

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 29th April 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 J. Cherry (Lead Member for Properties and Amenities) ^(from 8pm)
Mr R. Turton (Lead Member for Finance and General Purposes)
Miss K. Williams

Apologies: Mr C. Quirk

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

C19/04/03/01

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

Not necessary.

C19/04/03/02

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

The Chairman advised that the following items would be transferred to In Committee:-

- 2.1 Election of Chairman-Elect for the municipal year 2019/20
- 2.2 Election of Vice-Chairman Elect for the municipal year 2019/20

C19/04/03/03

MINUTES

1. Ordinary meeting held on Monday 15th April 2019

The minutes of the ordinary meeting held on Monday 15th April 2019, copies of which having previously been circulated, were considered.

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

Mr Allen did not cast a vote as he was not present at the meeting.

2. Staff Minutes - Ordinary meeting held on Monday 15th April 2019

To be considered in Committee.

C19/04/03/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. Rates Leaflet

The Chief Executive/Clerk advised that the document had been uploaded on to the website.

2. CC19/04/02/13(1) – Constituency Boundary - Onchan

In answer to question, the Chief Executive/Clerk advised that the letter to the President of Tynwald will be issued.

C19/04/03/05
BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/04/03/06
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/04/03/07
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 19/00356 Mr & Mrs K. Amphlett, Ballaigey, Abbeylands
- Members were advised that the planning application was for a proposed detached triple garage to house applicant's car collection.
- It was proposed by Mr Crellin, seconded by Mr Turton and unanimously **RESOLVED that PA 19/00356 – Ballaigey, Abbeylands be recommended for approval.**
- (ii) PA 19/00375 Mrs R. Hutchinson, 22 Birchleigh Close
- Members were advised that the planning application was for the proposed demolition of existing conservatory to the rear and replaced with an extension consisting of playroom and utility at ground level with a bedroom in the roof space over. Additionally it is proposed to create a dormer to the rear of the existing roof to create improved accommodation and access to the new bedroom.
- It was proposed by Mr Crellin, seconded by Mr Turton and unanimously **RESOLVED that PA 19/00375 – 22 Birchleigh Close be recommended for approval.**
- (iii) PA 19/00381 Mr & Mrs I. Hamilton, 24 Windermere Avenue
- Members were advised that the planning application was for the proposed replacement of conservatory with a larger sun lounge to the rear of the property.
- It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00381 – 24 Windermere Avenue be recommended for approval.**
- (iv) PA 19/00384 Mrs P. Cowell, 29 Greeba Drive
- Members were advised that the planning application was for the proposed replacement of existing conservatory roof with lightweight tiles.
- It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00384 – 29 Greeba Drive be recommended for approval.**

- (v) PA 19/00403 Mr A. Bridson, The Chapel, Nursery Avenue
- Members were advised that the planning application was for proposed change of use from office to performing arts studio.
- The Lead Member for Environmental and Technical Services expressed concern over the dropping off zone and parking for such a facility.
- It was proposed by Mr Turton, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00403 – The Chapel, Nursery Avenue, be recommended for approval. However, there are concerns with regard to the potential hazards and welcome any conditions which offer some mitigation.**
- For: Messrs Macfarlane, Cherry and Turton*
Against: Mr Crellin, Mr Allen and Miss Williams
- On the casting vote of the Chairman, the resolution was approved.
- (vi) PA 19/00414 Mrs M. Hall, 27 Birch Hill Crescent
- Members were advised that the planning application was for proposed replacement of existing conservatory roof with lightweight tiles.
- It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00414 – 27 Birch Hill Crescent, be recommended for approval.**
- (vii) PA 19/00415 Mr N. Rivers, 16 Birch Hill Grove
- Members were advised that the planning application was for proposed replacement of existing conservatory roof with lightweight tiles.
- It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00415 – 16 Birch Hill Grove, be recommended for approval.**

2. Planning Communications

(i) PA 17/00287/RREGBLD – Groudle Glen Hotel, King Edward Road – Building becoming a registered building.

The District Surveyor advised that the application had received approval to become a registered building.

(ii) PA 19/00048 – 57 Governors Road – Creation of vehicular access to provide off-street parking

The Lead Member for Properties and Amenities advised that the Planning Committee had refused the application for the driveway.

In answer to question, the District Surveyor advised that the Authority are only advised if the decision is different to that recommended.

