRESPONDENCE/OTHER COMMUNICATIONS****a) Right of Way**

Correspondence as received from and sent to Mr Peter Karran MHK regarding an alleged right of way along the rear entrance to the former Nursery Hotel had been circulated prior to the meeting and was noted. The Surveyor confirmed that there was no record of a public right of way over the land in question and that in any event those who are now complaining should have raised the issue at the time of the planning application. It was noted however that certain owners of properties in Birch Hill Avenue had created their own entrances through the party hedge at the rear of their properties and were now claiming a right of access onto the former drive over private land. This was obviously a private matter between them and the adjoining land owners and did not constitute a public right of way per se and therefore should not involve the commissioners.

**b) Commercial Vehicle Parking**

Letter reported as received from the Network Planning Engineer of DoT in respect of the commissioners' recommendations in respect of potential sites for commercial vehicle parking. The Surveyor suggested that the reference to the site within the Rural Ward be referred to the Rural Committee for reply.

**c) Tree Felling**

Letter from the Forestry Section of DAFF together with plan showing the removal of 8 trees out of a group of 16 behind the former chapel on Summerhill Road had been circulated prior to the meeting. Members were informed that these were sycamores (possibly self-seeded) and their removal had been requested by a resident in one of the cottages backing onto the site in

***IN PUBLIC***

Governors Road. The Surveyor showed photographs taken of the trees and members were of the opinion that the thinning exercise would be advantageous and not detrimental to the area. DAFF to be informed accordingly.

Mr Killey then made reference to bollards erected at Lazy Corner but he was informed that this was a Leisure and Amenities Committee matter. The bollards in question had in fact been in existence for sometime and were to permit the commissioners vehicles to park off street when working on the flowerbeds at Lazy Corner and for Manx Telecom when attending to their junction box. Noted.

**WC/04/5/12****OUTSTANDING MATTERS**

Copies of the list of outstanding matters had been circulated prior to the meeting and was noted with the following being discussed further:-

W98/7/14(a) Adoption of roads and lane – Marion Court– No further word from Dot in respect of the adoption. Mr Quirk drew to the attention of the Surveyor the fact that a resident in Royal Avenue was using the parking spaces behind the Marion Court complex for several of his vehicles. The Surveyor to investigate and take the appropriate action to prevent this occurring.

W99/09/03(a) Adoption of roads – Heywood Park – Mr Quirk queried whether there was any progress on the adoption of Heywood Way. The Surveyor advised the meeting that all work requested by DoT had been carried out but he was not aware why they had not processed the formal adoption. Matter to be expedited.

3 (1) Street Lighting – Lighting of adopted footpaths Kaighens Lane and Cronk Lane – *delete Kaighens Lane as this work is now complete.*

WC/04/1/17(b) Cut back overhanging trees and sweep path Royal Avenue to St Peter's Churchyard – *delete as work now undertaken.*

3 (1) Street Lighting – Carry out survey to establish requirements for future schemes – The Chairman enquired as to when this was going to be undertaken as the summer was now upon us. The Surveyor reported that he would make arrangements once the evenings got darker.

North Bank Land – Mr Quirk enquired as to when the Surveyor was going to arrange for a site visit to the land in order to see what was being given to the commissioners as the evenings were now light and the contractor had finished.

**WC/04/5/13****MATTERS REFERRED BY BOARD/OTHER COMMITTEES**

Nil in public.

**WC/04/5/14****ANY OTHER BUSINESS****a) Time and Date of Next Meeting**

Monday 28<sup>th</sup> June 2004 at 7pm.

**b) Vice-Chairman**

*IN PUBLIC*

On the proposal of Mr Killey it was agreed that the Vice-Chairman for the ensuing year should be Mr D.J. Quirk.

Meeting terminated at 9.19pm.

***IN PUBLIC***

Minutes of a meeting of the **LEISURE AND AMENITIES COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Tuesday 1<sup>st</sup> June 2004 at 6.59pm.

**Present:** Mr A.T.W. Norton (in the chair), Messrs M.J. Kennaugh, E.D.R. Killey, D.J. Quirk and B.Stowell

**In attendance:** Peter Kelly (Administration) Ray Quane (Amenities Officer)

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**LA/04/6/1**  
**WELCOME**

The Chairman welcomed members to the first meeting of the municipal year and extended a special welcome to Mr Stowell a recently elected commissioner who was attending the committee meeting for the first time.

**LA/04/6/2**  
**MINUTES**

Minutes of the meeting held on 26<sup>th</sup> April 2004, copies of which having previously been circulated, was taken as read. The Chairman then referred to section LA/04/4/7(i) Car Park Youth and Community Centre. He referred to the section whereby the Administrative Officer reported that the suggestion of marking out the car park for ball games had previously been discussed and following advice it had been agreed that the car park should not be marked out for games as this could encourage youths to play in the car park at a time when an event was on in the Youth Centre which in turn would present a problem both to persons arriving by car and those using the area for games. The Chairman queried whether this in fact should state that it was because the insurers had stopped the commissioners from doing so. The Administrative Officer reported that it was he who was quoted in the minutes, and he did not specifically refer to insurance although he may have referred to health and safety in general. Of the other members of the committee who were previously members none had any recollection of what was said. Members were of the opinion however that in any event it would not alter the validity of the minutes. The minutes were therefore confirmed and signed.

**LA/04/6/3**  
**MATTERS ARISING**

The Chairman made reference to the follow:-

a) **Playground Inspections**

He enquired whether the Amenities Officer was now looking under equipment for broken glass when he did his inspections. The Amenities Officer replied in the affirmative.

b) **Heywood Park**

The Chairman referred to the reference of there still being some rubbish within the bushes at Heywood Park and whether it had now been removed. The Amenities Officer replied in the affirmative.

c) **Sign – Port Jack Glen**

The Chairman enquired whether the metal sign at the lower entrance to Port Jack Glen had now been painted. The Amenities Officer replied that work was due to take place that week.

