

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 28th October 2019 at 7:05pm

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

Apologies: Mr C Quirk

In Attendance: Mrs L Radcliffe (Chief Executive/Clerk)
 Mr R Phillips (District Surveyor)
 Mrs S Johnson (Finance Manager)
 Mrs A Gale (Senior Administrator)
 Ms A Crellin (Executive Officer/Assistant)

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

The Chairman confirmed to the Board that Mr Cherry had tendered his resignation this morning as a Member of the Board of Onchan District Commissioners.

The Chairman and Members of the Board wished Mr Cherry well for the future.

C19/10/02/01

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

Not necessary.

C19/10/02/02

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

None.

C19/10/02/03

MINUTES

1. Ordinary Meeting held on Monday 7th October 2019

The minutes of the Ordinary Meeting held on Monday 7th October 2019, copies of which having previously been circulated, were considered.

Page 1 – remove the line “Mr Cherry did not vote as he was not present at the meeting”

Page 7 under Any other urgent business as authorised by the Chairman – amend typing error from Chiarman to Chairman.

Subject to the above mentioned amendments it was proposed by Mr Macfarlane 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. Staffing Minutes – Ordinary Meeting held on Monday 7th October 2019

To be considered in Committee

C19/10/02/04**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES**

None.

C19/10/02/05**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED**

None.

C19/10/02/06**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

C19/10/02/07**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

1. **Feasibility Study – Springfield Court**

To be considered In Committee.

C19/10/02/08**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 19/01055 Mr S Harrison – 17 Sandringham Drive**

Members were advised that the planning application was for alterations and installation of rear dormer

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

- No comment had been received; and
- The cut-off date to the application is 25th October 2019.

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/01055 – 17 Sandringham Drive be recommended for approval and 11 Ballachrink Drive be notified.**

(ii) **PA/01061 Allprop Limited - Former Howstrake Holiday Camp**

Members were advised that the planning application was for:-

- Variation on Condition 2 of PA 17/00910/B for the variation of Condition 2 of PA 15/00636/A;
- Approval in principle for the installation of a dwelling, to extend the period of approval for a further 2 years.

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

- No comments had been received; and
- The cut-off date to the application is the 1st November

2019.

It was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 19/01061 – Former Howstrake Holiday Camp be recommended for approval and any further extensions would not be supported.**

(iii) PA 19/01073

Mr & Mrs R Shaw – 11 Beech Avenue

Members were advised that the planning application was for an alterations and an extension.

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

- No comments had been received; and
- The cut-off date to the application is the 1st November 2019.

It was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 19/01073 – 11 Beech Avenue be recommended for approval and 9 Beech Avenue and 1 Maple Avenue be notified.**

(iv) PA 19/01083

Mr & Mrs McCanney – Mill Stream Cottage, Little Mill Road

Members were advised that the planning application was for alteration and the installation of a garage.

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

- No comments had been received; and
- The cut-off date for the application is the 8th November 2019.

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/01083 – Mill Stream Cottage, Little Mill Road be recommended for approval.**

(v) PA 19/01105

Mr W P Whitlow – 16 Glen View Road

Members were advised that the planning application was for the installation of a rear dormer.

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

- No comments had been received; and
- The cut-off date for the application is the 8th November 2019.

It was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 19/01105 – 15 Glen View Road be recommended for approval and that 2 and 4 Snaefell Crescent be notified.**

(vi) PA 19/01115 Beehive Nurseries Limited – Beehive Kindergarten

Members were advised that the planning application was for the removal of Condition 6 advising that the number of children attending the kindergarten at any time must not exceed 55.

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

- No comments had been received; and
- The cut-off date to the application is the 15th November 2019.

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/0115 – Beehive Nurseries Limited be recommended for refusal on the ground of traffic impact and detrimental impact on neighbouring properties.**

2. Planning Communications

None.

C19/10/02/09**FINANCE AND GENERAL PURPOSES****1. Financial Statements for the year ended 31st March 2019**

To be considered In Committee.

2. Internal Audit for the year ended 31st March 2019

To be considered In Committee.

3. Internal Audit – Expression of Interest

To be considered In Committee.

