

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 10th June 2019 at 7.05 p.m.

Present: Mr. R. Turton (Chairman)
Miss K. Williams (Vice-Chair)
Mr J. Cherry (Lead Member for Properties and Amenities) *(from 8.15 p.m.)*
Mr D. Crellin (Lead Member for Environmental and Technical Services)
Mr M. Macfarlane (Lead Member for Finance and General Purposes)
Mr A. Allen

Apologies: Mr C Quirk

In Attendance: Mrs L. Radcliffe (Chief Executive/Clerk)
Mr B. Price (District Surveyor)
Mrs S. Johnson (Finance Manager)
Mrs A. Gale (Senior Administrator)

C19/06/01/01
TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT

Not necessary.

C19/06/01/02
BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS

None.

C19/06/01/03
MINUTES

1. Ordinary meeting held on Monday 7th May 2019

The minutes of the ordinary meeting held on Monday 7th May 2019, copies of which having previously been circulated, were considered.

It was proposed by Mr Allen, seconded by Miss Williams, 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 20th May 2019

The minutes of the ordinary meeting held on Monday 20th May 2019, copies of which having previously been circulated, were considered.

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

3. Extra-Ordinary meeting held on Wednesday 29th May 2019

The minutes of the ordinary meeting held on Wednesday 29th May 2019, copies of which having previously been circulated, were considered.

(a) **Attendance** – Amend as Miss Williams had submitted apologies.

Subject to the above amendment, 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.**

4. **Staff Minutes - Ordinary meeting held on Monday 29th April 2019**

To be considered In Committee.

5. **Staff Minutes - Ordinary meeting held on Monday 7th May 2019**

To be considered In Committee.

6. **Staff Minutes - Ordinary meeting held on Monday 20th May 2019**

To be considered In Committee.

C19/06/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C19/06/01/05

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/06/01/06

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/06/01/07

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 19/00510 Mrs A. Kawalek, Groudle Glen House**

Mr Crellin declared an interest. [amended by ODC 24/06/19]

Members were advised that the property was added to the protected buildings register in April 2019. The current application was to remove Groudle Glen House from the register. Onchan District Commissioners did not support the registration on the original application.

It was proposed by Mr Macfarlane, seconded by Mr Allen and [amended by ODC 24/06/19] **RESOLVED that PA 19/00510 – Groudle Glen House be approved in support of the de-registration from the protected buildings register.**

(ii) **PA 19/00515 Mr D. Jopson, 6 Willow Close**

Members were advised that the planning application was for the proposed demolition of an existing single garage and was to be replaced with a larger garage, plus creation of accommodation in the roof space with dormer windows to the rear.

It was proposed by Mr Crellin, seconded by Mr Allen, and unanimously **RESOLVED that PA 19/00515 – 6 Willow Close be recommended for approval.**

(iii) **PA 19/00526**

Ms Bennett & Mr Caley, 33 Eskdale Road

Members were advised that the planning application was for the removal of a chimney.

It was proposed by Mr Crellin, seconded by Mr Allen and unanimously **RESOLVED that PA 19/00526 – 33 Eskdale Road be recommended for approval.**

(iv) **PA 19/00541**

Mrs W.P. Smith, 10 Auburn Road

Members were advised that the planning application was for the proposed extension to an existing converted garage used for tourist accommodation.

In answer to question, the District Surveyor advised that the building would remain as one unit.

It was proposed by Mr Crellin, seconded by Mr Allen and unanimously **RESOLVED that PA 19/00541 – 10 Auburn Road be recommended for approval.**

(v) **PA 19/00547**

Mr R. Chadwick, 76 Birch Hill Crescent

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

It was proposed by Mr Crellin, seconded by Mr Allen and unanimously **RESOLVED that PA 19/00547 – 76 Birch Hill Crescent be recommended for approval.**

(vi) **PA 19/00556**

Mr & Mrs P. Brown, 44 Groudle Road

Members were advised that the planning application was for the removal of two chimney stacks.

It was proposed by Mr Crellin, seconded by Mr Allen and unanimously **RESOLVED that PA 19/00556 – 44 Groudle Road be recommended for approval.**

(vii) **PA 19/00569**

Mr & Mrs J. Sykes, 17 Alberta Drive

Members were advised that the planning application was for the conversion of existing attic space into a bedroom and installation of 5 roof lights to rear elevation.

