

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 21st January 2019 at 7.00 p.m.

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

Apologies: Mr J. Cherry (Lead Member for Properties and Amenities)

In Attendance: Mrs L. Radcliffe (Chief Executive/Clerk)
Mrs S. Johnson (Finance Manager)
Mr B. Price (District Surveyor)
Ms A.S. Dentith (Senior Administrator)

C19/01/03/01

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

Not necessary.

C19/01/03/02

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

1. Rate Setting 2019/20

The Lead Member for Finance and General Purposes, reported on the projected financial results of the Authority's rate-borne activities for the financial year and on the budget for the forthcoming financial year ending 31 March 2020.

The rate increase over the last 3 years has remained low at 1.6%. To maintain the current level of services provided by Onchan District Commissioners, the Lead Member for Finance and General Purposes informed the Board that the average costs have increased by 9.1% in that same time period, the Authority cannot absorb these costs and that uplift in rates is essential to cover the projected deficit.

There are a number of reasons for the projected deficit namely an increase in:-

- Inflation rate at 3.2%
- Waste disposal at the Energy Waste Plant at 5.8%

These increases are out with the Boards direct control, it must be emphasised of the Government's involvement in increases and let the public come to their own deliberations.

The Board has therefore decided to increase the rate by 6p to 318p in the pound, equivalent to a 2% increase which is approximately 21p or just under £11 per year per household on average.

The Lead Member for Finance and General Purposes wished to reassure the public that the Authority are looking for value for money wherever possible, however some things will incur costs which is the nature of the service.

The Lead Member for Finance and General Purposes complimented the Board and thanked the staff for the work entailed in keeping the rate as low as it can be.

C19/01/03/03
MINUTES

1. Ordinary meeting held on Monday 7th January 2019

The minutes of the ordinary meeting held on Monday 7th January 2019, copies of which having previously been circulated, were considered.

(a) C19/01/01/09(1) – IOM Government Libraries Working Party

Amend the resolution to read Miss Williams.

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

2. Extra-Ordinary meeting held on Monday 14th January 2019

The minutes of the extra-ordinary meeting held on Monday 14th January 2019, copies of which having previously been circulated, were considered.

(a) C19/01/02/01 – Rate Setting 2019/20

- Page 1 – 6th paragraph, add in the word “all” so as to read “*Unfortunately, the Authority cannot absorb all the costs without increasing the rates.*”
- Page 1 – Last paragraph, to read “*In answer to comments, the Chief Executive/Clerk advised that a meeting with the Department of Infrastructure was due to be held next week.*”

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

Miss Williams did not cast a vote as she was not in attendance at the meeting.

2. Staff Minutes of Ordinary meeting held on Monday 26th November 2018

To be considered In Committee.

3. Staff Minutes of Extra-Ordinary meeting held on Monday 5th December 2018

To be considered In Committee.

4. Staff Minutes of Ordinary meeting held on Monday 7th January 2019

To be considered In Committee.

C19/01/03/04
BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. Eastern Area Plan

It was agreed that this matter be referred to In Committee.

C19/01/03/05
BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/01/03/06
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/01/03/07
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 19/00005	Mr & Mrs I. Watt, 9 Briarfield Avenue
		<p>Members were advised that the planning application was for a single storey flat roofed extension to the rear of the property to form a family room. This is a corner plot backing on to the public footpath and there is no overlooking. No comments received.</p> <p>It was proposed by Mr Crellin, seconded by Mr Allen and unanimously RESOLVED that PA 19/00005 – 9 Briarfield Avenue be recommended for approval.</p>
(ii)	PA 19/00008	Mr & Mrs S. Colquitt, 10 The Fairway
		<p>Members were advised that the planning application was for the proposed conversion of attic space to create bedroom/bathroom accommodation. Proposals included dormers to front and rear, roof lights and a gable window. There are also alterations to the driveway to provide further parking.</p> <p>The District Surveyor advised that:-</p> <ul style="list-style-type: none"> • Directly opposite the site are houses and there are other dormer bungalows along the road. • The gable window is to a bedroom and overlooks the driveway of the adjoining property but obscure glazing is proposed. • The proposed alterations to the drive results in the loss of all garden. No comments received. <p>Members agreed that the policy for 50% retention of garden to be discussed at the next meeting of the Board.</p> <p>In answer to comment, the District Surveyor advised that the proposal was to increase car parking to 4 car park spaces including the garage.</p> <p>It was proposed by Mr Crellin, seconded by Mr Allen and RESOLVED that PA 19/00008 – 10 The Fairway be recommended:-</p> <ul style="list-style-type: none"> • Approval to the first floor alterations including the formation of dormers, roof lights and gable windows. • Refusal on the additional parking as it results in the loss of garden area. <p><i>For: Messrs Macfarlane, Allen, Crellin, Quirk and Miss Williams</i> <i>Against: Mr Turton who was not against the proposals, just disagreed with the element regarding parking.</i></p>

(iii)	PA 19/00012	Mrs E.G. French, 4 Harbour View
		<p>Members were advised that the planning application was for the proposed extension to the rear to create a games room and internal kennels. Externally there is a raised paved area. No comments received.</p> <p>The District Surveyor informed the Board that he had sought additional information with regard to the planning application. We have made submission that we require further details to make an informed decision.</p> <p>The Board agreed that PA 19/00012 – 4 Harbour View be deferred pending further information.</p>

2. Planning Communications

None.

