

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Hub, School Road, Onchan, on Monday 1st February 2021 at 6:30 pm

Present:

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

In Attendance:

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

C21/02/01/01

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

Not necessary.

C21/02/01/02

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

Not necessary.

C21/02/01/03

MINUTES

1. Ordinary meeting held on Monday 21st December 2020

The minutes of the Ordinary Meeting held on Monday 21st December 2020, copies of which having previously been circulated, were considered.

Page 3 – Planning Application Number PA 20/01307 after “site visit to be arranged” insert to meet with residents.

After a discussion, it was proposed by Mr C Quirk 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.

2. Staff Meeting held on Monday 21st December 2020

To be considered In Committee.

3. Extra Ordinary Meeting held on Monday 4th January 2021

To be considered In Committee.

4. Budget Briefing Discussion held on Monday 18th January 2021

For information only.

C21/02/01/04

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

None.

C21/02/01/05**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES**

None.

C21/02/01/06**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED**

None.

C21/02/01/07**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE****1. 2021/22 Rate Setting**

To be considered In Committee.

C21/02/01/08**BUSINESS ADJOURNED FROM A PREVIOUS MEETING****1. Local Government Amendment Bill**

The Chairman asked Members for their comments in relation to the Local Government Amendment Bill.

The Chairman confirmed that he had made some comments to the Chief Executive/Clerk.

A Member asked if the provision of Video conferencing is included. The Chief Executive/Clerk confirmed that it is.

The Chief Executive/Clerk advised the Board that an extension has been granted to the 15th February 2021, and that the Chief Executive/Clerk is waiting for confirmation of the re-scheduled meeting date.

A Member commented that they would not be making any comments as a Commissioner but in a personal capacity.

2. 2021/22 Onchan Park Year End Charges – Bowling Green Huts

To be considered In Committee.

C21/02/01/09**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 20/01307 Mr M Weldon - Land corner of Lhonvane/Lhondhoo Close

Members were advised that the application is for the construction of 9 new garages and 4 bike stores.

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

- Comments had been received in relation to the application; and

- The return date for the application is the 1st January 2021.

It was agreed that **PA 20/01307 – Land Corner of Lhonvane/Lhondhoo Close be deferred to the Board Meeting of the 8th February 2021 to establish if Onchan District Commissioners have a conflict of interest.**

(ii) PA 20/01308 Ms F Sargent - 7 Cassafield, Church Road

Members were advised that the application is for the installation of 2 roof lights.

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

- No comments had been received; and
- The return date for the application was the 8th January 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01308 – 7 Cassafield, Church Road be recommended for approval.**

(iii) PA20/01333 Majestic Management Ltd - Majestic Apartments, King Edward Road

Members were advised that the application is for the installation of a garage bridge.

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

- No comments had been received; and
- The return date for the application was the 18th December 2020.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA20/01333 - Majestic Apartments, King Edward Road be recommended for approval.**

(v) PA 20/01345 Mr J McCance - 10 Banks Howe

Members were advised that the application is for an extension and detached garage.

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

- No comments had been received; and
- The return date for the application was the 1st January 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/01345 – 10 Banks Howe be recommended for approval.**

The District Surveyor declared an interest.

(vi) **PA 20/01348 Dr P Slinger - 49 Sea Cliff Road**

Members were advised that the application is for alterations and replacement of existing conservatory concrete tile roof with slate/slate effect tiles and installation of a roof lantern.

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

- No comments had been received; and
- The return date for the application was the 15th January 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01348 – 49 Sea Cliff Road be recommended for approval.**

The District Surveyor declared an interest.

(vii) **PA 20/01362 Mrs J Bury - 46 Banks Howe**

Members were advised that the application for the creation of a terrace and replacement of an existing window with patio doors.

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

- No comments had been received; and
- The return date for the application was the 25th December 2020.

It was noted that PA 20/01362 – 46 Banks Howe has been approved by the Planning Department.

PA 20/01371 Mrs J Edge - 43 Briarfield Avenue

Members were advised that the application for the removal of a chimney stack.

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

- No comments had been received; and
- The return date for the application was the 8th January 2021.

It was noted that PA 20/01371 – 43 Briarfield Avenue has been approved by the Planning Department.

PA 20/01411 Mr & Mrs R Blakemore - 14 Central Drive

Members were advised that the application for an extension.

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

- No comments had been received; and
- The return date for the application was the 1st January 2021.