It was proposed by Mr Crellin, seconded by Mr Allen and unanimously **RESOLVED that PA 19/00569 – 17 Alberta Drive be recommended for approval.**

(viii) **PA 19/00570**

Mrs L. Beattie, 7 Wentworth Close

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

It was proposed by Mr Crellin, seconded by Mr Allen and unanimously **RESOLVED that PA 19/00570 – 7 Wentworth Close be recommended for approval.**

2. Planning Communications

(a) PA 19/00432 – 33 Howe Road – Installation of 2 Flues.

The District Surveyor advised that:-

- The application had been recommended refusal by Onchan District Commissioners on the grounds of visual impact on the neighbourhood.
- The Planning Committee had approved the application.
- A neighbour was going to lodge an appeal.

The Board agreed to continue to support the refusal of the application through the appeal process.

C19/06/01/08
FINANCE AND GENERAL PURPOSES

1. Rates Modernisation – Local Authority Workshops

Email correspondence received dated 16th May 2019 along with the Summary Report from the Local Authority Workshops held in March 2019, having previously been circulated was considered.

The Chief Executive/Clerk informed Members that the summary report had been considered at the Clerk's Forum, and had raised a number of questions which remain unanswered. The final report was due imminently.

2. Main Office Proposal

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

The Chief Executive/Clerk informed Members that the later opening was to enable the opportunity to go through new policies which are coming before the Board which affects the well-being of staff; discuss improvements, i.e. process mapping; and assisting improved communication.

After discussion, it was proposed by Mr Allen, seconded by Mr Macfarlane, and unanimously **RESOLVED to agree to the opening of the Main Office for 1 hour later every Wednesday for improved communications and staff training and to be reviewed in Autumn 2019.**

C19/06/01/09
REPORT FROM THE CLERK OR OTHER OFFICER

1. Onchan Park Restaurant – Lease

To be considered In Committee.

2. Wybourn Drive – Trees and High Hedges Act 2005

To be considered In Committee.

3. Winter Wonderland Onchan 2019

To be considered In Committee.

4. **Members Allowance Scheme**

To be considered In Committee.

5. **Standing Orders – Review**

To be considered In Committee.

6. **Rules and Procedures – Budget and Policy Framework**

To be considered In Committee.

C19/06/01/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Constituency Boundaries**

Correspondence received from the Minister for Policy and Reform and the two Garff MHKs, having previously been circulated was considered.

Members commented that it was good to highlight the issue; and it was agreed to revisit the topic when the Boundary Review Committee meet after the 2021 election.

The Board agreed to create awareness for the Local Election in 2020 so that all residents know where they are voting and who the nominations are for the local candidates.

2. **Make Music Day – 21st June 2019**

Email correspondence received dated 29th May 2019 from Manx Music Development Officer, Culture Vannin informing of the Make Music Day on 21st June 2019. *Noted.*

3. **Armed Forces Day – 30th June 2019**

Invitation received dated 31st May 2019, to attend the Armed Forces Day on Sunday 30th June 2019. The Chairman indicated his attendance.

C19/06/01/11

QUESTIONS

None.

C19/06/01/12

MOTIONS

None.

C19/06/01/13

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Parking – Tennis Courts**

A Member reported that difficulties have been reported from a resident relating to parking on double yellow lines with camper vans/commercial vehicles in the area, along with allegations of a resident using the camper van as living accommodation.

Members commented that there is a gap in the yellow lines which may be causing confusion. Some of the vehicles have been referred to the Police on a number of occasions and still waiting for some positive action.

The District Surveyor informed Members that the previous Board had not supported a time restricted parking.

The Board agreed that the Chief Executive/Clerk to take the matter forward to the Level 1 Central Neighbourhood Police Team.

The Chairman asked for a report to be brought back to the Board regarding people sleeping in campervans/caravans on the highway.

The Chief Executive/Clerk to contact the Police to see if the Lead Member for Environment and Technical Services can meet with the Police either before or after the Level 1 meeting.

C19/06/01/14

PROPERTIES AND AMENITIES MATTERS

1. Onchan Crown Green Bowling Club – New Player Initiatives

Report by the Onchan Crown Green Bowling Club, dated 23rd January 2019, having previously been circulated was considered.

It was proposed by Mr Macfarlane, seconded by Mr Allen unanimously **RESOLVED that the Board agree the Onchan Crown Green Bowling Club New Player Initiatives as follows:-**

- **£2 limited membership, greenage fee of £18 making a total of £20 per member**
- **Discount to apply for one season only**
- **That limited number of passes to no more than 20.**
- **Those who do not have their own bowls may borrow bowls from the pay kiosk, subject to daily availability.**

2. General Housing Manager Meetings – Terms of Reference

Report of the Senior Administrator dated 3rd June 2019, having previously been circulated was considered and noted.