C19/01/03/08

FINANCE AND GENERAL PURPOSES

1. Staffing Matter

To be considered In Committee.

C19/01/03/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. Draft Whistle Blowing Policy

The Chief Executive/Clerk advised Members that the draft Whistle Blowing Policy dated December 2018, has been forwarded to Unite and Unison for their consideration and were aware that Unite were going to forward queries.

After brief discussion, the Board agreed to the Chief Executive/Clerk releasing the draft Whistle Blowing Policy to the staff, and should there be any amendments these would be issued to the staff.

2. Draft Onchan Dog Control Byelaws 2019

The Chief Executive/Clerk advised that the Onchan Dog Control Byelaws 2019 had been submitted to the Local Government Unit of the Department of Infrastructure to go through the Tynwald approval process.

3. Joint Meeting with Onchan MHKs

The Board agreed to 25th February 2019 at 6.30 p.m. Chief Executive/Clerk to liaise items for an agenda.

5. Parks Department Changes

To be considered In Committee.

6. Action List

To be considered In Committee.

7. **Staffing Matter**

To be considered In Committee.

C19/01/03/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Malew Parish Commissioners – Civic Service**

Invitation received from the Chairman and Members of the Board of Malew Parish Commissioners to attend their Civic Service on Sunday 3rd March 2019 at Abbey Church, Ballasalla at 3.00 p.m. .

2. **Department of Infrastructure – Periodic Rental Policy**

The Chief Executive/Clerk advised that the paper was received before Christmas and held over to January for consideration. The Department of Infrastructure are requesting the Board to consider potential changes to the rental policy setting process.

The Board agreed that Officers and the Lead Member for Properties and Amenities populate the document, and bring back to the next meeting for further discussion.

3. **Cabinet Office – Modernisation of domestic and non-domestic rates**

Correspondence received dated 16th January 2019 from the Cabinet Office regarding the modernisation of domestic and non-domestic rates.

This matter to be added to the agenda for the joint meeting with the Onchan MHKs.

The Board agreed that they would like Officers to attend the workshops, and further that the Cabinet Office be advised that Members had expressed a wish to be included in any workshops. It was agreed that officers may attend, but as they cannot make political decisions that the matter be brought back to the Board.

4. **Superintendent Maddocks – Introductions/Working Relationship**

Correspondence received dated 7th January 2019 from the Superintendent for all Policing Operations for the Island. The Board agreed to meet and suggested 18th February or 4th March 2018 at 6.30 p.m.

C19/01/03/11

QUESTIONS

None.

C19/01/03/12

MOTIONS

None.

C19/01/03/13

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Nuisance Abatement Notice**

To be considered In Committee.

2. **Planning Matters**

To be considered In Committee.

C19/01/03/14
PROPERTIES AND AMENITIES MATTERS

1. Housing Allocation

To be considered In Committee

2. Commercial Leases

To be considered In Committee.

C19/01/03/15
CHAIRMAN'S ANNOUNCEMENTS

1. Dates for the Diary

Date	Organisation	Event	Time
27 th January 2019	Office of the Chief Minister	Holocaust Memorial Service 2019	3.00 p.m.
2 nd February 2019	Onchan District Commissioners	Commissioners' Surgery Mr Allen and Mr Quirk	11.00 a.m. to 1.00 p.m.
5 th February 2019	Onchan District Commissioners	Commissioners Surgery – Springfield Court Mr Turton and Miss Williams	2.30 p.m.
4 th February 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
18 th February 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
3 rd March 2019	Malew Parish Commissioners	Civic Sunday	3.00 p.m.

C19/01/03/16
ANY OTHER BUSINESS

None.

The public section of the meeting closed at 7.50 p.m.

C19/01/03/17
MINUTES

2. Staff Minutes of Ordinary meeting held on Monday 26th November 2018

Deferred to the end of the meeting.

3. Staff Minutes of Extra-Ordinary meeting held on Monday 5th December 2018

Deferred to the end of the meeting.

4. Staff Minutes of Ordinary meeting held on Monday 7th January 2019

Deferred to the end of the meeting.

C19/01/03/18
ANY BUSINESS ARISING

1. **Eastern Area Plan**

A member raised possible issues arising from the Eastern Area Plan.

The District Surveyor informed the Board:-

- There will be a public consultation;
- Developers will put forward their arguments as to why pieces of land should be developed.
- One developer will have a barrister representing them.
- There may be a need to engage professional assistance.

A lengthy discussion ensued with regard to sites detailed within the Eastern Area Plan, and the ongoing commitment of the Board in supporting residents within the District.

