

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 27th November 2017 at 6.58 p.m.

Present: Mr. A. Allen (Chairman)
Mr J. Cherry (Lead Member for Properties and Amenities)
Mr M. Macfarlane (Vice-Chair and Lead Member for Finance and General Purposes)

Mr C. Quirk
Mr R. Turton
Miss K. Williams

Apologies: Mr D. Crellin (Lead Member for Environmental and Technical Services)

In Attendance: Mr B.T. Price (District Surveyor)
Ms A.S. Dentith (Senior Administrator)
Mr D. Vincent (Interim Finance Manager)

Apologies: Mr T.R. Craig (Deputy Clerk)

C17/11/02/01
TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT

Not necessary.

C17/11/02/02
BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS

None.

C17/11/02/03
MINUTES

1. Ordinary meeting held on Monday 13th November 2017

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

(a) C17/10/01/16(4) – Code of Conduct

Replace entry with “Members were advised that the Code of Conduct is progressing and that the matter will be brought back to the meeting of the Board in December”.

Subject to the above amendment, it was proposed by Mr Macfarlane, seconded by Mr Quirk and unanimously **RESOLVED that the minutes be agreed as a correct record of proceedings and be signed by the Chairman.**

2. Staff minutes of the Ordinary meeting held on Monday 13th November 2017

To be considered In Committee.

C17/11/02/04
BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES

None.

C17/11/02/05

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C17/11/02/06
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C17/11/02/07
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 17/01157 – White Cottage, King Edward Road, retrospective approval for decking at the side of the property, and the proposed erection of off road car parking space and the installation of a septic tank.

It was proposed by Mr Quirk, seconded by Mr Cherry, and unanimously **RESOLVED that PA 17/01157 – White Cottage, King Edward Road, be recommended for approval.**

- (ii) PA 17/01169 – 45 Bemahague Avenue, replacement conservatory roof with lightweight tiles.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that PA 17/01169 – 45 Bemahague Avenue be recommended for approval.**

- (iii) PA 17/01174 – Filling Station, Main Road, Installation of covered jet wash and dryer facilities at the rear of the garage.

The District Surveyor advised that one objection to the application has been received. He further informed Members that the planning application was accompanied by a noise impact assessment report.

It was proposed by Mr Quirk, seconded by Mr Macfarlane, and unanimously **RESOLVED that PA 17/01174 – Filling Station, Main Road be recommended for approval, subject to a condition restricting operational hours so as to avoid unnecessary disturbance to neighbouring properties.**

- (iv) PA 17/01187 – 31 Laurel Avenue, Proposed garage to the side of the property and removal of a tree to the front of the boundary line.

It was proposed by Mr Quirk, seconded by Mr Cherry, and unanimously **RESOLVED that PA 17/01187 – 31 Laurel Avenue be recommended for approval (notify 33 Laurel Avenue), subject to the appropriate permission being sought for the removal of the tree by the Department of Environment, Food and Agriculture.**

- (v) PA 17/01188 – 59 King Edward Road, window door alterations and the creation of two ground floor bedrooms for staff accommodation.

Concern was expressed that this was becoming a Housing Multi Occupancy property and the regulations for such schemes and were different and the proposed rooms are remote from the rest of the facilities.

It was proposed by Mr Quirk, seconded by Mr Macfarlane, and unanimously **RESOLVED that PA 17/01188 – 59 King Edward Road be recommended for refusal as concerns were raised as follows:-**

- **Location of the proposed bedrooms being so remote from the existing living quarters.**
- **The existing layout of the first floor suggests the property is being used as a house of multiple occupation.**
- **No satisfactory amenity facilities for the proposed new bedrooms.**

2. Planning Communications

None.

C17/11/02/08

FINANCE AND GENERAL PURPOSES

1. Housing Expenditure Report

To be considered In Committee.

C17/11/02/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. Installation of Defibrillators

Report of the District Surveyor dated 16th November 2017, having previously been circulated was considered.

District Surveyor advised that the memorandum of understanding gives a greater onus on the site owner defining the roles and responsibilities. He expressed concern that if, for whatever reason, the equipment fails whom would the liability fall upon.

The Chairman clarified to Members that, at the last meeting, the Board had agreed that the cost of installation be capped at £2,000. There are mandatory requirements for weekly and monthly inspections, including replacement of any consumables which will have a cost on the Authority. Members needed to be mindful about taking on the responsibility for the monitoring of the equipment and ongoing costs.

