

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 4th March 2019 at 7.10 p.m.

Present: Mr. M. Macfarlane (Chairman)
 Mr A. Allen (Vice-Chairman)
 Mr J. Cherry (Lead Member for Properties and Amenities)
 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

Apologies:

In Attendance: Mrs L. Radcliffe (Chief Executive/Clerk)
 Mrs S. Johnson (Finance Manager)
 Mr B. Price (District Surveyor)
 Miss T Cook

C19/03/01/01

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

Not necessary.

C19/03/01/02

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

None.

C19/03/01/03

MINUTES

1. Ordinary meeting held on Monday 18th February 2019

The minutes of the ordinary meeting held on Monday 18th February 2019, copies of which having previously been circulated, were considered.

Amend the attendees list to reflect that Miss K Williams was not present at the meeting.

1. C19/02/04/03 – Miscellaneous Charges

Delete the word 'further' and change to a Member gave an update.

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

2. Staff Minutes of Ordinary meeting held on Monday 21st January 2019

To be considered in Committee.

3. Staff Minutes of Ordinary meeting held on Monday 18th February 2019

To be considered in Committee.

C19/03/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C19/03/01/05BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/03/01/06BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/03/01/07PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE1. Plans to the Board

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

- (i) PA 19/00125 Mr & Mrs C. Wolstencroft, Church Road.

Members were advised that the planning application was for replacement of 2 windows on the front of the property. In answer to question the District Surveyor advised that the property is in a conservation area but is not a 'listed building' and has some PVC windows already. No comments received.

It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00125 – The Old Vicarage, Church Road be recommended for approval.**

- (ii) PA 19/00127 Clypse Estate Ltd, Clypse Moar Farm

Members were advised that the planning application was for an extension of a previously submitted planning application from May 2015. No comments received.

It was proposed by Mr Crellin, seconded by Mr Quirk and unanimously **RESOLVED that PA 19/00127 – Clypse Moar Farm be recommended for approval.**

- (iii) PA 19/00131 Mr R. Anderson, 91 King Edward Road

Members were advised that the planning application was for a proposed change of conservatory roof to tile. No comments received.

It was proposed by Mr Quirk, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00131 – 91 King Edward Road be recommended for approval.**

- (iv) PA 19/00160 Mr R. Forgie, 169 Royal Avenue

Members were advised that the planning application was for a proposed second storey extension to the rear of the property. Members were advised that approval had previously been given for a single storey extension. No comments received.

It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00160 – 169 Royal Avenue be recommended for approval.**

2. **Planning Communications**

None.

C19/03/01/08
FINANCE AND GENERAL PURPOSES

None.

C19/03/01/09
REPORT FROM THE CLERK OR OTHER OFFICER

1. **Onchan Pleasure Park - Charges**

To be considered in Committee.

2. **Staffing Matter – Library Services**

Deferred to the end of the Meeting

3. **Staffing Matter (deferred from 4th February 2019)**

Deferred to the end of the Meeting

4. **Insurance Matters**

To be considered In Committee.

C19/03/01/10
LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **CoMIN – Working Party on Libraries**

Correspondence received dated 4th February 2019 from the Change and Reform Project Manager, having previously been circulated was considered.

The Chief Executive advised that an invitation had been received for Commissioners and Officers to attend the next Working Party meeting to be held on Thursday 28th March 2019. The Chairman indicated that he will attend and requested Members to inform the Chief Executive as soon as possible if they are available so that the R.S.V.P can be given. The Chief Executive and Finance Manager will also be in attendance.

2. **Unesco Biosphere Isle of Man**

Correspondence from Unesco Biosphere Isle of Man, having previously been circulated was considered.

The Chief Executive asked the Board that consideration be given for Onchan District Commissioners to partner with Unesco to support the environment and community by supplying refill stations for water bottles within the District of Onchan.

Members felt that in principal the partnership would be positive for Onchan and suggested locations that a refill station could be of benefit. Locations suggested include Onchan Park and Onchan Library.

A Member asked if the Chief Executive felt there could be any liability against the Board through involvement in the scheme. In response the Chief Executive advised that further investigations were needed particularly from a Public Health point of view.

The Board requested the Chief Executive to progress the matter through further investigation and report back to the Board.

3. 2018 Year of Our Island Thank you letter

Letter of thanks received. Noted.

4. Wallaby Trail Hospice Isle of Man

Correspondence received dated 26th February 2019 from Corner Stone Architects in partnership with Hospice Isle of Man, having previously been circulated was considered.

