

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 2nd March 2020 at 7:00 pm

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

Apologies: Mrs A Gale (Housing Manager)

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

C20/03/01/01

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

Not necessary.

C20/03/01/02

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

None.

C20/03/01/03

MINUTES

1. Ordinary meeting held on Monday 17th February 2020

The minutes of the Ordinary Meeting held on Monday 17th February 2020, copies of which having previously been circulated, were considered.

Page 3 – 4th line from bottom amend sitting to siting

Page 4 – 2nd paragraph amend cut date to cut off date

Page 5 – Responsibility for Functions and Schemes of Delegation Policy amend the second paragraph from Lead Member for Policy and Finance to Lead Member for Finance and General Purposes

Page 9 – amendments in relation to the Eastern Civic Amenity Site to be discussed In Committee.

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

C20/03/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/03/01/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/03/01/06BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/03/01/07BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/03/01/08PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE1. Plans to the Board

(a) The following plans were considered by the Board.

(i) **PA 20/00098 Mrs K Corkill - 27 Alberta Drive**

Members were advised that the planning application was for the removal of access door.

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

- No comments have been received; and
- The cut-off date to the application is the 6th March 2020

After Members consideration it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00098 – 27 Alberta Drive be recommended for approval.**

(ii) **PA 20/00105 Mrs E Corrin - 48 Howe Road**

Members were advised that the planning application was for the extension and creation of a new window.

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

- No comments have been received; and
- The cut-off date to the application is the 6th March 2020

After a discussion it was proposed by Mr Crellin and seconded by and Mr Allen unanimously **RESOLVED that PA 20/00105 – 48 Howe Road be recommended for approval.**

(iii) **PA 20/00123 Mrs M Eastlake – 35 Groudle Road**

Members were advised that the planning application was to erect a detached dwelling, creation of building plot and improve the existing access and create a new access.

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

- No comments have been received;
- 33 & 39 Groudle Road and 25 & 26 Fairway Close had been notified; and
- The cut-off date to the application is the 13th March 2020.

After Members consideration, it was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED** that **PA 20/00123 - 35 Groudle Road be recommended for approval.**

(iv) PA 20/00141 Duncox Childcare Ltd - Winchester Court, Second Avenue.

Members were advised that the planning application was for the change of use from an office to a child day care centre (class 4.2).

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

- No comments had been received;
- The cut-off date to the application is the 28th February 2020; and
- 31, 32, 33 Third Avenue, DHSC and Elim Family Centre had been notified.

After Members consideration, it was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED** that **PA 20/00141 – Winchester Court, Second Avenue be recommended for refusal on the grounds of insufficient parking and impact of noise on neighbouring properties.**

(v) PA 20/00147 Mr G Wardle - 19 Governors Road.

Members were advised that the planning application was for registered building consent for roof works (Registered Building No. 125).

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

- No comments had been received; and
- The cut-off date to the application is the 13th March 2020.

After a discussion it was proposed by Mr Crellin and seconded by Mr Allen unanimously **RESOLVED** that **PA 20/00147 – 19 Governors Road be recommended for approval.**

2. Planning Communications

None.

C20/03/01/09

FINANCE AND GENERAL PURPOSES

1. EPH Heating & Service Charges 2020/21

To be considered In Committee.

2. The Hub Charges 2020/21

To be considered In Committee.

3. Tender for Property Valuation

To be considered In Committee.

C20/03/01/10REPORT FROM THE CLERK OR OTHER OFFICER**1. Cyber Security Insurance**

To be considered In Committee.

2. Equality

None.

3. Onchan District Commissioners Events

The Report of the Executive Officer/Assistant dated 25th February 2020, having previously been circulated was considered and the dates were noted.

After a discussion, it was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that Onchan District Commissioner's Civic Sunday be held on Sunday 17th May 2020 and the Village Fair be held on Saturday 11th July 2020.**

It was agreed that the Onchan Schools would be contacted in relation to the date of the Torchlight Procession and Christmas Market and that the Chief Executive/Clerk would confirm the date on reply from the Onchan Schools.

