

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 1st October 2018 at 7.00 p.m.

Present: Mr. M. Macfarlane (Chairman)
 Mr A. Allen (Vice-Chairman)
 Mr J. Cherry (Lead Member for Properties and Amenities) *(from 7.25 p.m)*
 Mr D. Crellin (Lead Member for Environmental and Technical Services)
 Mr C. Quirk
 Mr R. Turton (Lead Member for Finance and General Purposes)
 Miss K. Williams *(from 7.05 p.m.)*

In Attendance: Mr T.R. Craig (Deputy Clerk)
 Mrs S. Johnson (Finance Manager)
 Mr R. Phillips (Acting District Surveyor)
 Ms A.S. Dentith (Senior Administrator)

C18/10/01/01

TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT

Not necessary.

C18/10/01/02

BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS

None.

C18/10/01/03

MINUTES

1. Ordinary meeting held on Monday 3rd September 2018

The minutes of the ordinary meeting held on Monday 3rd September 2018, with regard to C18/08/01/20 – Heywood Court, copies of which having previously been circulated, were considered.

It was proposed by Mr Allen, seconded by Mr Crellin, and unanimously **RESOLVED** that the minutes be agreed as a correct record of proceedings and be signed by the Chairman.

2. Ordinary meeting held on Monday 17th September 2018

The minutes of the ordinary meeting held on Monday 17th September 2018, copies of which having previously been circulated, were considered.

(a) C18/09/02/15(2) – Commissioners’ Surgery

1st paragraph, last line, delete the word “Commissioners” and insert “the Chairman and Lead Member for Properties and Amenities.”

(b) C18/09/02/20(2) – Onchan Park Café – Lease

New paragraph to be inserted, “Following discussion Members hoped that that the Café would be open to serve visitors in the park in line with the opening times of Onchan Park.”

Subject to the above amendments, it was proposed by Mr Allen, seconded by Mr Crellin, and **RESOLVED that the minutes be agreed as a correct record of proceedings and be signed by the Chairman.**

Mr Quirk did not vote as he was not at the meeting.

3. Staff Minutes of Ordinary meeting held on Monday 17th September 2018

To be considered In Committee.

The Chairman agreed that consideration of planning matters would be brought forward in the agenda.

C18/10/01/04

**PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE
PLANNING COMMITTEE**

1. Plans to the Board

(a) The following plans were considered by the Board.

**(i) PA 18/00613 Mr A. Clague
Ballakaighen Farm, Whitebridge Road**

The Acting District Surveyor advised that the planning application was for:-

- Demolition of two existing stone barns and erection of multi-purpose building for entertainment and leisure activities, including access road, car park and associated landscaping. **(amended plans).**
- ODC approved 09/07/18.
- Traffic management information was requested by Department of Infrastructure (Highways) – this has now been submitted.
- No further comments received since original submission

Members noted that there are no further comments required.

(ii) PA 18/00940 Mr D. Woodriff, Grandstand Area, Hillberry Corner

The Acting District Surveyor advised that the retrospective planning application was for removal of grandstand and clearance works and installation of fencing, gravel surface and storage of food trailers.

The Acting District Surveyor advised that the three neighbouring properties had been written to as possible interested parties, no comments have been received.

Lead Member for Environment and Technical Services commented:-

- even if the storage of the catering units was removed, there are still wooden huts erected, which are hidden by high conifer trees.
- The mobile catering unit visible to the eye is being stored there at the moment.
- The neighbouring properties are screened by trees and fencing.
- The unit is more visible to the passing traffic from the Mountain Road at this location.

A Member expressed concern on how it would be monitored, as present it is only used for four weeks of the year and expressed concern on becoming a dumping ground.

After discussion, it was proposed by Mr Crellin, seconded by Mr Turton, and unanimously **RESOLVED in respect of PA 18/00940 – Grandstand Area, Hillberry Corner that:-**

- **The proposals as set out in the application will be recommended refusal on the grounds of over usage of the land other than during the T.T. and IOM Festival of Motorcycling periods in relation to storage of items.**
- **(notify “Apple Blossom”, “The Beeches” & “Struan Veg”, Hillberry Road).**

(iii) **PA 18/00949 Mr P.N.P. Pang, 88 Summerhill Road**

The Acting District Surveyor advised that the application is for alterations and an extension to the rear. No comments received

It was proposed by Mr Crellin, seconded by Mr Allen, and unanimously **RESOLVED that PA 18/00949 – 88 Summerhill Road be recommended for approval (notify 86 & 90 Summerhill Road)**

Mr Cherry joined the meeting at 7.25 p.m.