C19/04/03/08

FINANCE AND GENERAL PURPOSES

1. Rent Report – Housing

To be considered In Committee.

2. Corporate Governance Principles and Code of Conduct

To be considered In Committee.

3. Lead Member Responsibilities Standing Orders

To be considered In Committee.

C19/04/03/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. Electric Vehicle Charging Points

Report of the District Surveyor dated 24th April 2019, having previously been circulated was considered and noted.

Climate Change mitigation strategy and requested Members to peruse the document and give feedback. This will be placed on the agenda for the next meeting of the Board.

After discussion, Members agreed not to progress further investigations at this time. A review to be undertaken in 12 months.

2. Health and Safety Terms of Reference and Action Plan

Report of the Chief Executive/Clerk dated 24th April 2019, having previously been circulated was considered and noted.

The Chief Executive/Clerk advised of minor changes to the Terms of Reference, and that the inaugural meeting of the Health and Safety Committee had been held. The action plan circulated is as a result of recommendations from an investigation meeting, and will be added to as the Health and Safety Committee progresses.

In answer to question, the Chief Executive/Clerk advised that with regard to ‘who is responsible from Board to floor’, it was stated that all are accountable and there are roles and responsibilities which are clear within the policies which have not been followed as well as they could be. A review will be undertaken looking at contractual obligations within the terms and conditions, also to sit with staff at all levels and clarifying their role and responsibilities and what the expectations are.

Members expressed thanks to the Chief Executive/Clerk in updating the Board and being proactive.

3. Cycle to Work Scheme – Policy and Procedure

The draft Cycle to Work Scheme – Policy and Procedure, having previously been circulated was considered.

The Chief Executive/Clerk informed Members that the Cycle to Work Scheme was first implemented by the Isle of Man Government as part of their well-being strategy and climate change to reduce pollution and to assist people in getting as fit as possible. This policy has been shared by Douglas Borough Council. There are some key points which needs to be made clear - for the Board the key decision will be as to whether you are keen to support the principle and

whether you are to support the scheme as a tax benefit incentive to employees through their salary.

After discussion, Members felt that the take up on the scheme would be low, and could be running in to extra costs, with provision of shower facilities and bike parks. This would also have an impact on employees if money is taken direct from their salary with implications on pension, holiday pay and sickness benefit.

Members agreed not to progress the scheme.

4. **Officers Action List**

To be considered In Committee.

C19/04/03/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Department of Infrastructure – Draft Road Map**

Members were advised that the Roadshow will take place at The Hub on 18th May 2019 between 11.a.m. and 1.00 p.m.. This would give the residents an opportunity to view the document ‘ Draft Road Map’ and put forward their views and thoughts.

Members agreed to host a further Roadshow Event on Wednesday 22nd May, from 11.00 a .m. to 1.00 p.m.

Apologies were given to the Roadshow as follows:-

- Commissioner Miss Williams – Saturday 18th May 2019
- Commissioner Mr Cherry – Wednesday 22nd May 2019 [amended by ODC 07/05/19]

2. **Office of Clerk of Tynwald – Tynwald Day**

Correspondence received dated 17th April 2019, inviting the Chairman of Onchan District Commissioners to Tynwald Day to be held on Friday 5th July 2019. Noted.

3. **Maintenance of Roadside Hedges, Sod Banks and Verges**

Correspondence received from the Department of Environment, Food and Agriculture, dated 15th April 2019, regarding sensitive management of roadside hedges, sod banks and verges. District Surveyor stated that it is suggested that hedges are not cut during the period 1st March to 31st August due to bird nesting season, this is the policy already carried out within the Authority.

Vice-Chairman commented that there may be exceptions to the time period for safety reasons.

4. **Forest Planning and Accreditation**

Correspondence received from the Senior Forestry and Amenity Manager of the Department of Environment, Food and Agriculture, dated 9th April 2019, having previously been circulated was considered and noted.

In answer to question, the District Surveyor advised that Groudle Glen was managed by the Department of Environment, Food and Agriculture on the Authority's behalf.

5. **Port St Mary Commissioners**

Invitation received to attend the Mona's Queen III Anchor Memorial Service on 29th May 2019 at 7.30 p.m. at Kallow Point, Port St Mary. Noted.

6. **Staffing Matter**

To be considered In Committee.

C19/04/03/11
QUESTIONS

None.

C19/04/03/12
MOTIONS

None.

