

IN PUBLIC

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 12th June 2017 at 7.00 p.m.

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

Apologies: Mr T.R. Craig (Deputy Clerk)

In Attendance: Mr M.J. Morrison (Chief Executive/Clerk)
 Mr B.T. Price (District Surveyor) Ms A.S. Dentith (Senior Administrator)

As a mark of respect the Board of Commissioners stood for one minutes silence in memory of former Commissioner and Chairman of Onchan District Commissioners Mr Ellis Killey, who had passed away recently. Sincere condolences were expressed to his wife, family and his many friends.

C17/06/01/01**TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT**

Not necessary.

C17/06/01/02**BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS**

None.

C17/06/01/03**MINUTES****1. Ordinary meeting held on Monday 22nd May 2017**

The minutes of the ordinary meeting held on Monday 22nd May 2017, copies of which having previously been circulated, were considered.

(a) C17/05/03/03(1) – Ordinary meeting held on 8th May 2017

Change the voting “for the resolution” to include Commissioner Crellin.

(b) C17/05/03/08(2) – Onchan Youth and Development Fund Request

Change to read Miss Williams.

(c) C17/05/03/14(1) – Heywood Court Communal Lounge – Redecoration

Voting “for the resolution” remove Mr Turton. Voting “against the resolution” add in Mr Cherry.

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

IN PUBLIC

C17/06/01/04

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

None.

C17/06/01/05

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C17/06/01/06

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

1. Staff Matter

The Chairman stated that there was information contained within the Internal Audit report which had been circulated as part of the Agenda Papers that should be considered as part of the Staff Matter.

The Chief Executive was requested to arrange a meeting with the Internal Auditors, the Chairman and Vice-Chairman. ^[amended by ODC 26/06/17] The Chairman requested that Members forward any questions or comments on the report to him or the Vice-Chairman.

The Chairman confirmed that consideration of the Internal Audit report and the Staff Matter would be held over to the next meeting of the Board.

C17/06/01/07

PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE

1. Plans to the Board

- (a) The following plans were considered by the Board. It was proposed by Mr Crellin, seconded by Mr Turton, and unanimously **RESOLVED** that the following planning applications be recommended approval en bloc:-

Planning Application	Address	Description
17/00561	30 Majestic Close	Replacement Conservatory at the second floor.
Recommendation – Approval		
17/00569	42 Sunningdale Drive	Demolition of section of garage
Recommendation – Approval		

- (b) PA 17/00583 - Ashley Hill Primary School - Placement of timber cabin in the school field

Mr Macfarlane declared an interest and did not take part in the vote. ^[amended by ODC 26/06/17]

After a brief discussion, it was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED** that **PA 17/00583 be recommended approval to the Planning Committee.**

2. Planning Communications

In answer to question, the District Surveyor advised that there was currently no update with regard to the planning application for the Tennis Courts.

*IN PUBLIC***3. Electronic Distribution of Planning Applications**

Correspondence received dated 30th May 2017 from the Department of Environment, Food and Agriculture regarding the suggestion to move toward digital progression and to view planning applications electronically.

After a brief discussion, it was proposed by Mr Turton, seconded by Mr Crellin and unanimously **RESOLVED that the status quo be retained.**

C17/06/01/08

FINANCE AND GENERAL PURPOSES MATTERS**1. Internal Audit**

This matter was considered earlier in the meeting, and will be deferred to the next meeting of the Board on the 26th June.

C17/06/01/09

REPORT FROM THE CLERK OR OTHER OFFICER**1. Kenyon's Café at Onchan Hub**

The Chief Executive advised that a meeting had taken place with the Trustees of Kenyon's Café and it was agreed that Kenyon's Café would have a key to the Club Room to show the users around the premises.

The Chief Executive advised that he would contact the Trustees before the 10th July Board Meeting to determine whether the transfer of premises is to be progressed.

The Chairman requested that a copy of the letter which gave a summary of the terms which was sent to the Trustees of Kenyon's Café be circulated to the Board.

A brief discussion of the proposed terms took place and the Chief Executive clarified that any agreement with the Trustees would require Board approval.

2. Action List

The Action List updated on 6th June 2017, having previously been circulated was considered.