(iv) **PA 18/00974 Mr C. Winchester/Miss K. Welch, 10 Victoria Avenue**

The Acting District Surveyor advised the planning application was for the replacement of existing garage with new garage and attic playroom. No comments received.

After discussion, it was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that the recommendation for PA 18/00974 – 10 Victoria Avenue be:-**

- **Refusal for the replacement of existing garage with new garage as it is not in keeping with the existing area; and**
- **Refusal of the balcony terraced area due to loss of privacy.**
- **(notify 8 & 12 Victoria Avenue & 6 St Catherine’s Terrace)**

Acting District Surveyor left the meeting at 7.40 p.m.

2. Planning Communications

None.

C18/10/01/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. Chief Executive/Clerk – Recruitment

Chairman advised that the process is ongoing and Members will be updated in due course.

C18/10/01/06

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C18/10/01/07
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C18/10/01/08
FINANCE AND GENERAL PURPOSES

1. **Internal Audit Report**

The Finance Manager informed Members that the Acting Chief Executive and Finance Manager had met with the Internal Auditors whom were going to consider the points raised, and will report back to the Board in due course.

2. **Telephone System Update**

Deputy Clerk advised that the adjustments to the telephone system had now been undertaken. The only matter outstanding was waiting for the diversion to be taken off the Surveyor's Department Direct Number.

3. **Rent Report**

To be considered In Committee.

4. **Management Accounts**

To be considered In Committee.

C18/10/01/09
REPORT FROM THE CLERK OR OTHER OFFICER

None.

C18/10/01/10
LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Manx Blind Welfare**

Invitation received dated 24th September 2018 to attend the Christmas Celebration on 18th December 2018 at 2.00 p.m. It was requested that Commissioners respond themselves directly to Manx Blind Welfare.

2. **Mayor's Parlour**

Invitation to attend the Mayor's Parlour on a Friday evening was considered and noted with pleasure. After discussion the dates of 9th, 23rd or 30th November 2018 were suggested.

3. **Heywood Court Social Committee**

To be considered In Committee.

C18/10/01/11
QUESTIONS

None.

C18/10/01/12
MOTIONS

None.

C18/10/01/13
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Draft Area Plan for the East – Local Authority Workshop

Report of the Acting District Surveyor dated 25th September 2018, having previously been circulated was noted.

The Lead Member for Environment and Technical Services informed Members that the Acting District Surveyor expressed the thoughts of the Board very well.

2. Department of Infrastructure – Belgravia Road

The Deputy Clerk advised that the Department of Infrastructure, Highways Division, have contacted the Authority to ask the Board to consider installation of double yellow lines, rather than time bound parking.

A Member requested that a meeting be arranged at officer level with the Acting District Surveyor, Mr Ross Phillips, and appropriate representative from the Department of Infrastructure, Highways Division, to seek a review of the area around Onchan Park, which will allow a mix and match a scheme taking into account the requirements of Onchan Park and the residents in the area. Once proposals and have been discussed by officers, then it was requested that a draft scheme be brought back to the Board for their consideration

3. Groudle Glen – Sewerage Proposals

To be considered In Committee.

4. Nuisance Abatement Notice

To be considered In Committee.

C18/10/01/14
PROPERTIES AND AMENITIES MATTERS

1. Onchan Park – Update

The Deputy Clerk advised that Members and the Acting District Surveyor had undertaken a tour of Onchan Park which resulted in a list of recommendations which were mainly maintenance issues which will be undertaken during the winter works scheme.

The Deputy Clerk informed the Board that the timed door locks at the public toilets located in Onchan Park were now installed.

2. Pet Policy

Pet Policy, having previously been circulated was considered.

After discussion, Members asked that the draft Policy be brought back to the Board for further consideration, taking in to account the following:-

- Removal of the neutered/spaying requirement.
- Inclusion of permission for pet sitting.

