

IN PUBLIC

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 20th February 2017 at 7.15 p.m.

Present:	Mr R. Turton	(Chairman)
	Mr A. Allen	
	Mr J. Cherry	
	Mr D. Crellin	(Vice-Chair and Lead Member for Environmental and Technical Services)
	Mr M. Macfarlane	(Lead Member for Finance and General Purposes)
	Mr C. Quirk	
	Miss K. Williams	(Lead Member for Properties and Amenities)
Apologies:	Mr B.T. Price	(District Surveyor)
In Attendance:	Mr M.J. Morrison	(Chief Executive/Clerk)
	Mr T.R. Craig	(Deputy Clerk)
	Mr T.M.G. Edwin-Reed	(Finance Manager) <i>(until 9.37 p.m.)</i>
	Mr R. Phillips	(Property Maintenance Manager) <i>(until 7.38 p.m.)</i>
	Ms A.S. Dentith	(Senior Administrator)

C17/02/03/01**TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT**

Not necessary.

C17/02/03/02**BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS**

None.

C17/02/03/03**MINUTES****1. Ordinary meeting held on Monday 6th February 2017**

The minutes of the ordinary meeting held on Monday 6th February 2017, copies of which having previously been circulated, were considered.

(a) C17/02/01/08(3) - Heating Charges – Elderly Persons Complexes

Within the resolution delete the words 'and service'. At the end of the resolution add in, 'It was further agreed, that the service charges be frozen at £1.90 per week.'

(b) C17/02/01/02(1) – Rate Announcement

Page 2, second paragraph. Delete the phrase 'unanimously agreed' and replace with the phrase 'agreed by a majority'.

Subject to the above amendments, It was proposed by Mr Cherry, seconded by Mr Quirk and unanimously **RESOLVED that the minutes be signed as a correct record of proceedings and were signed by the Chairman.**

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

*IN PUBLIC***2. Extra-ordinary meeting held on Monday 13th February 2017**

The minutes of the extra-ordinary meeting held on Monday 13th February 2017, copies of which having previously been circulated, were considered.

(a) C17/02/03/2 - Onchan Park and Stadium – Strategic View

Second sentence, change to read 'The Board agreed to submit an application ...'.

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

C17/02/03/04**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES****1. C17/02/01/14(3) – Nivison Stadium Lease**

In answer to question, the Chief Executive advised Members that the payment of rates had been received.

2. C17/02/01/13(5) – Groudle Glen House

In answer to question, the Chief Executive advised that the matter will be heard before the Courts on 7th March 2017 for failure to comply with the Sewerage Act 1999.

C17/02/03/05**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

C17/02/03/06**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

C17/02/03/07**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 17/00097 - 18 King Edward Park

The Property Maintenance Manager advised that the application:-

- Proposed kitchen and utility extension to the front of the property and sun lounge and terrace to the rear.
- Several properties along the road including this one have garages forward of the main building.
- The proposed extension to the front does not protrude beyond the garage and therefore does not contravene any building lines.
- The rear terrace overlooks the Manx Electric Railway and would not create any overlooking to neighbours more than currently occurs.

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It was proposed by Mr Crellin, seconded Mr Cherry, and unanimously **RESOLVED that PA 17/00097 – 18 King Edward Park be recommended for approval.**

(ii) PA 17/00100 – 5 Furman Road

The Property Maintenance Manager advised that the application:-

- Proposed single storey extension to the rear to create additional living accommodation with a patio area beyond.
- The proposals mimic those already existing on the adjoining property.

It was proposed by Mr Crellin, seconded by Mr Allen, and **RESOLVED that PA 17/00100 – 5 Furman Road be recommended for approval.**

(iii) PA 17/00125 – 4 Ennerdale Avenue

The Property Maintenance Manager advised that the application was for a proposed replacement conservatory with a larger single storey flat roof extension for kitchen/dining room.

It was proposed by Mr Crellin, seconded by Mr Cherry, and **RESOLVED that PA 17/00125 – 4 Ennerdale Avenue be recommended for approval.**

(iv) PA 17/00123 – Ballakaighen Farm, Whitebridge Road

The Property Maintenance Manager advised that for the application:-

- Permission was granted in February 2016 for the demolition of existing buildings and replacement with a new shed.
- This application proposes amendments to that approved by increasing the size by 193m² (22%) and altering the finishes to a grey roof in lieu of green, profiled metal cladding in lieu of timber and upvc windows in lieu of wooden.
- These finishes are proposed to match adjacent buildings on the site.

