

IN PUBLIC

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 6th February 2017 at 7.10 p.m.

Present:	Mr R. Turton	(Chairman)
	Mr A. Allen	
	Mr J. Cherry	
	Mr D. Crellin	(Vice-Chair and Lead Member for Environmental and Technical Services)
	Mr C. Quirk	
	Miss K. Williams	(Lead Member for Properties and Amenities)
Apologies:	Mr M. Macfarlane	(Lead Member for Finance and General Purposes)
In Attendance:	Mr M.J. Morrison	(Chief Executive/Clerk)
	Mr T.R. Craig	(Deputy Clerk)
	Mr T.M.G. Edwin-Reed	(Finance Manager) (<i>until 9.35 p.m.</i>)
	Mr B.T. Price	(District Surveyor)
	Ms A.S. Dentith	(Senior Administrator)

C17//02/01/01**TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT**

Not necessary.

C17//02/01/02**BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS****1. Rate Announcement**

At the meeting of Onchan District Commissioners on the 23 January 2017, the rate was set for the financial year from April 2017.

The Lead Member for Finance and General Purposes thanked his fellow Commissioners and Officers for the extended period of work which had been required to set a rate for the forthcoming year.

The Chairman of the Commissioners stated "The aim of the Commissioners is to ensure that cost effective services are provided to the community of Onchan whilst also being mindful of the effect of any significant increase would have on the finances of ratepayers, many of whom will have seen no increase in their income".

In setting a budget for the forthcoming year the Board Members wished to sustain the current level of services to the community whilst working to find more cost effective and innovative ways of providing these services. One example of this is a strategic review of Onchan Park to determine whether the facility continues to meet the needs of residents and visitors, this has commenced during the current financial year.

As well as providing sustainable services Onchan District Commissioners are aware of the need to maintain a rolling programme of maintenance and replacement of facilities, as demonstrated by investment in the refurbishment of the Onchan Youth and Community Centre which is due to re-open towards the end of March.

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The Lead Member for Finance and General Purposes stated that "Taking into account the needs of the community the Commissioners aim to produce a budget which will create a small surplus at the end of each year which can be reinvested on behalf of the community. This surplus along with reserves will ensure that medium term finances of the Authority will remain predictable and sustainable".

It was a majority agreement [amended by ODC 20/02/17] that for the forthcoming year the Board had determined that the rate should increase by 2p to be set at 312p in the pound. This is an increase of 0.65% and it is expected that the average residential property in the district will pay an additional £3 in the forthcoming year.

Onchan District Commissioners currently offer a prompt payment discount where payment of rates is made in full by the 30th June each year. As a growing number of rate-payers make instalment payments either direct from their bank account or by direct debit and do not receive a discount the Board as decided to reduce the prompt payment discount to 4%.

C17//02/01/03
MINUTES

1. Ordinary meeting held on Monday 23rd January 2017

The minutes of the ordinary meeting held on Monday 23rd January 2017, copies of which having previously been circulated, were considered.

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

Mr Quirk did not cast a vote as he was not in attendance at the meeting.

C17//02/01/04
BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES

1. C17/01/02/04(1) - 2 Wybourn Drive

In answer to question, the District Surveyor confirmed that correspondence had been issued to the owner.

C17//02/01/05
BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C17//02/01/06
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

*IN PUBLIC*C17//02/01/07PLANNING 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 17/00039 - The Crofts, Hillberry Road

The District Surveyor advised that the application was in three parts:-

- The installation of a small balcony to the master bedroom, there are no issues of overlooking.
- The demolition of an existing double garage and creation of a replacement four car garage in the same location; and
- The creation of a stable block to the adjoining field.

It was proposed by Mr Crellin, seconded Mr Cherry, and unanimously **RESOLVED that PA 17/00039 – The Crofts, Hillberry Road be recommended for approval.**

(ii) PA 17/00050 – 7 Harbour View

The District Surveyor advised that the planning application was for a replacement conservatory roof with lightweight tiles.

