

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 16th September 2019 at 7:00 pm

Present: Mr R Turton (Chairman)
Miss K Williams (Vice-Chair)
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 J Cherry (Lead Member for Properties and Amenities)
Mr C Quirk
Mrs A Gale (Senior Administrator)

In Attendance: Mrs L Radcliffe (Chief Executive/Clerk)
Mr R Phillips (District Surveyor)
Mr B Price (Outgoing District Surveyor)
Mrs S Johnson (Finance Manager)
Ms A Crellin (Executive Officer/Assistant)

C19/09/02/01

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

Not necessary.

C19/09/02/02

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

None.

C19/09/02/03

MINUTES

1. Ordinary meeting held on Monday 2nd September 2019

The minutes of the Ordinary Meeting held on Monday 2nd September 2019, copies of which having previously been circulated, were considered.

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

C19/09/02/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C19/09/02/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C19/09/02/06

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/09/02/07BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/09/02/08PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE1. Plans to the Board

(a) The following plans were considered by the Board.

(i) **PA 19/00650 Mr & Mrs S Morgan – 93 King Edward Road**

Members were advised that the planning application was for proposed alterations and extension to create first floor dwelling. Amended plans received detailing site levels. Comments received again from 44 & 46 Howe Road.

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

- Onchan District Commissioners on the 25th June 2019 refused the application on the grounds of detrimental to the amenity of the neighbouring properties;
- Comments received from 44 & 46 Howe Road opposing the application.
- No comment required. Decision of 25/06/19 still stands;

It was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 19/00650 – 93 King Edward Road be recommended for refusal on the grounds of detrimental to the amenity of neighbouring properties.**

(ii) **PA 19/00702 Mr D C McMullen – 34 Auburn Road**

Members were advised that the planning application was for proposed alterations and extension and widening of vehicular access. Amended plans have been received detailing reduced ridge height.

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

- On the 22nd July 2019, the Authority approved the planning application;
- Comments have been received from 52 Alberta Drive and 32 Auburn Road;
- The cut-off date for the application is the 4th October 2019;

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/00702 – 34 Auburn Road be recommended for approval.**

- (iii) **PA 19/00923** **Ms T MacLean – Dreemskerry, Lag Birragh Drive**
- Members were advised that the planning application was for alterations and extension. The application is in amendment to PA 18/00552/B which was approved on the 10th September 2018.
- In answer to questions, the District Surveyor advised that:-
- The Authority approved Planning Application PA 18/00552/B on the 25th June 2018;
 - No comments have been received;
 - The cut-off date for the application is the 20th September 2019;
- It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/00923 - Dreemskerry, Lag Birragh Drive be recommended for approval.**
- (v) **PA 19/00936** **Ms Titterson & Mr Henbridge – Site adjacent to 10 Birchley Terrace**
- Members were advised that the planning application is for a detached dwelling.
- In answer to questions, the District Surveyor advised that:-
- Comments had been received from 4 & 6 Birchley Terrace and neighbouring properties;
 - No comments have been received from the Department of Infrastructure;
 - The cut-off date to the application is the 20th September 2019.
- After Members' consideration it was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 19/00936 – Site adjacent to 10 Birchley Terrace be recommended for refusal on the grounds of highway and safety impact.**
- Mr Allen declared an interest and did not vote.*
- (vi) **PA 19/00965** **Mr & Mrs M Corkish – 26 Wentworth Close**
- Members were advised that the planning application is for an extension.
- In answer to questions, the District Surveyor advised that:-
- No comments had been received;
 - The cut-off date to the application is the 4th October 2019
- It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/00965 – 26 Wentworth Close be recommended for approval.**

2. Planning Communications

The Outgoing District Surveyor advised the Board that he and the Lead Member for Environmental and Technical Services had attended the Area Plan for the East Public Inquiry on Tuesday 10th September and Wednesday 11th September at the Villa Marina.

The Outgoing District Surveyor further advised that the Board that the population numbers were discussed and also the increased congestion through Onchan.

The Outgoing District Surveyor reported to the Board the next date that the Onchan areas would be discuss is the 25th September 2019.

