

IN PUBLIC

28th October 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.

IN PUBLIC

28th October 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 Manday, 1st November 2004

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

Yours faithfully,



J.E.S. SMITH
CHIEF EXECUTIVE/CLERK

AGENDA

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 27th September 2004 *(Minutes - APPENDIX 2)*

2. To dispose of business (if any) remaining or arising from the above said meeting
 - 2.1 C04/09/01/02(2) - Onchan Rural Rate - Local Government Reform (Clerk to report)
 - 2.2 C04/09/01/10(10) - Crown Green - Letter from Bowling Club (circulated)
 - 2.3 Any other business arising.

3. To dispose of business (if any) remaining or arising from meetings held prior to the last ordinary meeting.
 - 3.1 Dept. of Local Government & the Environment re: Refuse Collection (circulated)
 - 3.2 Any other business arising

4. Chairman's Announcements

5. Questions - As may be asked by members under the provisions of Standing Order No 7(2) after due notice in writing.

IN PUBLIC**ODC MEETING 1st November 2004****IN PUBLIC**

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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 4th October 2004 *(Minutes – APPENDIX 3)*
 - 6.2 Works and Cleansing Committee
- Meeting held 11th October 2004 *(Minutes – APPENDIX 4)*
 - 6.3 Leisure and Amenities Committee
- Meeting held 25th October 2004 *(Minutes – APPENDIX 5)*
 - 6.4 Policy and Finance Committee
- Meeting held 25th October 2004 *(Minutes – APPENDIX 6)*
 - 6.5 Rural Committee
- Meeting held 20th October 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).

7. To consider letters, petitions, memorials and other communications.
- 7.1 Planning decisions/communications from the D.L.G.E. Planning Committee
(Schedule – APPENDIX 8)
 - 7.2 Isle of Man Municipal Association re: Meeting with DLGE Minister (circulated)
 - 7.3 Office of Council of Ministers re: Isle of Man Annual Report 2004
 - 7.4 Chief Constable's Annual Report 2003/04 (previously circulated)
 - 7.5 Isle of Man Draft Strategy for Children and Young People – Consultation
 - 7.6 Isle of Man Government – Report on the outcome of consultation on Waste Management Functions (previously circulated)
 - 7.7 Manx Language Development Officer re: Greater Use of Manx Language (circulated)
 - 7.8 Report of the Select Committee on the Petition for the Redress of Grievance of J. A. Maddrell (previously circulated)
 - 7.9 Any Other Communication
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8. To consider any report from the Clerk, Surveyor or other Officer of the Authority
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9. 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 27th September 2004 at 7.00 p.m.

Present:	Mr M.J. Kennaugh, J.P.	(Chairman)
	Mr G.K. Astill	
	Mr S.T. Black	
	Mr D. Crellin	
	Mrs W.E. Megson	
	Mr A.T.W. Norton	
	Mr D.J. Quirk	
	Mr B. Stowell	
	Mr J.K. Watterson	
Apologies:	Mr E.D.R. Killey	
In Attendance:	Mr J.E.S. Smith	(Chief Executive/Clerk)
	Mr M.J. Williams	(Deputy Clerk)
	Mr B.T. Price	(Building Control Officer)

C04/09/01/01
MINUTES

The minutes of the public section of the ordinary meeting held on 23rd August 2004, copies of which having previously been circulated, were considered, agreed as a correct record of proceedings and were signed by the Chairman.

C04/09/01/02
BUSINESS ARISING

1. C04/08/01/02(1) – Port Jack Glen Stream

A letter received from the Senior Assistant Drainage Engineer at the Department of Transport dated 7th September 2004, had been circulated with the agenda. It was noted that the Department had given further consideration to the Commissioners' request for a financial contribution toward works in Port Jack Glen. The response confirmed the decision that the stream was a watercourse, the maintenance liability for which rested with the Onchan District Commissioners.

A short discussion ensued during which it was suggested that an approach be made to a previous employee of the Department of Transport, who had been involved with the Departmental project to divert the water course in the 1980's, to seek some clarification in the matter. In answer to enquiry, it was confirmed that a ball park estimate for the cost of repairs had been given previously in the region of £30,000 to £40,000. It was confirmed that the level of erosion was such that works should be undertaken sooner rather than later.

It was suggested and **RESOLVED** that an Officer's meeting be sought between the Commissioners and the Department of Transport, to discuss the erosion difficulties within Port Jack Glen Stream, with a view to seeking a financial contribution from the Department of Transport toward remedial works, due to the Commissioners understanding and belief that the increased discharge of surface water flowing through the stream following diversion works by the Department of Transport some years previously had contributed greatly to such erosion.

2. C04/08/01/05(1) – Onchan Rural Rate – Legal Advice

IN PUBLIC

A written report from the Chief Executive/Clerk, dated 8th September 2004, had been circulated with the agenda. The report detailed the understanding of the legal position with regard to the Rural Ward rate, and commented that in view of the impending report to the October Sitting of Tynwald by the Department of Local Government and the Environment on the possible restructuring of Local Government, it may be prudent to await the outcome of any proposals by Government which would render any proposals by the Onchan District Commissioners inappropriate and/or unnecessary.

Reference was made to the waste collection strategy which the Department of Local Government and the Environment were formulating, and to information received that the Department had concurred with a suggestion made by some Authorities within the east region that they could proceed with an initiative – the Garff initiative - to work together in relation to waste collection services and formulate a three year agreement.

The content of the letter received from the Commissioners' Advocates dated 23rd September 2004, commenting upon the report of the Chief Executive, was reported. It was noted that the Advocate had considered the draft report which had been prepared for the Commissioners and confirmed that the interpretation of the Chief Executive/Clerk in relation to the legal position was correct. It stated that the provisions of Section 4 of the Onchan District Act could be amended by Order, approved by Tynwald on one or more occasions in order to decrease the rate differential between the Rural Ward and the Urban Ward over a period of 5 or 10 years. That only required secondary legislation and it was suggested that it would be possible to have worded an Order to provide that, for example, there be a 5% decrease in the rate differential each year over the next 10 years in order to bring the Rural Ward and the Urban Ward in to line. It went on to suggest that such an approach may well receive greater favour with the Members of Tynwald.

The letter confirmed that the Chief Executive/Clerk was entirely correct that it would need primary legislation and an amendment to the provisions of the Act in order to achieve other aims referred to in the report. It was confirmed that ultimately, any changes to the Act whether by primary legislation or secondary legislation was something which would require the support of Members of Tynwald. The Advocate stated that, clearly, if the Commissioners wish to seek to close the differential in the forthcoming year, full consultation with the Rural Committee would be appropriate together with a sliding reduction in the rate differential over a period of time.

The Advocate entirely agreed with the advice of the Chief Executive/Clerk that in the light of the forthcoming report to Tynwald by the Department of Local Government and the Environment in relation to possible restructuring of Local Government, that any proposed changes by the Commissioners, either to primary legislation or secondary legislation, would sensibly await the delivery of that report.

A view was expressed that the agreement which had been reached between the Onchan Village Commissioners and the Onchan Parish Commissioners, prior to amalgamation, in relation to the rating differential should be honoured but that times had changed. It was suggested that perhaps the differential should be maintained in respect of those properties that existed at the time of the amalgamation, but that new properties, or properties which had been substantially developed since that time, should be the subject of a negotiation to the change in the level of the Rural rate.

On the proposal of Mr Stowell, seconded by Mr Watterson, it was **RESOLVED** *that the question of the rating differential between the Urban Ward and the Rural Ward within the Onchan District be deferred, due, in particular, to the anticipated report from the Department of Local Government and the Environment to Tynwald with regard to Local Government Reform. Subject to the inclusion of the matter upon the agenda for consideration at the November sitting of the Commissioners, at which time the Report to Tynwald may be available for consideration.*

C04/09/01/03

BUSINESS ARISING FROM PREVIOUS MEETINGS

IN PUBLIC

None.

C04/09/01/04**CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:-

1. The Reading Roundabout

Prize presentations in relation to the reading roundabout would take place on Thursday 7th October 2004 at 6.00 p.m. in the Onchan Library.

2. Village Walk Health Centre

The official opening of the village Walk Health Centre would be undertaken by the Department of Health and Social Security on Wednesday 13th October 2004, and the Chairman would be in attendance.

C04/09/01/05**QUESTIONS**

The following questions were asked under the provisions of Standing Order No 7:-

1. **Commissioner M.J. Kennaugh, J.P. to ask the Chairman of Policy and Finance Committee, who replied with a written answer for each question as follows:-**

Ref: Onchan District Commissioners Standing Orders

- (1) If the Chairman asks a Member or Members to be silent, and that Member or Members does not comply, what is the procedure to follow under Standing Orders?**

Standing Order No 11 deals with Disorderly Conduct which reads:-

"(1) If at a meeting any member of the Authority, in the opinion of the chairman notified to the Authority, misconducts himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Authority, the chairman or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

(2) If the member named continues his misconduct after a motion under the foregoing paragraph has been carried the chairman shall:-

***EITHER** move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion);*

***OR** adjourn the meeting of the Authority for such period as he in his discretion shall consider expedient.*

(3) In the event of general disturbance which in the opinion of the chairman renders the due and orderly dispatch of business impossible, the chairman in addition to any other power vested in him may, without question put, adjourn the meeting of the Authority for such period as he in his discretion shall consider expedient."

IN PUBLIC

- (2) If any subject is brought up during a Board meeting that is not included on the agenda, what is the procedure under Standing Orders?**

Schedule 1 of the Local Government Act 1985 refers to Meetings and Proceedings of Local Authorities.

Sub-Section 4(5) of the said Schedule states, inter alia, that no business shall be transacted at a meeting of the Authority other than that specified in the summons relating thereto.

This rule however does not apply to a Committee including the Board sitting 'in committee'.

This is repeated in the Standing Orders of the Authority.

- (3) If the Chairman gives the floor to a Member, is that Member entitled to finish what he or she started without interruption and if interrupted what can the Chairman do under Standing Orders to restore order to the meeting.**

Standing Order No 9 provide Rules of Debate for Authority Meetings and by virtue of Standing Order No 35 also applies to meetings of Committees and Sub-Committees.

Sub-clause 9(3) reads:-

"A member when speaking shall address the chairman. If two or more members wish to speak, the chairman shall call on one to speak and the other or others shall await being called on by the chairman to speak."

Also Sub-Clause 9(15) reads:-

"Whenever the chairman interrupts a debate the Authority shall be silent."

- 2. Commissioner D.J. Quirk to ask the Chairman of Onchan District Commissioners who replied with a written answer to each question as follows:-**

Ref: Onchan District Commissioners Standing Orders

- (1) What is the procedure when a Member of Onchan District Commissioners raises a point of order at a statutory Local Authority meeting?**

Sub-Section 9(13) of the Standing Orders refers to the procedure for a member to raise a point of order (or a personal explanation) which reads as follows:-

"A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and the member shall specify the standing order or statutory provision and the way in which he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate."

Sub-Section 9(14) reads as follows:-

IN PUBLIC

"The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion."

C04/09/01/06**HOUSING COMMITTEE MINUTES**

The minutes of the public section of the Housing Committee meeting held on Wednesday 1st September 2004, copies of which having previously been circulated, were considered. There were no matters arising therefrom.

C04/09/01/07**RECEIVING OF MINUTES**

It was **RESOLVED** that the minutes of the public section of the Housing Committee meeting held on 1st September 2004, be and are hereby received. It was further **RESOLVED** that the resolution contained therein requiring the consent of the Board were approved as follows:-

1. (a) ***the Onchan District Commissioners no longer required the submission of a property valuation and statement of any outstanding balances in relation to property ownership in respect of an applicant for public sector sheltered housing;***
- (b) ***that property valuation be not taken in to account as part of the sheltered housing application process; and***
- (c) ***that the Department of Local Government and the Environment be advised that despite email advice previously received, home ownership and property valuation would not be taken in to account as part of the sheltered housing application process.***

C04/09/01/08**WORKS AND CLEANSING COMMITTEE MINUTES**

The minutes of the public section of the Works and Cleansing Committee meeting held on Monday 6th September 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

1. WC04/09/07(b) – Planning Approval

The Chairman of the Works and Cleansing Committee requested the insertion of additional wording at the appropriate juncture and the first sentence of the minute to add "subject to verification or clarification". An explanation of the amendment was given and it was agreed that the amendment should be made.

