

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held by Video Conference due to Section 5 of the Health Protection (Coronavirus) Regulations 2020 on Monday 15<sup>th</sup> June 2020 at 7:00 pm

**Present:**

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

**In Attendance:**

Mrs L Radcliffe	(Chief Executive/Clerk)
Mr R Phillips	(District Surveyor)
Mrs S Johnson	(Finance Manager)
Mrs A Gale	(Housing Manager)
Miss A Crellin	(Executive Officer/Assistant)

**C20/06/02/01**

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

Not necessary.

**C20/06/02/02**

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

Not necessary.

**C20/06/02/03**

**MINUTES**

**1. Ordinary meeting held on Monday 1<sup>st</sup> June 2020**

The minutes of the Ordinary Meeting held on Monday 1<sup>st</sup> June 2020, copies of which having previously been circulated, were considered.

Amendments:-

Page 8 – Housing Voids – fourth paragraph delete the work local.

Page 9 – Housing Allocation Process after RESOLVED add by those Members present.

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

***For: Mr Crellin, Mr Macfarlane, Mr Quirk, Mr Turton and Miss Williams***

***Against: Mr Allen***

**2. Extra Ordinary Meeting held on the 21<sup>st</sup> May 2020**

The minutes of the Annual General Meeting held on Thursday 21<sup>st</sup> May 2200, copies of which had previously been circulated were considered.

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

*Mr Quirk did not cast a vote as he was not present at the meeting of the 21<sup>st</sup> May 2020.*

**C20/06/02/04**

**BUSINESS ARISING FROM SUCH MINUTES IF NOT REFERRED TO IN THE MINUTES**

None.

**C20/06/02/05**

**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES**

None.

**C20/06/02/06**

**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED**

None.

**C20/06/02/07**

**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

**C20/06/02/08**

**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

**C20/06/02/09**

**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 19/01029 Mr R A Stephenson – Brooklands, Sir Georges Bridge, Abbeylands**

Members were advised that the planning application was for the conversion of an existing redundant agricultural barn to a residential property.

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

- Comments had been received from the Highways Department
- The cut-off date to the application is the 26<sup>th</sup> June 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Crellin and unanimously **RESOLVED** that the Authority provide no further comment in relation to PA 19/01029 – Brooklands, St Georges Bridge, Abbeylands.

(ii) **PA 20/00337 Howstrake Developments Ltd – Far end King Edward Road**

Members were advised that the application is a reserved matters application for the erection of an 80 bed care home and addressing internal layout, design, external appearance, siting, means of access and landscaping (relating to PA 17/00684/A).

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

- Comments had been received; and
- The cut-off date to the application is the 26<sup>th</sup> June 2020.

After Members consideration, it was proposed by Mr Quirk and seconded by Mr Allen and **RESOLVED that the Authority provide no further comment in relation to PA 20/00337 – Howstrake Developments Ltd, Far End of King Edward Road.**

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

(iii) **PA 20/00453 Mr & Mrs Lamb – 54 Howe Road**

Members were advised that the application was for the installation of a rear dormer window.

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

- No comments had been received; and
- The cut-off date to the application is the 12<sup>th</sup> June 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00453 – 54 Howe Road be recommended for approval.**

(iv) **PA 20/00479 Mr & Mrs T Brack - 14 Groudle View**

Members were advised that the application was for an extension to the rear.

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

- No comments had been received; and
- The cut-off date to the application is the 19<sup>th</sup> June 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00479 – 14 Groudle View be recommended for approval.**

