

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 15th April 2019 at 7.00 p.m.

Present: Mr. M. Macfarlane (Chairman)
 Mr D. Crellin (Lead Member for Environmental and Technical Services)
 Mr J. Cherry (Lead Member for Properties and Amenities) ^(from 8pm)
 Mr C. Quirk
 Mr R. Turton (Lead Member for Finance and General Purposes)
 Miss K. Williams

Apologies: Mr A. Allen (Vice-Chairman)

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

C19/04/02/01

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

Not necessary.

C19/04/02/02

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

None.

C19/04/02/03

MINUTES

1. Ordinary meeting held on Monday 1st April 2019

The minutes of the ordinary meeting held on Monday 1st April 2019, copies of which having previously been circulated, were considered.

(a) C19/04/01/07(1) – Plans to the Board. Remove the letter ‘o’ from end of Mr Turton’s name.

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

C19/04/02/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C19/04/02/05

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/04/02/06

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/04/02/07PLANNING 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 19/00316 Mr I. Lorimer, 7 Beech Avenue

Members were advised that the planning application was for the retrospective application for the installation of a flue. The flue extends 4.5m above a flat roof. No comments received from neighbours.

It was proposed by Mr Crellin, seconded by Mr Turton and unanimously **RESOLVED that PA 19/00316 – 7 Beech Close be recommended for approval subject to the height of the flue, which is excessively high, being reduced to the minimum requirement needed to meet building regulations. (notify 3 & 5 Maple Avenue and 9 Beech Avenue.)**

- (ii) PA 19/00319 Mr & Mrs P. Corkish, 31 Harbour Road

Members were advised that the planning application was for a single storey extension to the side/rear of the property to form a kitchen area.

It was proposed by Mr Crellin, seconded by Mr Turton and unanimously **RESOLVED that PA 19/00319 – 31 Harbour Road be recommended for approval.**

- (iii) PA 19/00321 Golf & Leisure (Properties) Ltd, King Edward Bay Golf Club

Members were advised that the planning application was for the conversion of existing smoking canopy area into an extension of the restaurant at the rear of the property.

It was proposed by Mr Crellin, seconded by Mr Quirk and unanimously **RESOLVED that PA 19/00321 – King Edward Bay Golf Club be recommended for approval.**

- (iv) PA 19/00349 Mrs C. McWhinnie, 20 Howe Road

Members were advised that the planning application was for the erection of a front porch.

It was proposed by Mr Crellin, seconded by Mr Quirk and unanimously **RESOLVED that PA 19/00349 – 20 Howe Road be recommended for accepted.**

2. Planning Communications

- (i) **PA 17/00684 – Approval in principle for erection of 80 Bed Care Home adjacent “Far End”, King Edward Road.**

The District Surveyor advised Members that the Authority had originally recommended refusal. However, the planning application had been approved by the Minister, whom had overturned the decision of the Independent Planning Inspector.

In answer to question, the District Surveyor advised that the approval in principle is for erecting an 80 bed care home at the location. The next stage of the application process, would be to look at the detail such as the sit, design, layout, appearance, access and landscaping, which gives an opportunity to object at that point. However, the Authority could not now object to the development of the 80 bed nursing home.

The Chief Executive/Clerk was requested to issue a public statement, expressing the Board's view that they were disappointed that the Minister could over rule the Planning Inspector's decision. They supported the environmental factors, which appear to have not been taken in to account in the Minister's decision. The lodging of an appeal was at the ratepayer's expense, and a Member requested if a refund for the appeal fee and officer's time could be investigated.

(ii) PA 19/00184 – 37 Howe Road, Installation of Flue

The District Surveyor advised that the Authority's recommendation had been refusal but the planning application for the installation of the flue had been approved by the Planning Committee.

C19/04/02/08

FINANCE AND GENERAL PURPOSES

1. Onchan Park - Miscellaneous Charges

To be considered In Committee.

2. Process Mapping and Improvement

To be considered In Committee.

C19/04/02/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. Statutory Holidays

Report of the Chief Executive/Clerk dated 4th April 2019, having previously been circulated was considered and noted.

The Chief Executive/Clerk informed the Board that Central Government are dropping the privilege day.

The Board agreed that the Commissioners second statutory holiday would be the 31st December 2019.

