

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 17th September 2018 at 7.00 p.m.

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

Apologies: Mr C. Quirk

In Attendance: Mr T.R. Craig (Deputy Clerk)
 Mrs S. Johnson (Finance Manager)
 Mr R. Phillips (Acting District Surveyor)
 Ms A.S. Dentith (Senior Administrator)

Before the commencement of proceedings, Members of the Board of Onchan District Commissioners AND Officers stood for 1 minutes silence as a mark of respect. in honour of the late Mr Stanley Terrance Black.

C18/09/02/01

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

Not necessary.

C18/09/02/02

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

None.

C18/09/02/03

MINUTES

1. Ordinary meeting held on Monday 3rd September 2018

The minutes of the ordinary meeting held on Monday 3rd September 2018, copies of which having previously been circulated, were considered.

1. C18/09/01/20(1) - Heywood Court

Discussion ensued with regard to the correct wording of the second paragraph.

It was agreed that this minute is to be reworded and brought back to the Board at the next meeting.

2. C18/09/01/21 – Suspension of Standing Orders

Delete the word 'unanimous'.

3. C18/09/01/03(1)(i) – 3 Ballachurry Avenue

Amend the voting to read:

For: Mr Allen

Against: Mr Macfarlane, Mr Cherry and Miss Williams.

4. **C18/09/01/15(1) – Dates for Diary**

Remove meeting date of 17th September, Older Persons Housing Needs for Future at 6.15 p.m.

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

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

Mr Cherry did not cast a vote as he was not in attendance at the meeting.

2. **Staff Minutes of Ordinary meeting held on Monday 3rd September 2018**

To be considered in committee.

C18/09/02/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. **Chief Executive/Clerk – Recruitment**

The Chairman advised Members that the recruitment process was ongoing and he would keep the Board updated.

2. **C18/09/01/19(2) – Domestic Bins – Unpaid Accounts**

In answer to question, the Acting District Surveyor advised that correspondence had been issued to the debtors, and either the outstanding balance had been cleared or the bins had been removed.

The Lead Member for Environment and Technical Services informed the Chairman that he had been kept informed of developments.

C18/09/02/05

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C18/09/02/06

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C18/09/02/07

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 18/00918 Mr and Mrs R. Welch, Beehive Kindergarten, Hillberry Road**

The Acting District Surveyor advised that the planning application was for:-

- Installation of glazing to enclose existing covered area at rear of property; and

- Glass to replace polycarbonate roof.
- No comments received.

In answer to question, Members were advised that the Senior Planning Officer is on unexpected period of protracted leave and a meeting has not yet been arranged.

After discussion, it was proposed by Mr Crellin, seconded by Mr Turton and unanimously **RESOLVED** that:-

- **PA18/00918 – Beehive Kindergarten, Hillberry Road, be advised that the Commissioners consider in light of the outstanding planning issues with these premises that no recommendation will be put forward.**
- **That the Deputy Clerk write to the Chief Executive of the Department of Environment, Forestry and Agriculture, copied to the Minister, requesting that a meeting with the Planning Officers be expedited.**

(ii) **PA 18/00928 Ms R. Quirk, 19 Highfield Crescent**

The Acting District Surveyor advised that the planning application was for alterations, erection of extension and raised decking. No comments had been received.

It was proposed by Mr Crellin, seconded by Mr Allen, and unanimously **RESOLVED** that **PA 18/00928 – 19 Highfield Crescent be recommended for approval (notify 17 and 21 Highfield Crescent, 11, 13 and 15 Sunnybank Avenue).**

(iii) **PA 18/00940 Mr D. Woodriff, Grandstand Area, Hillberry Corner**

The Acting District Surveyor advised that this is a retrospective planning application for the removal of grandstand and clearance works and installation of fencing, gravel surface and storage of food trailers. No comments received.

Enforcement Order was in place due to the works undertaken without planning permission.

In answer to question, the Acting District Surveyor advised that the application is for two food vans, and waste bins, during the year until required during events.

The Acting District Surveyor will circulate any other available information to Members, and the matter be deferred to the next meeting, where a recommendation will be considered.

2. Planning Communications

None.

C18/09/02/08**FINANCE AND GENERAL PURPOSES****1. Internal Audit Report**

The Finance Manager advised that a request for a meeting with Alexander Elliott had been made. After a brief discussion, the Deputy Clerk advised that as Acting Chief Executive he will also be present at the meeting.

2. Telephone System Update

The Deputy Clerk advised that WiManx will attend on Thursday to do the amendments to the telephone system.

3. Summer Recess

After discussion, it was proposed by Mr Turton, seconded by Mr Allen, and unanimously **RESOLVED that from the 1st week in January 2019, the meetings of the Board of Commissioners will be held fortnightly wherever possible. If the meeting falls on a bank holiday then it will be held on the Tuesday of the same week.**

4. Financial Statements – Legal, Professional & Bank Costs

To be considered In Committee.