C19/04/03/13
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C19/04/03/14
PROPERTIES AND AMENITIES MATTERS

1. **Onchan Park Poster Competition**

After discussion, the Board agreed that every entry be given a child's wristband for Onchan Park.

The winning entry was selected, and Members requested Officers to progress the printing and display as soon as possible.

2. **23 and 23a Main Road**

To be considered In Committee

3. **08/49 – 2 Bed Bungalow Update**

To be considered In Committee

4. **15/33 and 15/34**

To be considered In Committee

C19/04/03/15
CHAIRMAN'S ANNOUNCEMENTS

1. **80 Bed Care Home – Press Statement**

The Chairman informed Members that the press statement released by the Authority had received lots of positive comments.

2. **Vote of Thanks**

The Chairman wished to give a vote of thanks to the staff who have continued to provide a quality service to the residents, particularly through some turbulent times. The Chairman gave thanks to the new Chief Executive/Clerk for being open and transparent, and the work entailed in updating the policies and procedures.

The Chairman then thanked his fellow Members of the Board for their contribution through the year, and being courteous through some robust debates which had been undertaken.

Lead Member for Environmental and Technical Services wished to echo the Chairman's sentiments.

3. Dates for the Diary

Date	Organisation	Event	Time
1 st May 2019	Onchan District Commissioners	Annual General Meeting	7.00 p.m.
4 th May 2019	Onchan District Commissioners	Commissioners Surgery Mr Cherry and Mr Crellin	11.00 a.m. to 1.00 p.m.
7 th May 2019	Onchan District Commissioners	Commissioners Surgery – Springfield Court Mr Crellin	2.30 p.m.
7 th May 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
19 th May 2019	Onchan District Commissioners	Civic Sunday	3.00 p.m.
20 th May 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.

C19/04/03/16
ANY OTHER BUSINESS

1. Groudle Glen Water Wheel

In answer to question, the Chairman confirmed that the Authority do not have permission to release the name of the community partners, as we are respecting their wishes until such time as permission has been granted.

Members requested that IOM Newspapers be challenged with regards to statements linked to Onchan District Commissioners.

The Chief Executive/Clerk advised that the Property Maintenance Manager is communicating with the community partner.

The Chairman advised Members that should permission be given, then the Chief Executive/Clerk would inform the Board.

2. Notice Boards

A Member commented that there was a poster in the Urbis for an event in Peel to be held in July. Although no objection to the event being advertised, it was being displayed too far in advance.

The public section of the meeting closed at 8.09 p.m.

C19/04/03/17
MINUTES

1. Staff Minutes - Ordinary meeting held on Monday 15th April 2019

Deferred to the end of the meeting.

C19/04/03/18
FINANCE AND GENERAL PURPOSE MATTERS

1. Housing – Rent Report

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

The report of the Finance Manager dated 24th April 2019, having previously been circulated was considered and noted.

In answer to question, the Finance Manager informed Members that communication is improving to engage with people earlier.

The Vice-Chairman requested a year on year comparison.

2. Corporate Governance Principles and Code of Conduct

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

The report of the Chief Executive/Clerk dated 24th April 2019, having previously been circulated was considered.

Following discussion, it was proposed by Mr Crellin, seconded Mr Cherry, and unanimously **RESOLVED that the following be amended and inserted in the Corporate Governance Principles and Code of Conduct:-**

Part 2 - Section 29 – Media Releases

Last sentence to read: “If the latter, then prior permission from the Board or Chair should be gained.”

Part 3 – Employees Code of Conduct

Insert new section after disclosure of information and renumber remaining chapter accordingly.

37. Working Practices

No employee shall make any variation to established working practices or policies without consultation with their Head of Department, who shall consult with the Chief Executive/Clerk.

No employee shall introduce any new working practices or policies without consulting their Head of Department, who shall consult with the Chief Executive/Clerk.

3. Lead Member Responsibilities

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

The report of the Chief Executive/Clerk dated 24th April 2019, having previously been circulated was considered.

The Lead Member for Finance and General Purposes requested at the last Board meeting to review the responsibilities of Lead Members, and had met with the Chief Executive/Clerk and went through the responsibilities detailed in Standing Orders, and how it should sit with the Interim Staffing Structure. In summary:-

- Housing has moved in to the one heading, with a Lead Member to oversee. It was questioned as to whether Allocations Management should also be included as a separate heading.
- Environmental and Technical Services, amalgamate with Properties, including all the park areas and open spaces.
- Finance and General Purposes now include human resources and library service.
- Technical services have taken over all the park areas and open spaces.