It was proposed by Mr Crellin, seconded by Mr Cherry, and **RESOLVED that PA 17/00050 – 7 Harbour View be recommended for approval.**

2. Planning Communications

None.

C17//02/01/08FINANCE AND GENERAL PURPOSES MATTERS**1. Management Accounts to 31st December 2016**

The following matter was considered in committee and transferred to the public domain.

The management accounts for the nine month period to 31st December 2016, having previously been circulated were considered and the Finance Manager answered questions thereupon.

The Chairman requested that, where items have been highlighted as unfavourable, a review of those areas be undertaken.

In answer to question, the Deputy Clerk advised that the salaries above budget in the Surveyors Expenditure was due to the final settlement of a regrading claim, which was a hangover from the staff restructuring programme in 2009.

Chief Executive reassured Members that he had investigated the process and could demonstrate a trail of governance to cover this matter.

*IN PUBLIC***2. Onchan Park – Pay Hut Licence**

The following matter was considered in committee and transferred to the public domain.

Report of the Finance Manager dated 31st January 2017, having previously been circulated, was discussed.

After discussion, it was proposed by Mr Cherry, seconded by Mr Crellin, and unanimously **RESOLVED that the agency of Onchan Park Kiosk for 2017 be awarded to Mr K.W. Bragg.**

3. Heating Charges – Elderly Persons Complexes

The following matter was considered in committee and transferred to the public domain.

Report of the Finance Manager dated 31st January 2017, having previously been circulated, was discussed.

In answer to question, the District Surveyor advised that a heat management system was place for both Complexes, and thermostatic valves were also installed on each radiator with in the flats.

It was proposed by Mr Cherry, seconded by Mr Turton, and unanimously **RESOLVED that the heating** ^[amended by ODC 20/02/17] **charges be frozen at 33.3p per point per week for Springfield Court and 28p per point per week for Heywood Court. It was further agreed, that the service charges be frozen at £1.90 per week.** ^[amended by ODC 20/02/17]

4. Phone System

The following matter was considered in committee and transferred to the public domain.

The Chief Executive advised that there had been a failure in the phone system since the end of November 2016. Negotiations were being undertaken with WiManx for a replacement phone system, and this will produce a modest saving per month.

C17//02/01/09**REPORT FROM THE CLERK OR OTHER OFFICER****1. Civic Sunday**

Report of the Senior Administrator dated 31st January 2017, having previously been circulated, was discussed.

The Chairman stated that a new Chairman is appointed at the beginning of the Municipal Year during the first week in May. Traditionally Civic Sunday was held on the third Sunday in May. He felt that changing the date would allow the new incoming Chairman to have a proactive input to the organisation of the event.

In answer to comment, Members were advised that a previous resolution had been passed that no Chairman-Elect would be appointed.

It was proposed by Mr Turton, seconded by Mr Cherry, and it was unanimously **RESOLVED that Civic Sunday be held on 18th June 2017 at 3.00 p.m. in St Anthony's Roman Catholic Church.**

*IN PUBLIC***2. Community Events**

Report of the Senior Administrator dated 31st January 2017, having previously been circulated was discussed.

It was agreed that the:-

- Village Fair would be held on 15th July 2017, 2.00 p.m. to 5.00 p.m. in Onchan Park.
- Christmas Market and Torchlight Procession would be held on Friday 8th December 2017.

The Chairman requested that if any Member had ideas to enhance these community events, then to please forward them to the staff.

3. Visit of His Excellency the Lieutenant Governor

Report of the Senior Administrator dated 31st January 2017, having previously been circulated was discussed.

It was agreed that the Visit of His Excellency the Lieutenant Governor would take place on 28th April 2017. The Chairman requested that if Members had any suggestions for the visit to forward these to the staff. A draft itinerary and associated costs will be circulated to the next meeting of the Board.

Request for ideas for the renaming of the Onchan Youth and Community Centre are to be given to the Chief Executive before the next meeting of the Board.

4. Onchan Park and Stadium – Strategic View

The following matter was considered in committee and transferred to the public domain.