- (vi) **PA 20/00510 Mr D Coady - Old Reservoir House, Little Mill Road**
- Members were advised that the application was for the reconstruction of a retaining wall.
- In answer to questions, the District Surveyor advised that:-
- No comments had been received; and
  - The cut-off date to the application is the 26<sup>th</sup> June 2020.
- After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00510 - Old Reservoir House, Little Mill Road be recommended for approval.**
- (vii) **PA 20/00511 Mr P Bruce - Tremissary House, Strathallan Road**
- Members were advised that the application was for the creation of two windows to south-west elevation.
- In answer to questions, the District Surveyor advised that:-
- No comments had been received; and
  - The cut-off date to the application is the 26<sup>th</sup> June 2020.
- After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00511 - Tremissary House, Strathallan Road be recommended for approval.**
- (viii) **PA 20/00522 Mr & Mrs G A Corran - 84 Summerhill Road**
- Members were advised that the application was for alterations and an extension.
- In answer to questions, the District Surveyor advised that:-
- No comments had been received; and
  - The cut-off date to the application is the 26<sup>th</sup> June 2020.
- After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00522 - 84 Summerhill Road be recommended for approval.**
- (ix) **PA 20/00485/GB & PA 20/00489/CON Mrs E C Galbrath – 23 Governors Road**
- Members were advised that the application was for roof repairs and the installation of replacement rooflight and registered building consent for the roof repairs.
- In answer to questions, the District Surveyor advised that:-
- No comments had been received; and
  - The cut-off date to the application is the 19<sup>th</sup> June 2020.
- After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously resolved that **PA 20/00485/GB & PA 20/00489/CON 23 Governors Road be recommended for approval.**

2. **Planning Communications**

None.

**C20/06/02/10**

**FINANCE AND GENERAL PURPOSES**

1. **2019/20 – Quarter 3 Management Accounts**

To be considered In Committee.

2. **Housing and Garage Rent Arrears as at 1<sup>st</sup> June 2020**

To be considered In Committee.

**C20/06/02/11**

**REPORT FROM THE CLERK OR OTHER OFFICER**

1. **Cyber Security**

None.

2. **Equality**

The District Surveyor advised the Board that the Kitchen Framework Agreement is due to commence at Hackett Close and Meadow Close.

3. **COVID-19 Temporary Policy on Off-Island Travel**

A copy of the COVID-19 Temporary Policy on Off-Island Travel having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the Policy would only apply whilst the COVID-19 Restriction are still in place.

After a discussion, it was proposed by Mr Macfarlane and seconded by Miss Williams and unanimously **RESOLVED the COVID-19 Temporary Policy on Off-Island Travel be approved and adopted.**

4. **Environmental Policy**

A copy of the Environmental Policy 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 Environmental Policy be approved and adopted.**

5. **Officers Action List**

A copy of the Officers Action List having previously been circulated was noted.

6. **Staffing Matter**

To be considered In Committee.

**C20/06/02/12**

**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS**

**1. Street Vendors Licence Request**

A copy of the Street Vendors Licence request received from the Parish Pantry having previously been circulated was considered.

A Member asked what the policy was for Street Vendors Licences. It was advised that there is currently no policy in place. It was agreed that a Policy should be drafted.

After a discussion, it was proposed by Mr Allen and seconded by Mr Turton and **RESOLVED that the Street Vendors Licence request be refused on the grounds of existing businesses in the area which should be supported at this difficult trading time.**

**2. Mr Alan Moore's Photographic Collection**

A copy of the letter dated 24<sup>th</sup> May 2020 received in relation to Mr Alan Moore's photographic collection, having previously been circulated was considered.

The Chief Executive/Clerk suggested that 4 A3 size photographs be displayed at one time and then rotated.

It was agreed that the photos would be displayed at the Harvey Briggs Onchan Library and that it would be at the Chief Executive/Clerk's discretion how they would be displayed.

**3. Mrs Lesley Dugdale (Deceased)**

A copy of the letter received from the late Mrs Dugdale's daughter <sup>[ODC 29/06/2020]</sup> dated 8<sup>th</sup> June 2020 having previously been circulated was noted.

**4. Lawn Bowls Isle of Man**

A copy of the letter dated 4<sup>th</sup> June 2020, received from the Treasurer of the Lawn Bowls Isle of Man, having previously been circulated was considered.

After a discussion, it was agreed that there would be no reduction or waiver of Green Fees and Hut Fees and that in order for the Lawn Bowls to use the green they would need to be charged.