C19/10/02/10**REPORT FROM THE CLERK OR OTHER OFFICER****1. Christmas Refuse Collection – Notice**

To be considered In Committee.

2. Remembrance Weekend

Events for Remembrance Weekend:-

- Saturday 9th November – Children’s Poppies at St Peter’s Church War Memorial.
- Sunday 10th November – Remembrance Parade, Church Service and laying of wreaths at the War Memorial.
- Monday 11th November – Short service at the War Memorial.

A Member commented that the time of the Children’s Poppies is 10 am and not 10:30 am as advertised on the Remembrance Events Poster.

It was agreed that Officers would check the time with the Royal British Legion Onchan Branch.

3. Staffing Matter

To be considered In Committee.

4. Christmas Trees 2019

To be considered In Committee.

5. Process Mapping – Update

To be considered In Committee.

C19/10/02/11**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Department of Infrastructure – Local Authority Elections 2020**

Correspondence dated 2nd October 2019 received from the Local Government Unit Manager at the Department of Infrastructure advising that the date of the next Local Authority (General) Election shall be held on Thursday 23rd April 2019.

The Chairman advised that any comments received are to be passed to the Chief Executive/Clerk and the relevant enquiries would be made.

2. Cabinet Office – Brexit Guide

Correspondence received date 8th October 2019 from the Cabinet Office, enclosing a public information programme “Are you ready for Brexit” to assist Isle of Man residents and businesses prepare for Brexit.

It was agreed that a copy of the programme be made available in the Harvey Briggs Onchan Library, Hawthorn Villa and the link to the guide be published on the Onchan District Commissioners website and facebook page.

3. 2nd Onchan Scout Group – Awards Night and AGM

A Letter of Invitation dated 8th October 2019 was received from the 2nd Onchan Scout Group to attend their annual Awards Night and Annual General Meeting on Friday 15th November 2019 from 7:30 pm is noted.

4. Chief Minister – National Service of Remembrance

A Letter of Invitation dated 22nd October 2019 was received from the Chief Minister to attend the National Service of Remembrance and Re-dedication on Sunday 10th November 2019 at the Royal Chapel of St John’s and the National War Memorial at 3:00 pm.

The Chairman confirmed that he would be unable to attend due to a prior engagement.

5. Royal Artillery Association – St Barbara’s Day Service

A Letter of Invitation dated 21st October 2019 was received from the Royal Artillery Association to attend their annual St Barbara’s Day service to celebrate their Regimental Day on Sunday 1st December 2019 at St Thomas’s Church, Finch Road, Douglas at 11:00 am.

The Chairman confirmed that he was unable to attend and it was agreed that Mr Allen and Mr Crellin would attend the service.

C19/10/02/12
QUESTIONS

None.

C19/10/02/13
MOTIONS

None.

C19/10/02/14
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**1. Bonds Restaurant – Bus Shelter**

A Member asked what the latest situation was with the Bus Shelter. The Chairman confirmed that the Bus Shelter has been turned round. A Member further commented that the bus shelter is not in the right position. It was requested that the litter bin be reinstalled.

After a discussion, it was agreed that the Chief Executive/Clerk would write to the Department of the Infrastructure and also the Minister for the Department to express their disappointment in the lack of communication with the Authority.

C19/10/02/15
PROPERTIES AND AMENITIES MATTERS**1. Housing Allocation – 02/51**

To be considered In Committee.

2. Housing Allocation – E2/46

To be considered In Committee.

3. Tenants and Household Rubbish

To be considered In Committee.

C19/10/02/16
CHAIRMAN'S ANNOUNCEMENTS**2. Dates for the Diary****Update**

| Date | Organisation | Event | Time |
|--------------------------------|-------------------------------|---|---------------------|
| 2 nd November 2019 | Onchan District Commissioners | Commissioners Surgery | 11:00 am to 1:00 pm |
| 5 th November 2019 | Onchan District Commissioners | Commissioners Surgery – Springfield Court | 2:30 pm |
| 9 th November 2019 | Royal British Legion | Children's Poppies | 10:00 am |
| 10 th November 2019 | Royal British Legion | Remembrance Sunday Parade 9:25 am Service 9:45 am War Memorial 10:45 am | |
| 11 th November 2019 | Royal British Legion | Remembrance Day – Short Service at the War Memorial [ODC 11/11/19] | |
| 11 th November 2019 | Onchan District Commissioners | Board Meeting | 7:00 pm |

C19/10/02/17
ANY OTHER BUSINESS

None.