C18/09/02/09**REPORT FROM THE CLERK OR OTHER OFFICER****1. Sickness Report**

Report of the Deputy Clerk dated 13th September 2018, having previously been circulated was considered. The Deputy Clerk advised that:-

- Clerical Staff – average days lost through sickness is 3.2%.
- Manual Staff – average days lost through sickness is 5.32%.

The figures published in the United Kingdom shows an average of 4.1% average days lost through sickness, as there is no distinction between manual and clerical staff.

The Deputy Clerk explained:-

- Clerical – includes 39 days relating to an officer who has been recommended for early retirement on health grounds. If this absence is removed the Clerical days lost drops to 2.22%.
- Manual – includes 64 days relating to an officer who is no longer in the employment of the Authority. If this absence is removed the Manual days lost drops to 3.78%.

There has been one claim for compensation as a result of an industrial injury during the period which was reported under RIDDOR. Circumstances were investigated by the insurers and no recommendations to change working practices were received. The event was not investigated by the Health and Safety Directorate.

2 manual members of staff were referred to Occupational Health for assessment and guidance in the period.

The Lead Member for Finance and General Purposes requested that the Board should be informed of anyone was over 3 months sick leave.

The Vice-Chairman requested that a comparison be reported with the previous financial year. The sickness days removed which were extraordinary circumstances to be removed for the purposes of the comparison.

C18/09/02/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Cabinet Office – Town and Country Planning (Amendment) Bill 2018

Correspondence received dated 3rd September 2018 from the Head of Planning Policy regarding the Town and Country Planning (Amendment) Bill 2018 which incorporates amendments as a result of a consultation exercise earlier in the year.

The Acting District Surveyor advised that he would circulate a report to the Board for approval which will formulate the written response to the Cabinet Office.

C18/09/02/11

QUESTIONS

None.

C18/09/02/12

MOTIONS

None.

C18/09/02/13

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Groudle Glen – Sewerage Proposals

To be considered In Committee.

2. Nuisance Abatement Notice

To be considered In Committee.

C18/09/02/14

PROPERTIES AND AMENITIES MATTERS

1. Onchan Park – Update

(i) Onchan Park

The Acting District Surveyor informed the Board that a site visit took place at Onchan Park on 15th September 2018. The visit resulted in a list of recommendations mainly were maintenance issues which will be undertaken during the winter works scheme. There were a number of larger items which need to be considered as part of the budget setting process.

The Lead Member for Finance and General Purposes requested that the larger items are budgeted separately and circulated in advance of budget setting to give Members time to answer any questions they may have.

2. Department of Infrastructure – Rent Setting

Correspondence dated 7th September 2018 from the Deputy Clerk to the Director of Public Estates and Housing Division at the Department of Infrastructure, having previously been circulated was noted.

The Deputy Clerk advised that the letter reflects the views of the Board for a zero percent rent increase. He felt it was appropriate to look at the level of wage increases for the previous five years, but unfortunately the IOM statistics do not cover the 2017/18 year. However, the percentage rent increases have outstripped the wage increases. He further advised, that he could not locate figures for increases for those on fixed incomes, such as retirement benefits, state benefits, and it must be born in mind that these are usually only increased on C.P.I..

The Board requested that a public statement be released as soon as possible, and a copy of the letter placed on the Commissioners' notice boards in the District.

3. **Pet Policy**

The Deputy Clerk advised Members that the draft Pet Policy had been circulated to Members for their consideration at the next meeting of the Board.

The Lead Member for Properties and Amenities advised that he was in support of the policy and guidance notes.

A Member felt that it was harsh to insist on dogs being spayed, as some dog owners may wish to breed from their pet. However, did agree that the animals should not be bred from the Commissioners' property. A further Member felt that this would be difficult to control and the policy should be kept simple.

4. **Nivison Stadium – Leases/Licences**

(a) **Football Pitch**

To be considered In Committee.

(b) **Onchan Raceway**

To be considered In Committee.

5. **Onchan Park Café – Lease**

To be considered In Committee.

6. **Housing Allocations**

To be considered In Committee.