2. WC04/09/04(a)(i) – New Refuse Collection Vehicle

A request was made for the report which had been distributed around the table at the beginning of the Works and Cleansing Committee meeting to be circulated to Members of the Board who were not present at the Committee meeting.

3. WC04/09/05(a)(ii) – Cronk Lane Lighting

In answer to enquiry, it was confirmed that the works to the Cronk Lane lighting had not progressed to date, there having been a change in personnel at the Manx Electricity Authority, resulting in a fresh tender procedure being undertaken.

4. WC04/09/09(a) – Traffic Survey Summary

IN PUBLIC

It was agreed that a copy of the traffic survey summary in respect of the Schollag Road be referred to the Rural Committee for information.

5. WC04/09/05 – Street Lighting/Street Furniture

In answer to enquiry, it was confirmed that photocells were being fitted, where possible, to street lights on Main Road and Avondale Road. It was, however, noted that not all of the lights were capable of receiving photocells. Time clocks would continue in operation when necessary.

C04/09/01/09

RECEIVING OF MINUTES

It was **RESOLVED** that the minutes of the public section of the Works and Cleansing Committee meeting held on 6th September 2004 be and are hereby received. There were no resolutions contained therein requiring the consent of the Board.

C04/09/01/10

LEISURE AND AMENITIES COMMITTEE MINUTES

The minutes of the public section of the Leisure and Amenities Committee meeting held on Monday 13th September 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

1. LA04/09/03(b)(i) – Fire Precautions Stadium Building

Attention was drawn to the detail of the minute in this matter.

2. LA04/09/03(b)(ii) – Electric Meter Cupboard

Attention was drawn to the detail of the minute in this matter.

3. LA04/09/03(b)(iv) – Tiling in Changing Rooms

Attention was drawn to the detail of the minute in this matter.

4. LA04/09/03(p) – Squash Club Roof

Attention was drawn to the detail of the minute in this matter.

5. LA04/09/03(d) – Pennington Hall

It was noted that a report was awaited from the District Surveyor in relation to the possible replacement of the Pennington Hall building. It was also noted that the comments of the boatman/mechanic were awaited in relation to the condition of the motor boat fleet, together with some form of prognosis in relation thereto.

6. LA04/09/03(e) – Annual Tour of the Park

The annual tour of the Park would take place on Tuesday 28th September 2004 at 2.00 p.m..

7. LA04/09/03(h) – CCTV

It was noted Mr Stowell would represent the Commissioners at a demonstration of CCTV to take place in the new joint Control Room on 6th October 2004.

*IN PUBLIC***8. LA04/09/08(g) – Estates Gardens Competition**

The prize giving ceremony in relation to the Estates Gardens Competition would take place on Friday 1st October 2004 at 6.00 p.m..

9. LA04/09/08(j) – Torchlight Procession

It was noted that the Committee concluded not to purchase any more stocks of either burning torches or lanterns.

10. LA04/09/12(b) – Bowling Greens

In answer to comment with regard to the resolution recorded with regard to the future maintenance of the Crown Green, the Chairman of the Committee confirmed that the minutes had not yet been approved by that Committee and that he had some doubt over the accuracy of the minute. It was confirmed that a seconder of the motion did not anticipate the decision being approved and acted upon before consideration by the Board.

11. LA04/09/03(a) – Playground Log Books

It was noted that the Company referred to in the minute, Managrakem, had ceased trading. It was agreed that contact should be established with that Company as soon as possible.

12. LA04/09/03(p) – Squash Club Roof

It was noted that the consideration of tenders in respect of the replacement of the Squash Court roof had been deferred by the Committee pending a report comparing the relative advantages and disadvantages of roofing felt and fibre glass. It was confirmed that the cost of a fibreglass roof was likely to be some £3,500 more than the tender received in respect of roofing felt and neither of the contractors who had tendered had recommended the use of fibreglass due to the size of the area.

A further suggestion was made that the possibility of a pitched roof be explored, perhaps utilising tile effect sheet which would be a low maintenance option.

Comment was made, however, in relation to the amount of money which the Commissioners still owed in respect of the building and the relative income which the tenancy of the property achieved.

13. LA04/09/03(j) – Seasons Takings

In answer to enquiry, it was noted that limited staffing available had dictated that the bumper boats could not be made available for public use during the Easter opening period in 2004. It was agreed that the Leisure and Amenities Committee should consider further whether the bumper boats should be provided as an amenity at Easter 2005, even if it meant that additional seasonal staff had to be provided for that period to allow the attraction to be offered.

It was noted that concern had been expressed that there was no apparent growth in the takings at Onchan Park. A short discussion took place during which the concern was clarified as being related to the growing costs of the provision of the facility set against the limited income derived from the operation. The point was made that at some stage the rate borne cost of the provision of the facility would become too expensive for the rate payer.

An alternative view was expressed, however, that the value of Onchan Park could not be measured purely in terms of income and expenditure because there was a community aspect to the facility and a number of organisations benefited from the use of the facilities.

IN PUBLIC

It was suggested that the Authority must consider the future provision of Onchan Park, but that such consideration should not simply be limited to financial concerns.

C04/09/01/11
RECEIVING OF MINUTES

It was **RESOLVED** that the minutes of the public section of the Leisure and Amenities Committee meeting held on 13th September 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:-

- (a) ***to accept the tender Saddler Agricultural Supplies Limited in the sum of £13,595 plus V.A.T. for the supply and delivery of one Green Mech Eco Combi ECM 150 MT 35D Chipper/Shredder in accordance with the specification supplied;***
- (b) ***to accept the tender of N. Cowin Limited in the sum of £5,085 plus V.A.T. for tiling work in the changing rooms at Nivison Stadium in accordance with the specification supplied. .***

C04/09/01/12
POLICY AND FINANCE COMMITTEE MINUTES

The minutes of the public section of the Policy and Finance Committee meeting held on Thursday 16th September 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

1. PF04/09/02(1) – Local Authority Borrowings

Reference was made to the indebtedness of Onchan District Commissioners in respect of existing borrowings which had been taken to fund capital works. It was explained, however, that much of this indebtedness was underwritten by Central Government, in respect of the housing and drainage function of the Authority. The revenue implication in respect of those borrowings was met by Central Government.

It was confirmed that the revenue implication in respect of non-government funded capital projects were met through the rates and that, therefore, such costs were subject to the reduction in rate which was prescribed under the provisions of the Onchan District Act 1986 in respect of the Rural Ward.

C04/09/01/13
RECEIVING OF MINUTES

It was **RESOLVED** that the public section of the Policy and Finance Committee meeting held on 16th September 2004, be and are hereby received. It was further **RESOLVED** that the resolution contained therein requiring the consent of the Board be approved as follows:-

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

C04/09/01/14
RURAL COMMITTEE MINUTES

The minutes of the public section of the Rural Committee meeting held on Wednesday 15th September 2004, copies of which having previously been circulated, were considered. Arising therefrom:-

1. R04/09/02(d) – Hedge Cutting on Rural Roads

IN PUBLIC

Attention was drawn to the detail contained within the minutes in this matter and Members were advised that a copy of the Department's current policy/guideline on hedge and verge cutting had been provided to the Administrative Officer and could be viewed by Members on request.

2. **R04/09/02(g) – Clypse Reservoir Car Park**

Attention was drawn to the detail within the minutes in this matter, and comment was made that it was understood that works to the Car Park included works to the access lane.

3. **R04/09/02(m) – De-Registration of Chimneys, Tromode**

Attention was drawn to the detail within the minutes, and that the detail on the documentation considered by the Department differed between the written submission and the plan.

4. **R04/09/07(b) – Attendance at Meetings**

Mr Quirk confirmed that he had not left the Rural Committee without giving prior notice, having pointed out earlier in the meeting that he had to leave at 6.30 p.m.. Furthermore, Mr Quirk confirmed that he was certainly interested in the Rural Committee although not necessarily in all of the subject matter which was raised thereat.

A request was made that Members notify the Chairman of a Committee or the Officers of that Committee, in advance, if they were unable to attend to avoid any difficulties in achieving a meeting quorum.

IN PUBLIC**C04/09/01/15**
RECEIVING OF MINUTES

It was **RESOLVED** that the public section of the Rural Committee meeting held on 15th September 2004, be and are hereby received. There were no resolutions contained therein requiring the consent of the Board.

C04/09/01/16
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:-

P A NUMBER	DESCRIPTION	COMMENT
04/1255	Replacement Dwelling, Langdale, Majestic Close	ODC recommendation - Refusal Planning decision on review - Refusal Appeal received against decision of Planning Committee – date to be confirmed..
04/1573	Dormer, 34 Eskdale Road	ODC recommendation - Refusal Initial planning decision - Approval Condition attached requiring highest grade of obscure glass
04/0998	Siting of Mobile Classroom Unit, Erection of Covered Canopy and Creation of a Staff Car Park and Vehicular drop off point, Onchan Primary Centre	ODC recommendation - Refusal Initial planning decision - Approval Review of Planning Committee decision to take place 11 th October 2004. – District Surveyor and Chairman, Works and Cleansing, to attend.
04/1583	Demolish existing public conveniences and erect replacement conveniences, Port Jack.	ODC recommendation - Approval Initial planning decision - Approval Noted.
03/1437	New Secondary School, Bemahague Fields with access of Heywood Drive	ODC recommendation - Observation Initial planning decision - Approval Review of decision completed, decision to approve application confirmed. ODC to appeal against decision on grounds of traffic management.
03/1465	Additional Use of Holiday Cottage to permanent accommodation ancillary to the main dwelling, 59 Governors Road.	ODC recommendation - Refusal Planning decision on review – Approval Appeal against Planning Committee decision to take place 13 th October 2004.

Mr Stowell expressed his views in opposition to the redevelopment of the Port Jack Toilets on the grounds of costs, both capital and revenue.

2. Consultation on the Dogs (Amendment) Bill 2004

It was agreed that consideration of the document be referred to the Works and Cleansing Committee for report back at the next meeting of the Board. Various comments were made including the belief that the proposals were a step in the right direction. Clarification was sought in relation to who would prosecute any action for contravention of the legislation, in answer to which comment was made that the Police had appeared to be unwilling to take such action.

IN PUBLIC**3. Annual Events**

A letter received from the Executive Officer of the Department of Transport, dated 14th September 2004, with regard to Annual Events, had been circulated with the agenda. It was noted that the five questions posed within the letter, seeking a response from the Authority, related to events which were not organised by the Onchan District Commissioners. From an administrative point of view, it was pointed out that there had been no requests received at Onchan District Commissioners for further consultations prior to an event being organised.

Comment was made that in respect of the recent Rally which had taken place, information had been provided to those households which were affected by road closure, but the map which had been provided therewith was so small as to make the detail unclear. It was understood that this was an error in printing and would not occur again.

4. Tree Preservation Act 1993

A letter received from the Chief Forestry Officer of the Department of Agriculture, Fisheries and Forestry, dated 22nd September 2004, had been circulated with the agenda. The letter confirmed Notice of Entry in the Register for Land/Trees at Port Groudle in the Parish/District of Onchan Village, plan reference number 0V 06/01. *Noted.*

5. Equalisation of Rates – Mrs M. Bendall

A letter received from Mrs Bendall dated 12th September 2004 had been circulated with the agenda.