3. Void Thresholds Approval

To be considered In Committee

4. Housing Allocation – E1/47

To be considered In Committee.

C19/06/01/15

CHAIRMAN'S ANNOUNCEMENTS

1. Attendances

The Chairman advised that since the last meeting he had attended:-

- Douglas Borough Council – Civic Sunday
- His Excellency the Lieutenant Governor – T.T. Reception.

2. Dates for the Diary

Date	Organisation	Event	Time
10 th June 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
24 th June 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
30 th June 2019	Armed Forces Day Committee	Armed Forces Day	3.00 p.m.
6 th July 2019	Onchan District Commissioners	Commissioners Surgery – Mr Allen and Mr Crellin.	11.00 a.m. to 1.00 p.m.
7 th August 2019	Friends of Chernobyl's Children IOM	Farewell concert & party	7.00 p.m.

C19/06/01/16

ANY OTHER BUSINESS

None.

The public section of the meeting closed at 8.04 p.m.

C19/06/01/17

MINUTES

1. Staff Minutes - Ordinary meeting held on Monday 29th April 2019

To be deferred to the end of the meeting.

2. Staff Minutes - Ordinary meeting held on Monday 7th May 2019

The staff minutes of the ordinary meeting held on Monday 7th May 2019, 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.**

3. Staff Minutes - Ordinary meeting held on Monday 20th May 2019

The staff minutes of the ordinary meeting held on Monday 20th May 2019, copies of which having previously been circulated, were considered.

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

C19/06/01/19

CONSIDERATION OF REPORT FROM THE CLERK OR OTHER OFFICER

1. Onchan Park Restaurant – Lease

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

The report of the Chief Executive/Clerk dated 29th May 2019, having previously been circulated was considered, and the Chief Executive/Clerk gave a summary of the options available. After discussion, Members were in support of retaining an on-going restaurant business, Chief Executive/Clerk to explore further.

The Chief Executive/Clerk informed Members that clarification has been sought with regard to the legal position regarding assignment of the Lease.

It was agreed that an extraordinary lunch time meeting be arranged if required.

2. **Wybourn Drive – Trees and High Hedges Act 2005**

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

Mr Allen declared an interest.

Report of the Property Maintenance Manager dated 8th May 2019, having previously been circulated was considered.

The Chairman requested that a letter be issued to the Department of Infrastructure by recorded delivery, and giving 28 days to take action. Copy to the Minister, and failure to do so will result in the trees being dealt with under the Trees and High Hedges Act 2005.

3. **Winter Wonderland Onchan 2019**

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

The report of the Chief Executive/Clerk dated 29th May 2019, having previously been circulated was considered.

It was proposed by Mr Cherry, seconded by Mr Crellin, and unanimously **RESOLVED to support the organisation of a Winter Wonderland Onchan 2019.**

The Board agreed to investigate holding the Torchlight Procession on 13th December 2019, report back to the next meeting of the Board.

4. **Members Allowance Scheme**

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

The draft Members Allowance Scheme having previously been circulated was considered.

After discussion, it was proposed by Mr Macfarlane, seconded by Mr Cherry and unanimously **RESOLVED to approve the Members Allowance Scheme Policy and Guidance.**

5. **Standing Orders – Review**

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

The Schedule A, B and C of Standing Orders having previously been circulated were considered.

After a brief discussion, the Board agreed to hold a meeting on 19th June 2019 at 2.00 p.m. to discuss the review of Standing Orders in more detail.

6. **Rules and Procedures – Budget and Policy Framework**

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

Members agreed to defer consideration to the meeting to be held on 19th June 2019.

C19/06/01/20

PROPERTY AND AMENITIES MATTERS

1. **Void Thresholds**

Report of the Senior Administrator dated 3rd June 2019, having previously been circulated was considered.

It was proposed by Mr Crellin proposed, seconded by Mr Cherry and unanimously **RESOLVED that the expenditure for the three void properties over the financial threshold be approved.**

2. Housing Allocation – E1/47 – 1 Bed Ground First Floor Flat

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

Report of the Senior Administrator, dated 5th June 2019, having previously been circulated was considered.

Applicants to be brought forward, for consideration.

C19/06/01/22

ANY OTHER BUSINESS

None.

**Officers left the meeting at 21:31.
There being no further business, the meeting closed at 10.15 p.m.**