A Member requested further explanation of what supporting this initiative would involve. The Chief Executive explained that the Wallabies are either large or small and are funded privately by companies or schools through fundraising initiatives. The Wallabies are also painted by either professional artists or school children. Onchan has been chosen as an area for the Wallabies to visit once complete.

A Member felt that this project would be an opportunity for positive PR for the District and requested that News outlets be informed of the details once confirmed. Members also felt that there were a number of locations that the Wallabies could be placed in the District to gain maximum exposure. Locations suggested include Port Jack Glen, Onchan Park, Birch Hill park, Ballachurry park, and Lazy Corner where the Wallabies would be clearly seen by passing traffic.

The Chief Executive advised the Board that Mr R. Forgie would be the key contact for the initiative and if Members have any further suggested locations to forward them to Mr Forgie.

The Chairman requested Officers to progress the initiative and return to the Board with an update.

5. Resolution for future Housing Allocations to contain the name(s) of the applicants

To be considered in Committee.

6. Improving communication for the Authority

To be considered in Committee.

C19/03/01/11
QUESTIONS

None.

C19/03/01/12
MOTIONS

None.

C19/03/01/13
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Vehicle Repair Costs

The report from the District Surveyor having previously been circulated was considered.

The District Surveyor advised that there have been major problems with the sweeper due to a hydraulic failure and the total cost for repairs to date is £11,500.

A Member asked if the vehicle was under warranty and was advised that it expired in August 2018. The problems occurred in November 2018.

The District Surveyor confirmed that representatives from Karcher had recently visited the Island and had discussed the issues with the maintenance contractor and the Waste Operations Manager.

A Member asked if the new parts and labour would now be under a separate warranty to which the District Surveyor agreed he felt they would be.

In answer to questions The District Surveyor confirmed that the Sweeper Driver has been responding to issues with a brush and shovel.

The Chief Executive commented that it might be prudent to seek comparison of the itemised bill to a similar maintenance bill from a UK provider.

The Members agreed that payment be withheld pending further investigation, and that a contribution towards costs be requested from the Supplier.

C19/03/01/14

PROPERTIES AND AMENITIES MATTERS

1. Housing Allocations

To be considered In Committee

C19/03/01/15

CHAIRMAN'S ANNOUNCEMENTS

1. Dates for the Diary

Date	Organisation	Event	Time
5 th March 2019	Onchan District Commissioners	Commissioners Surgery – Heywood Court, Mr Cherry and Mr Crellin to attend	2.30pm
5 th March 2019	Junior Commissioners	Mr Allen, Mr McFarlane and Miss Williams to attend	1.30pm
7 th March 2019	Isle of Man Municipal Association	Local Authorities Waste Workshop with Dr Adam Read	10.30am - 12pm
18 th March 2019	Alexander Elliott	Internal Audit	6.30pm
18 th March 2019	Onchan District Commissioners	Board Meeting	7.00pm
28 th March 2019	Council of Ministers	Working Party on Libraries	1.00pm
1 st May 2019	Onchan District Commissioners	Annual General Meeting	7.00pm

C19/03/01/16

ANY OTHER BUSINESS

A Member advised that Mrs Judith Midghall sadly passed away on Monday 25th February. The Member requested that condolences be sent from the Board to Mr Midghall, as Mrs Midghall was a valued member of staff during her time working at Onchan District Commissioners.

The public section of the meeting closed at 7.50 p.m.

District Surveyor left the meeting.

The Chief Executive/Clerk and Finance Manager were asked to remain in the meeting, and all other officers left the meeting at 21.15 p.m.

C19/03/01/17

MINUTES

1. Staff Minutes of Ordinary meeting held on Monday 21st January 2019

The Staff minutes of the ordinary meeting held on Monday 21st January 2019, copies of which having previously been circulated, were considered.

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

Mr Cherry did not vote as he was not in attendance.

2. Staff Minutes of Ordinary meeting held on Monday 18th February 2019

The Staff minutes of the ordinary meeting held on Monday 18th February 2019, copies of which having previously been circulated, were considered.

Amend the attendees list to reflect that Miss K Williams was not present at the meeting.

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

C19/03/01/18

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. Onchan Pleasure Park – Charges

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

The Finance Manager explained the current process for the Bowling Clubs membership applications.

A discussion followed between Members to determine what the criteria should be with reference to a new member. A Member suggested that a new Bowling Club Member should be any person that has not previously played for the Bowling Clubs and this can be checked against previously submitted membership lists. The Member also felt that a reduction in membership for the first year would encourage people to join the Club.

