

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 11th December 2017 at 7.00 p.m.

Present: Mr. A. Allen (Chairman)
 Mr J. Cherry (Lead Member for Properties and Amenities)
 Mr M. Macfarlane (Vice-Chair and Lead Member for Finance and General Purposes)
 Mr C. Quirk
 Mr R. Turton

Apologies: Mr D. Crellin (Lead Member for Environmental and Technical Services)
 Miss K. Williams

In Attendance: Mr T.R. Craig (Deputy Clerk)
 Mr B.T. Price (District Surveyor) *from 7.11 p.m.*
 Ms A.S. Dentith (Senior Administrator)
 Mr I. Begley (SMP Partners Ltd) *from 8.30 p.m.*

C17/12/01/01

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

Not necessary.

C17/12/01/02

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

None.

C17/12/01/03

MINUTES

1. Ordinary meeting held on Monday 27th November 2017

The minutes of the ordinary meeting held on Monday 27th November 2017, copies of which having previously been circulated, were considered.

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

C17/12/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES

1. C17/11/02/16(4) – Manx Autosport – Onchan Stage

Members agreed that Manx Autosport be invited to meet with Members prior to their Board meeting on Monday 22nd January 2018 at 6.30 p.m.

2. Building Control Income/Expenditure

To be considered In Committee.

3. C17/11/02/20(1) - Kenyon's Youth Café

To be considered In Committee.

C17/12/01/05
BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C17/12/01/06
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C17/12/01/07
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 17/01197 – 36 King Edward Park, Proposed Storage Shed.

It was proposed by Mr Cherry, seconded by Mr Macfarlane, and unanimously **RESOLVED that PA 17/01197 – 36 King Edward Park, be recommended for approval subject to domestic use only, and no commercial use. (notify 34 King Edward Park).**

- (ii) PA 17/01204 – 5 Ballachrink Drive, proposed demolition of small conservatory and replace with a larger extension and utility room.

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED that PA 17/01204 – 5 Ballachrink Drive be recommended for approval.**

- (iii) PA 17/01211 – 15 Bemahague Avenue, Replacement of an existing door and window to a window in the rear elevation.

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED that PA 17/01211 – 15 Bemahague Avenue be recommended for approval.**

- (iv) PA 17/01217 – Field 534212 Scollag Road – proposed stable block and access road.

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED that PA 17/01217 – Field 534212 Scollag Road be recommended for approval.**

- (v) PA 17/01256 - 3 Hollydene Avenue – Installation of a flue

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED that PA 17/01256 – 3 Hollydene Avenue be recommended for approval.**

2. Planning Communications

(a) PA 16/00859/B Land adjacent Onchan School, School Road.

The District Surveyor advised that the appeal has been dismissed and the application approved.

In answer to question, the Chairman advised that the only change to the fencing is the colour from blue to green fencing and the height to be 2.2 m high.

C17/12/01/08

FINANCE AND GENERAL PURPOSES

1. 2018/19 Budget

To be considered In Committee.

2. 2016/17 Annual Accounts

To be considered In Committee.

C17/12/01/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. C17/11/02/08(1) - Installation of Defibrillators

Report of the District Surveyor dated 7th December 2017, having previously been circulated was considered. Members were advised that the checks were to ensure that the units were in a sound condition. Consumables would consist of replacement battery packs every five years, and pads every two years.

Clarification was given for the location of the three units at The Hub, Toilets at Main Road and at Onchan Park.

In answer to question, the Deputy Clerk advised that the Defibrillators would be added to the public liability insurance.

A Member requested that a recorded system be put in place to show when the checks were carried out, what, if anything, was needed.

In answer to question, the Deputy Clerk advised that the thinking behind the units was that any member of public would be able to use the AED units.

Members agreed that the units be installed as soon as possible, and publicity to be arranged after installation.

2. Consultation – Possible Ways of Improving the Island’s Planning System

The District Surveyor advised that the extension for submissions has been extended to the 15th January 2018. The report will be circulated to Members by the end of the week so consideration can be given to the contents before the next meeting of the Board.

3. Finance Manager Vacancy

To be considered In Committee.

C17/12/01/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

None.

C17/12/01/11

QUESTIONS

None.

C17/12/01/12

MOTIONS

None.

C17/12/01/13

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Village Green Paths – Tender Report**

To be considered In Committee.

C17/12/01/14

PROPERTIES AND AMENITIES MATTERS

1. **Housing Appeal – SHA 446**

To be considered In Committee.

2. **Housing Allocations**

To be considered In Committee.

3. **44-46 Main Road**

To be considered In Committee.

