

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 9th December 2019 at 7:00 pm

Present: Mr R Turton (Chairman)
 Miss K Williams (Vice-Chair & Lead Member for Housing)
 Mr D Crellin (Lead Member for Environmental and Technical Services)
 Mr M Macfarlane (Lead Member for Finance and General Purposes)
 Mr A Allen
 Mr C Quirk

In Attendance: Mrs L Radcliffe (Chief Executive/Clerk)
 Mrs S Johnson (Finance Manager)
 Mr R Phillips (District Surveyor)
 Mrs A Gale (Senior Administrator)
 Ms A Crellin (Executive Officer/Assistant)

C19/12/01/01

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

Not necessary.

C19/12/01/02

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

None.

C19/12/01/03

MINUTES

1. Ordinary meeting held on Monday 25th November 2019

The minutes of the Ordinary Meeting held on Monday 25th November 2019, copies of which having previously been circulated, were considered.

Amendments:-

Page 2 – paragraph six delete the wording The Lead Member.

Page 7 – Motions amend “it was proposed by Mr Turton and seconded by Mr Allen” to it was proposed by Mr Allen and seconded by Mr Quirk.

Page 9 – Onchan Park Installation of Water Feature and Aerator amend “it was resolved that a water feature” to “it was resolved that a water feature and aerator”.

Page 9 – Eastern Civic Amenity Site remove “For Mr Turton, Miss Williams, Mr Allen, Mr Crellin and Mr Macfarlane and Against Mr Quirk and move to page 10 Suspension of Standing Orders.

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

C19/12/01/04**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES****1. Tynwald Commissioners for Administration**

A Member stated that the appointment for the Tynwald Commissioner for Administration was from the 1st July 2020, and asked does their responsibilities include looking into Commissioners and it will be effective from the 1st July 2020 or is it retrospective?

The Chief Executive/Clerk confirmed that she would need to clarify this with the Tynwald Commissioners for Administration, but they did have strict policies to what they can and cannot look in to.

2. Eastern Area Plan

It was noted that the independent Eastern Area Plan Report is now available. The Board thanked all the officers who had been involved in the preparation of the paper on behalf of the Authority.

3. Bus Shelter at Bonds Restaurant

It was agreed that the Chief Executive/Clerk contact the Minister for Infrastructure to invite him to attend a meeting with the Chairman, Vice Chairman and the Chief Executive/Clerk to discuss the matter.

C19/12/01/05**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED**

None.

C19/12/01/06**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

C19/12/01/07**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

C19/12/01/08**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 19/01233** **Mr D Priestnal - 31 Eskdale Road**
- Members were advised that the planning application was for an extension and alterations.
- In answer to questions, the District Surveyor advised that:-
- No comment had been received; and
 - The cut-off date to the application is the 13th December 2019.
- It was proposed by Mr Crellin seconded by Mr Allen and unanimously **RESOLVED that PA 19/01233 31 Eskdale Road be recommended for approval.**
- (ii) **PA 19/01240** **Mr A Faragher - 4 Main Road**
- Members were advised that the planning application was to convert the existing dwelling to two apartments with associated parking.
- In answer to questions, the District Surveyor advised that:-
- No comment had been received; and
 - The cut-off date to the application is the 13th December 2019.
- It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/01240 4 Main Road be recommended for refusal on the grounds of inadequate parking.**
- (iii) **PA 19/01297** **Mrs R Hudson - 20 Belgravia Road**
- Members were advised that the planning application was for installation of a first floor terrace to rear elevation (retrospective).
- In answer to questions, the District Surveyor advised that:-
- No comment had been received; and
 - The cut-off date to the application is the 20th December 2019.
- It was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that PA 19/01297 20 Belgravia Road be recommended for approval.**
- (v) **PA 19/01309** **Mr and Mrs S R Skillicorn – Plot North of “Turnberry” Alberta Drive**
- Members were advised that the planning application was for the installation of a detached dwelling.
- In answers to questions, the District Surveyor advised that:-
- No comments had been received; and
 - The cut-off date to the application is the 27th December 2019.

- 31 & 33 Alberta Drive and 22, 23 & 24 The Park had been notified.

It was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 19/01309 Plot North or “Turnberry” Alberta Drive be recommended for approval subject to Schedule of Conditions 3, 5 and 6 of Planning Application PA 05/00972/A.**

(v) **PA 19/01314 Mr B. Cowley - 157 Royal Avenue**

Members were advised that the planning application was for the replacement of existing conservatory roof with a solid roof.

In answer to questions, the District Surveyor advised that:-

- No comments had been received; and
- The cut-off date to the application is the 27th December 2019.

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA19/01314 157 Royal Avenue be recommended for approval.**

PA 19/01315 Mr & Mrs W. Cole - 17 Seaview Road

Members were advised that the planning application was for alterations, installation of replacement windows and door to conservatory and replacement of existing conservatory roof with tiles.