3. Adaptations Policy

It was noted that the Adaptations Policy had now received approved by the Department of Infrastructure and was applicable to all Housing Authorities and came into effect on 1st September 2018.

4. Public Toilets – Vandalism Costs

To be considered In Committee.

5. Nivison Stadium – Leases/Licences

(a) Football Pitch

To be considered In Committee.

(b) Onchan Raceway

To be considered In Committee.

6. Housing Allocations

To be considered In Committee.

C18/10/01/15

CHAIRMAN’S ANNOUNCEMENTS

1. Board Meeting – 15th October 2018

Apologies were given by, Commissioners as follows:-

- Mr Turton
- Miss Williams
- Mr Cherry
- Mr Quirk

As this would mean that the meeting would be inquorate, it was agreed that the meeting of the Board of Onchan District Commissioners be moved to Tuesday 16th October.

2. Dates for the Diary

| Date | Organisation | Event | Time |
|-------------------------------|--|--|------------|
| 1 st October 2018 | Onchan District Commissioners | Board Meeting | 7.00 p.m. |
| 2 nd October 2018 | Commissioners’ Surgery | Springfield Court Mr Crellin and Mr Allen | 2.30 p.m. |
| 3 rd October 2018 | King Edward Bay Golf Club | Presentation of the Onchan Cup | 7.45 p.m. |
| 6 th October 2018 | Commissioners’ Surgery | Onchan Hub Mr Cherry and Mr Crellin | 11.00 a.m. |
| 9 th October 2018 | Onchan District Commissioners and Royal British Legion (Onchan Branch) | Unveiling of the Tommy Soldiers | 1.00 p.m. |
| 16 th October 2018 | Onchan District Commissioners | Board Meeting | 7.00 p.m. |
| 29 th October 2018 | Onchan District Commissioners | Board Meeting | 7.00 p.m. |
| 3 rd November 2018 | Commissioners’ Surgery | Onchan Hub | 11.00 a.m. |

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|--------------------------------|--|-----------------------|------------|
| 6 th November 2018 | Commissioners' Surgery | Heywood Court | 2.30 p.m. |
| 6 th November 2018 | Heywood Court Residents | Social Evening | 7.00 p.m. |
| 10 th November 2018 | Royal British Legion and St Peter's Church | Children's Poppies | 10.00 a.m. |
| 11 th November 2018 | Royal British Legion | Remembrance Day | 9.30 a.m. |
| 18 th December 2018 | Manx Blind Welfare | Christmas Celebration | 2.00 p.m. |
| 19 th December 2018 | Onchan Methodist Church | Carol Service | 7.30 p.m. |

C18/10/01/16**ANY OTHER BUSINESS****1. Governors Road – Hedge**

Vice-Chairman expressed disappointment that the cutting back work carried out was of a low standard. He stated that work had been agreed by the parties as follows:-

- Stage 1 – Cutting back of hedge
- Stage 2 – Dealing with the undergrown to regain the width of the pavement to a more acceptable level.

The Deputy Clerk advised that correspondence had been received advising that the second stage would be starting soon.

Members requested that the Deputy Clerk issue an email expressing the disappointment of the Board, and to question why the work was passed from a specialist contractor to Douglas Corporation.

2. IOM Municipal Association

The Commissioners' representative to prepare briefing notes as necessary after the IOM Municipal Association meetings to keep Members informed. It was noted that the agenda and minute papers were circulated to all Members.

3. Principal Planning Officer – Beehive

It was noted that contact had been received from the Principal Planning Officer of the Planning & Building Control Directorate requesting a mutually convenient date to discuss the Beehive Kindergarten. The Chairman suggested 6.00 p.m., 29th October 2018, prior to the next meeting of the Board, on the proviso that the Acting District Surveyor is able to attend.

The meeting moved to In Committee proceedings at 8.29 p.m.

C18/10/01/17**MINUTES****1. Staff Minutes of Ordinary meeting held on Monday 17th September 2018**

The following matter was considered In Committee and transferred to the public domain

The staff minutes of the ordinary meeting held on Monday 17th September 2018, copies of which having previously been circulated, were considered. After discussion regarding clarification of a statement therein, the minutes were requested to be amended and brought back to the next meeting of the Board for ratification.

C18/10/01/18
MATTERS ARISING

1. **Insurance – Staffing Matters**

See Staff Minute Book.