*IN PUBLIC*LA/04/6/4PLAYGROUNDS/PARKSa) Playground Log Books

The Amenities Officer produced the log books for signing by the Chairman. He drew to the attention of the committee the fact that one of the springers in Onchan Park was broken. This appeared to have been done by misuse and the broken piece of timber would be repaired by the joiners using hardwood. Mr Quirk enquired whether the matter had been reported to the police and whether the time and an incident number had been obtained. The Amenities Officer responded that the matter had been reported to the police.

b) Amenities Officer's Report

Copies of the report had been circulated with the following items being discussed further:-

i) **Alcohol Signs**

The Amenities Officer referred to the alcohol free zone signs which had been erected of recent. One of the signs had since been torn down but now had been reinstated.

ii) **Relief Boat Attendant**

The Administrative Officer confirmed that the relief boat attendant had been engaged from 15<sup>th</sup> May 2004 and appeared to be satisfactory. In the course of conversation it was noted that during the visit of one of the commissioners the relief boatman was actually supervising the battery operated kiddie cars. The Administrative Officer pointed out that the relief boatman, as with the boatman, was in charge of the boats and motorboats and responsible to take immediate action if any accidents occurred thereon. He should not therefore be on the kiddie cars; this was a job for the boat boys who obviously could rotate duties. Noted.

iii) **Vehicle Trade In**

The Amenities Officer had produced copies of tenders for the supply of a new pick-up vehicle with a tipper body and tail lift as per a general specification which had been sent out to manufacturers via the Department of Transport through whom vehicles were now being purchased in view of the good price that was being obtained. None of the prices provided for a trade in on the present vehicle which would normally under those circumstances be sold by tender. The Amenities Officer, in his report had recommended the acceptance of a particular vehicle which was in fact the cheapest quotation and fell within the budget. Mr Quirk, however suggested that the commissioners should buy local and approach the local agent for this vehicle asking them to quote for its supply and also a price for the trade in of the existing vehicle. It was also suggested that the exercise be carried out with the other garages as well as the trade in price could affect the final price. After further discussion it was

**\*RESOLVED**

***"to obtain tenders direct from local garages for the supply of a tipper pick up truck with tail lift and to request an inclusive trade-in price on the existing vehicle"***

iv) **Electric Hand Dryers**

The Amenities Officer reported that he had received a budget price from the commissioners' electrician and the cost of providing and wiring two electric hand dryers in the public toilets at Onchan Park would be approximately £600. Mr Quirk commented that there was also the

*IN PUBLIC*

disabled toilet which should equally have the same facility. Members were advised that there was no provision in the estimates to cover this work. After further discussion it was

**\*RESOLVED**

***“to purchase and install three electric hand dryers for the public conveniences in Onchan Park at an approximate cost of £600 for two”.***

Mr Quirk then made mention of the fact that it had previously been discussed by the committee as to the placing of a glass fronted box in each toilet within which a sheet was displayed showing the time at which the toilets were last cleaned. He suggested that these should now be installed. The Amenities Officer replied that one had been installed in the disabled persons toilet at the Main Road toilets but they had not been installed elsewhere for reasons of potential vandalism plus the fact that the toilets were only cleaned first thing in the morning and not on a regular basis as occurs in hotels and other public places where such signs are normally displayed. He agreed however that as the toilets in Onchan Park were in fact now cleaned twice a day during the summer season this could be done. On Mr Quirk’s proposal it was

**RESOLVED**

***“that the relevant number of information boxes should be purchased at £50 each for display in the toilets at Onchan Park”.***

**c) Park Foreman’s Report**

Copies of the Park Foreman’s Report had been circulated prior to the meeting and was noted. Mr Killey enquired whether the new parks foreman was getting the support of the officers to which the Amenities Officer replied in the affirmative. In answer to question, the Amenities Officer advised that planting out was now complete in the park and the men had commenced that day on planting out in the centre of the village. Noted.

**d) Pennington Hall**

The Amenities Officer advised that he had not been provided with an update by the Surveyor as to what was happening in connection with proposals for the rebuild. Mr Quirk commented that the Chairman should go and see the Surveyor in the same way as his predecessor use to. The Chairman responded that he was not as free in the daytime as his predecessor but he would make contact. Mr Stowell made enquiries regarding Pennington Hall and it was agreed that the Amenities Officer should arrange to show him around together with other areas of the park that he may not have seen.

**e) Annual Tour of the Park**

Members viewed the list and the Amenities Officer advised in respect of an update viz:-

Erect no smoking sign by oil drums – **done**

Cut out and replace the worse of the concrete on steps/seating on the concrete terraces – **done**

The following additional items were raised by members:-

**Flat green new fence**

Mr Quirk pointed out that the top wire on this fence was leaning down which would suggest that somebody had climbed over it.

**Soap dispensers**

*IN PUBLIC*

The Chairman enquired whether the soap dispensers had been fitted in the public toilets to which the Amenities Officer replied in the affirmative.

**Mirrors etc**

Mr Quirk pointed out that the anti vandal mirrors installed at the toilets appeared to be misting up and that also there was a section of pipe work to the wash basins where verdigris was forming on the paint work. The Amenities Officer to attend.

**f) Proposed Skateboard Park**

The Administrative Officer had previously circulated a copy of the letter prepared by the Surveyor and forwarded to the Secretary of the Planning Committee in support of the commissioners' application for consideration at Review. Noted.

Also circulated was a copy of a letter received from a resident of Peel asking the commissioners to make some enquiries regarding the other skateboard parks on the Island before committing the rate payers to a expenditure of £60,000. Their concern was that at Peel the skateboard park which was once popular is now hardly used and looks a mess with litter strewn about and was also a collecting area for under age drinking. Letter further referred to the facility at Port Erin. The Administrative Officer reminded members that it was three years since they had visited Nobles Park and Peel in order to view the facilities and perhaps an unannounced visit would give a clear picture of the present situation. Mr Killey proposed however that letters should be sent to those authorities with skateboard parks enquiring as to how matters stood. Members referred to the recently created skateboard park at Marown and how popular this was. Comment was also made that it was also a long way from housing.

The Administrative Officer reported an e-mail received that day from Commissioner Wendy Megson advising that she had been informed that "in law" skateboard parks could not be placed near to young children's play parks. The Administrative Officer had replied to her asking for further details as this was something of which he had no knowledge. Members also commented that if that were the case then presumably a skateboard park would not have been permitted in Nobles Park.

**g) Train Feature**

The Administrative Officer reported letter received from Lappset advising that the train feature for the Taverners Playground would be installed at the end of June. Noted.

**h) Park Takings**

Copies of the takings for 2004 season to date were laid before members at the meeting. It was noted that the takings were 4.6% up although the Administrative Officer pointed out that this was a little misleading particularly as the figures included the non-payment of fees by the Department of Tourism for the bowling festivals yet to take place in June and September. In general, however, takings were up as was noted from the final column with particular regard to tennis which was 65.3% up. This may be due in part to the introduction of a child's rate as opposed to a flat rate for any player.

**j) S.T.R.I. Report**

The Administrative Officer reported on the receipt of the annual report from STRI in respect of the bowling greens and football pitch at Onchan Park. Abridged copies of the report had been circulated to the secretary of the three bowling clubs and the secretary of Onchan AFC for

***IN PUBLIC***

information. The Administrative Officer pointed out that it was customary to provide them with the general comments/observations but the technical details of what was proposed to be carried out during the autumn/winter etc was a matter for the technical staff alone.