In answer to questions, the District Surveyor advised that:-

- No comments had been received; and
- The cut-off date to the application is the 27th December 2019.

It was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that PA 19/01315 17 Seaview Road be recommended for approval.**

2. Planning Communications

(a) PA 19/00432 – 33 Howe Road

The District Surveyor advised that the Planning communication is in relation to the installation of two flues (retrospective).

The District Surveyor advised the Board that the applicant had been granted planning permission.

(b) PA 18/00525 – Fields 530570 & 530569 Collage Road, opposite Upper Sulby Farm, Hillberry

The District Surveyor advised that the planning communication is in relation to installation of a building to provide stables, storage of agricultural equipment and feed, construction

of an outdoor equestrian exercise arena, jump store and hardstanding, Field 530570 & Field 530569, Schollag Road opposite Upper Sulby Farm, Hillberry.

The District Surveyor advised the Board that the applicant had been granted planning permission by the Independent Inspector with strict conditions to be adhered to.

C19/12/01/09

FINANCE AND GENERAL PURPOSES

None.

C19/12/01/10

REPORT FROM THE CLERK OR OTHER OFFICER

1. Capability Policy and Procedure (2019) for NJC Terms and Conditions

The Capability Policy and Procedure having previously been circulated was considered.

The Chief Executive/Clerk advised that the policy is an update to the 2006 Capability Policy and Procedure and that it applies for members of staff with NJC Terms and Conditions.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Capability Policy and Procedure (2019) is hereby approved and adopted.**

2. Fire Risk Assessments and Training

To be considered In Committee.

3. Fire Manager Certificate Course

To be considered In Committee.

4. Road Sweeper Report

To be considered In Committee.

5. Internal Audit

To be considered In Committee.

6. Park Caterers Limited

To be considered In Committee.

7. Oceans Views

To be considered In Committee.

8. Staffing Matter

To be considered In Committee.

C19/12/01/11**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Department of Infrastructure**

A copy of the letter received from the Minister for the Department of Infrastructure dated 27th November 2019 a copy of which was previously circulated was considered.

After a discussion, it was agreed that the Chief Executive/Clerk would write to the Minister for the Department of Infrastructure to invite him to attend a meeting with the Chairman, Vice Chairman and the Chief Executive/Clerk.

A Member asked in relation to the advertisement boards. The District Surveyor confirmed that the owner had been advised that they would need planning permission for the advertisement boards.

It was agreed that the District Surveyor would review and report back to the Board.

2. VE Day 75th Anniversary Celebrations

A copy of the e-mail received from the Cabinet Office dated 29th November 2019 in relation to VE Day 75th Anniversary Celebrations having previously been circulated was considered.

After a discussion, it was agreed that the Chief Executive/Clerk would contact the British Legion - Onchan Branch and ask them if they have anything specific that they would like to do to mark the celebrations and notify the Cabinet Office.

3. Isle of Man Municipal Association 2020 Meeting Dates

A copy of the schedule of the Isle of Man Municipal Association 2020 Meeting Dates having previously been circulated was noted.

4. Planning & Building Control – Planning Changes Information Sessions for Local Authorities

A copy of the e-mail received from the Planning & Building Control Directorate dated 22nd November 2019 in relation planning changes information sessions for Local Authorities having previously been considered was noted.

The District Surveyor advised the Board of some of the pending changes due in the New Year.

It was agreed that the Chief Executive/Clerk contact the Planning & Building Control Directorate to advise that the Chief Executive/Clerk and 5 Members of the Board would be attending the training session on the 27th January 2020 at Murray House.

5. Onchan Raceway

A copy of the provisional 2020 Stock Car Racing Fixture list having already been circulated was noted.

It was agreed that the Chief Executive/Clerk would contact Onchan Raceway to ask them to confirm if they had liaised with Onchan Football Club.

C19/12/01/12**QUESTIONS**

None.

C19/12/01/13**MOTIONS****12.1 Commissioner Allen – Variation to Standing Orders**

Motion Number 60 in relation to the addition of clause 72.6 to the Standing Orders dated 5th August 2019 having previously been circulated and considered.

After a discussion, it was proposed by Mr Allen and seconded by Mr Quirk and **unanimously RESOLVED that Motion Number 60 be adopted and the Standing Orders be amended accordingly.**

72.6 If a Lead Member resigns their position to the Chief Executive/Clerk, the Chief Executive/Clerk will report the resignation to the Board at the earliest opportunity. The Chairman will call for a vote to replace the vacant Lead Member position.

C19/12/01/14**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Eastern Civic Amenity Site**

To be considered In Committee.

C19/12/01/15**HOUSING MATTERS****1. Exceptions Ruling – Ref: 10/32**

To be considered In Committee.

2. Housing Allocation – Ref: 13/20

To be considered In Committee.

3. Housing Allocation – Ref: 02/47

To be considered In Committee.

4. Additional Occupant – Ref: 13/36

To be considered In Committee.