In answer to enquiry, it was confirmed that the amount referred to as a loss was not a loss but was the difference between 100% rate levy and the 50% rate levy in respect of the Rural Ward which was prescribed under the Onchan District Act 1986.

C04/09/01/17
CLERKS REPORT

None.

C04/09/01/18
DISTRICT SURVEYORS REPORT

None.

C04/09/01/19
MOTIONS

It was noted that Standing Order No 31, the effect of which was to vary Standing Orders, had been moved and seconded at the previous meeting of the Authority and in accord with Standing Order No 36, consideration of the Motion had been adjourned without discussion for consideration at the next ordinary meeting of the Authority. The Motion had been moved by Mr Crellin and seconded by Mr Astill.

Support was expressed for the Motion and it was subsequently unanimously **RESOLVED:-**

No 31 That the Standing Orders on the Making of Contracts of the Onchan District Commissioners be and are hereby amended as follows:-

The monetary limitations of £1,500 and £6,000 in paragraphs 3 (1) and 3(2) be replaced with the new monetary limitations of £3,000 and £12,000 respectively.

IN PUBLIC

That said Standing Order, so amended, to be:-

“3. Notwithstanding the provisions of Standing Order 2(1):-

- (1) tenders for a contract for the execution of works estimated to cost between £3,000 and £12,000 may be sought from not fewer than three approved* contractors without public notice inviting tenders;*
- (2) a contract for emergency works or a contract estimated to cost less than £3,000 may be sought or negotiated directly with a registered contractor, except that the circumstances of any emergency contract exceeding £3,000 in cost shall be reported to the Authority or the Commissioners In Committee at the next ordinary or extraordinary meeting”.*

There being no further business the meeting terminated at 8.10p.m.

IN PUBLIC

Minutes of a meeting of the **HOUSING COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Monday, 4th October 2004 commencing at 7.10 p.m.

Present:	Mr J.K.Watterson S.T. Black Mr M.J. Kennaugh Mrs W.E. Megson Mr B. Stowell	(Chairman)
In attendance:	Mr M.J. Williams Mr A.B. Sutherland Mrs S. Dougherty	(Deputy Clerk) (Housing Maintenance Manager) (Administrative Assistant/Housing Officer)

H04/10/01/01
MINUTES

The minutes of the meeting of the Committee held on Wednesday, 1st September 2004, copies of which having previously been circulated, were considered, agreed as a correct record of proceedings and signed by the Chairman.

H04/10/01/02
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. Administrative Report

The Administrative Report circulated with the agenda, dated 1st October 2004, was considered. Arising therefrom:-

(a) H04/09/01/02(2) – Housing Transfer Policy

The Administrative Report confirmed that on 6th August 2004, a letter was prepared and issued to those persons who were on the housing transfer waiting list, to advise that a review of that list was being undertaken. It reminded applicants that the policy of the Commissioners was that an applicant for a transfer must maintain a clear rent account for six months prior to an application in order for the application to be accepted and thereafter to maintain a clear account for the application to continue to be considered. It pointed out, however, that prior to the finalisation of the review which would result in the removal from the housing waiting list of the name of those applicants who did not satisfy the criteria, the Commissioners had decided, on a one-off basis, to seek a clear commitment to the reduction of any arrear from each applicant and the subsequent maintenance of a clear rent account in each case. It stated that should a reasonable commitment be received, the name of the applicant would remain upon the housing transfer waiting list subject to adherence to that commitment. Applicants were invited to confirm:-

- i) whether or not they wished their application to proceed; and
- ii) state a commitment to the reduction of the arrear, indicating a proposed repayment plan (including the amount and frequency of payments) and a further commitment to the maintenance subsequently of a clear rent account.

Finally, the letter went on to state timescales for the responses but confirmed that should an applicant not respond by 25th August 2004 it would be assumed that the applicant did not want to proceed. It further stated that any subsequent deviation from the repayment commitment or the

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failure thereafter to maintain a clear rent account would result in the removal of the name of that applicant from the housing transfer waiting list.

It was confirmed that almost all of the housing transfer applicants had either cleared any arrear or had entered into a reasonable repayment programme. There were just two applications where there had been no response and there continued to be an arrear figure and one of those cases involved an applicant whom, it was understood, did not wish their application to proceed. One applicant had also had their name removed from the housing transfer waiting list.

It was recommended that those transfer applicants who had cleared arrear, or had entered into a reasonable repayment programme, should have their name included upon the waiting list, subject to the usual conditions to include the completion of a satisfactory inspection of the property. It was further recommended that the name of the applicant who had indicated the wish not to proceed be removed from the transfer waiting list and the two applicants who continued to have significant arrear also have their name removed from the waiting list.

Question was made of the circumstances of the applicant who wanted to proceed with their application but continued to have an arrear figure, and after it was confirmed that that applicant was presently adequately housed and that there was no question of overcrowding or under utilisation of the present property, it was **RESOLVED:-**

That the housing transfer applicants who had cleared any arrear of rent, or had established a satisfactory repayment programme, be permitted to continue with their application and their names be reinstated upon the housing transfer waiting list – subject to the completion of a satisfactory housing inspection. Further, that the two applicants with a current arrear figure be advised that their names had been removed from the transfer waiting list. Finally, that the applicant who had indicated no wish to proceed with the housing transfer application also be removed from the housing transfer waiting list.

b. H04/09/01/02(3) – Proposed Meeting with Mrs A. Craine, MHK

It was noted that the proposed meeting with Mrs A. Craine, MHK, Member of the Department of Local Government and the Environment responsible for housing, had taken place on Tuesday 21st September 2004. The Administrative Report summarised the main items discussed, and the following were specifically referred to:-

- (i) **House Purchase Policy** – It was noted that the Department of Local Government and the Environment was not in favour of the purchase of existing properties for public sector housing purposes;
- (ii) **Public Sector Housing, Conservatories** – It was noted that the Department of Local Government and the Environment did not agree with the decision of the Onchan District Commissioners, the Department continuing to favour granting permission to tenants to erect conservatories, subject to agreement on design and appropriate planning and building control authorities.

A short discussion ensued with regard to the implication of the stance of the Department and the implication in relation to the view of the Onchan District Commissioners. It was suggested that the Commissioners should adopt same view as the Department in this matter. However, it was noted that the Onchan District Commissioners had formed a view in the matter and the Officers had a clear policy decision from the Board that the Onchan Authority was opposed to granting permission to tenants to erect conservatories to the Onchan Public Sector Housing Stock.

c) H04/09/01/03(1) – Proposed Meeting with Onchan Tynwald Members – Housing

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It was noted that the proposed meeting with Tynwald Members in relation to housing issues affecting the Onchan District had yet to be arranged.

d) H04/09/03/02 – Criteria – Sheltered Housing

It was noted that the Board had endorsed the change of policy with regard to public sector sheltered housing applications, in particular as it related to the value of the existing home of the applicant. Officers were to notify those applicants who had applications pending the change of policy and a letter would be issued to the Department of Local Government and the Environment to confirm that change.

H04/10/01/03**BUSINESS ARISING FROM PREVIOUS MEETINGS****1. Administrative Report**

The Administrative Report dated 1st October 2004 had been circulated with the agenda. Arising therefrom:-

(a) Health and Safety – Gas Appliance Maintenance

It was confirmed that the recent change of policy in relation to gas fires, and the research undertaken in relation thereto, had meant that it had been timely to undertake an audit of the Commissioners programme for the annual maintenance of gas appliances in the public sector housing stock which were in the ownership of the Authority. It was confirmed that the audit was underway and that the computerised record system which had been devised some years previously was being updated to meet current demands. It was confirmed that if it was necessary to report further following the audit, such report would be made.

In answer to question, it was confirmed that the annual gas safety maintenance visit was undertaken by the Commissioners' maintenance plumber, and safety checks were made of all gas fired central heating boilers and gas fires which were in the ownership of the Onchan District Commissioners. It was confirmed that there were probably less than ten gas fires within the Commissioners' housing stock for which the Commissioners were responsible, but that there were 80 or so in private ownership. It was acknowledged that whilst the landlord had a responsibility to maintain the gas appliances that were in the ownership of the landlord, there was no corresponding obligation on a tenant to maintain their own appliance. Finally, it was confirmed that servicing was undertaken on a phased basis, generally estate by estate, throughout the year.

b) Privately Owned Gas Fires

It was noted that at the meeting of the Housing Committee held on 26th July 2004, the Housing Committee had instructed that an exercise be undertaken to attempt to identify those properties with gas fires, and thereafter a letter be issued to those tenants to draw their attention to the possible deficiency of the flue and reaffirm the Commissioners' policy that the use of a gas fire in the Commissioners' housing stock could only be approved subject to the condition that a gas box, flue liner and terminal would be fitted to that fire. It went on to say that should this not be the case, the use of the fire must discontinue forthwith as no permission had been granted.

It was confirmed that an exercise had been undertaken to identify those properties within the Commissioners' housing stock which had gas fires. Officers acknowledged the help that had been provided to them by the staff Manx Gas who had assisted in ensuring that the Commissioners' records in relation to gas appliances were up to date as possible.

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Officers noted that according to the resolution, the next stage would be to write to those tenants who had gas fires and advise them of the policy. Before doing so, the officers wished to ensure that the Members were aware that there were a significant number of gas fires in the Commissioners' housing stock, most of which were privately owned. In addition, most of those gas fires had recently been audited by Manx Gas and had been approved for operation by that organisation.

A lengthy discussion ensued during which it was noted that Manx Gas carried out a flow test on the chimney flue, which may or may not identify faults in the flue lining. This was not, however, a pressure test which was more likely to identify any deficiency. It was further noted that whilst it was not a specific requirement contained within the Tenancy Agreement, general provision made it necessary for approval for the installation to be given by the Authority. Concern was also expressed that sulphur dioxide might form within a flue to which a gas fire was fitted, where such flue had previously been used for coal burning purposes, as a result of a reaction between the gas fumes and coal fire residues. This would itself be part of the deterioration process in relation to that flue. It was recognised that an appropriate flue liner afforded the necessary protection not only for the tenant who owned the gas fire, and the Commissioners as landlord, but also in respect of the tenant of a neighbouring property.

In answer to question, Officers were unable to accurately quantify the number of tenants who presently operated gas fires which they had themselves installed. It was, however, confirmed that by policy of the Commissioners, any gas fire left within a property at the end of a tenancy was removed.

It was clarified that any future application for approval to install a gas fire would, include a requirement that a gas box, flue liner and terminal would be fitted to that fire. Should the condition be acceptable to the applicant, approval would be granted. In answer to further enquiry, it was anticipated that an engineer would not necessarily fit a gas box, flue liner or terminal when fitting a gas fire.

At the completion of discussion, it was **RESOLVED:-**

That the number of privately owned gas fires within the Onchan District Commissioners public sector housing stock be noted and that Officers should proceed in accord with the previous decision of the Board.

*IN PUBLIC*H04/10/01/04HOUSING AND OTHER ESTATES BUSINESS**1. Maintenance Report**

The report, dated 1st October 2004, had been circulated with the agenda. Arising therefrom:-

(a) Replacement of Walls and Fencing – The Park Houses (Scheme 4 – 12 units)

It was noted that contractors had commenced work on 31st August 2004 and were making satisfactory progress. The contract, scheduled to take eight weeks, was 50% complete.

2. Administrative Report

The report, dated 1st October 2004, had been circulated with the agenda. Arising therefrom:-

(a) 56 School Road

It was confirmed that the pre-tenancy works at 56 School Road had been completed and the incoming tenant had received the Memorandum of Agreement.

3. 35 Ballachrink Drive

Concern had been expressed over the time taken to complete pre-tenancy works in relation to the property at 35 Ballachrink Drive. A report had been circulated to Members detailing the works undertaken to date, and those works requiring attention. A discussion on the detail of the report took place. The report was noted and Members reaffirmed their commitment to a review of the service with a view to a continuation in the process of improvements to efficiency and effectiveness.