The Public session of the Meeting ended at 19:46 pm

C19/10/02/18
MINUTES

1. Staffing Minutes – Ordinary Meeting held on Monday 7th October 2019

See Staff Minute Book.

C19/10/02/19
FINANCE AND GENERAL PURPOSES

1. Financial Statements for the year ended 31st March 2019

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

The Financial Statements for the year ended 31st March 2019, having previously been circulated were considered.

The Lead Member for Finance and General Purposes confirmed that the Financial Statements had previously been discussed. The Finance Manager advised that the Auditors had given clearance for the Financial Statements to be signed.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Financial Statements for the year ended 31st March 2019 be approved and that they be signed by the Chairman and Finance Manager.**

2. Internal Audit Report for the year ended 31st March 2019

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

The report of the Internal Auditor, Alexander Elliott, for the year ended 31st March 2019 having previously been circulated was considered.

After a discussion, it was proposed by Mr Turton and seconded by Mr Macfarlane and unanimously **RESOLVED that the Internal Audit Report for the year ended 31st March 2019 be approved and accepted.**

3. Internal Auditor – Expression of Interest

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

The Report of the Finance Manager dated 22nd October 2019, having previously been circulated was considered.

It was agreed that further clarification was required and that the matter be brought back to the next Board Meeting.

C19/10/02/20
REPORT FROM THE CLERK AND OTHER OFFICER

1. Christmas Refuse Collection – Notice

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

The Report of the District Surveyor dated 10th October 2019, having previously been circulated was considered.

It was agreed that the Notice be sent out to each Resident advising them of the dates of the Christmas Refuse Collection and feedback from the Residents be requested.

2. **Staffing Matters**

Deferred for consideration at the end of the meeting.

3. **Christmas Trees – 2019**

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

The Report of the District Surveyor dated 22nd October 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Allen and seconded by Mr Macfarlane and unanimously **RESOLVED that to properties along the Torchlight Possession route and Governors Road who have an existing wall bracket the Christmas trees would be installed free of charge.**

4. **Process Mapping – Update**

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

The Chief Executive/Clerk provided the Board with an update in relation to the process mapping and confirmed that it was an on-going process.

C19/10/02/21

PROPERTIES AND AMENITIES

1. **Housing Allocation – 02/51**

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

The Report from the Housing Officer dated 22nd October 2019, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Allen and unanimously **RESOLVED that 02/51 be offered to HA 3976.**

2. **Housing Allocation – E2/46**

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

The Report from the Housing Officer dated 22nd October 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Crellin and seconded by Miss Williams and unanimously **RESOLVED that E2/46 be offered to TS 364.**

3. **Tenants & Household Rubbish**

The following matter was considered In Committee and transferred to the Public Domain.

The District Surveyor confirmed that he had issued an e-mail to the Board providing them with an update in respect of this issue.

The Senior Administrator further confirmed that a notice to remedy would be issued via the Coroner tomorrow.

The Senior Administrator left the Meeting at 21:06 pm

C19/10/02/22

SUSPENSION OF STANDING ORDERS

It was proposed by Mr Allen and seconded by Mr Macfarlane and unanimously **RESOLVED** that **Standing orders be suspended until 10:15pm to allow for the completion of business.**

C19/10/02/23

ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHAIRMAN

1. Joint Civic Amenity Site

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

The Lead Member for Environmental and Technical Services provided the Board with an update in relation to a meeting which he had recently attended in relation to the joint Civic Amenity Site.

The Lead Member for Environmental and Technical Services advised that there is another meeting on Tuesday 5th November 2019 and it was agreed that he would attend with the Chief Executive/Clerk.

2. Appointment of Lead Member for Properties and Amenities

It was agreed that this matter would be deferred to the next Board Meeting.

There being no further business the Meeting ended at 22:15 pm.