A query was raised with regard to tenders, and the District Surveyor explained that tenders are issued in all areas of responsibilities and would fall under the Lead Member for that particular tender project.

With regard to the Interim staffing structure, it was suggested that the Surveyor's Secretary be moved to making the reporting structure to the District Surveyor clearer.

The Chief Executive/Clerk advised that a review has commenced on Standing Orders, and the model is for discussion and for Members to lead the direction.

Members discussed as follows:-

- Accountability of Members
- Department Head should be the link between Officers and the Lead Member and be included in any officer discussions held with the Lead Member.
- Agreed that Standing Orders require review
- Standing Orders are a living document, and can be changed and moved as needed.
- All agreed that the first draft was a good starting point.
- Bring back to the next meeting of the Board.

Chairman agreed that the Lead Member for Finance and General Purposes to continue liaising with the Chief Executive/Clerk to progress matters.

C19/04/03/19

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. Officers Action List

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

The action list updated 26th April 2019, having previously been circulated was considered.

In answer to question, the Chief Executive/Clerk informed Members that the Housing Deficiency Redress was out of time. The redress was not what was done, but on how it was implemented. The Vice-Chairman stated that the result should have been communicated more formally.

The Board agreed that the green actions to be removed from future editions.

Chairman placed on record a vote of thanks to the Chief Executive/Clerk.

C19/04/03/20

CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. Staffing Matter

Deferred to the end of the meeting.

C19/04/03/21

PROPERTY AND AMENITIES MATTERS

1. 23 And 23a Main Road

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

The Chief Executive/Clerk stated that the property was actively marketed, and had received a valuation from the Government Valuer. We have received a formal offer, subject to survey and contract which is close to the valuation received.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED that the offer be accepted for 23 and 23a Main Road, and officers to progress the sale.**

2. **08/49 – 2 Bed Bungalow**

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

The Lead Member for Properties and Amenities advised that the availability of the property had been circulated to other Housing Authorities. A number of responses have been received, and due diligence checks were being undertaken with a view to a report for allocation being presented to the Board in due course.

3. **15/33 and 15/34**

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

Report of the Property Maintenance Manager, dated 24th April 2019, having previously been circulated was considered. Members agreed that property may now proceed to allocation.

C19/04/03/22
ANY OTHER BUSINESS

1. **Apologies**

Mr Cherry apologised that he would be arriving late to the next meeting of the Board.

Miss Williams tendered her apologies for the Annual General Meeting and the meeting of the Board to be held on 19th May 2019. [amended by ODC 07/05/19]

Officers were requested to leave the meeting at 9.30 p.m. with the Chief Executive/Clerk remaining.

C19/04/03/23
MINUTES

1. **Staff Minutes - Ordinary meeting held on Monday 15th April 2019**

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

The staff minutes of the ordinary meeting held on Monday 15th April 2019, copies of which having previously been circulated, were considered.

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

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

C19/04/03/24
SUSPENSION OF STANDING ORDERS

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

On the proposal of Mr Allen, seconded by Mr Turton, it was unanimously **RESOLVED to suspend Standing Orders to allow completion of business till 10.30 p.m.**

C19/04/03/25
FINANCE AND GENERAL PURPOSES

1. Chairman-Elect

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

Three nominations were received for the position of Chairman-Elect:-

- Mr A. Allen
- Mr M. Macfarlane
- Mr R. Turton

A call for a vote was made, and it was unanimously **RESOLVED that Mr R. Turton be duly recognised as Chairman-elect for the 2019/20 municipal year.**

2. Vice-Chairman Elect

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

Three nominations were received for the position of Vice-Chairman Elect:-

- Mr A. Allen
- Mr J. Cherry
- Mr D. Crellin [amended by ODC 07/05/19]
- Miss K. Williams

A call for a vote was made, and it was **RESOLVED that Miss K. Williams be duly recognised as Vice-Chairman Elect for the 2019/20 municipal year.**

C19/04/03/26
SUSPENSION OF STANDING ORDERS

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

On the proposal of Mr Turton, seconded by Miss Williams, it was unanimously **RESOLVED to suspend Standing Orders to allow completion of business till 11.00 p.m.**

C19/04/03/27
STAFFING MATTERS

See Staff Minute Book.

There being no further business, the meeting closed at 11.00 p.m.