

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

Present:

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

In Attendance:

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

C20/11/01/01

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

Not necessary.

C20/11/01/02

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

Mr D J Quirk signed his declaration of acceptance of office for the term to the 1st May 2021, and the Chairman welcomed him to the Board of Onchan District Commissioners.

C20/11/01/03

MINUTES

1. Ordinary meeting held on Monday 19th October 2020

The minutes of the Ordinary Meeting held on Monday 19th October 2020, copies of which having previously been circulated, were considered.

Amendments:-

Page 2 – Plans to the Board – Mr & Mrs Bass amend cable window to gable window.

Page 4 - Onchan By-Election amend second paragraph from “and that this is issue also applied to Douglas Borough Council” to and that this issue also applied to Douglas Borough Council.

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

Mr D J Quirk was not in office at the meeting of the Board dated 19th October 2020, and did not cast a vote.

C20/11/01/04BUSINESS ARISING FROM SUCH MINUTES IF NOT REFERRED TO IN THE MINUTES

None.

C20/11/01/05BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/11/01/06BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/11/01/07BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/11/01/08BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/11/01/09PLANNING 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 20/01066 Mr S Leech - 44 Whitebridge Road**

Members were advised that the application is for the removal of two chimney stacks, installation of replacement roof tiles and the blocking up of a doorway (amended plan)

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

- No comments had been received;
- The return date for the application is 11th November 2020.

After a discussion, it was agreed that the Authority are in favour of the amended plan and that the Authority would provide no further comment to the Planning Department in relation to PA 20/01066 – 44 Whitebridge Road.

(ii) **PA 20/01125 Mr P Styles - 26 The Park**

Members were advised that the application is for the installation of dormer windows.

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

- No comments had been received; and
- The return date for the application is 6th November 2020.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01125 – 26 The Park be recommended for approval.**

(iii) PA 20/01127 Department of Education, Sport & Culture – Ashely Hill School

Members were advised that the application is for the erection of a 3 metre high boundary fence between the public foot path and the school grounds.

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

- No comments had been received; and
- The return date for the application is 6th November 2020.

Mr Macfarlane and Mr Turton declared an interest and did not vote.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/01127 – Ashely Hill School be recommended for approval.**

(v) PA 20/01128 Mrs N Grosvenor – 20 Highfield Crescent

Members were advised that the application is for alterations, the replacement of the existing garage door with a window and the erection of an extension.

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

- No comments had been received; and
- The return date for the application is the 13th November 2020.

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/01128 – 20 Highfield Crescent be recommended for approval subject to a planning condition that the property can only be used in conjunction with the existing property.**

1. Planning Communications

(i) Nursery Bends, Hillberry Road

A copy of the correspondence sent to the District Surveyor on the 15th October 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr D J Quirk and **RESOLVED that appropriate signage be installed to mark “Nursery Bends” of the old Clypse course.**

Mr Allen declared an interest and did not vote.

***For: Mr Crellin, Mr Macfarlane, Mr C Quirk, Mr D J Quirk and Miss Williams
Against: Mr Turton.***

Mr Turton requested that it be noted that his reasons for being against the request is due to potential requests being received for signs to be installed around the remainder of the old Clypse course.

C20/11/01/10

FINANCE AND GENERAL PURPOSES

1. **Draft Financial Statements for the year ended 31st March 2020**

To be considered In Committee.

C20/11/01/11

REPORT FROM THE CLERK OR OTHER OFFICER

1. **Remembrance Weekend**

A copy of the Report of the Executive Officer/Assistant dated 28th October 2020 in relation to the Remembrance Events being held in Onchan, having previously been circulated, and noted.

20/10/02/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Consultation of the draft Administration of Justice and Other Amendments Bill 2020**

A copy of the correspondence dated 19th October 2020, received from the Policy and Legislation Officer in relation to the consultation of the draft Administration of Justice and Other Amendments Bill 2020 having previously been circulated

The Chief Executive/Clerk confirmed that the closing date for the consultation is the 30th November 2020.

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

2. **Royal Artillery Association**

A copy of the letter received from the Royal Artillery Association inviting Members to the St Barbara's Day Service to celebrate their Regimental Day. The service is being held at St Thomas Church, Finch Road on Sunday 6th December 2020 at 11:00 am.

The Chairman requested that any Members wishing to attend the service confirm to the Chief Executive/Clerk.

3. **2nd Onchan Scout Group**

A copy of the letter dated 21st October 2020 addressed to the Chairman inviting him to attend the 2nd Onchan Scout Group's Award Night and Annual General Meeting on Friday 20th November 2020 at 7:00 pm having previously been circulated.

The Chairman confirmed that he would be attending this event. The Chairman requested that if any other Member wished to attend the event to please advise the Chief Executive/Clerk or Executive Assistant.

4. **President of Tynwald**

A copy of the invitation received from the President of Tynwald inviting Members to attend the Tynwald Christmas Carol Service on Thursday 17th December 2020, at 1:10pm at St George's Church having previously been circulated was noted.

5. Social Media Communication

To be considered In Committee.

C20/0201/12
QUESTIONS

The Chairman advised the Board that the following questions in accordance with Standing Order 34 has been received from Commissioner D J Quirk:-

1. Port Jack Glen**Question:-**

“Would the Chairman make a statement on the condition of Port Jack Glen and if he is satisfied about the state that it is in?”