It was proposed by Mr Quirk, seconded by Mr Turton, and unanimously **RESOLVED** that **Officers seek costs for professional services to support the Authority in presenting their case for the Eastern Area Plan.**

C19/01/03/19
FINANCE AND GENERAL PURPOSE MATTERS

1. **Staffing Matter**

See Staff Minute Book

C19/01/03/20
CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. **Parks Department Changes**

Deferred to the end of the meeting.

2. **Action List**

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

Members thanked the Chief Executive/Clerk for the updated action list and agreed to the action list being circulated on a quarterly basis.

3. **Staffing Matter**

Deferred to the end of the meeting.

C19/01/03/21
ENVIROMENTAL AND TECHNICAL SERVICES

1 **Nuisance Abatement**

The report of the Property Maintenance Manager dated 14th January 2019 having previously been circulated was discussed.

The Chief Executive advised that a discussion had not yet been entered in to with the other party regarding funding for the screening/fencing. In answer to comment, the District Surveyor advised that planning permission will be required. Update to be brought to the next meeting of the Board.

2. **Beehive Kindergarten – Planning Enforcement**

Report of the Property Maintenance Manager dated 17th January 2019, having previously been circulated was considered.

It was proposed by Mr Turton, seconded by Mr Allen, and unanimously **RESOLVED for clarity for all parties, that Onchan District Commissioners to write to Planning Enforcement to ask that they enforce Condition 6 of the planning application 88/00155/B.**

It was proposed by Mr Crellin, seconded by Mr Quirk, and unanimously **RESOLVED that Onchan District Commissioners to write to Planning Enforcement to ensure that they request that a planning application be submitted in relation to the material change of use of 6 Briarfield Avenue to allow Onchan District Commissioners, Highways and the neighbouring properties to make comment in relation to the negative impact this use has on the residential area.**

C19/01/03/21

PROPERTIES AND AMENITIES MATTERS

1. **Housing Allocation - 13/26 – 2 Bed Bungalow**

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

It was proposed by Mr Crellin, seconded by Miss Williams, and unanimously **RESOLVED that TG 434 be recommended a 5 year fixed term tenancy of 13/26 subject to complying with the Access and Eligibility Criteria for general housing.**

2. **Commercial Lease**

The Chief Executive advised that

(a) **Café, Onchan Park**

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

The Chief Executive/Clerk gave an update to the Board with regard to the latest position, and answered questions raised. The Chief Executive/Clerk to liaise with the tenant and report back to the Board.

(b) **1st and 2nd Floor Elm Tree House**

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

The Chief Executive/Clerk advised that the draft lease was almost ready for signature.

(c) **35 Main Road**

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

The Chief Executive/Clerk advised that the rental valuation report has been received.

After discussion, it was proposed by Mr Allen, seconded by Mr Quirk, unanimously **RESOLVED that Share the Care as they have been a long term tenant and of a charitable nature, that the lease be offered under the existing terms and conditions, fixed for three years at the yearly amount agreed.**

(d) **75 Main Road**

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

Chief Executive/Clerk advised that the lease is due for renewal in April, and the tenant had expressed renewal for a three year lease.

(e) **Onchan Park**

The Chief Executive/Clerk advised that the Lease for Nivison Stadium and Licence for Onchan Football Club had been signed.

C19/01/03/22
ANY OTHER BUSINESS

None.

The Chief Executive was requested to remain, and all other Officers left the meeting at 21.33 p.m.

C19/01/03/23
SUSPENSION OF STANDING ORDER

It was proposed by Mr Quirk, seconded by Mr Allen, and unanimously **RESOLVED that Standing Orders be suspended till 10.30 p.m. to conclude the business on the agenda.**

C19/01/03/24
MINUTES

1. **Staff Minutes of Ordinary meeting held on Monday 26th November 2018**

The following matter was considered In Committee.

The staffing minutes of the ordinary meeting held on Monday 26th November 2018, copies of which having previously been circulated, were considered.

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

2. **Staff Minutes of Ordinary meeting held on Monday 5th December 2018**

The following matter was considered In Committee.

The staffing minutes of the ordinary meeting held on Monday 5th December 2018, copies of which having previously been circulated, were considered.

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

3. **Staff Minutes of Ordinary meeting held on Monday 7th January 2019**

The following matter was considered In Committee.

The staffing minutes of the ordinary meeting held on Monday 7th January 2019, copies of which having previously been circulated, were considered.

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

C19/01/03/25

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. **Parks Department Changes**

See Staff Minute Book.

C19/01/03/26

SUSPENSION OF STANDING ORDER

It was proposed by Mr Allen, seconded by Mr Quirk, and **RESOLVED** that **Standing Orders be suspended till 10.45 p.m. to conclude the business on the agenda.**

For: Messrs Macfarlane, Allen, Crellin, and Quirk

Against: Mr Turton and Miss Williams

C19/01/03/27

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. **Staffing Matters**

See Staff Minute Book.

There being no further business, the meeting closed at 10.45 p.m.