C17/12/01/15

CHAIRMAN'S ANNOUNCEMENTS

1. **Attendances**

- 10th December – Marown Christmas Civic Service
- 11th December – Christmas Reception, Government House.

2. **Dates for the Diary**

- 13th December – Methodist Church Carol Service
- 14th December – Fundraiser, Onchan Parish Hall.
- 14th December - Tynwald Christmas Carol Service
- 19th December – Christmas Reception with invited guests Douglas Borough Council

C17/12/01/16ANY OTHER BUSINESS1. Icy Conditions

A Member asked that recognition be given to the staff who worked through the recent challenging snowy conditions, with a further vote of thanks being given to those who have provided assistance with access in the district.

Lead Member for Properties and Amenities also wished that thanks be given to those staff who assisted clearance in the area around the Methodist Church on Friday before a funeral was going to take place. Those in attendance appreciated the efforts.

2. Young People Projects

In answer to comment from the Vice-Chairman, Members advised that they had no objections to young people carrying out community projects within the District.

In answer to question, the Deputy Clerk advised that if the voluntary work was done on behalf of the Authority, those involved would be covered by the Commissioners' insurance.

Members agreed that further discussions take place regarding the supervision, management and establishment of ground rules of what may be done with reasonable levels of input.

3. Political Surgeries – Garff District

Members were advised that the two MHK's for Garff would be holding surgeries on 5th March and 9th July tween 5.00 p.m and 6.00 p.m. at the Archibald Knox. This would be an opportunity for those residents in Onchan who fall within the Garff district to meet with their political representative. The MHKs wished to extend the invitation to Members of the Board to attend, this had worked successfully in Garff.

The Chairman requested the Deputy Clerk to write to the MHKs advising that the political surgeries fell on the same evening as the Commissioners' Board meeting, but that their invitation was noted and would be reminded to Members nearer the time.

A Member commented that the Garff MHKs should speak with the Onchan MHKs to ensure that the political surgeries are not held the same week, so as not to confuse the residents.

The meeting moved to In Committee proceedings at 7.40 p.m.

C17/12/01/17PROPERTIES AND AMENITIES MATTERS1. 44-46 Main Road

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

It was proposed by Mr Cherry, seconded by Mr Turton, and unanimously **RESOLVED that the cash offer made on 44-46 Main Road be accepted, and that the Agents be instructed to proceed with the arrangements to progress as soon as possible.**

A Member stated that the money was to be ring fenced to offset some of the cost of the refurbishment works undertaken at the Onchan Hub.

2. **Housing Allocations**

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

On the proposal of Mr Cherry, seconded by Mr Macfarlane, it was unanimously **RESOLVED that the following housing allocations be approved en bloc:-**

(a) 13/01 – 2 Bed House - that the tenancy of 13/01 be offered to HA 3903.

(b) 13/08 – 2 Bed House - that the tenancy of 13/08 be offered to HA 3881

3. **Housing Appeal – SHA 446**

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

The Deputy Clerk gave details of:-

- the letter of appeal;
- the housing application; and
- the letters received in support of the application.

Discussion ensued and Members felt that Springfield Court was not suitable for the particular needs of the sheltered housing applicant.

It was proposed by Mr Cherry, seconded by Mr Turton, and **RESOLVED that the housing application appeal of SHA 446 be refused.**

For: Messrs Allen, Cherry and Turton.

Against: Mr Quirk and Mr Macfarlane.

C17/12/01/18

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Village Green Paths – Tender Report**

The report of the Property Maintenance Officer, having previously been circulated was considered.

In answer to question, the District Surveyor advised that the Village Green paths were breaking up and were in a poor condition. The financing had been included within this year's budget provision.

The Deputy Clerk advised Members that if the work to restore the paths was not undertaken, and someone had an accident there, the Commissioners would bear a significant liability as they knew the paths required repair.

It was proposed by Mr Cherry, seconded by Mr Turton and unanimously **RESOLVED that RGW Ltd be awarded the contract to restore the Village Green footpaths on the basis of the tender received.**

C17/12/01/19

REPORT FROM THE CLERK OR OTHER OFFICER

1. **Finance Manager Vacancy**

The Deputy Clerk advised that:-

- Applications closed on Friday 8th December, with 11 completed applications.
- The next stage would be to go through a short listing process using a matrix to see who meets the person specification.
- The interview panel will be the Chairman, the Vice-Chairman and the Acting Chief Executive.
- Interviews to be held 11th January 2017.

After discussion, it was agreed that the Interview panel would meet to go through the applications to draw up a short list for interview on Tuesday 12th December.