C18/10/01/19
FINANCE AND GENERAL PURPOSES

1. **Rent Report**

The following matter was considered In Committee and transferred to the public domain

Report of the Finance Manager, having previously been circulated was considered and noted.

The Deputy Clerk advised that the number of cases had reduced, and the majority were being managed effectively.

In answer to question, the Deputy Clerk advised that measures are in place to tackle rent arrears with new tenancies as well as long standing tenancies.

2. **Management Accounts**

The following matter was considered In Committee and transferred to the public domain

The Management Accounts for the period to 30th June 2018, having previously been circulated were considered. The Finance Manager clarified points raised with regard to expenditure on housing maintenance.

The Deputy Clerk advised that the number of voids had reduced significantly which will decrease the volume of work being undertaken and monies expended on maintenance.

A Member commented that the opening hours of Onchan Park should be reviewed.

C18/10/01/20
LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Heywood Court – Social Committee**

The following matter was considered In Committee and transferred to the public domain

Correspondence received 26th September 2018 from the Secretary of the Heywood Court Social Committee, having previously been circulated was considered.

Members agreed that the afternoon surgery was to remain unchanged, and that the Social Secretary be advised that Members would be pleased to receive an invitation to meet with residents.

C18/10/01/21
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Groudle Glen – Sewerage Proposals**

The following matter was considered In Committee and transferred to the public domain

The Deputy Clerk gave a summary of the current position, and confirmed that the interested parties have now been advised of the legal costs, and they have given written confirmation of their acceptance, and he will now instruct the Advocates to proceed.

A Member commented that the legal costs should be paid upfront by the interested parties. A discussion ensued, and it was felt that a deposit should be paid of a minimum of 50% before proceeding with the legal transaction.

It was proposed by Mr Turton, seconded by Mr Cherry, and unanimously **RESOLVED**:-

- **The small parcel of land to allow for installation of a private sewage system be conveyed at a nominal sum of £5;**
- **That the legal costs should be paid up front prior to commencement of the legal transaction.**
- **However, should advance payment not be possible, then negotiations can be entered into with a deposit of no less than 50% to be paid on commencement of sale with the balance being paid within 12 months of completion.**

2. Nuisance Abatement Notice

The following matter was considered In Committee and transferred to the public domain

The Deputy Clerk advised that he had attended a Directions Hearing on 18th September 2018, and informed that the hearing will take place in November. However, he had received correspondence that the party would be open to mediation and suggested Mr R. Callister MHK as the mediator.

The Deputy Clerk suggested non-binding mediation should be undertaken with a professional mediator, and it was agreed that the complainant be approached for his proposals for the site prior to mediation being considered.

C18/10/01/22

SUSPENSION OF STANDING ORDERS

It was proposed by Mr Turton, seconded by Mr Cherry, and **RESOLVED to suspend Standing Orders in order to conclude the business on the agenda to no later than 10.15 p.m.**

For: Messrs Macfarlane, Allen, Cherry, Quirk, Turton and Crellin

Against: Miss Williams

C18/10/01/23

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS continued

1. Nuisance Abatement Notice continued

The Deputy Clerk advised that he would contact the Advocates to gain clarification of the offer of mediation.

C18/10/01/24

PROPERTIES AND AMENITIES MATTERS

1. Public toilets – Vandalism Costs

The following matter was considered In Committee and transferred to the public domain

The report of the Acting District Surveyor dated 24th September 2018, having previously been circulated was considered and noted.

2. Nivison Stadium

The following matter was considered In Committee and transferred to the public domain

(a) Football Pitch – Licence

The Deputy Clerk advised that Onchan AFC wish to proceed on the proposed terms.

(b) Onchan Raceway – Lease

The Deputy Clerk advised of email correspondence received.

Members agreed that the rent would be as previously resolved, with a year on year increase of 5% or rate of inflation whichever is the higher. Members were not interested in the extension clause.

3. Housing Allocations

The following matters were considered In Committee and transferred to the public domain.

(a) 13/56 – 3 Bed House.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that the tenancy of 13/56 be granted to HA 3920.**

(b) 01/46 – 3 Bed House.

Delayed to the next meeting.

There being no further business, the meeting closed at 10.20 p.m.