Report of the Chief Executive dated 1st February 2017, having previously been circulated was considered. It was unanimously agreed that an extraordinary meeting would be held on Monday 13th February 2017 at 7.00 p.m. to discuss this report in detail.

5. Eastern Area Housing

The following matter was considered in committee and transferred to the public domain.

Report of the Chief Executive dated 1st February 2017, having previously been circulated, was discussed.

The Chief Executive explained that the report was to gauge Members view on whether the Local Authorities in the eastern area of the Island should come together for mutual assistance to manage the local authority housing.

In answer to a question, the Chief Executive advised that the meetings were currently officer led, and there will be some need for political oversight at a later stage.

The Vice-Chairman stated that:-

- It must be made 100% clear that the Board of Onchan District Commissioners want to remain managing and allocating their own housing stock.
- That Onchan wish to remain a stand-alone housing authority.

In answer to comment, the Chief Executive explained that it may well be that Onchan residents may move to other Local Authority areas if it meant they would be housed sooner.

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Members agreed that due to the seriousness of the topic, that requesting both the Chief Executive and Deputy Clerk to attend these meetings will demonstrate to others the seriousness of the matter, and to reaffirm that the Board wish to continue acting for the best interests of Onchan. It was also felt that this would show that the Authority wished to work with other Authorities but retaining independence. ^[amended by ODC 03/03/17]

C17//02/01/10**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS**

None.

C17//02/01/11**QUESTIONS**

None.

C17//02/01/12**MOTIONS**

None.

C17//02/01/13**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Traffic Matters – Critical White Lining**

Correspondence circulated from the Traffic Technician & Customer Services Supervisor dated 17th January 2016.

The Chairman stated that if anyone has an area that they are concerned about, or any of their constituents are raising concerns could they please forward the details to the District Surveyor and Chief Executive so that these can be forwarded to the Department of Infrastructure.

Concern was expressed to the area at the rear of the Co-Op and in Bemahague Estate.

2. Audio-Visual Equipment – Onchan Youth and Community Centre

The following matter was considered in committee and transferred to the public domain.

Correspondence from the Property Maintenance Officer dated 30th January 2017, having previously been circulated, was discussed.

It was proposed by Mr Quirk, seconded by Mr Allen, and unanimously **RESOLVED that approval be granted for the purchase and installation of the Audio Visual Equipment for the Onchan Youth and Community Centre.**

3. C17/01/02/09 - Tennis Courts – Onchan Park

The following matter was considered in committee and transferred to the public domain.

Report of the Chief Executive dated 24th January 2017, having previously been circulated, was discussed.

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It was proposed by Mr Allen, seconded by Mr Cherry, and **RESOLVED that planning in principle be sought for the change of use to a car park at the Tennis Courts.**

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

4. Housing Planned Maintenance Report –Update

The following matter was considered in committee and transferred to the public domain.

Report of the District Surveyor, having previously been circulated. It was agreed that this matter be considered at an extraordinary meeting of the Board to be held on Monday 13th February 2017.

5. Groudle Glen House

The following matter was considered in committee and transferred to the public domain.

The Chief Executive advised that prosecution has been initiated for pollution and the papers have been lodged in the Courts.

6. Select List for Contractors

The following matter was considered in committee and transferred to the public domain.

Report of the District Surveyor 31st January 2017, having previously been circulated, was discussed.

Discussion ensued with regard to contractors being required to register under the Manx Accredited Construction Company Scheme (MACCS).

The Chairman clarified that any new tenders received stipulates that the contractor should be MACCS registered, and this is stated in the advertisement. To now issue tenders to companies not registered under MACCS could leave the Authority open for possible legal challenge if we do not stick with what was advertised.

It was proposed by Mr Crellin, seconded by Mr Allen, that the tender documentation should be issued to all contractors detailed on the select list for contractors for maintenance works.

It was counter-proposed by Mr Cherry, seconded by Miss Williams and **RESOLVED that the procedures for the select list for contractors for maintenance works be agreed, and the tender documentation be issued as per the report of the District Surveyor.**

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

On the casting vote of the Chairman the resolution was carried.