C19/09/02/09

FINANCE AND GENERAL PURPOSES

1. Commercial Rent Arrears

To be considered in Committee.

2. Rent Setting

To be considered in Committee.

C19/09/02/10

REPORT FROM THE CLERK OR OTHER OFFICER

1. Feasibility Study Springfield Court – Presentation

To be considered in Committee.

2. Hawthorn Villa Park

The District Surveyor advised the Board that he had been in contact with the waste management company who had confirmed that they did not have any objections to the recycling bins being relocated to the Hub Car Park. The District Surveyor further advised that the waste management company had also enquired if the Authority would consider taking some additions recycling bins.

It was agreed that the District Surveyor would carry out a full review and the matter be brought back to the next meeting.

3. Management of Sickness Absence Policy & Procedure

The Management of Sickness Absence Policy & Procedure having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the policy updates the existing policy dated 4th January 2006 and that elements in the policy had been consulted with Manx Industrial Relations.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Management of Sickness Absence Policy and Procedure be approved and adopted.**

4. Amendment to Standing Orders 24.1 (J) – Order of Other Business

The Report from the Chief Executive/Clerk dated 10th September 2019 having previously been circulated was considered.

After a discussion and directed by the Chairman the Chief Executive/Clerk take in to consideration the Board's comments and it be brought back to the next Board meeting by the Chairman as a motion.

5. Storytime Nursey – Lease

To be considered in Committee.

6. The Views – Update

The Report from the Chief Executive/Clerk dated 10th September 2019 having previously been circulated was considered and noted.

After a discussion and due to the change of name to the Ocean Views it was agreed that any existing signage around the Village be amended.

7. Data Protection Officer

To be considered in Committee.

8. Staffing Matter

To be considered in Committee.

C19/09/02/11**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Department of Environmental Food and Agriculture – Hedge and grass verge management discussion 26th September 2019**

The Chief Executive/Clerk advised the Board that the Isle of Man Municipal Association were requested to hold a discussion on hedge and verge management which they wished to be discussed by Local Authorities first. Once a meeting had been arranged by the Department of Environmental Food and Agriculture the District Surveyor confirmed that he would be attending on behalf of the Authority.

C19/09/02/12**QUESTIONS**

None.

C19/09/02/13**MOTIONS**

None.

C19/09/02/14

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Bus Shelter – Bonds Restaurant

The District Surveyor confirmed that the framework for the bus shelter had been installed.

After a discussion, it was agreed that the District Surveyor write to the Minister of the Department of Infrastructure to express their disappointment and concerns in relation to the Bus Shelter and also to seek advice from the Equalities Advisor.

2. Kaighens Lane

The District Surveyor advised the Board that he had contacted the Department of Infrastructure to clarify their recent interest in Kaighens Lane and they confirmed that the purpose was to measure the width of the lane to see if it can be increased to accommodate a cyclists as well as pedestrians.

3. Road Sweeper – Serviceability & Knot Weed

The Chief Executive/Clerk advised the Board that a Member had requested that this topic to the agenda.

The Chief Executive/Clerk confirmed to the Board that the Road Sweeper had been out of action for a number of weeks and the District Surveyor was currently carrying out a review of the costs.

It was agreed that the District Surveyor carry out a full review and it be brought back to a future Board meeting.

The District Surveyor advised that the Board of the following in relation to Knot Weed:-

- the contractor is paid a set amount to cover all areas;
- it is a long term issue;
- the contractor has confirmed that the Knot Weed had been reduced by half;
- the Knot Weed is being treated in line with the contractors recommendations

The Chief Executive/Clerk asked the Board that the Member had asked for the costs spent on Knot Weed for the last 5 years.

After a discussion, it was agreed by the Board that it is not necessary for the Chief Executive/Clerk to review the costs for the last five years.

C19/09/02/15

PROPERTIES AND AMENITIES MATTERS

1. Housing Update – 13/27

To be considered In Committee.

2. Outside Ground Maintenance of EPC

To be considered in Committee.