It was proposed by Mr Turton, seconded by Mr Crellin, and unanimously **RESOLVED that up to 20 'New Member' memberships could be given during the next Bowling season for a reduced fee of £18.00.** A Member requested that the matter be returned to the Board in January 2020 for review in advance of the 2020 Bowling season.

2. Staffing Matter – Library Services

The following matter was considered In Committee.

See Staff Minute book.

3. Staffing Matter (deferred from 4th February 2019)

The following matter was considered In Committee.

See Staff Minute book.

4. Insurance Matters

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

The Chief Executive advised that a longstanding Claim against Onchan District Commissioners from 2016 had now been settled through the Insurers.

C19/03/01/19

CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. Resolution for future Housing Allocations to contain the name(s) of the applicants

A Member stated that the 'coding system' used to provide anonymity to the applicants in reference to housing allocations is not effective as the Board is exposed by not knowing the full details. If the Board know the names of the applicants then they can declare an interest if needed but are currently making decisions blind and believe that, in some cases, the Public are more aware of the applicant details than the Board Members.

A further Member explained that the applicant names were previously indicated on allocations but this was changed to use their applicant number instead to maintain anonymity and so the Members couldn't be accused of bias. The Lead Member for Properties and Amenities stated that if the Officers have any concerns over allocations, they are discussed and further information added to the allocation when required.

Following a discussion, the Chief Executive requested an opportunity to review the Housing Department, Policy and Privacy statement in more depth and then return to the Board with recommendations at a later date.

A Member requested the Chief Executive review the full Housing process and report back to the Board at the first meeting of the new Municipal year.

2. Improving communication for the Authority

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

A Member suggested that the Board would benefit from a weekly update from the Chief Executive outlining any serious matters so that all Board Members are equally informed.

A Member stated that communication and transparency has improved greatly and the Chief Executive is keeping Members informed. It is important that information is timely rather than a set day.

The Chief Executive stated that confidentiality must be maintained, particularly staffing matters. The Chief Executive confirmed that any serious matters are discussed with the Chairman and it is at his discretion whether the information is then also shared with Members.

The Chairman advised that the Members should rely on good Officers to carry out their roles and respect the current resources available in the office. The Chairman feels the matters are dealt with in real time and anything urgent is passed on.

The Chairman also reminded Members that emails can be intercepted and are not a secure form of communication.

C19/03/01/20**PROPERTIES AND AMENITIES MATTERS****1. Housing Allocation - 13/41 – 2 Bed House**

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

(a) 13/41 – 2 Bed House

A discussion took place between Members regarding the allocation of this property. A Member felt that the property should remain vacant due to known issues in the area.

The Chief Executive advised that the applicant was made fully aware of any issues surrounding this property and felt that they would still prefer for the allocation be put to the Board for approval.

A Member asked if the Board are going to withdraw the allocation of 13/41, then would Members also remove other families in the area until the issues are resolved. A Member requested Officers to explore processes and policies relating to tenancies in more depth.

It was proposed by Mr Cherry, seconded by Miss Williams, and **RESOLVED that the allocation of 13/41 be granted to HA 3906 on the condition that they have the issues explained to them and are still willing to accept the property. They will receive no penalties if they decide to refuse it.**

For: Messrs Macfarlane, Turton, Crellin, Cherry, Miss Williams
Against: Mr Quirk, Mr Allen

(b) E2/46 – 1 Person, EPC Flat

It was proposed by Mr Cherry, seconded by Mr Turton, and unanimously **RESOLVED that the allocation of E2/46 be granted to SHA 464.**

C19/03/01/21**ANY OTHER BUSINESS****1. Members Insurance**

A Member queried Insurance for Members had been finalised. The Finance Manager confirmed that an addendum under the current policy had been added to ensure Members were fully covered.

2. Supervision of Public Information and Website

A Member questioned the Lead Member for Properties and Amenities regarding the banner on the Commissioners website and requested that the banner be updated to a spring themed photograph.

The Member also commented that under Schedule B point 11, supervision of public information and website, could the Member have a key to the District noticeboards so that they can regularly update the information so it is more consistent. The Chief Executive felt that the current process for updated the District Notice boards was working well.

The Chief Executive also advised that current staffing levels are low and personally the Chief Executive is unable to continue without appropriate support.

A Member expressed his thanks to the Chief Executive for the work that has been undertaken so far.

A Member also suggested for the Chief Executive to make a business case for staff as required.

There being no further business, the meeting closed at 10.15 p.m.