H04/10/01/05SPRINGFIELD COURT MATTERS**1. Maintenance Report**

None.

2. Administrative Report

The Administrative Report, dated 1st October 2004, had been circulated with the agenda. Arising therefrom:-

(a) Residential T.V. Licence

It was noted that following a period of consultation with the T.V. Licensing Authority in the U.K., that administrative difficulties in relation to the residential TV licence had been resolved and the licence had been received in respect of Springfield Court. It was hoped that the administrative difficulties that beset the application would be avoided in future.

(b) Springfield Court Residents Association

Members were advised of the current circumstances with regard to the Residents Association. It was agreed that the gratitude of the Board be expressed to the Officers of the Association and in particular to Mrs Dawson for their continuing work for the residents.

*IN PUBLIC***H04/10/01/06****HEYWOOD COURT MATTERS****1. Maintenance Report**

None.

2. Administrative Report

The Administrative Report, dated 1st October 2004, had been circulated with the agenda. Arising therefrom:-

(a) Residential T.V. Licence

It was noted that, as with Springfield Court, the residential T.V. licence in respect of Heywood Court had been received and that it was hoped that the arrangements were now such that the administrative problems which had beset the application process would be avoided in future.

H04/10/01/07**GARAGE MATTERS**

None.

H04/10/01/08**PLANNED HOUSING MAINTENANCE**

No report.

H04/10/01/09**HEALTH AND SAFETY BUSINESS**

None.

H04/10/01/10**OFFICERS REPORT****1. Housing Allocations**

It was confirmed that of the two housing allocations still to be completed, one would be finalised in the current week. In respect of the remaining property, the incoming tenant had been advised of the allocation although works were still on going.

It was understood that the keys to two further properties would be returned in the near future.

*IN PUBLIC***2. Void Properties**

In recognition of comments received in respect of time taken in completing repairs and upgrade work between tenancies, a report had been submitted confirming the procedures undertaken following the return of a property and prior to reoccupation. The report reminded Members that:-

- (i) **Notice Period** – under the terms of present Tenancy Agreements, it was a requirement that seven days notice was given by the existing tenant to terminate a tenancy. When possible, an inspection of that property should be undertaken prior to vacation in order to ensure that the existing tenant was aware of and addressed any issues which were the responsibility of the tenant before leaving.
- (ii) **Return of Keys** - on the day of return, or at the very latest, the day after, keys to any property should be passed to the Works Department for safe keeping and attention to the property.
- (iii) **Inspection and Work Programme** - the Housing Maintenance Manager was responsible for carrying out an inspection of the property, when emptied, for determining what works, if any, were required before the property could be reallocated.
- (iv) **Safety Checks** - in all cases, an appropriate safety check was carried out by the Commissioners' Contractors in relation to both electrical and plumbing installations.
- (v) **Allocation of Works** - the Housing Maintenance Manager was responsible for the allocation of tasks to the workforce, electrical and plumbing contractors and any other contractors as appropriate.
- (vi) **Allocation of Property** – whilst the works were undertaken, the Administration Department ensured that the vacant property was drawn to the attention of the Commissioners, and a request was made for the allocation of the unit to the next tenant. In almost every case, the allocation should be achieved before the property was ready.
- (vii) **Liaison** - the Administrative Assistant and the Housing Maintenance Manager did liaise during the period when works were undertaken, to ensure that the incoming tenant was notified of the address of the allocation, usually one week ahead of the property becoming available.
- (viii) **Issue of Tenancy Agreement/Keys** - incoming tenants were required to attend the Commissioners' Office to sign the Tenancy Agreements before the keys were issued.

It was suggested that the Commissioners might clearly state their expectation in relation to the timescale for the reissue of properties. It was recognised that it had always be expected that properties were reoccupied as quickly as possible but in doing so, it must be recognised that any time limitation must be informed by the standard which the Authority expected to be achieved at the property before allocation. It was confirmed that in the last year, more often than not, the Authority had undertaken the replacement of both kitchen and some or all bathroom fittings and that this process extended the period for which the property was empty. In addition, wallpaper was often removed to ensure that any defective plaster work was addressed before reallocation.

It was acknowledged that there was an argument that the void period could be significantly reduced by simply carrying out any safety checks and urgent repair and that such might be acceptable to the Housing Committee. However, the Housing Committee might also prefer to have the properties handed over at a better standard at the commencement of a tenancy.

A very lengthy discussion ensued. It was recognised that there was significant demand for public sector housing, and that such demand increased pressure to ensure that properties were issued to incoming

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tenants as quickly as possible. Furthermore, it was recognised that the time during which a property was empty meant that rental income for that property was lost and could not be recouped.

Members, however, appreciated the standard which the Housing Maintenance Manager had set in relation to the return of properties and agreed that the judgement in such matters must remain with the Housing Maintenance Manager. He must judge the works which were to be carried out between tenancies to ensure that the property was issued at a reasonable standard for occupation for the incoming tenant.

It was recognised, however, that efforts must continue to try to improve the efficiency of the process of dealing with void properties. It was suggested that any review of the process must involve all concerned, and that all parties, Commissioners, Managers and Workforce should be invited to contribute to the debate in order to secure any improvements that can be identified.

3. Standing Orders on the Making of Contracts

It was noted that there had been a recent change to the Standing Orders on the Making of Contracts to increase the financial limits within which negotiated prices could be achieved. As part of the process of identifying potential delays in reoccupying void properties, the Officers had considered the impact of procedures. Members were reminded that under the terms of Standing Orders on the Making of Contracts, works estimated to cost between £3,000 and £12,000 must be addressed through the receipt of tenders which may be sought from not fewer than three approved contractors without public notice inviting tenders. An exception was included whereby a contract for emergency works or a contract estimated to cost less than £3,000 may be sought directly with a registered contractor except where the circumstances of any emergency contract exceeding £3,000 in cost shall be reported to the Authority or the Commissioners, In Private, at the next ordinary or extraordinary meeting.

It was suggested that there may be infrequent occasions where it was necessary to undertake works to a public sector house, the estimated cost of which would exceed £3,000. Where the property was empty, the process of the preparation of a specification, issue of documentation and a receipt of tenders, together with a report thereupon may delay the undertaking of such works. It was therefore suggested that any works to an empty/voided property be regarded as works urgent in nature to the extent that tenders would still be obtained from three contractors where possible, but that upon opening of the tenders by the Chief Executive/Clerk and the Chairman of the Board or Committee, as appropriate, an acceptance be given of the principle that if the lowest tender were to be accepted, works could commence without the need for Board approval prior thereto. Such acceptance would avoid any unnecessary administrative delay in waiting for the next appropriate Board meeting but retained the protection of ensuring a value for money price through the tender procedure.

In the subsequent discussion, it was recognised that any decision to proceed with works would still require justification before the Board and that the Officers would be answerable in relation thereto. On the proposal of Mr Stowell, seconded by Mrs Megson, it was **RESOLVED*:-**

In respect of works required to empty public sector housing properties, the Standing Orders on the Making of Contracts must apply but that where works were estimated to cost between £3,000 and £12,000, approval be granted to accept the lowest tender received, subject to all of the usual safeguards, and that a report on same be made to the next Ordinary or Extraordinary meeting of the Commissioners as appropriate.

H04/10/01/11

ANY OTHER CORRESPONDENCE/COMMUNICATIONS

None.

H04/10/01/12

*IN PUBLIC***FINANCIAL REPORTS****1. Arrears of Rent/Mesne Profits**

During consideration of the report prepared for the Committee in relation to arrears of rent/mesne profits, it was noted that the procedure for dealing with such matters, as set down by the Department of Local Government and the Environment had been exhausted and that Notice to Quit had been issued. In some of those cases, there had been little or no response to the Notice to Quit, and there was little alternative available to the Commissioners but to commence possession proceedings.

H04/10/01/13**MATTERS REFERRED BY THE BOARD/OTHER COMMITTEES**

None.

H04/10/01/14**ANY OTHER BUSINESS****1. Date of Next Meeting**

It was noted that the next meeting of the Housing Committee would take place on Monday 8th November 2004, commencing at 7.00 p.m.

2. Commissioners' Surgery

It was noted that the next Commissioners' Surgery was to take place on Thursday, 4th November 2004, commencing at 6.30 p.m.

There being no further business, the meeting closed at 10.45 p.m.

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Minutes of a meeting of the **WORKS & CLEANSING COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Monday 11th October 2004 at 7.00pm.

Present: Mr D. Crellin (in the chair), Messrs S.T. Black, M.J. Kennaugh JP, and D.J. Quirk (from 7.04pm)

Apologises: Mr E.D.R. Killey

In attendance: Peter Kelly (Administration) and E.K. Convery (Surveyor)

WC/04/10/1
MINUTES

Minutes of the meeting held on 6th September 2004, copies of which having previously been circulated, was taken as read, confirmed and signed. Mr Kennaugh sought permission to leave his mobile phone switched on for the duration of the meeting and this was granted by the Chairman.

WC/04/10/2
MATTERS ARISING

The following matters were arising from the minutes:-

a) **Port Jack Glen Stream**

Copies of correspondence dating from 1987 had been circulated by the Clerk prior to the meeting. The first letter from DHPP indicated that the ultimate design flows for the storm water culvert connected to the stream entering Port Jack Glen indicated that the stream within the glen was too narrow and would need to be widened. This work to be undertaken at the expense of the department. Less than a week later a further letter was sent which indicated that additional investigations had been carried out which, together with the legal implications, including the Land Drainage Act 1934, meant that the department had to reconsider their position. They therefore were not going to proceed with any remedial or alteration work in the glen at their expense. Reply as sent by the commissioners following consideration by the Board clearly stated that financial provision for the remedial works necessary to the stream, path and bridges within the glen would be made in the commissioners forthcoming estimates and that the commissioners accepted that it was their responsibility.

The Chairman commented that from the correspondence it was obvious that the matter was entirely the responsibility of the commissioners. Mr Quirk commented that at the recent meeting of the board it was agreed that the Chairman of the Works and Cleansing Committee and the Surveyor would speak with personnel from DoT. The Chairman replied that he had discussed the matter with the Surveyor who in turn advised that since that board decision the correspondence as circulated had come to light and there seemed little point in having a meeting over something for which the commissioners had already accepted responsibility. Mr Quirk commented that he was disappointed at this reaction as a promise was made to the board that a meeting would be held. He further added that since the time of that correspondence further connections in the way of surface water drainage had been added to the pipe. The Surveyor replied that to the best of his knowledge this was only Kerrocoar Close. He further suggested that perhaps the matter should be placed on the agenda for the next joint meeting with Dot and the police and then it could be further aired.

Mr Quirk responded that he still felt it was unreasonable for the ratepayers to bare cost of this work. The Administrative Officer pointed out that the Board had made a financial provision within the current year's estimate for the work to be undertaken. The Chairman commented that he fully accepted that there was a board decision on this matter and in his opinion every member should abide by board decisions including himself. The Surveyor added that he didn't mind meeting with Mr Peter Winstanley from DoT but there

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was little that could be progressed. The Chairman agreed that he was also happy to attend such a meeting and arrangements would be made.

The Surveyor commented, however, that in view of the correspondence and the fact that the commissioners had accepted responsibility for the stream as well as making financial provision for work to be carried out the next step was to appoint a consultant to at least be advised as to what needed to be looked at. He reminded the commissioners that the firm of Holmes Grace were the consulting practice in respect of drainage works in Onchan and sought the committees approval to make an initial approach in order to establish terms etc. Permission was granted.

b) Maintenance of Back Lanes

The Surveyor reported that he had asked the Waste Operations Manager to look into the whole issue of back lanes in Onchan. Mr Quirk commented that people were having difficulty getting down the back lane behind Nursery Avenue in the location of the new Shoprite due to excavation works which were taking place in that location. He then enquired whether the commissioners owned the lane and in which case had anyone been given permission to excavate across it. The Surveyor replied that he asked the Building Control Officer to look into the question of ownership. The Administrative Officer then left the meeting momentarily to obtain from his own office a plan which he had prepared sometime previous indicating commissioners land purchase in the area. This showed that the lane in question was on part of the land purchased by the commissioners in September 1948 from Heron and Brearley Limited. If the lane had not been formally adopted by the Highway Authority then it was still within the ownership of the commissioners. Mr Quirk suggested that if this was the case then a wayleave should be obtained and payment made by the developers. Agreed that the matter be further investigated by the Building Control Officer in liaison with the Administrative Officer.