Members wished further clarification on the following items:-

(a) Social Housing Software

The Chief Executive advised that 3 Housing Authorities were looking to purchase the same new housing management software, and officers were waiting to see if the other Authorities wished to join forces to sharing the costs of training and development.

(b) Play equipment for the Rec

The Rec is a popular and well used area. Investigations were being undertaken to increase play equipment in this area and a report will be presented to the Board in the near future for consideration.

*IN PUBLIC***(c) Skate Board Park**

A presentation had previously been made to the Board and no decision had been made.

Members asked that Officers prepare some options, costings for consideration by the Board and asked that the matter be placed on the agenda for the Board meeting on the 26th June.

(c) Social Housing - Leases and Licences

The current agreements for the occupation of the Board's social housing may not meet expected legal standards required.

The Chief Executive advised that the matter was brought to light as a result of an officer attending a training seminar, and confirmed that this was the first time this matter appears on the action list.

(d) Surface Water Flooding

A Member requested that reminder correspondence be issued to the Department of Infrastructure advising them that no response had been received from the Authority's initial correspondence dated 12th May 2017.

(e) Complaints Report

The Chief Executive advised that the report was in development.

(f) Centenary Park

The Chief Executive stated that the Environmental Health Officer had advised that there was minimal, if any, leachate on the site. The only leachate present was in the new pond at the top of the site and Environmental Health did not wish to take this matter forward.

Members requested that the Chief Executive contact the Woodlands Trust to keep them informed of the matter.

The Chief Executive stated that the Authority would attempt to do as much as they can to assist in making the site presentable for the visit by His Excellency to the Memorial Wood in September.

In answer to comment, the Chief Executive advised that he had been assured verbally that no application has been made to make the Memorial Wood in to a registered War Memorial site.

C17/06/01/10**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Moreton Hall**

The Chief Executive read out email correspondence and advised that the matter remains outstanding.

C17/06/01/11**QUESTIONS**

None.

*IN PUBLIC***C17/06/01/12****MOTIONS**

None.

C17/06/01/13**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. C17/05/03/13(4) - Groudle Glen Water Wheel**

The Chief Executive advised that there had been a great deal of publicity regarding the future of the water wheel and the costs involved. He advised that he had received contact from individuals and groups who may be willing to create a coalition to assist in the restoration of the water wheel and wheel house and a meeting is to be arranged with interested stakeholders in late June.

Lead Member for Environment and Technical Services would attend stakeholder meetings, and requested that details of meetings be circulated to all Members so that whoever is available may also attend.

2. Weed Spraying

The District Surveyor advised that the Contractors are carrying out a programme of weed spraying and gave details of the roads which had been completed. In answer to comment, he advised that there had been some delays recently due to the poor weather conditions.

3. Traffic Regulation Orders

Correspondence received dated 22nd May 2017 from the Department of Infrastructure forwarding details of a public consultation to implement new Traffic Regulation Orders for Sea Cliff Road and King Edward Road. The consultation closes on the 16th June 2017.

The Chief Executive advised that he had been contacted by a resident who had expressed concern that there would be no residential parking near their property at Port Jack if the new regulations came into force.

Discussion ensued with regard to resources for enforcement and the issuing of residential permits.

A Member asked that further consideration be delayed until after the meeting with the political representatives later in the month.

C17/06/01/14**CHAIRMAN'S ANNOUNCEMENTS****1. Armed Forces Day**

Letter of invitation received to attend the Armed Forces Day on Sunday 25th June 2017 at the Villa Marina. If Members wish to attend could they please contact the Armed Forces Day Committee direct.

2. Attendances

6 th June	-	T.T. Reception at Government House
11 th June	-	Douglas Borough Council – Civic Sunday

3. Forthcoming Engagements

21st June	-	Manx Legion Service
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*IN PUBLIC***C17/06/01/15****OTHER URGENT BUSINESS****1. Heywood Court and Springfield Court – Handyman.**

In answer to question, the Chief Executive advised that no instruction has been given to recruit a new Handyman and any maintenance matters are being carried out by contractors on behalf of the maintenance team.

The Chief Executive commented that each year, the sheltered housing complexes were supported by the general housing stock. To have a dedicated handyman service for the elderly persons housing is not value for money. Value for money is ensuring that the same service is provided for all housing stock.