After discussion, it was proposed by Mr Crellin, seconded by Mr Cherry, and **RESOLVED that PA 17/00123 – Ballakaighen Farm, Whitebridge Road be recommended for approval.**

2. Planning Communications

None.

C17/02/03/08FINANCE AND GENERAL PURPOSES MATTERS1. Rate Arrears

The following matter was considered in committee and transferred to the public domain.

Report of the Finance Manager dated 15th February 2017, having previously been circulated, was considered. The Finance Manager advised that a number of debtors have been taken to the Small Claims Court, and gave an update of payments received since the last report.

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In answer to question, the Finance Manager informed Members that the normal recovery processes are carried out. When these have not been successful the debt is referred to the Small Claims Court as a last resort, any costs incurred are recovered as an additional charge. If Judgement and Execution is granted, then the Authority are a known creditor for recovery of the debt once the property is sold.

In answer to comment, the Deputy Clerk advised that once a judgement is recorded against the debtor it would affect their ability to gain credit in other areas. As with the rent arrears process, this highlights that if you have a debt with the Authority it will be pursued and not be written off.

In answer to comment, the Finance Manager advised that the three payments received since the end of January had all been through the Small Claims Court process.

2. Rent Arrears

The following matter was considered in committee and transferred to the public domain.

Report of the Finance Manager dated 15th February 2017, having previously been circulated, was discussed.

The Finance Manager advised that the reduction in the reported rent arrears figure was not unexpected after the increase over the Christmas/New Year period.

In answer to question, the Deputy Clerk explained the Notice to Quit procedure and clarified the resolution of the Board that once a debt has been cleared after a Notice to Quit has been issued, that the tenancy will be renewed on a five year fixed term tenancy. The conduct of the tenancy including rent payments will be taken in to account as part of the review of offering a further five year fixed term tenancy.

C17/02/03/09**REPORT FROM THE CLERK OR OTHER OFFICER****1. Tour of District – His Excellency the Lieutenant Governor**

The following matter was considered in committee and transferred to the public domain.

Report of the Senior Administrator dated 9th February 2017, having previously been circulated, was discussed.

Members agreed that a buffet lunch be organised at the Onchan Youth and Community Centre. Guest list will be circulated to Members prior to issue of invitations.

The Chairman requested that this be left on the agenda for updates.

2. Onchan Park – Strategic View

The amended report of the Chief Executive, having previously been circulated was discussed further.

Members were asked to give any comments to the Chief Executive by close of business on 23rd February, to enable a press release to be issued on Friday 24th February 2017 regarding the public consultation for the future of Onchan Park. This will be also released through the website and social media.

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The Chairman requested that it would be appreciated if Members could make themselves available for the consultation which will take place in the Harvey Briggs Onchan Library on the morning of Saturday 18th March 2017.

3. Action List

The following matter was considered in committee and transferred to the public domain.

The action list, having previously been circulated was considered, and the following points were discussed:-

(a) Local Authority Transition

Members requested that the Chief Executive invite the Minister of the Department of Infrastructure to a meeting of the Board.

(b) Affordable Housing – Future

Discussion ensued with regard to the clarification of the terms in housing for 'care' and 'extra care'.

The Deputy Clerk informed Members that the terms are used for providing more care and extra care in the community and are the next two steps beyond Elderly Persons Housing before full-time nursing care. This is a recognised facet of care in the UK. For example:-

- 'Care' package is an individual who perhaps has a home help twice a week.
- 'Extra Care' is an individual who perhaps requires a nurse to change an oxygen cylinder.

(c) Anti-Social Behaviour

In answer to comment, the Deputy Clerk advised that there had been very little anti-social behaviour since Christmas.

(d) Recycling Stations

Members requested that an update be brought to the Board.

(e) Surface Water Flooding - Laurel Avenue, Ashley Park, Hackett Close

The Chairman requested that the Chief Executive seek an update from the Department of Infrastructure.

(f) Quarterly MHK's Meeting

It was agreed that the next quarterly meeting would be held on a separate evening to the Board Meeting.

Members gave thanks for the work carried out on the action list.

*IN PUBLIC***C17/02/03/10****LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Kenyon's Café**

Correspondence received dated 15th February 2017 from the Secretary of Kenyon's Café, having previously been circulated was considered.

After a brief discussion, it was agreed that the Chief Executive arrange a meeting for Members with representatives from Kenyon's Café to meet on site where it was felt many of the questions raised in correspondence would be answered.