The District Surveyor was requested to bring a report back to the next meeting of the Board investigating:-

- The annual costs of maintenance; and
- How other Local Authorities are managing the defibrillators and boxes within their districts.

C17/11/02/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Royal Artillery Association – St Barbaras Day Service

Letter of invitation received 17th November 2017, to attend the St Barbaras Day Service to celebrate Regimental Day, to be held on 3rd December 2017 at 11.00 a.m followed by buffet

reception. Commissioner Cherry will be in attendance in another capacity. The Chairman indicated his attendance.

2. Onchan District Explorer Scout Unit

Letter of invitation received 17th November 2017, to attend the award ceremony and expedition presentation for the Explorer Belt – Iceland 2017, being held on 1st December 2017 at 6.30 p.m.. Commissioner Turton will be in attendance.

3. Tynwald Christmas Carol Service

Letter of invitation dated 14th November 2017, to attend the Tynwald Christmas Carol Service to be held on 14th December 2017 at 1.10 p.m. Chairman and Commissioner Turton indicated they would be in attendance.

4. Marown Parish Commissioners – Civic Service

Letter of invitation dated 1st November 2017, to attend the Marown Christmas Civic Service to be held on 10th December 2017 at 11.15 a.m. Chairman indicated his attendance.

C17/11/02/11
QUESTIONS

None.

C17/11/02/12
MOTIONS

None.

C17/11/02/13
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C17/11/02/14
PROPERTIES AND AMENITIES MATTERS

1. Housing Allocations

To be considered In Committee.

C17/11/02/15
CHAIRMAN'S ANNOUNCEMENTS

1. Attendances

- 16th November – Marion Road Development – Official Handover from Contractor

2. Dates for the Diary

- 30th November – IOM Municipal Association
- 1st December – Celebration of Christmas, Port St Mary Commissioners
- 1st December – Onchan District Explorer Scout Award Ceremony and Expedition presentation
- 3rd December – St Barbaras Day Service, Royal Artillery Association
- 5th December – Commissioners' Surgery
 - 6.30 p.m. – Onchan Hub – Chairman will be in attendance.
- 8th December – Onchan Torchlight Procession and Christmas Market

- 10th December – Marown Christmas Civic Service
- 13th December – Methodist Church Carol Service
- 14th December – Tynwald Christmas Carol Service
- 19th December – Christmas Reception, Douglas Borough Council

C17/11/02/16

ANY OTHER BUSINESS

1. Street lighting columns

A member stated that there are 900 to 1000 standards with different specifications located within the District. Some columns are exposed to environmentally harsh conditions causing corrosion and requested that priority be given to inspection of the integrity of those columns.

The District Surveyor advised that inspection of street lighting columns was included for the budget recommendations for the next financial year. He understood that the Manx Utilities Authority had the capability of completing the tests.

Discussion ensued with regard to the 2012 Street Lighting Inspection Report. The District Surveyor confirmed that within the report:-

- The columns highlighted as urgent had been replaced within that year.
- There were 10 columns highlighted that required work within 2 years, those works had also been completed.

The District Surveyor advised that the report was a technical document which had been commissioned by the Authority and, on the advice of the Acting Chief Executive, was not a public document.

A Member was pleased to note that the re-examination of the street lighting columns was to be included in the budget considerations for the next financial year, which formed part of the rate setting process.

The Chairman asked that clarification be sought from the legal advisors as to whether the 6 year old document could now be released. There was a member of the public with technical knowledge who had asked for a copy of the report to be released.

Chairman felt it would be wise to have another look at the report as an indication as to where there might possibly be risks and, if necessary, commission the Authority's service provider to inspect the street lighting columns.

The District Surveyor advised that specialist equipment was required to test the integrity of the columns. The contractor carries out visual inspections.

In answer to question from a Member, the Chairman did not feel that there was an issue in releasing the Street Lighting Report to members.

In answer to comment, the District Surveyor advised that the document its self was technical, commissioned by the Authority and supplied to us as a commercial document. He was cautious in the document entering the public domain. The release of the document may give commercial advantage when tendering for the inspection works.