2. Onchan District Commissioners' Civic Sunday

Report of the Chief Executive/Clerk dated 11th April 2019, having previously been circulated was considered and noted. The Board agreed to continue with Civic Sunday being held on the 3rd Sunday in May, being the 19th May 2019. Service will be held at St Anthony's Roman Catholic Church at 3.00 p.m.

Miss Williams recorded her apologies as she would be off Island.

3. Health and Safety – Terms of Reference

To be considered In Committee.

4. **Sheltered Housing Criteria Comparison**

To be considered In Committee.

C19/04/02/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Department of Infrastructure – Draft Road Map**

The draft Road Map for Onchan, having previously been circulated was considered.

Discussion ensued with regard to suggestions for inclusion within the document. The following comments were to be included:-

- Oppose the creation of a cycle lane along Governors Road from Blackberry Lane towards the Village.
- Hillberry Road, remove the traffic island and create a pedestrian crossing.
- Mount View Road – creation of one way from the top of Victoria Avenue to Avondale Road.
- Victoria Avenue – one way

The Board agreed, subject to approval of the Department of Infrastructure, for a public consultation to take place at The Hub on 19th May 2019 between 11.a.m. and 1.00 p.m.. This would give the residents an opportunity to view the document and put forward their views and thoughts.

The Chief Executive/Clerk was requested to advertise accordingly, with a public statement to be issued.

The Chairman gave thanks to Members and Officers for the work undertaken so far.

2. **Office of Clerk of Tynwald – Tynwald Garden Party**

Correspondence received dated 28th March 2019, inviting the Chairman of Onchan District Commissioners to the Garden Party to be held on Sunday 7th July 2019. Holding note till the Chairman-Elect has been appointed.

3. **Staffing Matter**

To be considered In Committee.

C19/04/02/11

QUESTIONS

None.

C19/04/02/12

MOTIONS

None.

C19/04/02/13

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Constituency Boundary – Onchan**

Discussion ensued with regard to the confusion over the constituency boundary for Onchan. The electorate find it confusing, people who live in Onchan would like to have their MHK voting rights in Onchan. The Garff area is vast, and it was not good governance to have Onchan residents represented by Garff MHKs. This was by no means a criticism to the Garff MHKs.

Members felt that the national political representation should return to 3 MHKs for the District for the size of the population for the district. The changes to the boundary was a number crunching exercise, and it was a poor decision for Government to make.

Members requested the Chief Executive/Clerk to write to the President of Tynwald to explore who the Authority should be engaging with, and place the matter on the agenda for the joint meeting of the MHK's.

Mr Cherry joined the meeting at 8.00 p.m.

C19/04/02/14

PROPERTIES AND AMENITIES MATTERS

1. Housing Allocations

To be considered In Committee

C19/04/02/15

CHAIRMAN'S ANNOUNCEMENTS

1. Opening of Bowling Season

The Chairman advised that he had attended the 'First Bowl' declaring the opening of the bowling season at Onchan Park. He expressed thanks for an enjoyable afternoon.

2. Dates for the Diary

Date	Organisation	Event	Time
29 th April 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
1 st May 2019	Onchan District Commissioners	Annual General Meeting	7.00 p.m.
4 th May 2019	Onchan District Commissioners	Commissioners Surgery	11.00 a.m. to 1.00 p.m.
7 th May 2019	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2.30 p.m.
7 th May 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
19 th May 2019	Onchan District Commissioners	Civic Sunday	3.00 p.m.
20 th May 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.

C19/04/02/16

ANY OTHER BUSINESS

1. Modernisation of Rates

The Chief Executive/Clerk advised that the eight week consultation ends on Friday 19th April, which is Good Friday. The subject was discussed by the Board previously, and a number of Members and Officers attended the consultation sessions. The Authority has received a copy of the submission from Douglas Borough Council which, in essence, is everything Members had discussed.

Members wished to oppose any suggestion of the 4+1.

Members requested that the Chief Executive/Clerk and Finance Manager prepare the response, issue to Members for their consideration and feedback to be no later than Thursday morning, and then for the response to the consultation be issued.

2. Standing Orders

The Lead Member for Finance and General Purposes felt that the responsibilities for Lead Members was not clear, and requested that Members give consideration to amendments so that the roles and responsibilities aligned with that of the Heads of Department.

It was agreed that the Lead Member for Finance and General Purposes work with the Chief Executive/Clerk to bring suggestions back to the next meeting of the Board.

The public section of the meeting closed at 8.13 p.m.