It was noted that PA20/01411 – 14 Central Drive has been approved by the Planning Department.

PA 20/01414 Mr & Mrs P Garrity - 2 Hague Walk

Members were advised that the application for an extension.

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

- No comments had been received; and
- The return date for the application was the 1st January 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01414 – 2 Hague Walk be recommended for approval.**

PA 20/01417 Mr P Bruce - Tremissary House & Coachmans House, Strathallan Road

Members were advised that the application is for the creation of additional vehicular access.

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

- No comments had been received; and
- The return date for the application was the 1st January 2021.

It was noted that PA 20/01417 - Tremissary House & Coachmans House, Strathallan Road has been approved by the Planning Department.

PA 20/01423 Mr Bradburn - Carrera, Sir Georges Bridge

Members were advised that the application is for alterations including removal of parapet, roof works & addition of cladding to existing conservatory.

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

- No comments had been received; and
- The return date for the application was the 8th January 2021.

It was noted that PA 20/01423 - Carrera, Sir Georges Bridge has been approved by the Planning Department.

PA 20/01437 Mrs S Moffitt - 18 Main Road

Members were advised that the application is for a rear extension.

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

- No comments had been received; and
- The return date for the application was the 8th January 2021.

It was noted that PA 20/01437 – 18 Main Road has been approved by the Planning Department.

PA 20/01440 Mr & Mrs D Callow - 5 Harbour Road

Members were advised that the application is for a rear extension and installation of a flue.

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

- No comments had been received; and
- The return date for the application was the 8th January 2021.

It was noted that PA 20/01440 – 5 Harbour Road has been approved by the Planning Department.

PA20/01482 Mr L Looney - 5 Majestic Drive

Members were advised that the application is the replacement of an extension.

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

- No comments had been received; and
- The return date for the application was the 18th January 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/01482 – 5 Majestic Drive be recommended for approval.**

PA 20/01502 Mr & Mrs M Breckenridge - 21 Groudle Road

Members were advised that the application is the replacement of an extension.

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

- No comments had been received; and
- The return date for the application was the 22nd January 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01502 - 21 Groudle Road be recommended for approval subject to the Department of Infrastructure's comments/recommendations.**

PA 20/01490 Mr G. Logan - Sunnymead, Bibaloe Beg Road

Members were advised that the application is for the erection of a detached garage.

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

- No comments had been received; and
- The return date for the application was the 5th February 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01490 - Sunnymead, Bibaloe Beg Road be recommended for approval.**

PA 21/00029 Mr Doherty & Mrs Black - 9 Turnberry Avenue

Members were advised that the application is for the erection of a detached garage.

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

- No comments had been received; and
- The return date for the application was the 12th February 2021.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 21/00029 – 9 Turnberry Avenue be recommended for approval.**

7.2 PA19/00650 – 93 King Edward Road

The District Surveyor advised the Board that the above mentioned planning application went to appeal and that the Planning Department have now approved the application.

C21/02/01/10

FINANCE AND GENERAL PURPOSES

1. Financial Statements for the year ended 31st March 2020

To be considered In Committee.

2. 2021/22 Internal Audit

To be considered In Committee.

3. 2020/21 Quarter 2 Management Accounts

To be considered In Committee.

4. 2020/21 Quarter 3 Management Accounts

To be considered In Committee.

C21/02/01/11

REPORT FROM THE CLERK OR OTHER OFFICER

1. Staffing Matter

To be considered In Committee.

C21/02/01/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. 2021 Isle of Man Municipal Association Meeting Dates

A copy of the 2021 meeting dates received from the Isle of Man Municipal Association having previously been circulated were noted.

2 Onchan Raceway – 2021 Provisional Fixture Dates

A copy of the 2021 Onchan Raceway provisional fixture dates having previously been circulated were noted.

3. Letter re Dog Exercising

A copy of the correspondence received having previously been circulated was considered.

After a discussion, it was unanimously agreed that open spaces are for public use and should not be used to exercise dogs.

4. Commercial Properties Update

To be considered In Committee.

C21/02/01/12
QUESTIONS

The Chairman advised the Board that the following questions in accordance with Standing Order 34 has been received from a Member:-

11.1 Question:-

Would the Chairman make a further statement on the current kitchen refurbishment programme and how is he addressing the number of complaints still being received?