It was further agreed that the Finance Manager look in to the charges and it be brought back to the next Board meeting.

**5. Boundary Extension Request**

A copy of the letter dated 9<sup>th</sup> June 2020, in relation to a boundary extension request, having previously been circulated was considered.

The District Surveyor advised that there would be various administration costs and officers time involved in dealing with the boundary request and that it would be of no benefit to the Authority.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane and RESOLVED that the boundary extension request be refused.

***Miss Williams declared an interest and did not vote.***

**6. Onchan Park Café Limited**

To be considered In Committee.

**C20/0201/12**  
**QUESTIONS**

None.

**C20/06/02/13**  
**MOTIONS**

None.

**C20/06/02/14**  
**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**

**1. Planning Applications**

The Chairman asked Members to consider if planning applications should be carried out by the Lead Member for Environmental and Technical Services and the District Surveyor only prior to an agreed list coming to the Board for information.

After a discussion, it was agreed that the Planning Applications process would remain as it is.

**C20/06/02/15**  
**HOUSING MATTERS**

**1. Sheltered Housing – Service Provision**

To be considered In Committee.

**C20/06/02/16**  
**CHAIRMAN'S ANNOUNCEMENTS**

**1.. Dates for the Diary**

Date	Organisation	Event	Time
29 <sup>th</sup> June 2020	Onchan District Commissioners	Board Meeting	7:00 pm
4 <sup>th</sup> July 2020	Onchan District Commissioners	Commissioners Surgery – The Hub	11:00 am to 1:00 pm
7 <sup>th</sup> July 2020	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:30 pm to 3:30 pm

**C20/06/02/17**  
**ANY OTHER BUSINESS**

1. **Board Meetings**

It was agreed that as the Social Distancing Rules have been removed, the Board Meetings would return to being held at Hawthorn Villa.

It was further agreed that if this was an issue for any Member they were to advise the Chairman and the Chief Executive/Clerk.

2. **Onchan Raceway**

The Chief Executive/Clerk advised the Board that she had received an e-mail from Onchan Raceway requesting to start up racing from the 28<sup>th</sup> June 2020.

It was noted that the Board were in agreement.

*The Public session of the Meeting ended at 20:12 pm*

**C20/06/02/18**  
**REPORT FROM THE CLERK OR OTHER OFFICER**

1. **Staffing Matter**

See Staff Minute Book.

**C20/06/02/19**  
**FINANCE AND GENERAL PURPOSES**

1. **2019/20 Quarter 3 Management Accounts**

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

The Report of the Finance Manager dated 5<sup>th</sup> June 2020, having previously been circulated was considered.

The Lead Member for Finance and General Purposes thanked everyone involved in the preparation of the Quarter 3 Management Accounts.

After a discussion, it was agreed that the garage rent arrears would be discussed at the next Rent Arrears Meeting.

2. **Housing and Rent Arrears as at 1<sup>st</sup> June 2020**

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

The Report of the Finance Manager dated 5<sup>th</sup> June 2020, having previously been circulated was considered and discussed during item 1 above.



**C20/06/02/20**

**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS**

1. **Onchan Park Café Limited**

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

A copy of the correspondence received from Onchan Park Café Limited, having previously been circulated was considered.

It was agreed that all Commercial Tenants are being treated equally and Onchan Park Café Limited had been informed that the issue would be brought up at the Board Meeting and that there was no need for the Chief Executive/Clerk to respond to Onchan Park Café Limited.

**C20/06/02/20**

**HOUSING MATTERS**

1. **Sheltered Housing – Service Provision**

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

The Report of the Housing Manager dated 3<sup>rd</sup> June 2020 having previously been circulated was considered.

The Chairman thanked the Housing Manager for their involvement in the preparation of the Report.

The Chief Executive/Clerk went through the Job Description of the Sheltered Housing Warden. It was agreed that this would be brought back to the Board next month for the Finance Manager to give clarity on allowances received.

**C20/06/02/21**

**ANY OTHER URGENT BUSINESS**

None.

***There being no further business the meeting ended at 21:58 pm***