C19/04/02/19

FINANCE AND GENERAL PURPOSE MATTERS

1. Onchan Park – Miscellaneous Charges

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

The report of the Finance Manager dated 14th April 2019, having previously been circulated was considered.

It was proposed by Mr Turton, seconded by Mr Cherry, that based on the new information that the Board unanimously **RESOLVED to align the prices with last year that the Onchan Park wrist bands be priced at £25 for a family of four and £30 for a family of six.**

2. Process Mapping and Improvement

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

The report of the Chief Executive/Clerk dated 12th April 2019, having previously been circulated was considered.

The Chief Executive/Clerk informed Members of the review of the process and systems which had commenced with the Finance Team as a member of the team who is due to retire at the end of April. The Chief Executive/Clerk gave a summary of what was entailed with the project and background on the suggested independent consultant.

In order to speed up the process and system review, it was proposed by Mr Turton, seconded by Mr Cherry, and unanimously **RESOLVED that Mountfield Consulting Limited be appointed for a period of 38 hours to undertake the process mapping and improvement to Level 3 maps.**

C19/04/02/19

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. Health and Safety - Terms of Reference

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

The report of the Chief Executive/Clerk dated 10th April 2019 detailing the draft Terms of Reference for the Health and Safety Committee was considered. The Chief Executive gave a resume of the current arrangements, and the new Terms of Reference will move health and safety forward for the Authority, meeting initially on a bi-monthly basis. Members agreed with the Terms of Reference.

The District Surveyor advised that the inaugural meeting would be the 23rd April 2019.

The Chief Executive advised that contact has been made with professional support, with a request for dates and time lines with regard to audits. In answer to question, the Chief Executive advised

that the invoice will not be paid up in advance until the specification had been put together for professional support over the next 12 months.

2. Sheltered Housing – Acceptance Criteria

The report of the Senior Administrator dated 11th April 2019, having previously been circulated was considered.

The Lead Member for Properties and Amenities, expressed the distaste of the new criteria and advised that his views be put forward to the MHK meeting.

Members were advised that the Equality Advisor had advised that they had not been asked to review the policy before it was heard before Tynwald. The Board agreed that the comparison and the Sheltered Housing criteria be sent to the Equality Advisor for their views.

C19/04/02/20

CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. Staffing Matter

Deferred to the end of the meeting.

C19/04/02/21

ENVIRONMENTAL AND TECHNICAL SERVICES

1. The Rec Playground – Play Equipment Proposal

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

The report of the Property Maintenance Manager dated 4th April 2019, having previously been circulated was considered.

It was proposed by Mr Quirk, seconded Mr Cherry, and unanimously **RESOLVED that the Be-Bop Plus Climbing Frame be purchased for installation at The Recreation Ground, Onchan using the donation from the Onchan Community Fund and the difference made up by the Authority.**

C19/04/02/22

PROPERTY AND AMENITIES MATTERS

2. Housing Allocation

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

The report of the Senior Administrator, having previously been circulated was considered.

a) 13/26 – 2 Bed Bungalow

It was proposed by Mr Cherry, seconded by Mr Turton, and unanimously **RESOLVED that the balance of a five year fixed term tenancy be granted to HA 3844 of 13/26.**

b) E1/38 – 1 Bed EPC ground floor flat

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED that the balance of a tenancy be granted to TS 355 of E1/38.**

c) 08/49 – 2 Bed Bungalow

That the matter be held over pending further review.

C19/04/02/23

ANY OTHER BUSINESS

1. Data Protection Officer

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

The Chief Executive/Clerk advised that they had been in contact with the Local Government Unit and the Deputy Information Commissioner. There is a conflict of interest within the Authority at present, and the Chief Executive/Clerk was investigating long term solution options.

The Board agreed that the Chief Executive/Clerk could approach Douglas Borough Council for further discussions regarding the role of Data Protection Officer.

2. Groudle Glen Water Wheel

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

After brief discussion, it was proposed by Mr Macfarlane, seconded by Mr Cherry, and unanimously **RESOLVED that Onchan District Commissioners provide permission for the community partner to replace the Groudle Water Wheel like for like.**

The Chief Executive/Clerk was requested to prepare a press statement.

C19/04/02/23

STAFFING MATTERS

Officers were requested to leave the meeting, with the Chief Executive/Clerk remaining.

See Staff Minute Book.

There being no further business, the meeting closed at 9.50 p.m.