5. Housing Review Report

To be considered In Committee.

C19/12/01/16**CHAIRMAN'S ANNOUNCEMENTS****1. Attendances****(a) Chairman's Attendances**

The Chairman confirmed to the Board that he had attended the following: -

- Roc Vannin Event held at St Peter's Church on Thursday 5th December 2019;

- Isle of Man Federation of the Institutes of Women held on Saturday 7th December 2019.

Mr Crellin confirmed that he had attended the Royal Artillery Association St Barbara's Day Service along with Mr Allen.

2. Dates for the Diary

Date	Organisation	Event	Time
12 th December 2019	President of Tynwald	Carol Service – St Mary's Church	1:10pm
13 th December 2019	Onchan District Commissioners	Torchlight Procession and Christmas Market	6:40 pm – 9:00 pm
18 th December 2019	Onchan Methodist Church	Carol Service	7.30 pm
22 nd December 2019	Onchan Baptist Church	Carol Service	10:30 am
22 nd December 2019	St Peter's Church	Nine Lessons and Carols	6:30 pm

C19/12/01/17

ANY OTHER BUSINESS

None.

The Public session of the Meeting ended at 20:08 pm

C19/09/02/18

MINUTES

1. Staffing Minutes held at the Ordinary Meeting of 25th November 2019

See Staffing Minute Book.

C19/12/01/20

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. Fire Risk Assessments and Training

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

The Report of the Property Maintenance Manager dated the 20th November 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED** that the contract for the completion of Fire Risk Assessments and staff training be given to Safety Net.

2. Fire Manager Certificate Course

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

The Report of the District Surveyor dated 3rd December 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED** that the Property Maintenance Manager be authorised to undertake the Fire Manager Certificate Course.

3. Road Sweeper Report

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

The Report of the District Surveyor dated 3rd December 2019, having previously been circulated was considered.

The District Surveyor advised that he has been contacted by UK based company who currently have a demo machine on the Island which they have agreed the Authority can test drive.

It was agreed that the District Surveyor would see if the demo machine is suitable for the Authorities needs and that the District Surveyor report back to the Board in January 2020 with details of what is available and costings for a new road sweeper.

4. Internal Audit

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

The Report of the Finance Manager dated 29th November 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and **RESOLVED that Grant Thornton be appointed as the Authority's internal auditors.**

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

5. Park Caterers Limited ("in Liquidation")

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

The Report of the Finance Manager dated 4th December 2019, having previously been circulated was considered.

After a discussion, it was agreed that the Finance Manager would advise the Board when funds have been received from Park Caterers Limited.

6. Ocean Views

The Chief Executive/Clerk advised the Board that a request had been received from the Tenant of the Ocean Views for an extension to play music on New Year's Eve.

After a discussion, it was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that an extension until 1:00 am on New Year's Eve be approved subject to all the appropriate licences being in place.**

C19/12/01/21

ENVIRONMENTAL AND TECHNICAL SERVICES

1. Eastern Civic Amenity Site

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

The Report of the Chief Executive/Clerk dated 3rd December 2019 having previously been circulated was considered.

It was agreed that when all the information has been provided to the Authority and that the matter be further discussed.

C19/12/01/22
HOUSING MATTERS

1. **Exceptions Ruling – Ref: 10/32**

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

The report of the Senior Administrator dated 2nd December 2019, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded Mr Quirk and **RESOLVED that the exception ruling be refused and for a copy of the Court Order granted under the Children and Young Persons Act 2001 be requested.**

For: Messrs Turton, Crellin, Macfarlane, Quirk and Miss Williams

Against: Mr Allen

2. **Housing Allocation – Ref: 13/20**

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

The report of the Housing Officer dated 4th December 2019, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Crellin and unanimously **RESOLVED that HA 3793 be allocated 13/20.**

3. **Housing Allocation – Ref: 02/47**

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

The Report of the Housing Officer dated 4th December 2019, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Macfarlane and unanimously **RESOLVED that HA 3980 be allocated 02/47.**

4. **Additional Occupant – Ref: 13/36**

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

The Report of the Housing Officer dated 4th December 2019, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Quirk and unanimously **RESOLVED that the application for an additional occupant for property 13/36 be refused.**

5. **Housing Review Report**

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

The draft Housing Review Report dated 4th December 2019, having previously been circulated was considered.

The Chairman thanked every officer who had been involved in the preparation of the Housing Review Report and it was agreed that the Housing Review Report would be brought back to the next Board Meeting in January 2020 once Members have had more time to consider the Report.

C19/12/01/23**ANY OTHER BUSINESS****1. Springfield Court – Feasibility Study**

In answer to question, the questions would be approved by the Chief Executive/Clerk prior to being issued to the Tenants.

2. Christmas Tree Recycling

In answer to question, the District Surveyor advised that no recycling of Christmas Trees would be undertaken by the Authority.

There being no further business the meeting ended at 21:45 pm