C19/09/02/16**CHAIRMAN'S ANNOUNCEMENTS**

1. The Chief Executive/Clerk confirmed that she had attended on behalf of the Authority the Battle of Britain Service held at St Georges' Church on Sunday 15th September 2019.
2. The Chief Executive/Clerk brought to the attention of the Board an invitation which had been received from the Onchan Primary Schools for the Chairman and Commissioners to attend an event which they are holding on the 4th October 2019 at the Harvey Briggs Onchan Library from 2:00pm to 3:00pm to celebrate Mr Hector Duff BEM 100th Birthday.

The Chairman confirmed that he would be attending.

2. **Dates for the Diary**

| Date | Organisation | Event | Time |
|---------------------------------|-------------------------------|---|---------------------|
| 19 th September 2019 | Barclays Bank | Jubilee Sensory Garden Presentation | 12 noon |
| 22 nd September 2019 | Peel Town Commissioners | Civic Sunday | 12 noon |
| 29 th September 2019 | Marown Parish Commissioners | Civic Sunday | 11:00 am |
| 30 th September 2019 | Onchan District Commissioners | Board Meeting | 7:00 pm |
| 5 th October 2019 | Onchan District Commissioners | Commissioners Surgery | 11:00 am to 1:00 pm |
| 4 th October 2019 | Onchan Primary Schools | Mr Hector Duff BEM 100 th Birthday | 2:00 pm to 3:00 pm |
| 7 th October 2019 | Onchan District Commissioners | Board Meeting | 7:00 pm |

C19/09/02/17**ANY OTHER BUSINESS**

None.

The Public session of the Meeting ended at 21:05 pm

C19/09/02/18**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

C19/09/02/19**FINANCE AND GENERAL PURPOSES**

1. **Commercial Rent Arrears**

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

The Report of the Finance Manager dated 11th September 2019 having previously been circulated was considered.

After a discussion, it was agreed that the Finance Manager consider outstanding rent arrears. It was further agreed that the commercial rent arrears be brought back to the Board in January/February 2020.

2. Rent Setting

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

The Report of the Chief Executive/Clerk dated 11th September 2019 having previously been circulated was considered.

After a discussion, and with extreme reluctance it was proposed by Mr Crellin and seconded by Mr Macfarlane and **RESOLVED that the recommendations to the Department of Infrastructure in relation to social housing rents be increased by 2%.**

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

C19/09/02/20

REPORTS FROM THE CLERK OR OTHER OFFICER

1. Feasibility Study Springfield Court – Presentation

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

The feasibility study prepared by the outgoing District Surveyor dated September 2019, having previously been circulated was considered.

After a discussion, it was agreed that the Board meet with the District Surveyor for a walk round visit of Springfield Court and that the presentation be brought back to the meeting of the 7th October 2019.

2. Storytime Nursery

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

The Report of the Chief Executive/Clerk dated 10th September 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Crellin and unanimously **RESOLVED that the Storytime Lease be assigned for a further five years with no rent increase for the next 3 years.**

C19/09/02/21

SUSPENSION OF STANDING ORDERS

It was proposed by Mr Turton and seconded by Mr Allen and unanimously **RESOLVED that Standing Orders be suspended until 10:15 pm to allow for the completion of business.**

3. Data Protection Officer

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

The Report of the Chief Executive/Clerk dated 10th September 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that a tripartite arrangement with Port Erin Commissioners and Malew Parish Commissioners for the function of an independent Data Protection Officer role in the Authority be approved.**

4. Staffing Matter

Deferred to the end of the Meeting.

C19/09/02/22

PROPERTIES AND AMINITIES**1. Housing Update – 13/27**

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

The report from the Senior Administrator dated 10th September 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Crellin and seconded by Miss Williams and unanimously **RESOLVED that 13/27 be offered to TG424.**

Outside Ground Maintenance of EPC

Deferred to the next Meeting.

C19/09/02/23

ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHIARMAN:-

None.

C19/09/02/24

STAFFING MATER

See Staff Minute Book.

The Chairman thanked the outgoing District Surveyor for his service to the Authority over the last 22 years and wished him a very happy retirement.

There being no further business, the meeting closed at 22:15 pm