**k) Seating**

Mr Kennaugh advised that he had received complaints over the lack of seating in the area of the former shelter overlooking the miniature golf course. Mr Quirk advised that he had received similar complaints. The Amenities Officer informed members it would take a little while to have the joiners put new lathes on the concrete supports where the previous seating had been ripped out by vandals. The Administrative Officer suggested that some of the yellow seats which were currently at Pennington Hall in storage could be placed there on a temporary basis. Agreed. The Administrative Officer also reported receiving a telephone call from an Onchan resident to advise that her husband, who had suffered a stroke, and her were accustomed to walking along Imperial Terrace and sitting on the seats in the area currently used as a builders compound. As a result he had instructed the Amenities Officer to place a seat at the apex of the junction of Hague Crescent and Bay View Road where there used to be a seat so that at least this facility was still available and in safety. Noted.

**m) Football Practice**

The Chairman advised that he had received an e-mail from the Secretary of the Onchan AFC requesting the use of Onchan Stadium for practice on a Tuesday evening after the go-karts had closed. The Administrative Officer reported that no request had been received at the office which was the normal practice. Mr Quirk commented that it would be a good idea to have people in the park later in the evening. In answer to question, members did not feel a charge for the facility was necessary although they appreciated the club were currently paying to practice and train elsewhere. Mr Killey suggested that any arrangements should be monitored. Mr Norton advised that the club were prepared to check over the ground after they had finished. The Administrative Officer suggested that it would be better if they checked the ground before they practised as there was always the possibility of broken metal from the stockcars being within the grass until the end of the stockcar season. After further discussion it was

**\*RESOLVED**

***“to grant permission to Onchan AFC to use the stadium football pitch for practice on Tuesday evenings after the go-karts have finished (approximately 9pm) for an unspecified period and at no charge”.***

The Chairman to arrange for an official letter of request to be sent to the office.

**n) Five-a-side/Basketball**

The Chairman referred to an item in the Record Play Equipment catalogue entitled “Wembley” which was a fenced off combined five-a-side football pitch and basketball pitch on an all weather surface. He reminded members that provision had been made in the estimates for a similar facility within the School Road Recreation Ground. After a brief discussion it was agreed that the Surveyor should obtain some form of costing and report thereon.

**LA/04/6/5  
OPEN SPACES****a) Amenities Officer’s Report**

Copies of the Amenities Officer’s report had been circulated prior to the meeting and was noted with the following being discussed further

*IN PUBLIC***War Memorial**

The Amenities Officer reported that once the seasonal planting had been carried out in the district then he would arrange for a site meeting between the Parks Foreman and a representative of the Royal British Legion to discuss future proposals for the site. Noted.

**b) Centenary Park**

The Administrative Officer reported that there was a potential of a workforce from Royal Skandia as in the previous year but this time a much larger number all being well. He had had a site visit with one of the employees and had agreed that work would be undertaken on creating a path through the Bluebell Wood if everything fell into place. Noted. Mr Stowell enquired about Centenary Park with regard to grass cutting and was advised as to the extent thereof with a suggestion that arrangements be made for him to visit the site to familiarise himself in more detail.

**c) Seat at Lazy Corner**

The Administrative Officer had circulated prior to the meeting a copy of the letter which he had sent to the complainant in Governors Road following the last meeting of the Leisure and Amenities Committee. The letter clearly stated that the committee were going to retain both seats on site albeit that one had been relocated and the other was to be strapped down. The seat nearest to the gable of number 34 was to be placed to the rear of the property so as to be backing onto the kitchen rather than the living room and equally it would only be in that position during the summer season. The complainant was further asked that should they have any further correspondence in the matter that it be addressed to the Clerk and not to any individual commissioners.

The Administrative Officer advised that he understood that at the most recent meeting of the Board it had been decided to remove both seats and therefore queried how this decision had come about when five members of the Leisure and Amenities Committee were present and they had unanimously agreed not to remove the seats. Furthermore in the meantime no further communication had been received. The Chairman stated that he thought the change came about as a result of cross the table discussion. Mr Quirk advised that he understood it to be said at the board meeting that Commissioner Crellin and Astill had both received a further letter. The Administrative Officer expressed surprise when the complainant had been instructed to write direct to the Clerk and also only a week previous, Commissioner Crellin, as Chairman of the Works and Cleansing Committee, had made a statement to his committee that all complaints should be addressed to the Clerk.

The Administrative Officer then stated he wished to make a statement on behalf of all his fellow officers in the employ of the commission. It was fully accepted that the commissioners made the policy which was then implemented by the officers. That implementation was not always easy and in this particular case involved carefully worded letters as the commission was under threat of being sued or press releases issued etc as a threat. Both he and the Amenities Officer had been libelled in the correspondence and the workmen had experienced verbal abuse when they went to install the straps on the seat.

In carrying out the policy of the commission the officers endeavoured to do their best but where did it leave them when having gone to all that trouble to vigorously defend the decision of the commission to suddenly find the commissioners undertaking a U-turn, totally undermining everything which the officer had done on their behalf. Mr Stowell immediately apologised saying

***IN PUBLIC***

that he very regrettably voted for the removal of the seats without knowing the full circumstances at the time.

The Administrative Officer then related to the history of the development of Lazy Corner which was a feature created in 1986, Manx Heritage Year to commemorate both the year and the amalgamation of the Onchan Village and Parish Commissioners on 1<sup>st</sup> April. On that day the Heritage Stone was unveiled, the school children of Onchan planted fuchsia bushes and two seats were presented. The plaque on one read "Presented by the children of the two primary schools of Onchan. Heritage Year 1986". And the other "Presented by Onchan & District WI for Heritage Year 1986". Both seats were site specific gifts as the area had been especially created for this purpose. The Administrative Officer asked therefore where the seats were now to be located and what was he to advise the two donors. Mr Quirk responded that they should go to the best site available and Mr Killey suggested that the officers could decide. Mr Kennaugh indicated that the donors should be asked for their views and this was endorsed by the other members.

**d) Visit to Castletown**

With regard to the proposed visit to Castletown to view the CCTV system it was agreed the matter would be best held over until an inspection of Onchan Park had been made in company of Constable Radcliffe the Architectural Liaison Officer.

**LA/04/6/6****PUBLIC CONVENIENCES****a) Amenities Officer's Report**

Copies of the report had been circulated prior to the meeting and was noted, without further comment.

**b) Port Jack Toilets**

The Amenities Officer, in answer to question, advised that he was not aware as to the situation regarding the replacement of the toilets at Port Jack. Members noted however that at the recent meeting of the Works and Cleansing Committee arrangements were being made for the appointment of an architect.