Members requested further details:-

- Cost of the provision of a handyman service across the two complexes.
- How much is the Authority spending on the extra hours added to the cleaner's contract.
- What duties have been transferred to the Cleaner.

A Member commented about using internal staff to cover the duties, and adding a dedicated gardener. However, the Chief Executive advised that the Authority would need to be careful that they are not using a rate borne expense to cover aspects which is a housing expense.

The Chairman requested that the remaining discussion be carried over to *In Committee*.

2. Joint Meeting with the Onchan MHKs.

Members were requested to advise the Chief Executive of any matters they wish to add to the agenda.

3. Heywood Court and Springfield Court – Handyman.

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

In answer to comment, the Chief Executive advised that the role of the cleaner is being reviewed.

A Member requested that any issues be brought to the attention of the Deputy Clerk and they felt it would be in everyone's interest if the working hours were split equally between the two complexes. However, a further Member stated that as one building was larger than the other then they would expect the split to be uneven.

In answer to comment, the District Surveyor confirmed that the cleaner did not spend equal time at the buildings, but spent time where they were needed.

In answer to comment, the Chief Executive stated that the wardens have no management control over the cleaner.

The Chief Executive advised that staffing is being reviewed at both buildings and he was working with the Deputy Clerk to report back to the Board at the 26th June meeting.

2. Ballachrink Drive

In answer to question, the Senior Administrator advised that the nuisance which had previously been reported was being dealt with.

*IN PUBLIC***C17/06/01/16****FINANCE AND GENERAL PURPOSES MATTERS****1. Job Descriptions – Finance Team**

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

Report of the Chief Executive dated 6th June 2017, having previously been circulated was considered.

After discussion, it was proposed by Mr Macfarlane, seconded by Mr Quirk, and unanimously **RESOLVED that the Board is content for the job description for the interim finance manager for a period of 6 months (December 2017), and will not progress the recruitment of an accountant but will review the situation in 3 months' time (September 2017).**

2. Empty Properties – Sub-Committee

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

Vice-Chairman advised that the sub-committee name is "Housing Sub-committee" and has a primary focus to reduce voids to 2%. [amended by ODC 26/06/17]

The Vice-Chairman advised that the Housing Sub-Committee met for the first time that day. He would brief the Chief Executive and will keep Members apprised as matters progress.

C17/06/01/17**PROPERTIES AND AMENITIES MATTERS****1. Housing Allocations**

It was proposed by Mr Cherry, seconded Miss Williams, and unanimously **RESOLVED that the tenancies be granted as follows:-**

(a) E2/31 – that the tenancy be granted to the tenant of SHA 333

(b) 13/34 – that the tenancy be granted to HA 3833

2. First Floor, Elm Tree House

Report of the Chief Executive dated 6th June 2017 having previously been circulated was considered. The Chief Executive gave a summary of his report.

Members agreed that costs be prepared for the proposal contained in the paper and brought back to the Board for further consideration.

3. Unit A, Willow House

Report of the Chief Executive dated 6th June 2017, having previously been circulated was considered.

It was proposed by Mr Turton, seconded by Mr Cherry, and unanimously **RESOLVED that approval be granted for the expenditure from the maintenance budget for commercial properties for Unit A – Willow House and that a five year lease be granted to ParagonEX.**

*IN PUBLIC***4. Anti-Social Behaviour**

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

The Lead Member for Properties and Amenities advised that young people had caused damage to the flower beds in Onchan Park. He advised that during a 12 hour period he had been notified of other instances of anti-social behaviour, including pushing wheelie bins, pulling signs off walls, tirades of abuse, and intimidating behaviour.

The Chief Executive advised that:-

- Formal reports had been made regarding to the damage to the flower beds.
- The Police were compiling evidence to support a prosecution for abusive behaviour.
- The Deputy Head Teacher at St Ninians Lower School had contacted the Chief Executive to suggest that the young people make recompense by undertaking unpaid community work.

The Chief Executive reported that little direct feedback had been received from the public with regard to these instances.

The Chairman stated that there is zero tolerance of this behaviour, and the Board support the Police in pursuing prosecution and the Authority should work in partnership with third parties to address anti-social behaviour and welcomes community work being undertaken by those involved in anti-social behaviour.

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