Answer:-

I am aware of the complaints being received in relation to some of the 200 plus kitchen installations that are currently being undertaken by Tooms Bros on our behalf. The District Surveyor and Property Maintenance Manager have expressed their concerns and disappointment to the contractor regarding some of the poor performance experienced. This has led to them withholding payments and having fortnightly meetings with the contractor and Contract Administrator to put measures in place to reduce the number of complaints.

By the end of December 2020 95% of the outstanding snagging items had been completed and the most recent kitchens have seen a substantial improvement with minimal complaints or snagging items. Members are advised that if they are approached by tenants in relation to kitchens then in the first instance they are to contact the contractor direct, following this they can then contact the Surveyors Team and escalate their issues accordingly.

11.2 Question:-

Would the Chairman made a statement regarding the Eastern Civic Amenity Site and its future?

Answer:-

An update regarding the Eastern Civic Amenity Site was provided by the Chief Executive at the board meeting held on Monday 21st December 2020.

11.3 Question:-

What is the current job description for the warden that is based at the Commissioners offices who looks after both Springfield Court and Heywood Court?

Answer:-

What is the purpose of the request from the Member in relation to the Sheltered Housing Warden's job description?

11.4 Question:-

Would the Chairman make a statement in relation to the future of Onchan Park and the 70th anniversary celebrations?

Answer:-

The events Committee which is made up of staff and two Members (the Lead Member for Finance and General Purposes and the Lead Member for Environmental and Technical Services) have been meeting to make arrangements for the 70th anniversary of Onchan Park celebrations. Due to the current lockdown and COVID-19 restrictions it is likely that a one-day event should now be considered as there will be limited time to arrange a larger event.

The future of Onchan Park has been discussed at previous board meetings and a public consultation was carried out during 2017. No actions have yet taken place following this. But the Vice Chairman will be bringing the topic back to the Board as an agenda item to be discussed at a future meeting.

11.5 Question:-

Would the Chairman make a statement on the procedures of a Local Authority for selling assets of the Authority?

Answer:-

With regards to the selling of assets, I refer you to the Local Government Act 1985 and Legislation.

C21/02/01/13**MOTIONS**

None.

C21/02/01/14**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Groudle Glen Way Leave**

To be considered In Committee.

C21/02/01/15
HOUSING MATTERS

1. **Housing Allocations – Update**

To be considered In Committee.

C21/02/01/16
CHAIRMAN'S ANNOUNCEMENTS

1. **Attendances**

The Chairman advised the Board that due to the COVID-19 Circuit Breaker Lockdown he did not have any attendances to report.

2. **Dates for the Diary**

Date	Organisation	Event	Time
1 st February 2021	Onchan District Commissioners	Board Meeting	7:00 pm
6 th February 2021	Onchan District Commissioners	Commissioners Surgery - The Hub	11:00 am to 1:00 pm
8 th February 2021	Onchan District Commissioners	Board Meeting	7:00 pm

C21/02/01/17
ANY OTHER BUSINESS

1. **Commissioners Surgery**

It was noted that Mr Allen and Mr C Quirk would be attending the Commissioners Surgery on Saturday 6th February 2021 at the Hub between 11:00 am and 1:00 pm.

The Public session of the Meeting ended at 19:57 pm

C21/02/01/18
MINUTES

1. **Staffing Meeting held on Monday 21st December 2020**

See Staff Minute Book.

2. **Extra Ordinary Board Meeting held on Monday 4th January 2021**

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

The minutes of the Extra Ordinary Meeting held on Monday 4th January 2021 a copy of which having previously been circulated, were considered.

After a discussion, it was proposed by Mr Allen and seconded by Mr C Quirk and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

The Chairman received a letter from a Member. The Chairman asked the Member if the letter could be read out at the meeting which the Member confirmed it could be.

The Member wished for it to be placed on record that they had subsequently received a letter from the Commissioners Advocate who was present at the meeting to advise the Board, and that the Member had no prior knowledge to the nature of the meeting and as such was not afforded an opportunity to arrange to be independently advised.

C21/02/01/19

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

1. 2021/22 Onchan Park Year End Charges – Bowling Green Huts

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

The Report of the Finance Manager dated 1st December 2020, having previously been circulated was considered.

After a discussion it was agreed that the Bowling Green Huts charges would remain the same as the 2020/21 charges.

A Member advised the Board that they did not have any conflict of interest.

C21/02/01/20

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

1. 2021/22 Rate Setting

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

The Vice Chairman requested that the 2021/22 Rate Setting be deferred until after the Finance and General Purposes items below had been discussed.