**LA/04/6/7****PUBLIC LIBRARY****a) Librarian's Report**

Copies of the Librarian's report had been circulated prior to the meeting and was noted. With regard to charges made by the libraries at Ramsey, Peel, Castletown, Port Erin and Douglas in respect of use of the internet, although different equations were used relevant to payment per half hour, quarter of an hour etc in the case of Ramsey, Peel, Castletown and Port Erin the charge equated £3 per hour. In Onchan at £1 per quarter of an hour an hour's charge was £4. The Librarian put forward the suggestion that the commissioners charging rate be amended so that the charge for one hour be £3 the same as the others. After a brief discussion and on the proposal of Mr Stowell it was

**RESOLVED**

***"that the charge for the use of internet in the Onchan Public Library be fixed at a maximum of £3 per hour"***.

*IN PUBLIC***b) Digital Divide**

Letter as received from DOLGE on the question of internet use by the general public through libraries etc, had been circulated prior to the meeting together with the librarian's comments thereon. The Administrative Officer pointed out that the librarian had gone to the trouble of quoting UK sources in respect of statistics for internet use and in particular reasons for those who did not use the internet. He further pointed out that her report had been prepared in such a way as to form the basis of a reply to the letter from DOLGE.

Mr Quirk commented that the 2001 census statistics were now out of date and suggested that figures should be provided to show the income received by the library for those using the internet. He also queried the cost to the commissioners from Manx Telecom stating that the library was not connected to Broadband. The Administrative Officer pointed out that the librarian, in her report, had showed that the library was so connected. Mr Quirk then replied that in which case the cost was £30 per month.

Mr Killey suggested that Manx Telecom should be requested to make all phone calls for pensioners free of charge. Mr Stowell commented that this was a different matter all together. Mr Kennaugh suggested that Manx Telecom be requested to bring down the charges for internet use to which the Administrative Officer advised that he could so write but he would anticipate a reply reminding the commissioners that internet charges were recently reduced. Mr Quirk then proposed that a letter should be sent to the MEA asking what they would charge for an internet connection as Mr Mike Proffitt had been on Manx Radio that morning commenting on their ability of providing internet services via the electric cables. The Administrative Officer pointed out that in that interview Mr Proffitt had made it quite clear that the MEA themselves would not provide the internet service. Mr Quirk then proposed that the committee delegated Commissioners Killey and Stowell to visit the library in order to find out the income from internet users and the cost from Manx Telecom for the internet service. The Administrative Officer pointed out that that was a managerial matter and the information required could easily be obtained from the Finance Officer. The Chairman then directed that the Finance Officer be requested to provide that information and the matter to be brought forward before the Policy and Finance Committee.

**LA/04/6/8****YOUTH & COMMUNITY CENTRE****a) Amenities Officer's Report**

Copies of the Amenities Officer's report had been circulated prior to the meeting and was noted with the following points being discussed further:-

**i) Fascia Boards**

The Amenities Officer corrected the statement in his report in that the specification for the supply and fitting of replacement fascia boards and guttering was to be sent out week commencing 14<sup>th</sup> June 2004 and not 14<sup>th</sup> May 2004.

**ii) Tyre Marks**

Members noted that the tyre marks in the grass in the Rec had been caused by the electrical sub contractor driving his heavy vehicle across the grass in order to repair the lamp standard. The Amenities Officer added that this was undertaken at a time when the entrance to the car park was being tarmacadamed. Noted.

**LA/04/6/9**

*IN PUBLIC***PROMOTIONS/ADVERTISING/PUBLIC INFORMATION****a) Website**

The Administrative Officer reported statistics received from Web One UK which showed for the month of April total number of hits was 22,574 and for May 23,234. The April figures were slightly down on March which was a repeat of what had happened the previous year whereas in May the commissioners' minutes for March were downloaded 207 times, the commissioners and principal officers page was accessed 119 times and the photo galleries were averaging 80 hits a month. Mr Killey enquired whether the Chairman was on the website yet to which Mr Kennaugh replied in the affirmative.

**b) Village Fair/Memorial to J.A.C.K. Nivison**

The Administrative Officer reported on correspondence to and from the President of Tynwald's office with regard to both the fair and the memorial to the late Mr Nivison. A further circular had also been sent out to all clubs and societies and to date the Onchan & District WI had responded to indicate that they were having a bottle stall and the Onchan Ladies Fellowship were going to serve strawberry and cream teas. Mr Quirk added that the Onchan Pensioners would have a balloon race and Mr Killey indicated the Onchan Branch of the Royal British Legion would have a stall but he did not know what would be on it as yet. The Administrative Officer pointed out that whilst it had been agreed that the fair be held in the park no decision had been taken as yet as to whether this should be on one of the paths, the putting green area or in the stadium. Members concurred that it should be within the stadium itself.

Mr Kennaugh suggested that there should be a tug of war between the pubs as had happened in the past. The Administrative Officer reported that this was successfully held during the fair held on the Village Green but last year for the Noble Occasion only one pub was able to raise a team. He would however be circulating information to the public houses again. Mr Stowell informed members that he had that weekend attended and presented prizes at an equestrian event held by the Paddocks Riding Club. He had spoken with one of the organisers and suggested that perhaps they could become involved in the event in Onchan Park. He then related the sort of event that had taken place that weekend which included a marquee, bouncy castle etc. Mr Killey added that Douglas Corporation stopped horse events at the Bowl sometime previous because of the damage the hooves were making to the grass surface. The Chairman enquired whether the organisers would be prepared to provide pony rides but Mr Stowell advised that the live stock were owned by individuals and not the organisers and therefore would not have the necessary insurance cover. The Amenities Officer pointed out that if horses were to be brought to the park then the horse boxes would be parked on the grassed area outside and if there were a lot then obviously this took up a lot of the car park space. Concern was also expressed as to any potential danger that may be presented by one of the horses should it break loose or be frightened in any way within the grassed area if the general public were free to roam.

The Administrative Officer advised that now that the decision had been taken that the event should take place in the stadium he would write to the go-kart concession holder advising as to the fact that the stadium would be required on that day. There was, however, an alternative as had happened with the 50<sup>th</sup> Anniversary of the Park whereby a mini go-kart track was created behind the goal line at one end of the stadium.