The Chairman commented that there was still a problem with overhanging hedges over certain of the footpaths in the district. The Surveyor advised that those reported would be taken up with DoT.

c) Bus Lay-by

The Surveyor reported that the day after the last meeting the surface on the bus lay-by in front of the Isle of Man Bank had been attended by DoT. Noted.

d) Reinstatement Works – Sea Cliff Road

The Surveyor reported that DoT had completed their work. Nothing had been undertaken by Heritage Homes regarding the replacement of the turf placed over the storm water drain. He was awaiting their comments on this matter. Mr Quirk reminded the Surveyor that there was a section of railings still to be rectified by the commissioners. The Surveyor responded that it was on the list of jobs to be done.

e) Land to Rear of Royal Avenue

The Surveyor advised that having established the identity agent for the owner of the this land, the Building Control Officer had written to the agent requesting that works be carried out alongside the public footpath leading from Royal Avenue to St Peter's Church. Nothing had been undertaken to date and if no work had commenced by the end of the week a letter would be sent giving 14 days notice pending which a formal notice would be served. Noted.

WC/04/10/3

MATTERS ARISING FROM PREVIOUS MEETINGS

a) Proposed Meeting with DoT and the Police

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A draft agenda had been circulated. It was agreed that the stream at Port Jack be added to the agenda. The Surveyor advised that he understood the date proposed was now Thursday 21st October 2004. Noted.

b) ASBOs

Notes from the meeting of the Strategic Group had been circulated prior to the meeting and were noted. Mr Quirk advised that he had attended a public meeting of the Braddan Parish Commissioners and gained the impression that the police may back out of the proposals with the pending ASBOs there.

WC/04/10/4**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

Mr Quirk commented that he believed the achieved targets at Braddan were now lower. The Surveyor replied that on the contrary as readings were now 95% correct with the exception of 1st October when something went wrong with the machinery on board the refuse vehicle and unfortunately this did not trigger the alarm light. It was only when the down loading took place this came to light. Mr Quirk asked the Surveyor to admit that the improvement in readings was due to the replacement of some of the bins. The Surveyor replied that this was not the case as the 5% non reading each week related to different bins and could be caused by dirt on the reading equipment, deflection in the bin surface or whatever but it was not the same bins each time.

ii) New Refuse Vehicle

The Surveyor confirmed that tenders had been sought for the supply of a new vehicle but he understood there had been a slight change in the specification due to the chassis chosen not being compatible with the size of back required. An amendment had therefore been made. The Chairman commented that he understood this resulted in an extra cubic metre of waste being capable of being carried on the vehicle. The Surveyor added that this was, to the best of his knowledge, due to a better compacting system.

iii) Abandoned Vehicles

Members noted the work which the Waste Operations Manager had managed to achieve. Mr Quirk commented that there were still a boat and a Ford Fiesta in Stoney Road on the commissioners' section of unadopted roadway. Mr Kennaugh added that a Fiat Punto had been parked in the lay-by in front of Emma B's shop on Main Road for a number of days. The vehicle was taxed and apparently roadworthy but there was a 15-minute waiting limit on the lay-by.

iv) Training

Members noted the request for two members of the refuse staff to take HGV driving lessons. The previous practice of the board was to make a financial contribution towards their lessons subject to a condition whereby if they left the commissioners' employment within a certain period of time after taking the test that this money would be returned. After a brief discussion it was

***RESOLVED**

"to financially assist two members of the refuse staff to take HGV driving lessons at a contributory cost of £150 per employee subject to the usual terms and conditions".

*IN PUBLIC***b) DoT Litter Bins**

The Surveyor advised that he had now received a communication from DoT advising that there were 21 DoT litter bins in Onchan, 19 in Braddan but they were unaware as to the number in Marown. The Clerk to Marown had advised that to the best of his knowledge there were up to 16 DoT litter bins in the parish but he was unable to confirm their location. This matter had been discussed briefly at the previous meeting whereby it was noted that from April 2005 DoT were no longer going to empty these bins but would hand them over to the various local authorities to whom responsibility would pass under the new Litter Act. The Surveyor advised that an indication had been given to the other parishes where domestic refuse collection is carried out that the commissioners would empty these if they were along the route of the domestic refuse collection. Those in odd places would have to be subject to some other agreement.

The Waste Operations Manager had carried out some costings but had included the cost of new bins rather than the straightforward cost of collection. These figures were given and noted.

c) Productivity Scheme

Members noted from the Surveyor that Mr D. Jenkinson of Collinson Grant Limited was coming to the Island on 4th November 2004 to discuss his report and to complete the task set. Noted.

d) Waste Disposal Charges – Braddan’s Proposal

Members had been circulated with a copy of a memorandum prepared by the Clerk in response to proposals put forward by Braddan Parish Commissioners at the recent Executive Meeting of the Isle of Man Municipal Association. Mr Quirk advised that he had attended that meeting as an observer and that the commissioners representative, Mr Killey had handed in the Clerks’ memorandum when he left the meeting. This was to be circulated to local authorities for comment. Mr Quirk added that a presentation was given to the Executive of the Municipal Association by Mr Andrew Jessop of Braddan Parish Commissioners. Mr Kennaugh commented that he was well aware that Mr Jessop was a “green person” and therefore his opinion on this matter was bound to be heavily biased. He further added that Mr Jessop had no qualifications to speak on this subject. Mr Quirk suggested that perhaps Mr Jessop could come and explain the matter to the Surveyor. Other members felt that this was not an appropriate action to take. Matter left to see the reaction of other local authorities to the Clerks’ memorandum which indicated that rather than a cost saving as indicated in Braddan’s report, there could be anything up to a 400% increase in costs to rate payers if the proposal were put in operation.

*IN PUBLIC***e) Eastern District Amenity Site Meeting**

The Surveyor reported that he understood a meeting was to be held on Friday 22nd October 2004 and the Clerk wished to know if the commissioners' representatives, Mr Crellin and Mr Quirk could attend. Both advised in the affirmative.

WC/04/10/5**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) Port Jack Railings

The Surveyor reported that at the last meeting he indicated the work would be complete by mid October. This was a mistake and he should have said mid September which was the case. Noted.

ii) Cronk Lane Lighting

The Surveyor reported that the work had now commenced and should be complete before the onset of winter.

iii) Photo Cells

The Surveyor reported that work had commenced on the installation of light sensitive cells in certain street lights when maintenance was being carried out. These were principally in Main Road area, Hillberry Road and possibly eventually down Summerhill Road. The areas selected were to coincide with the routes of children to catch the early morning coach to King Williams College. Noted.

b) Bollard Lighting - Heywood Park

The Surveyor reported that he had a meeting with the MEA who had looked at the bollard lighting in Heywood Park and had reported back to him. Their suggestion was to replace the bollard lighting in the two paths running parallel with the housing closes and this would involve two five metre tall lamp standards in both cases. It would be beacon lighting rather than full path lighting. It would be necessary however to disconnect the sixteen bollards and this in itself would cost nearly £19,000 and a further £8,000 to install the new lights.

Members expressed concern that the path running parallel with the Bemahague Road was not being lit yet the bollard lighting was being removed from this area. Mr Quirk added that the street lighting to the Bemahague Road did not stretch back to illuminate the path. Concern was expressed that when the new school opened and a bridge installed to link with Governors Hill then there would be greater pressure for providing lighting along that section of the path owned by the commissioners. Mr Quirk suggested that a proper scheme be prepared for the whole area jointing into the existing cable where possible. Mr Black suggested that perhaps reverse arms could be put on some of the tall street lights to throw light onto the path. Mr Quirk also suggested that perhaps the commissioners own lighting contractor be asked to provide some advice on the matter. After a general discussion it was agreed that the matter be left with the Surveyor to further investigate and come back to the committee at the next meeting.

c) Street Lighting - Manor Park

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Letter as received from a resident in Manor Park expressing concern over the non- replacement of a street light which had been knocked down, had been circulated prior to the meeting. The Surveyor pointed out that as the road had not been adopted then the street lights had not been adopted either and therefore it was a matter for the developer and not for the commissioners. Members noted the Surveyor's comments and it was agreed that a letter be sent to the complainant pointing out the situation.

d) Port Jack Toilets

The Surveyor advised that he had received a letter from the architects informing him that five contractors had expressed an interest in tendering. The architects had recommended that all five be placed on the select tender list. The Surveyor informed members that he wished to carry out his own checks on two of the contractors first. Noted.

e) Any Other Lighting Matters**i) War Memorial**

Mr Quirk made reference to the floodlight on the War Memorial which was still cycling. He informed the Surveyor's Department of this sometime ago. The Surveyor confirmed that it had been passed on to the lighting contractor.

ii) Hillberry Road

Mr Quirk drew attention to street light no 18 Hillberry Road again advising that he had reported this sometime ago. The Surveyor replied that it had been passed on to the contractor.

iii) Highfield Crescent/Seafield crescent

Mr Black suggested that when the contractor was doing his night time inspections he should look at those two areas as there were problems with some of the street lights.

iv) Procedure

Mr Quirk enquired as to what was the procedure when a complaint was made regarding street lighting and in particular with regards to how soon it should be fixed. The Surveyor responded that he wasn't too sure of the wording of the contract but he would anticipate that lights should be fixed within 48 hours of being reported by the commissioners to the contractor. The practice had certainly been with the previous contractor that one day a week was set aside for repairs so therefore depending when the light was reported it could be repaired the same day or anything up to six days later. Mr Quirk sought confirmation that lights which were faulty on the principal routes were attended sooner. The Surveyor gave that confirmation.

*IN PUBLIC***WC/04/10/6**
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:-

i) Groudle Pumping Station

Members noted that the developer was progressing in respect of rectification of the defects prior to formal adoption. Mr Quirk suggested that this be placed on the agenda for the meeting with DoT and the police. The Surveyor responded that as DoT were supervising the remedial works and responsible for the adoption there seemed little point as they knew what they were doing.

ii) Kerrocoar Drive Pumping Station

Members noted that this matter had now been resolved and the plant was shortly to be accepted for adoption. Mr Quirk made reference to the readings for surface water drainage to which the Surveyor replied that the information produced at the time of the planning application related to calculations rather than readings.

iii) Road Signage

Members noted that additional equipment had been ordered for the sewer team when working on the highway. Mr Quirk enquired whether the operatives had received any training for working on the highway to which the Surveyor replied that he was not aware of this but he did know that they had a manual to advise them how to go about matters. Mr Quirk suggested that they be sent on a training course which would be paid for by DoT.

WC/04/10/7
PLANNING MATTERS**a) Planning Communications**

There were no planning communications to report where the recommendation of the commissioners and the decision of the Planning Committee differed. The Surveyor mentioned, however, that the Appeal for the change of use of holiday cottage to permanent residential unit to the rear of 59 Governors Road was to be held on Wednesday 13th October 2004 at 11am. The submissions for the Appeal in respect of the skateboard application in School Road Playing Fields had to be made by 18th October 2004 and the request for Appeal in respect of the Onchan Secondary School had now been referred to the Appeal Section of the Chief Ministers Office. Noted.

b) Other Planning Matters

Mr Quirk made reference to the garden at Hague Crescent and commented that he thought Hartford Homes had to submit a scheme for the landscaping of this area by a certain date. The Surveyor responded that he had been in touch with Mr Jim Davidson who was liaising in respect of the statue of Steve Hislop to be placed on the site and sizes had now been passed on to Cornerstone Architects who are preparing a scheme. Noted.