4. Government Consultation Documents Policy

A copy of the Government Consultation Documents Policy, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the Government Consultation Documents Policy be approved and adopted.**

5. Responsibility for Functions and Schemes of Delegation Policy

The draft Responsibility for Function and Scheme of Delegation Policy, a copy of which having previously been circulated was considered.

Page 2 point 6 – delete “or the appropriate committee”
Page 2 point 7 – delete “Committee” and change to Lead Member

Subject to the above amendments, it was proposed by Mr Macfarlane and seconded Mr Quirk and **RESOLVED that the Responsibility for Functions and Schemes of Delegation Policy be approved and adopted.**

For: Mr Turton, Miss Williams, Mr Quirk and Mr Macfarlane
Against: Mr Allen and Mr Crellin

4. Annual General Meeting

The Report of the Chief Executive/Clerk dated 25th February 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Allen and seconded by Mr Crellin and unanimously **RESOLVED that the Annual General Meeting of the Authority be held in Onchan District Commissioners Boardroom on the 5th May 2020.**

6. Staffing Matter

To be considered In Committee.

C20/03/01/11

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Discharge of Local Authority function to another Local Authority

A copy of the letter dated 17th February 2020 received from the Department of Infrastructure having previously been circulated was considered and noted.

2. Beech Buddies Event

A copy of the correspondence received from Beech Buddies in relation to the Water Lanterns on the Lake event to be held in Onchan Park on Saturday 14th March 2020, between 7:00pm and 8:30 pm having previously been circulated was considered and noted.

The District Surveyor advised the Board that he had contacted Beech Buddies, to request posters in order that the Authority can assist with advertising the event.

3. Isle of Man Civic Legal Aid

Copy of the correspondence received from the Attorney General's Chambers on the 19th February 2020, in relation to the Isle of Man Legal Aid consultation having previously been circulated was noted.

4. Nivison Stadium 70th Celebrations

A copy of the letter received from His Excellency Sir Richard Gozney KCMG CVO dated 17th February 2020, having previously been circulated was noted.

The Chief Executive/Clerk advised the Board that it is the 70th anniversary of Nivison Stadium of the 19th June 1951.

The Chief Executive/Clerk further advised the Board that His Excellency Sir Richard Gozney is due to retire in 2021 and his His Excellency Sir Richard Gozney has been asked if he would be available to open the celebrations.

After a discussion, it was agreed that the Authority would explore different events to mark the occasion.

5. Onchan Baptist Church – 50th Anniversary Celebration

A copy of the invitation received from the Onchan Baptist Church inviting two member of the Board to attend their service of celebration on Saturday 14th March 2020 at 3:00pm having previously been circulated was considered.

Mr Turton and Miss Williams confirmed that they would be attending the service of celebration on behalf of the Authority.

6. Libraries Working Parties

To be considered In Committee.

7. Manx Radio Local Authority Questionnaire

To be considered In Committee.

C20/0201/12
QUESTIONS

None.

C20/03/01/13
MOTIONS

None.

C20/03/01/14
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**1. Proposed Amendments to Increased Permitted Development**

A copy of the e-mail received from the Planning & Building Control Directorate dated 3rd February 2020 in relation to the reform of the planning systems and proposed amendments to increased permitted development having previously been circulated was considered.

Members to forward comments to the District Surveyor, and a report be brought back to the next meeting of the Board.

A Member requested that the document be published on the Commissioners' social media.

C20/03/01/15
HOUSING MATTERS**1. Housing Allocation – Ref: 13/42**

To be considered In Committee.

C20/03/01/16
CHAIRMAN'S ANNOUNCEMENTS**1. Attendances**

The Chairman confirmed that he had attended Malew Civic Sunday on the 1st March 2020.

2. Dates for the Diary

Date	Organisation	Event	Time
3 rd March 2020	Onchan District Commissioners	Commissioners Surgery – Heywood Court Mr Allen and Mr Crellin	2:30 pm to 3:30 pm
7 th March 2020	Onchan District Commissioners	Commissioners Surgery – The Hub Mr Allen and Mr Quirk	11:00 am to 1:00 pm
15 th March 2020	Arbory Parish Commissioners	Civic Sunday Service	10:30 am
16 th March 2020	Onchan District Commissioners	Board Meeting	7:00pm

C20/03/01/17
ANY OTHER BUSINESS

None.