Mr Kennaugh then commented that he was concerned the family who operated the go-karts and stock cars seemed to be taking over Onchan Stadium as they had their burger van at the scooter event held on 1<sup>st</sup> May 2004. The Administrative Officer advised that the Lambretta Club of Great Britain had contacted the family and asked them would they provide catering as they themselves were not in a position to do so. The concession holder of the café also had their ice cream

*IN PUBLIC*

caravan at the scooter event albeit that they were not asked by the scooter club so to do. Mr Kennaugh then added that he understood more and more catering appliances were appearing at the stock car races and there was suggestion of part of a concession being sublet. The Administrative Officer replied that this accusation had been made over a year previous and when investigated turned out to be ill founded. Mr Kennaugh then asked whether the family would be providing burgers etc at the village fair to which the Administrative Officer replied that that was a matter entirely for the committee to decide. He added that at the Noble Occasion held in the School Road Recreation Ground there was one quasi commercial stall amongst the others and that was a specialised play school who set up apparatus and charged for children to use. They kindly offered to donate half their takings to the Children's Centre at Knotfield. At the end of the day their takings were not great and they in fact donated the whole of their takings to that charity. Just a day or two prior to the event the café concession holder at Onchan Park made strong representation having spoken with one commissioner that they should bring their ice cream vehicle to the Noble Occasion. The Administrative Officer pointed out to them what the other commercial concern was doing and left it entirely to their discretion as to whether they donated part of their profits to a charity. He had no idea what they actually did. With regard to the event in Onchan Park if the commissioners wished to offer a similar facility for catering then they could equally suggest a donation. Mr Killey stated that in the case of beefburgers and ice cream this could go to the Onchan Youth Development Fund. Agreed.

With regard to entertainment Mr Quirk suggested that Chris Burns the Butcher be contacted. He also asked whether the Silver Band had been invited to which the Administrative Officer advised that they had been sent the same circular as others although no specific invitation had been sent in respect of playing music for which a letter would now be sent. Messrs Quirk and Killey both suggested that there could be a police dog display and equally one from the Fire Brigade. Mr Kennaugh wondered whether some form of knockout game could be held between the two schools and also a wellie throwing competition. The Chairman enquired whether the commissioners had ever put on a photographic exhibition to which the Administrative Officer replied that the commissioners per se had not but the two schools did in Heritage Year.

**c) 2004 Scooter Rally**

The Administrative Officer reported that the Lambretta Rally took place and not surprising to him the organiser only ended up with one helper and not six as suggested. As a consequence the Administrative Officer manned the gate during the performance of the Purple Helmets to ensure that members of the public were not admitted. The event went very well although somewhat shorter than anticipated, being over by 2.30pm. Members of the public were arriving at that time. The brevity resulted from the fact that no prior arrangements had been made and therefore competitors for the slow race, skill race etc came out of the audience with some reluctance. Most of the competitors were in fact the local riders. The commissioners' trophy for the best overall winner went to a Onchan scooterist on a Vespa. Correspondence to and from the Lambretta Club of Great Britain was read.

**d) Advertising**

The Administrative Officer reported on receipt of quotation from Energy FM for radio advertisements. Members were of the opinion that the Energy FM audience were not the type that would come to Onchan Park in any event. Mr Killey commented that any radio advertising needed to have a lot of money spent on it and there just wasn't the budget. He again suggested placards in hotels was a way forward. Mr Quirk suggested that Manx Radio be invited to come to and give a live broadcast from the village fair. The Administrative Officer indicated that he would write and invite them but pointed out that their outside broadcasts were usually early on a Saturday morning and not mid afternoon when other programmes were being broadcast. Mr Kennaugh was of the opinion that advertising on taxis was most noticeable.

***IN PUBLIC***

Mr Killey commented on the fact that the commissioners had promoted village fairs on the village green and in the recreation ground for sometime and advertising was at a minimum yet the people turned up.

**LA/04/6/10**  
**OUTSTANDING MATTERS**

The list of outstanding matters had been circulated prior to the meeting and was noted with the following matters being discussed further:-

LA/03/7/4(b) Port Jack Glen – lighting scheme – The Surveyor to be properly briefed of requirements – Mr Killey commented that whilst provision had been made in respect of the streambed he was not aware that the lighting was still within the budget and therefore it would depend on whether DoT contributed to the cost of the streambed as to what money was available. Mr Stowell added that there was no lighting in the glen at the moment and therefore from the moment the commissioners introduced lighting they were in reality enticing people in. If there should be areas not lit and someone falls then they were laying themselves open to litigation. If any lighting was to be provided in the glen then it needed to be done adequately so that such problems would not be created. Uplighters in the path would not achieve this and therefore he would suggest that any lighting be in form of festoons which could follow the route of the path. Mr Quirk suggested Douglas Corporation could be asked for advice as they have lighting in Glen Falcon. He also suggested that perhaps the commissioners health and safety advisers could be approached. Mr Killey thought that the students at the Isle of Man College could be involved in a competition to come up with a scheme. Mr Quirk then added that several lighting manufacturers would undertake schemes free of charge. After further brief discussion it was agreed that the Surveyor be requested to contact lighting firms to produce schemes.

LA/03/9/4(g) Work to paths/entrance at The Rec – accept tender and start work – ***delete as work now complete.***

LA/03/12/3(f) Return second seat to Lazy Corner at the beginning of June and take away for the winter – ***delete as Board decision to remove all seats.***

**LA/04/6/11**  
**MATTERS REFERRED BY BOARD/OTHER COMMITTEES**

Nil.

**LA/04/6/12**  
**CORRESPONDENCE**

a) **Douglas Dog Training Club**

Letter reported as received from the new secretary of the Douglas Dog Training Club thanking the commissioners for permission to hold their shows on the grassed area at Onchan Park but enquiring whether they could use the area on a Tuesday evening for dog training. The area would be ringed and the training would be complete by 10pm. Members noted that the area in question coincided with the kickabout area and therefore after further discussion it was agreed that the club be offered the grassed area topside of the playground adjoining the commissioners' houses. The use of this area to be subject to the usual conditions in respect of cleaning up any mess made and a donation being made to the Lady Taverners Playground Fund at the end of the season.

*IN PUBLIC***b) Manx Radio**

Letter reported as received from the Business Director of Manx Radio introducing himself and advising as to changes within the structure of the sales department etc. The Administrative Officer had acknowledged this letter and enquired as to when Manx Radio considered to be their actual 40<sup>th</sup> Anniversary Day as they were displaying a logo on their letterhead. No reply had been received and a telephone call to the Business Director resulted in no date being forthcoming. The Administrative Officer pointed out that he had requested this information because, as members were aware, Manx Radio commenced broadcasting from a caravan on the Ballachurry Estate. Regular broadcasts commenced on 29<sup>th</sup> June 1964. He queried therefore whether the committee felt it appropriate that a small plaque be engraved for presentation to Manx Radio to commemorate their 40<sup>th</sup> Anniversary and to emphasis the fact that Manx Radio was born in Onchan. Members concurred with the purchase of a glass engraved plaque.

**c) SEA Isle of Man 2005**

Letter reported as received from the Marketing Development Manager of the Department of Tourism indicating that the Isle of Man was to follow Britain in celebrating the bi-centenary of the Battle of Trafalgar by promoting its connection with the sea over the years. Letter enquired whether the commissioners were prepared to become involved. A reply had been sent enquiring as to what tentative plans the department/Isle of Man Government had in respect of the event for which a UK brochure had been forwarded. Letter also pointed out that Onchan had a slight link with the Battle of Trafalgar. No reply had been received.