WC/04/10/8
CAPITAL AND REVENUE SCHEMES

*IN PUBLIC***a) Officer's Report**

Copies of the report had been circulated prior to the meeting and it was noted with the following item being discussed further.

Hawthorn Villa

The Surveyor reported that notification had been received by fax on Friday afternoon from DOLGE that the borrowing petition had been approved. Now a pre-contract meeting was to be set up. Noted.

b) Additional Item

The Surveyor made reference to the two car parking areas owned by the commissioners at the rear of Elm Tree House and Beech House. The surface of both the car parks was in desperate need of top dressing. No provision had been made in the estimates but he sought consent from the committee to proceed with these works. Anticipated costs was in the region of £1,0000 for one car park and £3,000 for the other. Matter left in the hands of the Surveyor to progress further.

WC/04/10/9**DEPARTMENTAL INCOME AND EXPENDITURE****a) Officer's Report**

Copies of the report as prepared by the Finance Officer showing income and expenditure to date compared with the estimates had been circulated at the beginning of the meeting. There were no matters arising out of the report.

b) Dry Rot

Mr Quirk enquired as to whether the dry rot in the Royal British Legion (Onchan Branch) headquarters had been resolved. The Surveyor responded that he was going to visit the premises in the company of the Housing Maintenance Manager. Noted.

WC/04/10/10**HIGHWAY AND TRAFFIC MATTERS****a) Traffic Management**

Letter, as received from Sergeant J. Kinrade commenting on the traffic counts in Onchan had been circulated prior to the meeting. The letter was noted and Mr Quirk made reference to the Scollag Road. He was concerned that the sleeping policeman which had been created across the carriageway in order to keep the speed down were not apparent at night and should be highlighted with paint. The Surveyor advised that the matter had been discussed at the recent session of the Eastern Sector Group. Noted.

IN PUBLIC**WC/04/10/11**
FURTHER REPORTS

There were no further reports from the Clerk or Surveyor.

WC/04/10/12
CORRESPONDENCE/OTHER COMMUNICATIONS**a) Snugborough Trading Estate**

Letter circulated as received from Braddan Parish Commissioners and assumed to be have been sent to all property owners/tenants at the Snugborough Trading Estate. Members noted the concerns of Braddan Commissioners over the covenants on the land which included a prohibition in respect of the accumulation of storage of scrap metal and refuse. A copy of the draft reply had also been circulated from which it was noted that the Clerk advised that the Onchan District Commissioners were not aware that they had breached any of the covenants but sought confirmation that Braddan Parish Commissioners would be taking action against the other plot owners on the estate that appeared to be breaching the covenants on a daily basis. The letter further advised that in view of the state of the roadway within the estate the Onchan Board had resolved to make an application to the Isle of Man Rent and Rating Appeal Commissioners for a temporary reduction in the rateable value. Noted. The Surveyor advised that the compound around the Onchan District Commissioners refuse depôt had been tidied up recently in any event.

b) Government House Hedge

Letter as received from a resident in Wybourn Drive had been circulated prior to the meeting. The resident complained about the overgrown state of the hedge bordering Government House grounds along Governors Road. Complainant pointed out how this is inconvenient to those using the footpath due to the degree to which it projects out beyond the boundary. Mr Quirk advised that he had contacted Government House regarding the briars growing out of the hedge and was told that it was a matter for the Department of Transport. There were also briars growing out over the stone wall from the fields owned by government on the opposite side of the road. He was concerned that a procedure should be set in motion with particular regard to this hedge when there seemed to be different agencies of government and the commissioners involved. The Surveyor reminded members that the year previous there had been on site meetings with the various government departments and arrangements were made firstly for the hedge to be trimmed right back and secondly for a new hedge to be planted in behind with the intention that when that had grown sufficiently the front hedge of Australian Holly, hebe etc be removed. Noted. Reply to letter to be sent by the Surveyor.

WC/04/10/13
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:-

WC/01/7/18(e) Complete repairs and redecoration of Port Jack Railings – delete as work now complete

WC/03/03/02(a) Landslip – below Hague Crescent – engineers report – The Surveyor reported that he was aware the engineers had been making trial holes of recent.

WC/03/10/08(a) Port Jack Millennium Shelter floor surface – The Surveyor advised that there was nothing to report at the moment.

IN PUBLIC

WC/03/11/02(b) Carved stone sign – Heywood Court – The Surveyor reported that this matter was in the hands of Mr Duff, Chairman of the Onchan Branch of the Royal British Legion.

WC/04/05/04(iii) Access for RCVs - Ashley Park – widen entrance to lane – The Surveyor reported that this was on the list of jobs to be done.

Mr Quirk commented that he understood one of the refuse vehicles had backed into the lane of recent and yet again gone over the garden of the tenant. DoT had advised him that the vehicle should not be reversing in this way.

WC/04/10/14

MATTERS REFERRED BY BOARD/OTHER COMMITTEES**Dogs (Amendment) Bill 2004**

Copies of the Bill had been circulated on a previous occasion. The Surveyor outlined the amendments which basically gave more power to the local authorities to regulate the areas where fouling should not take place. It was no longer to be limited to footpaths but could include carriageway, grass verges etc. There was also provision for a fixed penalty fine of £50. Mr Quirk commented that the commissioners sought the co-operation of the dog owning public.

WC/04/10/15

MINUTES/RESOLUTIONS

Members indicated that as usual the majority of the items discussed should be placed in public with surgery reports and nuisance abatement being in committee. Matter left to the Administrative Officer.

WC/04/10/16

ANY OTHER BUSINESS**a) Time and Date of Next Meeting**

Monday 15th November 2004 at 7pm.

b) By-Law Enforcement

The Chairman expressed concern that it was sometime since the last report from the By-law Enforcement Officer. The Administrative Officer reported that his report used to be submitted for every meeting but then the Enforcement Officer decided that a quarterly was sufficient as there was little to report in-between. Members concurred with the Chairman that reports should be available on a five-week cycle to coincide with the meeting of the committee.

c) Road Traffic Licensing Committee

Mr Quirk enquired as to when the decision was taken by the commissioners to subscribe to reports from the Road Traffic Licensing Committee as he did not see the necessity of the reports if they had to be paid for. The Administrative Officer reported that to the best of his knowledge that these had been received free of charge for well in excess of 30 years. Mr Quirk added that if that was the case then he like them to be sent electronically.

d) Thanks

The Chairman expressed his thanks to the Administrative Officer for standing in for the Clerk at short notice.

IN PUBLIC

Meeting terminated at 9.12pm.

IN PUBLIC

Minutes of a meeting of the **LEISURE AND AMENITIES COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Monday 25th October 2004 at 6.59pm.

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

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

LA/04/10/1
MINUTES

Minutes of the meeting held on 13th September 2004, copies of which having previously been circulated, was taken as read, confirmed and signed.

LA/04/10/2
MATTERS ARISING

There were no matters arising from the minutes which did not already appear on the agenda.

LA/04/10/3
PLAYGROUNDS/PARKS

a) Playground Log Books

The Amenities Officer reported that the logbooks were ready for signature by the Chairman. The only item he wished to draw to the attention of members was the climbing frame at the Ballachurry play area where the roof section had to be replaced of recent. Noted.

b) Amenities Officer's Report

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

i) Nivison Stadium – Main Entrance

Members noted the temporary closing off of the area. Mr Quirk enquired whether it would be possible to paint the boarding as it looked unsightly.

ii) Shelter

The Amenities Officer confirmed that the shelter alongside the greenkeeper's hut had now two bulkhead lights fitted in accordance with the recommendation of the Architectural Liaison Officer from the police. The intention of so doing was to ensure that youths congregating in this area could be readily visible. The Amenities Officer added that since the lights were fitted the youths now congregated in the unlit shelter alongside the aviary.

iii) Bowling Greens

The Amenities Officer added that due to the delayed commencement in the autumn treatment of the greens coupled with the weather, the crown green still only three quarters finished. The treatment required dry weather. Work also had to be finished on the flat green.

IN PUBLIC**iv) Chipper/Shredder**

The Amenities Officer reported that the new shredder arrived on Tuesday of the previous week and all park staff attended a course on its operation and received a certificate on Thursday. Mr Kennaugh enquired as to what use was made of the shredded material to which the Amenities Officer replied that it was generally used at Heywood Park as bark and any surplus would be taken to Centenary Park for use around freshly planted trees. The Amenities Officer sought the consent of the committee to advertising the previous shredder for sale by tender. Mr Stowell suggested that it may be better to send it to the mart at St Johns where there would be no cost for advertising, insurance or commission if the shredder did not sell. He felt there was a greater potential for sale through this method. After further discussion it was

***RESOLVED**

“that the former shredder/chipper together with the old trailer be offered for sale at St Johns Mart and that an appropriate reserve be placed on the chipper/shredder”.

The tubular goalposts to be sold by tender as usual.

c) Park Foreman’s Report

There was no report due to the continuing illness of the Parks Foreman.

d) Tiling

The Amenities Officer reported that tiling to the changing rooms at Nivison Stadium had started the previous Thursday. The contractors were working on one dressing room plus the referee’s room and when these were complete work would then start on the second dressing room so as to keep disruption to a minimum. He anticipated it could be another two weeks before the work was complete. Noted.

e) Pennington Hall

The Amenities Officer reported that he understood from the Surveyor that this item was to be discussed at the meeting of the Works Committee to be held on 29th October. The Administrative Officer pointed out that the Works Committee meeting had already taken place on 11th October and the next meeting was on 15th November. Further comment was made that the Leisure and Amenities Committee had not yet confirmed what was actually required by way of a replacement building and therefore seemed little point for the matter to be discussed by the Works Committee until such time as a format had been agreed.

f) Proposed Skateboard Park

The Amenities Officer reported that the Appeal hearing for the planning application was to take place on 11th November 2004 at 11am.

g) Annual Tour of the Park

The list of items noticed during the annual tour held on Wednesday 28th September 2004 had been circulated prior to the meeting. Reference was made to the following items:-

Garage doors at Pennington Hall still require painting. The Amenities Officer advised that he could not get the joiner on site to fix the doors first as housing maintenance took preference.

Greenhouse still requires gable to be cut down and repaired. The Amenities Officer reported that again this was in the hands of the tradesmen over whom he had no control.

Correct CCTV signs required. The Amenities Officer advised that these had been ordered and should be ready for collection the following day.

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No drop sprout on rear of squash court changing rooms. The Amenities Officer informed the meeting that a ticket had been issued to the plumbing contractor to put this work in hand.

Fascia on either end of stadium building requires painting. The Amenities Officer again referred to the fact that the control of tradesmen was not within his remit. He suggested that the only alternative, due to the fact that the commissioners only employed one painter, was to get a contractor to do the work. Mr Quirk commented that perhaps all the painting items could be listed and quotations received for carrying out same. It would be on the basis that the quotations would not necessarily be accepted.

Flat green – windows on hut to be boarded up. The Amenities Officer reported that he understood the windows were boarded up for the winter the day after the inspection.

CCTV camera needs to be turned back towards the pay hut. The Amenities Officer advised that this had not yet been undertaken. He had spoken to Securicor who had indicated they wished to renew the cable in any event. Comment was made that due to the positioning of the trees vision of the pay hut was not possible. Agreed that the camera should be positioned on a new pole so as to have an unobstructed view.

Shelter attached to greenkeeper's hut. It was noted that the bulkhead lights had been fitted, the side window frames removed and two pillars built up to support the roof. As yet new guttering had not been fitted.

Break up concrete to form a roundabout and turf over in Taverners Playground. The Amenities Officer reported that he had obtained one quotation for doing this work but was awaiting another.