2. Communications, Compliments and Complaints

Members received a briefing and demonstration of a new computer system. That a report be presented to the Board in April detailing the analytical information and what has been carried out to improve the internal communication. [amended by ODC 03/03/07]

C17/02/03/11**QUESTIONS**

None.

C17/02/03/12**MOTIONS**

None.

C17/02/03/13**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. C17/02/01/13(4) - Groudle Glen House**

This matter was considered earlier in the meeting.

C17/02/03/14**PROPERTIES AND AMENITIES MATTERS****1. Commissioners' Surgery**

The Deputy Clerk advised that there had been three callers to the Commissioners' Surgery held on 7th February 2017. Arising therefrom:-

(a) TG 386

The transfer applicant had suggested that the two flats at 23 and 23a Main Road be knocked through to create one property to house their family and grandmother.

Members agreed that this suggestion was not financially viable.

After a brief discussion, it was agreed that the District Surveyor prepare a report on this Victorian property and that Deanwood be requested to undertake a property valuation.

*IN PUBLIC***(b) TG 403**

Members were advised that the applicant was on the transfer waiting list for a bungalow accommodation.

In answer to question, the Deputy Clerk explained the factors that are taken into account when considering a transfer application.

It was suggested that the transfer applicants be invited in to speak with the Housing Team.

2. Draft Repairs Policy

The following matter was considered in committee and transferred to the public domain.

The report of the Deputy Clerk dated 8th February 2017, having previously been circulated was considered.

It was agreed that staff might take into account the circumstances of the tenant and use their discretion regarding recharging for repairs. Where this cannot be agreed, then the tenant can appeal to the Board of Commissioners.

In answer to question, Members were advised property inspections were being carried out on a rolling basis.

3. Draft Access and Eligibility Criteria – General Housing

The following matter was considered in committee and transferred to the public domain.

It was agreed that the consultation document would be considered at the next meeting of the Board.

4. 12 Elm Tree Road – Lease

The following matter was considered in committee and transferred to the public domain.

The Chief Executive advised that due diligence checks had been carried out on the proposed interested party.

It was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that a five year lease for 12 Elm Tree Road be granted to the proposed tenant.**

C17/02/03/15**CHAIRMAN'S ANNOUNCEMENTS**

None.

*IN PUBLIC***C17/02/03/16****OTHER URGENT BUSINESS****1. Maintenance Matters**

- (a) School Road - All the windows in the telephone box have been smashed. Manx Telecom to be advised.
- (b) Kaighen's Lane – Street Lights reported as not working. District Surveyor's Officers to investigate.
- (c) Kaighen's Lane - Overhanging Tree.

In answer to comment, the Chief Executive advised that if a branch is overhanging in to the owner's property they do have the rights to lop the branch themselves.

It was agreed that a quotation would be issued from the Authority detailing the work entailed and the associated costs to carry out the works.

- (d) Springfield Court – Warden Call System

A Member had received reports that the electricians were not on site that week. Members expressed concern over the delay in finishing the warden call system as this should be top priority.

- (e) Steve Hislop Memorial

A Member reported that the garden area around the Steve Hislop Memorial required some attention.

2. Tenders

In answer to question, the Chief Executive advised that the companies which are employed by the Authority are expected to have qualified tradesmen. A brief discussion ensued with regard to the craftsmen's qualification process carried out by the Department of Economic Development.

3. C17/02/01/08(1) – Management Accounts

In answer to question, the Deputy Clerk clarified that:-

- The final settlement of the grading claim was a result of the staff restructuring programme in 2009.
- Recommendations had been approved by the Board at that time.
- The grading was reviewed due to the transfer of responsibilities on the retirement of the former Amenities Officer.
- The regrading had been approved earlier in the financial year.

4. Housing Expenditure

The Chief Executive responded to questions from Members regarding the management accounts. He confirmed information which had previously been supplied showing a reduction in income and increase in expenditure against agreed budgets. These differences being funded from reserves, and had been reported monthly to the Board.

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A Member stated that officers should be mindful that Commissioners do not have the day to day information to hand, so when a question is asked the answer needs to be as current as possible.

After discussion, the Chairman stated that Members required a balance of reserves every month.

The Deputy Clerk advised that due to the amount of movement within the housing stock, this has reducing the waiting list time for a 2 bedroom home from 5 years to 3 years, and has significantly reduced the waiting lists for 2 and 3 bedroom property.

The Chairman requested the Chief Executive to explore how the management accounts could be redrafted to make them easier to read.

There being no further business, the meeting closed at 10.10 p.m.