C17/12/01/17

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES

1. C17/11/02/20(1) - Kenyon's Youth Café

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

Mr Macfarlane declared an interest.

Correspondence received from the Trustees of Kenyon's Café, having previously been circulated was considered. The Deputy Clerk advised that the Trustees were asking for reconsideration of the original decision made regarding the use of the other areas at the Onchan Hub. He further advised that for a decision to be reversed, Standing Orders would need to be suspended.

A Member read out the resolution from 14th August 2017 as follows:-

"That the exclusive use be offered to the Trustees of Kenyon's Café and that other related agencies be allowed to use the premises provided there is no financial gain."

"That a five year licence be offered to the Trustees of Kenyon's Cafe, with the rent being set at £1,000 for the first year, increasing by compound interest of 10% each year."

It was proposed by Mr Quirk, seconded by Mr Cherry, that the Trustees of Kenyon's Café be given permission to the use the Onchan Hub facilities on a Friday night after the Junior Youth Club have vacated the premises until 10.00 p.m. A vote was taken and the proposal failed.

For: Messrs Quirk and Cherry

Against: Messrs Allen, Crellin, Turton and Miss Williams "

Following discussion, the Deputy Clerk was asked to issue a reply to the Trustees of Kenyon's Café that the availability stands as resolved by the Board at their meeting of 14th August 2017, as detailed above.

2. Building Control Income/Expenditure

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

Report of the District Surveyor dated 6th December 2017, having previously been circulated was considered.

The District Surveyor informed Members that:-

- The Eastern Local Plan was being reconsidered, and there was a possibility of a considerable amount of building work being proposed.
- If the building control function is removed, this does not automatically mean that we would have to lose the staff as they carry out other duties within the Authority.
- Loss of an annual income could equate to a 5p rate.
- Consideration of the removal of building control had been considered previously in 2012.
- Douglas Borough Council are going to fight to retain the control of their building control function.

The Deputy Clerk advised that the service provided by the Authority was held in high regard by the building trade.

It was agreed that the Authority should fight to keep the service .

The Chairman:-

- requested an analysis of time spent on building control from 1st January 2018 to 30th June 2018, and details of costings for the provision of the service.
- Inform Government that the Board would like to retain the Building Control Service;
- Ask the Onchan MHKs for support to retain the service with the Authority.

C17/12/01/18

FINANCE AND GENERAL PURPOSES

1. 2016/17 Annual Accounts

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

The Deputy Clerk advised that the annual accounts for the period to 31st March 2017 are available for signing. Members had been circulated with a copy of the letter from the External Auditors, Grant Thornton which highlighted some concerns which had been addressed, and showed a surplus for the previous year. A resolution was required from the Board to sign the accounts.

Mr Begley advised that guidelines from Central Government are that the reserve should be between 25% to 30% of total income. The Authority does require a financial buffer for the start of the financial year. He felt that the Authority were in a good position, and gives an opportunity to carry out larger projects if the Board so wished.

In answer to questions, Mr Begley advised:-

- That there had been an information gap, but the audit had been successful.
- A loan will need to be taken out for the Marion Road Scheme.
- The accounts were well set up and controls were in place.
- The 9 months accounts will follow at the end of January.

The Chairman advised that the Board would like time to consider the accounts before he signed the document.

2. 2018/19 Budget

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

The Deputy Clerk advised that the document circulated was the first draft of the 2018/19 budget. Members were advised that the Lead Member for Finance and General Purposes will be provided with the detail, but there was a need for the Board to be mindful of a break even position.

Discussion ensued with regard to the proposed budget and its effects on the rate.

In answer to comment, the Deputy Clerk stated that the 'Wish List' was something the Board would like to do, not what needs to be done.

Mr Begley explained the loans that are already in place, and every loan taken out does have an annual impact on the surplus. Some items on the wish list, wheelie bins and new pick up could be placed as capital items. Weighing up advantages of the loans depends on how long the asset will last and this defines the length of the loan. The current borrowing rate is 2%, and there is currently no minimum loan limit for rate borne schemes.

The Chairman requested that the wish list is broken down and circulated to Members.

A Member commented that the items in relation to Onchan Park should be considered as part of the Park project.

In answer to question, the Deputy Clerk, advised that amalgamation of the terms and conditions of the work force was still under discussion.

After a brief discussion, it was agreed that an extraordinary meeting of the Board be held on Monday 15th January 2018 to discuss the budget and rate setting.

Mr Begley, Ms Dentith and Mr Price left the meeting at 9.20 p.m.

C17/12/01/21

ANY OTHER BUSINESS

1. **Staffing Matter**

See Staff Minute Book.

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