The Administrative Officer informed members that Lieutenant Lewis Buckle Reeves was a Second Lieutenant serving on HMS Victory and was wounded just prior to Lord Nelson and was in the cock pit with him when he died. Lieutenant Buckle Reeves, when he retired from the Navy on half pay came to the Island to live residing at one point in Stanley Terrace which at that time was in Onchan and when he died in 1861 was buried in St Peter's Churchyard. He was universally regarded as the last surviving officer from HMS Victory at the time of his death. The Administrative Officer pointed out therefore that if the commissioners wished to hold another village fair next year then it could centre on the Trafalgar connection and be held close by on the village green.

Mr Killey suggested that perhaps the Manx Model Boat Club in conjunction with the Manx Museum could have a boating display on the lake in Onchan Park of the steam packet models. Mr Quirk advised that this was already in hand. The Chairman wondered whether something could take place in Happy Valley or on the beach at Port Jack. Mr Killey added that perhaps a Trafalgar Barbecue could be held on Groudle Beach. Mr Quirk queried whether teams from the lifeboat and sea cadets could perhaps have a boat race on the boating lake in Onchan Park or tin bath races held between the various services on the Island.

LA/04/6/12**ANY OTHER BUSINESS****a) Date of Next Meeting**

Tuesday 6<sup>th</sup> July at 7pm

**b) Election of Vice Chairman**

On the proposal of Mr Quirk , seconded by Mr Stowell it was

**RESOLVED**

***“that Mr Killey be the Vice Chairman for the ensuing municipal year”.***

*IN PUBLIC***c) Football Pitch**

Mr Quirk commented that as the football pitch had been given a good bill of health by the STRI agronomist that the IOM FA should be approached to enquire whether they wished to play any of their cup finals in Onchan Stadium. Mr Killey added that he was reminded that many years in the past Manx Radio use to field a football team which played against the press and others at Onchan Stadium.

**d) Beating the Bounds**

Mr Killey enquired whether something could be arranged for a walk around the Onchan boundaries or perhaps between the pubs. Or alternatively a walk to Groudle and back and an open air church service.

**e) Water Wheel**

Mr Quirk commented that now DAFF had almost completed work on the restoration of wheel house in Groudle Glen perhaps there should be a ceremony to reopen it.

***Meeting terminated 10.01pm***

***IN PUBLIC***

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Boardroom at Hawthorn Villa, Main Road, Onchan, on Monday, 7<sup>th</sup> June 2004, at 5.30 p.m.

**Present:** Mr M.J. Kennaugh (Vice-Chairman)  
Mr D. Crellin  
Mr A.W.T. Norton  
Mr J.K. Watterson

**Apologies:** Mr G.K. Astill (Chairman)

**In Attendance:** Mr J.E.S. Smith (Chief Executive/Clerk)  
Mr A.S. Booth, F.C.A. (Chief Finance Officer)

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**PF04/06/01**  
**APOLOGIES**

The Clerk advised that the Chairman of the Committee had telephoned to advise that due to extended road closure as a result of the T.T. Races being delayed, he was trapped inside the circuit unable to attend the meeting and extended his apologies.

**PF04/06/02**  
**VICE-CHAIRMAN**

In the absence of the Chairman of the Committee the Vice-Chairman, Mr M.J. Kennaugh, chaired the meeting.

**PF04/06/03**  
**MINUTES**

Minutes of the meeting held on 5<sup>th</sup> May 2004, copies of which having previously been circulated, were taken as read, confirmed and signed.

**PF04/06/04**  
**BUSINESS ARISING**

There were no matters arising from the Minutes of the last meeting other than those dealt with in the Clerks and Finance Officers reports and those matters listed separately on the Agenda paper.

**PF04/06/05**  
**BUSINESS ARISING FROM PREVIOUS MEETINGS**

There were no matters arising from the Minutes of previous meetings other than those dealt with in the Clerk's and Finance Officer's reports and those matters listed separately on the agenda paper.

**PF04/06/06**  
**FINANCE OFFICERS REPORT**

The Finance Officers Report copies of which having previously been circulated was considered and arising therefrom :-

*IN PUBLIC***1. Rates Collected**

It was noted that the total estimated collectable rates and cash received in the current financial year to 24<sup>th</sup> May 2004 compared with the previous financial year were as follows:-

2004/05 estimated amount collectable including arrears brought forward	£1,340,222.00
2004/05 collected to 24 <sup>th</sup> May 2004 less refunds	£ 427,120.00 (31.87%)

Comparative figures

2003/04 estimated amount collectable including arrears brought forward	£1,419,928.00
2003/04 collected to 24 <sup>th</sup> May 2003 less refunds	£ 432,419.00 (30.45%)

**2. Revenue Account Payments**

The list of payments from revenue account during the month of May 2004 copy of which having previously been circulated were considered and it was **RESOLVED\***

***That the said payments from revenue account as detailed on the list attached to the minutes be endorsed.***

**3. Statutory Annual Accounts - Audit**

Finance Officer advised that he had completed the statutory annual accounts for the year to 31<sup>st</sup> March 2004 and that the audit by KPMG would commence on Monday 14<sup>th</sup> June 2004.

Mr Watterson congratulated the Chief Finance Officer and his staff for the prompt completion of the annual accounts for audit. It was understood that the Onchan Authority accounts were always the first to be signed off by the Auditors.

**PF04/03/07****CORRESPONDENCE AND OTHER COMMUNICATIONS****1. Digital Divide – Access to I.T.**

Read letter from the Local Government Unit Manager of the Department of Local Government and the Environment, copies of which had previously been circulated. The letter referred to the review of the Isle of Man's e-commerce strategy, which had been undertaken in March 2003 and one of the areas looked at was public access to emails and internet, etc, through PCs available in local communities. Onchan District Commissioners had responded to a request for information about availability, access and cost for such facilities and to what extent such were available in the Onchan area. A report was commissioned on the "digital divide" which is defined as "a *shortfall in opportunities experienced by those with limited access to technology especially the internet when compared to the opportunities enjoyed by those with comprehensive access to technology.*" The main digital disadvantaged groups on the Island had been identified as the elderly, those receiving benefits, people living in specific rural areas and people working in small businesses.

It appeared from the findings of the report that there was little provision of affordable internet access to the general public who do not have home PC's or permissible access at work apart from that provided by certain Local Authorities through their Public Libraries.

One of the strategic objectives the report was concerned with was access and affordability – providing affordable access to technology.