C18/09/02/15

CHAIRMAN'S ANNOUNCEMENTS

1. **Dates for the Diary**

| Date | Organisation | Event | Time |
|---------------------------------|-------------------------------|---|------------|
| 23 rd September 2018 | Patrick Parish Commissioners | Civic Service | 2.00 p.m. |
| 27 th September 2018 | IOM Municipal Association | | 7.00 p.m. |
| 30 th September 2018 | Marown Parish Commissioners | Civic Service | 11.00 a.m. |
| 1 st October 2018 | Onchan District Commissioners | Board Meeting | 7.00 p.m. |
| 2 nd October 2018 | Commissioners' Surgery | Springfield Court – <i>Mr Turton and Mr Crellin indicated attendance.</i> | 2.30 p.m. |
| 6 th October 2018 | Commissioners' Surgery | Onchan Hub – <i>Mr Cherry indicated attendance.</i> | 11.00 a.m. |
| 19 th December | Onchan Methodist Church | Carol Service | 7.30 p.m. |

2. Commissioners' Surgery – Heywood Court

The Vice-Chairman advised the Board that he had attended the coffee morning that day, and the residents wished to change the afternoon surgery to the evening at 7.00 p.m. as they would like to meet the Chairman and Lead Member for Properties and Amenities. ^[amended by ODC 01/10/18]

After discussion the Board agreed the following:-

- 6th November 2018 – 2.30 p.m., afternoon Surgery to remain in place.
- 6th November 2018 – 7.00 p.m., social evening to meet the Commissioners.

A Member requested that the Social Secretary at Heywood Court be informed that this is a social evening and not to discuss the affairs of Heywood Court.

C18/09/02/16

ANY OTHER BUSINESS

1. Highway Matters

Lead Member for Properties and Amenities reported concerns from residents as follows:-

- Alberta Drive – Road Mirror, overgrown hedging obscuring the mirror.
- Ridgeway Road – request for road mirror
- Strathallan Road – Weeds have been sprayed but has left some dead foliage which is scratching cars.

Acting District Surveyor advised removal of dead foliage was the land owner's responsibility. With regard to issues of road mirrors this falls under the responsibility of the Highways Division of the Department of Infrastructure.

2. STEP Student

The Deputy Clerk advised Members that the STEP Student, Miss Breesha Foxton, who had undertaken a street lighting project for the Authority, had been awarded best STEP Student this year.

3. Street Lighting – Scott Close

In answer to question, the Acting District Surveyor advised that correspondence had been issued, and no response had been received, and as such the matter was being held in abeyance.

The meeting moved to In Committee proceedings at 8.33 p.m.

C18/09/02/17

MINUTES

1. Staff Minutes of Ordinary meeting held on Monday 3rd September 2018

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

The staff minutes of the ordinary meeting held on Monday 3rd September 2018, copies of which having previously been circulated, were considered.

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

Mr Cherry did not cast a vote as he was not in attendance at the meeting.

C18/09/02/19
MATTERS ARISING

1. **Chief Executive/Clerk – Employment Tribunal**

See Staff Minute Book.

C18/09/02/18
FINANCE AND GENERAL PURPOSES

1. **Financial Statement of Accounts**

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

Report of the Finance Manager dated 7th September 2018, relating to the Legal, Professional and Bank Costs, having previously been circulated were considered and noted.

C18/09/02/19
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Groudle Glen – Sewerage Proposals**

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

The Deputy Clerk gave a summary of the current position and a meeting with one of the interested parties together with a telephone conversation with another party. The matter is currently on hold until details of the legal costs have been notified, along with details of wayleaves which will be required, also a release covenant of land currently leased by the Department of Environment, Forestry and Agriculture.

2. **Nuisance Abatement Notice**

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

The Deputy Clerk advised that he would be attending a Directions Hearing on 18th September 2018, and will report back to the next meeting of the Board.

C18/09/02/20
PROPERTIES AND AMENITIES MATTERS

1. **Nivison Stadium**

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

(a) **Football Pitch – Licence**

The Deputy Clerk advised that he had received confirmation that Onchan AFC wished to renew their licence on the terms discussed.

(b) **Onchan Raceway – Lease**

No update to report.

2. **Onchan Park Café – Lease**

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

The Deed of Rectification from the Advocates and there is a small amendment to be clear as to who is responsible for the windows, and reflect the wording in all other commercial leases.

In answer to question, the Deputy Clerk advised that the specification of opening times for the café were not detailed within the Lease, therefore if the Board wish to do so it would require negotiation of a new lease.

Following discussion Members hoped that that the Café would be open to serve visitors in the Park in line with the opening times of Onchan Park. ^[amended by ODC 01/10/18]

3. Housing Allocations

The following matters were considered In Committee and transferred to the public domain.

(a) E1/19 – 1 Bedroom Flat.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that the tenancy of E1/19 be granted to SHA 395.**

It was agreed that the allocation agreement between Onchan District Commissioners and the Joint Ex-Servicemen's Association and the Soldiers, Sailors and Air Forces Association be circulated to Members.

In answer to queries, Members were advised that a review of the sheltered housing applications will be undertaken.

(b) E2/40 – 1 Bedroom Flat.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that the tenancy of E2/40 be granted to SHA 441.**

(c) 05/26 – 3 Bedroom House.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that a five year fixed term tenancy of 05/26 be granted to HA 3785.**

(d) 16/04 – 2 Bedroom House.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that a five year fixed term tenancy of 16/04 be granted to HA 3845.**

There being no further business, the meeting closed at 9.30 p.m.