It was proposed by Mr Quirk, seconded by Mr Allen and unanimously **RESOLVED that the opinion of the legal advisors be sought regarding releasing the 2012 Street Lighting Inspection Report in to the public domain. Should there be no issues then the document be released.**

The District Surveyor to report back to the next meeting of the Board.

2. A2 Improvement Works

In answer to question, the District Surveyor advised that works had commenced at Summerhill Road, which will then progress to School Road and Sandringham Drive. Resurfacing and lining work for the rest of the roadway will then be undertaken. There has been given no timescale for the completion of the whole project.

3. Apologies

- Onchan Torchlight Procession – Miss Williams and Mr Turton
- Next Board Meeting – Miss Williams, Mr Turton will be arriving late to the meeting.

4. Manx Autosport – Onchan Stage

A member advised that he had been approached regarding a new stage to be held in Onchan for the May Rally. The route would be leaving South Drive at Government House, turn left to go round Governors Roundabout up the road to Signpost Corner and through to Hillberry with the finishing point being at Little Mill.

Members advised that this arose from discussions with His Excellency and the former Chief Executive, and representatives of Manx Autosport. The Department of Infrastructure and the Police are aware of the proposed stage, and Government House has given approval for use of their grounds.

A member indicated that Manx Autosport would like to attend a meeting of the Board to give a presentation.

The Chairman requested that the trophy element be held over till after the presentation of Manx Autosport.

The meeting moved to In Committee proceedings at 7.55 p.m.

C17/11/02/17

MINUTES

1. Staff minutes of the Ordinary meeting held on Monday 13th November 2017

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

The Chairman thanked Mr Vincent for his hard work over the last six months, and felt he had carried out a good job in that interim period.

The Chairman further advised that the Authority has advertised for a Finance Manager, closing date to be 8th December 2017. The interview panel will consist of the Chairman, the Lead Member for Finance and General Purposes, and the Deputy Clerk.

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

C17/11/02/18

FINANCE AND GENERAL PURPOSES

1. Housing Expenditure Report

Report of the Interim Finance Manager for the year to 31st October 2017, having previously been circulated was considered.

The Interim Finance Manager advised that there is nothing significant to note, the main expenditure was due to the void costs.

In answer to question, the Interim Finance Manager advised that the increase in the Utilities heading was due to the number of voids. Contractors use the gas and electricity services to carry out the works.

The Housing Sub-Committee were to consider having a further meeting. A report on the current voids to be submitted to the next meeting of the Board.

In answer to question, the Interim Finance Manager advised:-

- SMP will be attending the meeting of the Board on 11th December to present the first draft of the budget and rate setting.
- Collection of rent arrears continuing.

C17/11/02/19

PROPERTIES AND AMENITIES MATTERS

1. Housing Allocations

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

On the proposal of Mr Cherry, seconded by Miss Williams, it was unanimously **RESOLVED that the following housing allocations be approved en bloc:-**

- (a) 13/17 – 2 Bed Bungalow - that the tenancy of 13/17 be offered to HA 3671.**
- (b) 10/78 – 3 Bed House - that the tenancy of 10/78 be offered to TG 423.**
- (c) 18/22 – 2 Bed Adapted Flat - that the tenancy of 18/22 be offered to HA 3842.**

C17/11/02/20

ANY OTHER BUSINESS

1. C17/11/01/16(7) – Kenyon’s Café, 44-46 Main Road/Onchan Hub

Mr Macfarlane declared an interest.

The Chairman advised that:-

- The Deputy Clerk had attempted to contact the Trustees by letter, which was returned as ‘not known as this address’. In the interim period contact was made with Member of the Committee who confirmed the address was correct.
- The lease came to an end on 17th November 2017 and the building is no longer being used by the Trustees of Kenyon’s. No keys have yet been returned.
- Deanwood have valued the building and will be marketing the property for vacant possession.
- The Trustees of Kenyon’s have not confirmed or accepted the lease for the use of the Club Room.
- The Club Room is now available for one off hirings.

It was proposed by Mr Turton, seconded by Mr Quirk, and unanimously **RESOLVED that the Trustees of Kenyon’s be given to 31st December 2017 to advise whether they wish to use the Club Room. Further, that in the interim the Club Room should only be hired out for one off hirings.**

2. Building Regulations

The District Surveyor gave a verbal report regarding the income and expenditure. Written report to be circulated to the next meeting of the Board.

There being no further business, the meeting closed at 20.25 p.m.