The Public session of the Meeting ended at 20:13 pm

C20/03/01/18**FINANCE & GENERAL PURPOSES****1. EPH Heating & Service Charges 2020/21**

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

The Report of the Finance Manager dated 25th February 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Turton and seconded by Mr Quirk and unanimously **RESOLVED that the charges for heating and service charge be maintained at the current levels for the next 12 months and that it be reviewed by the Authority in 6 months.**

2. The Hub Charges 2020/21

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

The Report of the Finance Manager dated 25th February 2020, having previously been circulated was considered.

After a discussion, it was agreed that this be brought back to the next Board Meeting.

3. Tender for Property Valuation

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

The Report of the Finance Manager dated 25th February 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that Chrystals be appointed to carry out the Authority's Property Valuation.**

C20/03/01/19**REPORT FROM THE CLERK OR OTHER OFFICER****1. Cyber Security Insurance**

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

The Report of the Finance Manager dated 26th February 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the impact option for Cyber Security Insurance be approved and the Authority's insurers be advised accordingly.**

2. Staffing Matter

Deferred to the end of the Meeting.

C20/03/01/20CONSIDERATION OF ANY RELEVANT CORRESPONDENCE**1. Libraries Working Parties**

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

A copy of the correspondence received from the Council of Minister Libraries Working Parties, having previously been circulated was considered.

After a discussion, it was agreed that the Chief Executive/Clerk provide the Council of Minister Libraries Working Parties with the information which the Authority has available.

2. Manx Radio Local Authority Questionnaire

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

A copy of the correspondence received from Manx Radio in relation to the Local Authority Questionnaire, having previously been circulated was considered.

After a discussion, it was agreed that the Chief Executive/Clerk draft a response to Manx Radio and that it be circulated to Members for their comments.

C20/03/01/20HOUSING MATTER**3. Housing Allocation – Ref: 13/42**

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

The Report of the Housing Manager undated, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Quirk and unanimously **RESOLVED that HA 3908 be offered a five year fixed term tenancy of 13/42.**

C20/03/01/22ANY OTHER BUSINESS**1. Eastern Civic Amenity Site**

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

Amendments

Page 9 – paragraph 2 amend “A copy of the Committee Report dated 17th February 2020” to A copy of the Committee Report dated 17th February 2020 including legal advice.

Page 10 - amend to The Lead Member for Environmental and Technical Services gave an update on the potential joint purchase of a parcel of land for a new Civic Amenity Site.

The Lead Member for Environmental and Technical Services also indicated that the owners of the current site are prepared to consider extending the present Civic Amenity Site and re-design is an option, however, not ideal in line with the WRAP Guidelines.

The reason for the Report was to seek Board approval to pursue an alternative location for a new Civic Amenity Site for the Joint Committee.

The Lead Member for Environmental and Technical Services gave the Board an update in relation to the relocation of the new proposed Eastern Civic Amenity Site and the Authority's contributions to the costs.

After a discussion, it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that the sum of £3,359.95 be approved for the Contractor in relation to skip hiring and removal of skips.**

After a discussion, it was proposed by Mr Crellin and seconded by Mr Quirk and **RESOLVED that the sum of £931.15 be approved in relation to the replacement of CCTV, which can be taken to a new site if appropriate.**

For: Mr Allen, Mr Crellin, Mr Macfarlane, Miss Williams and Mr Quirk
Against: Mr Turton

After a further discussion, it was proposed by Mr Crellin and seconded by Mr Allen and **RESOLVED that the sum of £4,442.50¹ be approved in relation to the cost of the design of the new Civic Amenity Site.**

For: Mr Allen, Mr Crellin, Mr Macfarlane and Mr Quirk
Against: Mr Turton and Miss Williams

It was agreed that any future decisions in relation to the Eastern Civic Amenity Site would be brought back to the Board.

There being no further business the meeting ended at 22:10 pm

¹ The Cost is in relation the feasibility study of the design of the proposed new Civic Amenity Site, which other Authorities are also contributing.