The Chairman requested that it be examined the way we select our contractors and what the Authority's legal obligation is under those contracts.

*IN PUBLIC***C17/02/01/14****PROPERTIES AND AMENITIES MATTERS****1. Commissioners' Surgery**

Memorandum of the Senior Administrator, having previously been circulated was noted. Commissioner Allen and Crellin would be in attendance for the evening of 7th February 2017.

Members to pass on the dates that they are available.

2. Housing Allocations

The following matter was considered in committee and transferred to the public domain.

(a) 10/15 – 1 Bed Flat

It was proposed by Miss Williams, seconded by Mr Cherry **and unanimously RESOLVED that the tenancy of 10/15 be awarded to TG 407.**

(b) 07/15 – 3 Bed House

It was proposed by Miss Williams, seconded by Mr Cherry **and unanimously RESOLVED that the tenancy of 07/15 be awarded to TG 413.**

(c) 01/58 – 3 Bed House

It was proposed by Miss Williams, seconded by Mr Cherry **and unanimously RESOLVED that the tenancy of 01/58 be awarded to HA 3892.**

(d) 13/52 – 3 Bed House

It was proposed by Miss Williams, seconded by Mr Cherry **and unanimously RESOLVED that the tenancy of 13/52 be awarded to HA 3848.**

3. Nivison Stadium – Lease

The following matter was considered in committee and transferred to the public domain.

Correspondence received from Onchan Raceway dated 9th January 2017, having previously been circulated was considered.

After discussion, it was agreed that the Chief Executive write to the tenant to claim for the rate payments.

The Chairman also requested that no materials should be stored in any areas which are leased to a third party. Should anything be stored in these areas for them to be removed.

In answer to comment, Members were advised that planning permission would be required to change the use of an area to allow for parking of motorhomes and vehicle storage

4. Housing Planned Maintenance Programme – Update

The following matter was considered in committee and transferred to the public domain.

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The Housing Planned Maintenance Programme Update December 2016, having previously been circulated was noted. It was agreed that this matter would be discussed at an extraordinary meeting of the Board to be held on Monday 13th February 2017.

5. Molly Carrooin's Cottage – Garden

The following matter was considered in committee and transferred to the public domain.

Correspondence received from a resident on Church Road regarding the granting of a licence to tend the garden at Molly Carrooin's Garden, having previously been circulated was considered.

Members agreed to an exclusive annual licence agreement be granted to the resident at Rosedene for the maintenance and care of the garden at Molly Carrooin's Cottage.

6. Onchan Youth and Community Centre – Business Plan

The following matter was considered in committee and transferred to the public domain.

The report of the Assistant Finance Manager dated 1st February 2017, having previously been circulated was considered.

Members wish to have a tour of the Onchan Youth and Community Centre once it is safe and viable to do so.

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED** that the pricing structure for the rooms at the Onchan Youth and Community Centre will be as follows:-

Room	Short-Term (one-off booking)	Long-Term (2 or more bookings)
Function Room	£16 per hour	£12 per hour
Meeting Room	£26 per hour	£22 per hour
Sports Hall	£18 per hour	£14 per hour

C17//02/01/15**CHAIRMAN'S ANNOUNCEMENTS**

None.

C17//02/01/16**OTHER URGENT BUSINESS****1. Matters for Attention**

- Dog Fouling – Fairfield Avenue
- Spring gone on a gate at the play area at Derwent Drive.

2. Hawthorn Villa – Re-letting

The Chief Executive advised that he had someone who has expressed an interest in renting part of Hawthorn Villa.

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In answer to question, the District Surveyor felt that it would be difficult to house all the officers and equipment in half the building.

Reservations were expressed by Members, but the Board gave permission for the Chief Executive to make initial investigations regarding the letting out of part of Hawthorn Villa.

The Vice-Chairman stated that he would like the staff to have an input in the report

There being no further business, the meeting closed at 10.00 p.m.