*IN PUBLIC*

It was with regard to this identified objective that the Department had been asked to see if Onchan District Commissioners and other Authorities with Libraries would consider providing free public access to the internet/email facilities currently provided. It was acknowledged that access is currently during the working day and a whole list of issues would arise from the suggestion, i.e. staffing, supervision, access levels, support, resources, availability and not least budget. The Authority was requested to consider in principle whether it would be prepared to look at providing this facility and requested views to be submitted by Friday 11<sup>th</sup> June 2004.

Clerk reported that this matter had been referred to the Leisure and Amenities Committee which Committee was seeking further information with regard to cost. It was further reported that the Librarian had prepared a report on the subject which confirmed that the Library has broadband internet connection and both staff and library users had noticed the improvement in service since its installation. The Librarian pointed out that Onchan was the first Local Authority on the Island to provide public access computers in their Library as early as 1996. The Library also participated in two very successful BBC campaigns to offer taster sessions to beginners – “Computers don’t bite” and “Web Wise”. The elderly had been targeted as a disadvantaged group and between the 4<sup>th</sup> November 2003 and 4<sup>th</sup> May 2004, 57 “over 50’s” had received one to one computer tuition at the Library. The tuition was free of charge and carried out by a qualified teacher.

The Librarian further pointed out that although the Library was open late on Thursday evenings, the internet was more heavily used on Saturdays and during the day primarily for checking email, booking airline tickets and by job seekers. The playing of games and online gaming which are popular pursuits in internet cafes are not allowed in the Public Library.

The Librarian’s report went on to quote various statistics which had been produced including a comparison of library hours and charges made by the other Libraries on the Island.

An interim reply had been sent to the Department of Local Government and the Environment together with a copy of the Librarian’s report. There was obviously a financial consideration particularly with regard to any extended hours but it was pointed out that the internet access by broadband was already established and had a minimal cost compared to the total Library budget. The Finance Officer quoted from the annual accounts which showed the net cost of the internet for 2003/04 to be £618.35. After discussion, it was agreed that the present opening hours of the Library which included a late night opening on Thursday and all day Saturday was adequate according to the identified demand and it was then proposed by Mr Watterson, seconded by Mr Norton and **RESOLVED**\*:-

***That the charge for public access to the internet be amended to provide for free access for the first quarter of an hour and thereafter £1 per quarter hour (note: present charge £1 per quarter hour with no free access).***

**PF04/06/08**

**MATTERS REFERRED BY COMMISSIONERS/OTHER COMMITTEES**

None to report in public.

*IN PUBLIC***PF04/06/09****RECOMMENDATIONS WITH POLICY OR FINANCIAL IMPLICATIONS FROM OTHER COMMITTEES**

It was **RESOLVED** that the following recommendation from the Works and Cleansing Committee Meeting held on 24<sup>th</sup> May 2004, be endorsed:

1. To approve instructing Cornerstone Architects with regard to the design and construction of a new toilet block to replace the existing building at Port Jack.

It was **RESOLVED** that the following recommendations from the Leisure and Amenities Committee Meeting held on 1<sup>st</sup> June 2004, be endorsed:

1. To purchase and install three electric hand driers for the public conveniences in Onchan Park at an approximate cost of £600 for two.

(Note: No provision having been made in the estimates for this work.)

2. To grant permission to Onchan AFC to use the stadium football pitch for practice on Tuesday evenings after the go-karts have finished (approx 9.00 p.m.) for an unspecified period and at no charge.

- Subject to there being no cost to the Authority and to the Club having liability insurance in place to cover any possible claims.

The following recommendation from the Leisure and Amenities Committee meeting held on 1<sup>st</sup> June 2004 was considered:-

3. To obtain tenders direct from local garages for the supply of a tipper pick up truck with tail lift and to request an inclusive trade-in price on the existing vehicle

Clerk read memorandum from the Amenities Officer which stated that the Department of Transport obtain an additional 35% discount which they pass on to the Authority. Further, the local dealership still receive their profit on the sale.

In view of the information obtained, the recommendation was not endorsed. It was however **RESOLVED**\*:-

***To accept the lowest quotation obtained by the Department of Transport in the sum of £14,776.65 for the supply through Eurocars Ltd of a new Citroen Relay 1800TD Long Wheelbase Chassis Cab 2300 cc Diesel Engine and Tipper Body and to advertise the existing vehicle for sale by tender.***

**PF04/06/10****OTHER BUSINESS**

There was no other business for consideration in public.

**PF04/06/11****DATE OF NEXT MEETING**

It was agreed that the next meeting of the Committee be held at 5.30 pm on Monday 12<sup>th</sup> July 2004. ***There being no further business the meeting terminated at 7.38 pm.***

**IN PUBLIC**

Minutes of a meeting of the **RURAL COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Wednesday 2<sup>nd</sup> June 2004 at 5.14pm.

**Present:** Mr J.K. Watterson, (in the Chair), Mrs W.E. Megson and Messrs B.H. Moore, D.J. Quirk (until 5.50pm) and W.A. Skillicorn

**In attendance:** Peter Kelly (Administration) & B.T. Price (Building Control Officer)

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**R/04/6/1**  
**WELCOME**

The Chairman welcomed members to the first meeting of the municipal year and conveyed a special welcome to Mrs Megson and Mr Skillicorn who were attending their first meeting of the Rural Committee.

**R/04/6/2**  
**DECLARATION**

The declaration of acceptance of office was signed by Mr Moore and witnessed by Mrs Megson and Mr Watterson. Mr Skillicorn signed the declaration with Mr Quirk and Mr Watterson as witnesses.

**R/04/6/3**  
**MINUTES**

Minutes of the meeting held on 28<sup>th</sup> April 2004, copies of which having previously been circulated, was taken as read, confirmed and signed.

**R/04/6/4**  
**MATTERS ARISING**

The following matters were arising from the minutes:-

a) **Shannon Rae Picnic Site**

The Building Control Officer advised that investigations had taken place and it was discovered that the commissioners' own staff had removed the picnic table/benches as the timber had rotted. A replacement seat was on order to the best of his knowledge. Members were advised that in view of the very few picnics that had been witnessed on this site then a standard bench would be provided rather than a combined bench/picnic table. Mr Moore advised that he had seen some picnics take place there over the years.

b) **Creg-na-Baa Back Road**

Letter reported as sent to the Department of Transport pointing out the deteriorating state of part of the Creg-na-Baa Back Road in proximity of the Conrhenny Plantation. No reply received to date. Mr Skillicorn commented that he had noticed certain areas had been marked with yellow paint on the road which would suggest that repairs were imminent. He also added the problem appeared to be that the 360 degree diggers used within the plantation had travelled along the road rather than on the back of a trailer. Noted.

c) **Scramble Course**

Mr Skillicorn declared an interest in this matter as the land was owned by his employer. Letter reported as received from the Peveril Motorcycle Club at the beginning of May advising that work

***IN PUBLIC***

had recommenced on the site with the intention of using the scramble course for the first time on Monday 7<sup>th</sup> June 2004. Members noted that the work would appear now to be complete. The Chairman explained for the benefit of new members that whilst planning permission had been granted for this course a couple of years ago the work seemed to be left in abeyance for a long time. Mr Skillicorn advised that as farmer of the area he had in fact requested that no work be undertaken during the foot and mouth period which resulted in the delay. Noted.