Cover to lighting control gear to light in top car park requires fitting. The Amenities Officer commented that this item had been passed on to the street lighting contractor.

Replacement required for two of the three "golden trees". The Amenities Officer had not progressed this matter yet. Noted that the planting season would soon finish.

Fuchsia requires to be cut back flush with new fencing adjoining disabled car spaces. The Amenities Officer said that this work would have been done around March but was delayed by which time the fuchsia was in flower and therefore the work was abandoned. Agreed that this should be undertaken as soon as possible and did not require a contractor for the short length involved.

h) Financial Report

Copies of the Financial Report covering the period 1st April 2004 to 12th October 2004 had been circulated prior to the meeting and were noted without further comment.

The Administrative Officer distributed figures as prepared by the Chief Cashier in respect of the passport issued with the rates providing free "goes" at Onchan Park. Approximately 4,000 passports were issued which in turn made provision for 28,000 free rides. The percentage take up was 16.76%, an increase on the previous year. Members noted that the most popular attraction was the motor boats with 1,218 goes, next came the bumper boats with 859 then mini golf at 816 followed by crazy golf 647, then tennis 477, putting 450, bowls 121, swing ball 105. The total loss in revenue to the commissioners (excluding the cost of fuel for the boats) was £8,581.

The Administrative Officer reminded members that when the happy hour was in operation there was a 20% discount on the normal price which meant the commissioners were not losing out entirely. This year a special check had been kept by the attendants in the hut to see if, those using the passport then paid for additional rides on the various items. This was not the case. Mr Stowell commented that he felt it brought people to the park and the Chairman felt the ratepayers had benefited. Mr Killey requested that the Chief Cashier be thanked for producing the figures.

j) Squash Club Roof

A memorandum as prepared by the Housing Maintenance Manager in respect of the materials to be used in the re-roofing of the squash club had been circulated prior to the meeting. Mr Stowell advised that he had been to see the Housing Maintenance Manager on a couple of occasions but was unable to convince him to move over to what Mr Stowell described as "new technology". He ended that he understood with

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fibreglass roofing that nobody had been established long enough to give proof of the life of the material and also a proper guarantee. He added that this was without even going into the creation of a pitched roof over the complex. The Administrative Officer queried whether Mr Stowell was familiar with the construction of the squash courts which were panels linked together and then post stressed through a ring beam. Under the circumstances Mr Stowell accepted that a pitched roof would not be practicable option. Members commented that there seemed no option but to take the high performance felt and therefore on the proposal of Mr Stowell, seconded by Mr Quirk it was

***RESOLVED**

“to accept the lowest tender received for the re-roofing of the squash courts and adjoining facilities”.

k) Memorial Seat

The Administrative Officer reported correspondence with the Secretary of the Onchan Branch of the Royal British Legion enquiring as to further details regarding the potential of a seat to be donated to the commissioners and placed in front of the commissioners building alongside that previously donated in memory of the late Jeff Pollard. Mr Killey commented that there was a meeting of the Legion later that week and he would anticipate that something would be heard shortly. Noted.

m) Fire Alarm Works at Nivison Stadium

The Amenities Officer advised that he did not have a quotation or report to date as the earliest a meeting could be arranged with the Fire Prevention Officer was Thursday of the current week. Noted.

n) Electrical Rewiring

The Amenities Officer reported that to date he had not received an outline or estimate of cost from the electrical contractor for carrying out the necessary rewiring at Nivison Stadium. Noted.

p) Motorboats

A report by the boatman/mechanic on the state of the motorboats had been circulated prior to the meeting and was noted. The Amenities Officer added that currently the mechanic was replacing one side and the stern of a boat. The engines would go on forever. Mr Quirk commented that the alternatives of pedalo or rowing boats were not attractive. All members concurred likewise. Mr Stowell then suggested that perhaps the oil used could be replaced by one of the synthetic oils in an effort to cut down on the pollution of water. He suggested that advice be sought from one of the oil companies but further added that perhaps a trial should take place next year with one boat alone in the knowledge that the engine might have to be sacrificed.

LA/04/10/4
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:-

i) CCTV at War Memorial

The Amenities Officer enquired as to the committee's views in respect of replacement recording equipment. Mr Quirk urged that the committee back pedal on this item until CCTV in general had been discussed. Agreed.

*IN PUBLIC***ii) Christmas Trees**

Members noted that a circular had been sent out to all properties in the centre of the village who had a bracket for a Christmas tree. The Amenities Officer reported that out 50 letters distributed 30 replies had been received to date.

iii) Decorative Lighting

The Amenities Officer advised that the replacement lighting ordered for the lampposts was due to arrive at any time. Noted.

b) Lakeside Gardens Play Area

The Amenities Officer advised that he had only just made contact with Mr Jones who was previously employed by the company who provided the play equipment in this area. He hoped to meet shortly with Mr Jones to discuss the early filling of the gaps between the safety flooring tiles. Noted.

c) Centenary Park

The Administrative Officer reported correspondence with the Minister for DAFF in respect of a seminar held of recent supposedly covering those bodies involved in nature conservation. The Administrative Officer had pointed out the work of the commissioners at Clypse and Conrhenny together with the work that was ongoing at the Centenary Park. In his reply the Minister offered to provide a feed back from the recent seminar and to ensure an invitation is sent on future occasions.

The Administrative Officer also reported a discussion with Paul Pearn of Rainbow Borders who had suggested contact be made with DAFF at Knockaloe with regard to the planting of indigenous fruit trees which could be beneficial to the wildlife of the area. A brief discussion had taken place with the officer in charge but there seemed a degree of ambiguity and the scheme was really intended for commercial fruit growers rather than of a nature similar to that being promoted by the commissioners. Noted.

d) Millennium Shelter

The Amenities Officer advised that he had not received an update from the District Surveyor. Mr Quirk suggested that the Chairman of the Committee should speak with the Surveyor to expedite matters.

LA/04/10/5**PUBLIC CONVENIENCES****a) Amenities Officer's Report**

Copies of the report had been circulated prior to the meeting and was noted.

b) Port Jack Toilets

Copies of a letter from Commissioner Stowell to The Clerk and a reply thereto had been circulated prior to the meeting. The thrust of Mr Stowell's correspondence was on the basis of the cost of providing a replacement facility for something which was necessary when there were thousands of tourist in the lower area of Onchan but that requirement was no longer there. Mr Killey commented that those people who visit the Port Jack area would have long way to go to Main Road if they required toilet facilities. Mr Stowell made reference to what he understood was a previous scheme to provide a much smaller toilet block at the bottom of Port Jack Glen where there would be sufficient and level parking space for disabled persons rather than attempting to squeeze everything in on the present site. Mr Quirk added that the Board had made a decision to proceed with the scheme and not only had plans been prepared and approved but the process of obtaining tenders was now in motion. He advised Mr Stowell that he would have to bring this

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matter up at the next meeting of the Board. The Chairman sounded out those present in respect of Mr Stowell's proposal of not proceeding with the scheme as approved. Messrs Quirk, Kennaugh and Killey were for proceeding and only Mr Stowell was against.

LA/04/10/6
PUBLIC LIBRARY

a) **Librarian's Report**

Copies of the Librarian's report had been circulated prior to the meeting and was noted with particular regard to the increase in children partaking in the summer reading schemes. Members also noted the future programme of special events.

With regard to the computerisation of the library it was noted that the implementation of the scheme would now be in April 2005 and not corresponding with the 60th anniversary of the library in December 2004 as originally suggested.

b) **Amenities Officer Report**

Copies of the report had been circulated prior to the meeting and it was noted that the only remedial work required was the replacement of some florescent light tubes.

c) **Financial Report**

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

LA/04/10/7
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 point being discussed further:-

Sports Hall Lighting

The Amenities Officer elaborated on his report and it transpired there were no lights in stock at any of the wholesalers suitable for installation within the present fittings and therefore their delivery was awaited. Additional lamps would be purchased and kept in stock to overcome the problem on some future occasion.

b) **Fascia Board Replacement**

Tenders for the replacement of fascia boards together with rainwater goods had been opened by the Board Chairman in the presence of the Clerk and were now ready for consideration. Three tenders had been received and it was agreed that the lowest tender should be accepted. On the proposal of Mr Quirk, seconded by Mr Stowell it was

***RESOLVED**

"to accept the tender of Norman Cowin Limited in the sum of £18,180.75 (plus VAT) for the replacement of fascias, barge boards, shiplap boarding and rainwater goods at the Onchan Youth and Community Centre subject to a successful petition for borrowing powers".

LA/04/10/8
PROMOTIONS/ADVERTISING/PUBLIC INFORMATION

*IN PUBLIC***a) Website**

The Administrative Officer reported receipt of figures from WebOne UK which indicated total hits for September 21,609, page views 7,269 and visits 2,621. During the month there had been two enquiries regarding old photographs and also trying to establish the location of homes in Onchan of the forebears of the enquirer. A number of the clubs and society details had been updated where changes were known. The Chairman commented that the latest events was a little out of date currently being the road closure at Johnny Watterson's Crossroads. The Administrative Officer replied that he was not aware of any more up to date Onchan news and asked the Chairman if he had any, which he hadn't.

b) Estates Gardens Competition

Members commented the prize presentation went well. The Administrative Officer reported correspondence with the Isle of Man Bank regarding the possibility of a replacement of the commercial premises cup. An estimate had been received from G.H. Corletts for the supply of a new cup and the engraving of the past winners etc. This information had now been passed to the bank.

c) Torchlight Procession

The Administrative Officer reported having written to the two schools and obtained dates of their various concerts etc. Correspondence had also been entered into with the Onchan Rotary Club who were prepared to bring Rudolph and his sleigh to this year's procession. After general discussion it was agreed that the Torchlight Procession should take place on the evening of Tuesday 7th December 2004 with Wednesday 8th being the reserve date in the event of inclement weather. The necessary arrangement would now be put in hand by the Administrative Officer.

d) Tennis Courts

The Chairman had asked for this item to be placed on the agenda in the hopes that the tennis courts could be left open during the winter period. The Amenities Officer advised that the gates had not been locked as was the case during the previous year. Mr Stowell added that he had spoken with the Amenities Officer and requested that one of the older nets be put up so that those who wished to play tennis could do so. Mr Killey commented that he pleased to note in passing that area on one day of recent that three children were actually using the nets to play tennis.

e) Extended Summer Opening

Again this item had been requested to be placed on the agenda by the Chairman. The Chairman explained that it was primarily due to the fact that this year the schools had not returned on the Monday but on the Tuesday as there was an inset day for the teachers. The park had however closed on the Sunday in anticipation of the schools going back on the Monday. This would be carefully watched next year.

f) Christmas Tree Shredding

The Chairman raised the potential of the commissioners being able to offer a service to the public of Onchan by shredding the Christmas trees in January using the new equipment. The Amenities Officer suggested that perhaps the shredding could take place in Centenary Park. The Administrative Officer pointed out that this would involve collecting trees from a central point and then transporting them so many at a time to Centenary Park in order to shred. There seemed little point in doing this when the finished product could be shipped a lot easier. He suggested therefore that it would be better to set up the shredding equipment in the stadium so as to keep the noise away from adjoining properties and the public be requested to bring their trees to the stadium. Agreed that this be put in operation in January.

*IN PUBLIC***g) Magazine Publicity**

The Administrative Officer produced a copy of Homes and Holidays supplement in the Sunday Mirror as provided for him by his secretary. In the 25th July edition there was an article regarding bringing children to the Isle of Man on holiday. A reference to Onchan Park read "If that wasn't enough for one little boy we also spent a happy afternoon at Onchan Park where he drove motorboats, go-karts and remote control boats open until September 7th, various prices for activities, call 01624 675564. He also found time to beat his mother by 20 shots at crazy golf. I wouldn't have minded, but I was trying my hardest too. Watch out Tiger Woods!" Noted with pleasure.