C21/02/01/21

FINANCE AND GENERAL PURPOSES

1. Statement of Accounts for the Year Ended 31st March 2020

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

A copy of the Report of the Finance Manager dated the 26th January 2021, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Statement of Accounts for the year ended 31st March 2020 be approved and that the Chairman and Finance Manager are authorised to sign the Statement of Accounts on behalf of the Authority.**

2. 2021/22 Internal Audits

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

A copy of the Report of the Finance Manager dated the 5th January 2021, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Internal Auditors suggested areas of focus be approved and that the Internal Auditors also focus on the Equality Act and the Procurement/tendering process.**

3. 2020/21 – Quarter 2 Management Accounts

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

A copy of the 2020/21 Quarter 2 Management Accounts, having previously been circulated were noted.

4. 2020/21 – Quarter 3 Management Accounts

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

A copy of the Report of the Finance Manager dated the 28th January 2021, having previously been circulated were considered and noted.

C21/02/01/20**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE****1. 2021/22 Rate Setting**

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

The Report of the Finance Manager dated 28th January 2021, a copy of which having previously been circulated was considered.

The Lead Member for Finance and General Purposes advised the Board that they have all received an updated budget.

The Lead Member for Finance and General Purposes went through the items which are not included in the budgeted figures:-

1.1 The Rec – Footpath and Lighting

It was agreed that the repairs to the footpath and additional lighting be taken out of reserves.

1.2 Port Jack Glen – Lighting Scheme

It was agreed that the District Surveyor provide the Board with a design for a lighting scheme.

1.3 Toilets – Main Road, Onchan

It was agreed that given the current circumstances, the cost for refurbishing the toilets could not be supported, it was further agreed that a deep clean of the toilets would be undertaken.

1.4 Hawthorn Villa Windows

It was agreed that the cost of the replacement of dangerous/damaged windows be taken within this year's budget.

1.5 CCTV

It was agreed that the cost for installing CCTV at Hawthorn Villa, Pennington Hall and Snugborough be taken out of reserves.

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

1.6 Beech House

It was agreed that the costs for the replacement roof coverings, the removal of asbestos and the upgrading of the fire alarm system and emergency lighting be taken from reserves.

1.7 Ballachrink Stores

It was agreed that the cost of the disabled entrance and repairs to the footpath be taken from reserves.

1.8 Commercial Properties

It was agreed that the cost for the fire precaution improvements for all commercial properties owned by the Authority be taken from reserves.

1.9 Onchan Park Stadium

It was agreed that the above be put on hold until the Vice Chairman brings a proposal back to the Board.

1.10 Harvey Briggs Onchan Library

It was agreed that the Multifunction machine at the Harvey Briggs Onchan Library would be replaced when necessary.

Resolutions

After a discussion, questions and answers it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that £83,500 be taken from the Authority's reserves in relation to the above.**

After a further discussion, questions and answers it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED the rates for the year 2021/22 be increased by 3p to 326p in the pound which is the equivalent to 0.93%.**

C21/02/01/22**REPORT FROM THE CLERK OR OTHER OFFICER****1. Staffing Matter**

Please see Staff Minute Book.

C21/02/01/23**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Commercial Property Update**

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

The Report of the Chief Executive/Clerk dated 28th January 2021, having previously been circulated was considered.

1.1 Lease – 33 Main Road

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that a 5 year lease be approved at an incremental**

rental with an increase of 5% each subsequent year throughout the 5 year period.

1.2 **Onchan Park Stadium and Football Pitch**

It was agreed that the above be deferred to the Board Meeting of the 8th February 2021

C21/02/01/24

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Groudle Glen Wayleave**

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

The District Surveyor advised the Board that the Authority had been approached by the Department of Environment, Food and Agriculture (“DEFA”) in 2018 in relation to relocating the footpath at Groudle Glen and due to DEFA not being able to obtain funding the matter did not progress.

The District Surveyor further advised the Board that DEFA has now received funding and that he had been re-approached by DEFA to consider relocating the footpath.

After a discussion, questions and answers it was proposed by Mr C Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that a wayleave in relation to the relocating of the footpath as shown in the map produced by DEFA, and all administration and costs in relation to this matter would be incurred by DEFA.**

C21/02/01/25

HOUSING MATTERS

1. **Housing Allocations – Update**

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

The Report of the Housing Manager dated 8th January 2021 having previously been circulated was considered and noted.

C21/02/01/23

ANY OTHER BUSINESS

There being no further business the meeting ended at 21:52 pm