**R/04/6/5****OUTSTANDING MATTERS****Registration of Chimneys – Clucas Laundry**

The Building Control Officer reported receipt of notice that two chimneys and associated switch room (also known as the old engine room) and sluices at Clucas Laundry, Carr's Lane, Tromode, Onchan had been registered as Registered Building No 222. The notice of registration was dated 13<sup>th</sup> May 2004 and the owners have 28 days in which to request de-registration. Noted.

**R/04/6/6****MATTERS FROM PREVIOUS MEETINGS**

*Nil.*

**R/04/6/7****MATTERS REFERRED BY BOARD/OTHER COMMITTEES**

None in public.

**R/04/6/8****PLANNING MATTERS**

The Building Control Officer reported on the following planning decisions received:-

PA 03/1592 Temporary change of use of land for the storage of vehicles in association with an off site car hire/sales business Carerra (formerly Cranage) Sir George's Bridge for Mr R.I. Corkill – Refused on the grounds that the site is located in a rural area where development, including commercial usage, is not generally encouraged. The use of the site for the parking of a relatively large number of vehicles would be contrary to the designation of the site as open space. Access from Sir George's Bridge is narrow and unsuitable. The traffic generated would affect the amenities of nearby residential properties. Noted.

PA 04/230 Approval in principle for erection of a building to replace existing outbuildings to provide additional living and occasional tourist accommodation, Mullen Beg, Little Mill Road for Mr M.V. Ward – Approved but the accommodation must only be used by bona fide tourists with no individual tenancy acceding two consecutive weeks. A note attached to the approval notice made it clear that the approval in principle related to that element of the application for tourist use only and not for permanent occupation.

PA 04/566 Extension and alterations to dwelling including a double garage with guest apartment over, Barrowdale House, Sir George's Bridge for Barrowdale House Limited – Approved subject to the accommodation above the garage being used as ancillary to the main dwelling for staff/guests only. Noted.

***IN PUBLIC***

PA 04/560 Amendment to approved alterations and extensions to dwelling Carerra (formerly Cranage) Sir George's Bridge for Mr & Mrs R.I. Corkill – Approved subject to the work commencing within four years.

**b) Reviews**

The Building Control Officer reported on the following applications where a Review had been sought:-

PA 04/324 Installation of metal ramp and omission of ground floor windows to holiday cottages (retrospective) Ballacain House, Little Mill Road for Mr & Mrs R.Corkill

The Building Control Officer reminded members that both the committee and the commissioners had raised no objection to the revised plans. The Chairman explained the history of the application to the new members and asked if they would like to study the plans or have a site visit. Both members indicated that they were prepared to support the Board in its previous decision. Under the circumstances it was

**\*RESOLVED**

***“to recommend that no further action be taken in respect of this application”.***

Mr Quirk advised that he would reserve his remarks until the meeting of the Board.

**c) Appeals**

The Building Control Officer reported on the following:-

PA 03/526 Appeal against refusal for erection of dwelling to replace existing farmhouse, Slegaby Farmhouse, Slegaby and Ballacottier, off Ballacottier Road, Onchan for Cypse Farms Limited - Notification of Appeal to be heard during week commencing 12<sup>th</sup> July 2004. Submissions to be made by 16<sup>th</sup> June 2004. Noted. Mr Skillicorn declared an interest.

PA 03/985 Erection of bungalow, field 530927, Ballacreech Farm, Ballanard Road, Abbeylands for Mr R.M. Shimmin – Notification that an Appeal request had been lodged. Noted.

PA 03/1556 Appeal against approval for upgrading of existing farm track as an alternative access to Ballacashin Farmhouse (reserved matter from previous application PA 02/9864) fields 534327 and 534320, Ballacashin, Abbeylands for Mr & Mrs G. Owen – Notification of Appeal to be held during week commencing 12<sup>th</sup> July 2004 and submissions to be made by 16<sup>th</sup> June 2004. The Chairman commented that the application was wrongly worded in that it was not the upgrading of an existing farm track as one did not previously exist. Noted.

PA 03/1889 Appeal against refusal for approval in principle for erection of dwelling and garage fields 534485 and 534486, adjacent to Abbeycourt, Abbeylands for Mrs K. Atkinson – Notification of Appeal to be held during week commencing 12<sup>th</sup> July 2004 and submissions to be made by 16<sup>th</sup> June 2004. Noted.

**R/04/6/97**

**ANY OTHER BUSINESS****a) Time and Date of next meeting**

Wednesday 7<sup>th</sup> July 2004 at 5.15pm

**b) Gaming Control Commissioners**

*IN PUBLIC*

Letter reported as received from Isle of Man Gaming Control Commissioners regarding the laser shooting facility at Ballakaighen Farm and an application for 12 A.O. machines. Members were uncertain as to the designation A.O. but the Building Control Officer was able to confirm that they were not of a gambling nature. Under the circumstances it was

**\*RESOLVED**

***“that subject to confirmation that the machines were not of a gambling nature then the Isle of Man Gaming Control Commissioners be advised that there was no objection to their positioning within the complex”.***

Mr Moore informed members that he had visited the premises and had learnt that the intention was to provide something for patrons to do while they were waiting to take their turn at the laser shooting. To the best of his understanding they were to be video amusement games.

**c) Tromode Green**

The Administrative Officer advised as to e-mail received from residents in Tromode Green regarding the state of a grassed plot at the junction of Johnny Watterson’s Lane, Carr’s Lane and Tromode Green. The Administrative Officer had contacted DoT whom he felt were the owners of this piece of land but had been advised that they were not. He therefore suggested to the committee that he should write to the developers of Tromode Green drawing the matter to their attention. The Building Control Officer advised that the grass had in fact been cut that day by DoT. Matter to be further investigated.

**d) Manx Rivers Improvement Association**

Covering letter reported as received from the Manx Rivers Improvement Association enclosing copies of their information leaflet which had now been placed in the rack in the Surveyor’s Department public waiting area.

**e) Beating the Bounds**

After a brief discussion it was agreed that Beating of the Bounds should take place on evening of Wednesday 30<sup>th</sup> June 2004 commencing from the commissioners car park at 7pm. The Administrative Officer to make the necessary arrangements.

***Meeting terminated at 6.13pm.***