LA/04/10/9**OUTSTANDING MATTERS**

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

LA/03/7/4(b) Port Jack Glen – lighting scheme – The Surveyor to contact lighting firms for schemes. Mr Stowell commented that he understood that the Surveyor was unable to do so as he had not been properly briefed by the committee as to what was wanted. Mr Quirk added that all that was required was a lighting scheme down the footpath with cabling set into a duct. Members felt the actual type of light would be up to the lighting firms who produced the schemes. Mr Quirk proposed therefore that the Surveyor be instructed to contact lighting firms to produce a scheme for illuminating the footpath. This was seconded by Mr Killey. Mr Stowell proposed that the whole idea be abandoned as he had previously proposed. There was no seconder.

LA/04/10/10**MATTERS REFERRED BY BOARD/OTHER COMMITTEES**

Nil.

LA/04/10/11**CORRESPONDENCE OR OTHER COMMUNICATION****a) Nivison Stadium**

The Administrative Officer reported that when the Chairman took a series of digital photographs in Onchan Park they included one of the new plaque and the repositioned original opening plaque in the entrance foyer to Nivison Stadium. Three copies of this had been sent to the Nivison family. Letter read as received from Marilyn Nivison thanking the commissioners for the kind gesture and to the Administrative Officer for his thoughtfulness. Noted.

b) The Rotters Club

Letter reported as received from Sian Sutherland, Location Manager for Company Productions (IOM) Limited with regard to assistance given the Administrative Officer during the partial filming of "The Rotters Club" in Onchan. Noted.

LA/04/10/12**ANY OTHER BUSINESS****a) Date of Next Meeting**

IN PUBLIC

Monday 22nd November 2004 at 7pm.

b) Minuting

The Chairman asked the Administrative Officer to run through the recommendations from the committee so that all members were fully familiar with same. The Administrative Officer did so. Mr Quirk then commented that the committee should run through all items discussed to decided which should be reported in public and which in committee. The Administrative Officer queried why that was necessary when it was his job so to do. The Chairman responded that it was in case anything got missed. The Administrative Officer responded that he had been doing this for 25 years and no one had challenged his ability to date. Mr Quirk responded that it was now Board policy for the committees to decide. Members viewed the agenda and were of the opinion that the items covering the aviary, crazy golf and Southern Motorcycle Club should be in committee.

Meeting terminated 10.17pm.

IN PUBLIC

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Boardroom at Hawthorn Villa, Main Road, Onchan, on Monday 25th October 2004, at 5.30 p.m.

Present: Mr M.J. Kennaugh, J.P. (In the Chair)
Mr D. Crellin
Mr A.T.W. Norton
Mr J.K. Watterson

Apologies: Mr G.K. Astill

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

PF04/10/01
MINUTES

Minutes of the meeting held on 16th September 2004, copies of which having previously been circulated, were taken as read, confirmed and signed.

PF04/10/02
BUSINESS ARISING

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

PF04/10/03
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.

PF04/10/04
FINANCE OFFICER'S REPORT

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

1. Rates Collected

It was noted that the total estimated collectable rates and cash received in the current financial year to 19th October 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 19 th October 2004 less refunds	£1,265,176.00 (94.4%)

Comparative figures

2003/04 estimated amount collectable including arrears brought forward	£1,419,928.00
2003/04 collected to 19 th October 2003 less refunds	£1,341,077.00 (94.45%)

2. Revenue Account Payments

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

IN PUBLIC

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

PF04/03/05

CORRESPONDENCE AND OTHER COMMUNICATIONS

1. Unison re: Protocol

Copies had been circulated of an extract from the minutes of the Isle of Man Branch of Unison which referred to a Member/Officer Protocol which was being considered for adoption at Douglas Corporation and Ramsey Town Commissioners. It was agreed by the Branch that a copy of the proposed protocol be forwarded to Onchan District Commissioners and Peel Town Commissioners with a request that the same be considered for adoption.

The purpose of the protocol was to guide Members and Officers in their relations with one another given the variety and complexity of such relations the protocol did not seek to be exhaustive but simply to offer guidance on some of the issues which most commonly arise. The protocol was to a large extent no more than a written-down statement of current practice and convention and in some respects sought to promote greater clarity and certainty.

The protocol also sought to reflect the principles underlying the respective codes of conduct which applies to Members and Officers. The shared object of those codes was to maintain and enhance the integrity (real and perceived) of Local Government and therefore demanded very high standards of personal conduct by all parties.

Clerk confirmed that there would have to be some minor amendments but in the main it could apply and be adopted by this Authority.

After discussion, it was **RESOLVED***:-

That the adoption of a Member/Officer Protocol for Onchan District Commissioners be approved in principle.

PF04/10/06

MATTERS REFERRED BY COMMISSIONERS/OTHER COMMITTEES

None to report in public.

PF04/10/07

RECOMMENDATIONS WITH POLICY OR FINANCIAL IMPLICATIONS FROM OTHER COMMITTEES

It was **RESOLVED** that the following recommendations from the Housing Committee Meeting held on 4th October 2004, be endorsed:-

1. ***In respect of works required to empty public sector housing properties, the Standing Orders on the Making of Contracts must apply but that where works were estimated to cost between £3,000 and £12,000, approval be granted to accept the lowest tender received, subject to all of the usual safeguards, and that a report on same be made to the next Ordinary or Extraordinary meeting of the Commissioners as appropriate.***

It was **RESOLVED** that the following recommendations from the Housing Committee Meeting held on 11th October 2004, be endorsed:-

IN PUBLIC

1. *To financially assist two members of the Refuse Staff to take HGV driving lessons at a contributory cost of £150 per employee subject to the usual terms and conditions.*

PF04/10/08

OTHER BUSINESS

There was no other business for consideration in public.

PF04/10/09

DATE OF NEXT MEETING

It was agreed that the next meeting of the Committee be held at 5.30 pm on Monday 29th November 2004.

There being no further business the meeting terminated at 6.50 p.m.

IN PUBLIC

Minutes of a meeting of the **RURAL COMMITTEE** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Wednesday 20th October 2004 at 5.16pm.

Present: Mr B.H. Moore (in the Chair), Mrs W.E. Megson, Mr D.J. Quirk, Mr W.A. Skillicorn and Mr J.K. Watterson (from 5.38pm)

Apologises: Mr Watterson had telephoned in advance to advise that he anticipated traffic problems and therefore was likely to be late in arriving at the meeting.

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

R/04/10/1
MINUTES

Minutes of the meeting held on 15th September 2004, copies of which having previously been circulated, was taken as read, confirmed and signed.

R/04/10/2
MATTERS ARISING

The following matters were arising from the minutes:-

a) **Johnny Watterson's Crossroads**

The Administrative Officer advised that he had placed this matter on the agenda in case there was any follow up as a result of the closure of the crossroads for major road works to be carried out. Mrs Megson advised that the only problem she was aware of was a back up of traffic at Governors Bridge due to vehicles being diverted. Mr Skillicorn commented that he was surprised that the Scollag Road had not been as busy as was anticipated as a result of the closure. In answer to question, the Building Control Officer informed members that he felt the advanced warning given by DoT had certainly helped. Members were also generally of the opinion that the public were setting off earlier on their journeys in order to avoid traffic build up.

b) **Beating the Bounds – Follow Up**

The Building Control Officer advised that several of the items on the list had been attended. Grass verges had now been cut and some of the missing signs had been located although he understood some had had to be reordered as they had disappeared.

R/04/10/3
OUTSTANDING MATTERS

a) **Shannon Rae Site – Replacement Seat**

The Administrative Officer reported that there was the possibility that a new memorial seat was to be placed in front of the commissioners' office as a donation from the Royal British Legion. If that were the case then one of the seats in that location would be reallocated to the Shannon Rae site. Members noted there was no immediate urgency for it during the winter months.

b) **Streetlight Hillberry Corner**

IN PUBLIC

The Administrative Officer reminded members of what had been reported at the previous meeting whereby it was noted that the MEA were awaiting DoT to dig the trench for the underground supply to the Pinfold site. The Administrative Officer understood that the Surveyor was going to ring the MEA in an effort to expedite this and other street lighting matters. After a brief discussion it was agreed that the matter be placed on the agenda for the joint meeting with the police and DoT in order to establish when the DoT intended to dig the trench.

c) Hedge Trimming – Revised Policy

The Administrative Officer reminded members that at the previous meeting when the response from Mr Colvin Quaggan of DoT had been reported it was noted that the policy in respect of hedge trimming was to be reviewed at the end of the hedge-trimming season. The Administrative Officer had attempted to contact Mr Quaggan who was currently in Birmingham on behalf of the department. Agreed matter be placed on the agenda for the joint meeting with DoT and the police.

d) Creg-na-Baa Back Road

The Administrative Officer reported that there had been no further update in respect of remedial works taking place. Mr Skillicorn and Mr Moore commented that nothing appeared to have taken place on site. Agreed matter be placed on the agenda for joint meeting with DoT and the police.

R/04/10/4**MATTERS FROM PREVIOUS MEETINGS**

Nil.

R/04/10/5**MATTERS REFERRED BY BOARD/OTHER COMMITTEES**

Nil.

R/04/10/6**PLANNING MATTERS**

There were no planning decisions to report.

R/04/10/7**ANY OTHER BUSINESS****a) Time and Date of next meeting**

Wednesday 24th November 2004 at 5.15pm.

b) Meeting with DoT and the Police

The Administrative Officer advised that he had placed this matter on the agenda in case there were any items that required to be brought up at the meeting which was taking place the next day. Items had been listed as the meeting proceeded.

c) Molly Quirk's Glen

IN PUBLIC

Letter reported as received from the Department of Agriculture and Fisheries extending an invitation to the commissioners to the official opening of the new extension to Molly Quirk's Glen relating to the land given by Mr & Mrs Briggs at 11am on Monday 25th October 2004. Noted.

d) TT Rubbish

Mr Skillicorn enquired as to who was responsible when TT spectators left litter on hedges and in fields. Members were of the opinion that the property owner was ultimately responsible for its removal. Mr Skillicorn expressed concern that if that were the case an unfair financial burden was being placed on the property owner who received no benefit from the spectators being in these locations. Mr Quirk suggested that perhaps the TT Organising Committee should be approached. After further brief discussion it was agreed that in the first instance the matter be placed on the agenda for the joint meeting DoT and the police.

e) Rural Refuse

Mr Moore enquired as to the present position regarding the collection of payment from rural properties to cover the difference in cost in respect of refuse collection and the proportional payment made through the rates. Mr Watterson responded that to the best of his knowledge all outstanding debts had now been paid. Some people had held on as a protest to the additional charge whilst others had put the bills to one side and just forgotten to pay them. There was also a administrative problem in the sense that the letters were addressed to individuals as opposed to the occupiers and therefore where occupiers has changed the letters were either not opened or returned to sender. Mr Skillicorn added that the letter as sent out could also have been better worded to which Mr Watterson agreed and pointed out that a lot of people were confused by not knowing what a debit note was. He advised that he understood when the accounts for the current period are issued they will be addressed to the occupier rather than to individuals. Mr Quirk added that the charge was still very reasonable.

f) Traffic Signs

Mr Skillicorn advised that there was a problem with the traffic sign which he accepted was just into the urban ward beyond Cronk-ny-Mona. There is a 40mph sign located within the hedge and this unfortunately is now obscured by growth. Matter to be referred to the joint meeting of DoT and the police.

g) Minuting

Mrs Megson pointed out that at the recent meeting of the Housing Committee a decision was taken after each item as to whether it should be minuted in public or in committee. She queried therefore whether this should be done with the Rural Committee. The Administrative Officer responded that he had not been advised that there had been a change in policy and in the past this was certainly left to the minuting clerk to decide what was appropriate. Mr Quirk commented that in respect of the meeting just held the two items which had an element of public health in their content would under normal circumstances be in the committee section.

Meeting terminated at 5.46pm.