Answer:-

The Chairman made the following statement in response to question 1:-

“the water course and collection pools are overdue to be cleaned. These works were planned to take place during September 2020 but the contractor providing the plant, labour and haulage off-site has yet to attend due to higher priority commitments elsewhere.

The contractor has confirmed that they intend to carry out the works the week commencing 2nd November 2020. The silt will be left to dry out on the grass to the side of the pools and then transported to a designated tip in Foxdale due to the level of effluent found within it as confirmed by the IOM Government laboratory in July 2020.”

2. Kitchen Framework Agreement**Question:-**

“Would the Chairman make a statement on the current kitchen refurbishment programme and how is he addressing the number of complaints received?”

Answer:-

The Chairman made the following statement in response to question 2:-

“the Officers within the Surveyors Department have received a large number of complaints in relation to some of the kitchens that have been replaced as part of the Kitchen Framework Agreement Scheme (“KFA”).

Following extensive correspondence from the Property Maintenance Manager to the Contract Administrator and contractor regarding the required improvement, the District Surveyor called a meeting with those involved on Monday 19th October 2020 at Hawthorn Villa. It was agreed that weekly meetings will now take place until all outstanding items on the kitchens already started are completed.

It was also stated within the meeting and in writing from the District Surveyor that if improvement is not proven within four weeks from the date of the meeting then the District Surveyor will be looking to terminate the contract.

The Contract Administrator has been approached by the District Surveyor to obtain the information as to what is required to terminate the contract if required.”

3. Heywood Court & Springfield Court Wardens**Question:-**

“What were the reasons behind removing the Wardens from both Springfield Court and Heywood Court?”

Answer:-

In reply to question 3, the Chairman confirmed that this was dealt with in accordance with Standing Orders.

C20/11/01/13**MOTIONS**

None.

C20/11/01/14**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**

None.

C20/11/01/15**HOUSING MATTERS****1. Memorial Plaque Heywood Court**

A copy of the Report of the Property Maintenance Manager, dated 27th October 2020, having previously been circulated was considered.

The Lead Member for Housing advised the Board that the plaque had been installed at Heywood Court in 2017, and residents of Heywood Court were not aware of the size of the plaque. The Lead Member for Housing further advised the Board that the plaque had originally been installed in the Royal British Legion Hall, Main Road and due to the hall being used as a dance studio, it was felt that it was not an appropriate place for the plaque to be displayed. The Lead Member for Housing further commented that as there were not many alternative locations available due to the size of the plaque it was installed at Heywood Court.

It was noted that refurbishment works at Heywood Court are delayed, until the decision is made. It was further noted that the cost for removing the plaque would be approximately £1,500.00.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and **RESOLVED that the War Memorial plaque be removed from Heywood Court, and be placed into storage and the War Memorial Committee be consulted in respect of a suitable alternative location being sourced.**

For: Mr Crellin, Mr Macfarlane, Mr Allen, Mr C Quirk, Mr D Quirk and Miss Williams

Against: Mr Turton

2. Quarterly Standards of Performance Data

To be considered In Committee.

3. October Housing Void Report

To be considered In Committee.

C20/11/01/16**CHAIRMAN'S ANNOUNCEMENTS****1. Attendances**

The Chairman advised the Board that he had attended the Re-Opening of the Groudle Glen Waterwheel on Friday 30th October 2020, which has been re-opened by His Excellency the Lieutenant Governor.

It was agreed that a framed photograph of the re-furbished waterwheel would be placed in the entrance of Hawthorn Villa and a reception be held for MMD and the contractors who dealt with the refurbishment.

The District Surveyor asked if any members would be interested in visiting the wheel house, and if they let him know then he would organise a visit.

2. Dates for the Diary

Date	Organisation	Event	Time
3 rd November 2020	Onchan District Commissioners	Commissioners Surgery – Heywood Court (Mr Allen & Miss Williams)	2:30 pm to 3:30 pm
7 th November 2020	Onchan District Commissioners	Commissioners Surgery – The Hub (Mr Allen & Mr C Quirk)	11:00 am to 1:00 pm
7 th November 2020	Royal British Legion – Onchan Branch	Children's Poppies (St Peter's Church)	10:00 am
8 th November 2020	Royal British Legion – Onchan Branch	Remembrance Sunday	9:00 am to 12 noon
11 th November 2020	Royal British Legion – Onchan Branch	Remembrance Day (Onchan War Memorial)	11:00 am to 11:30 am
15 th November 2020	Onchan District Commissioners	Board Meeting	7:00 pm

C20/11/01/17**ANY OTHER BUSINESS**

The Public session of the Meeting ended at 19:51 pm

C20/11/01/18**FINANCE AND GENERAL PURPOSES****1. Draft Statement of Accounts for the year ended 31st March 2020**

A copy of the draft Financial Statements for the year ended 31st March 2020, having previously been circulated was considered.

The Chairman thanked the Officers involved for their hard work and that the Authority's financial situation is very good.

The Lead Member for Finance & General Purposes advised the Members that the Statement of Accounts are currently in draft, and that the Finance Manager and team had worked hard to get the documents to the Auditors.

The Lead Member for Finance & General Purposes further commented that at this stage the Statement of Accounts are for Members to review only and it is now for the Auditors to provide their comments.

A Member commented in relation to page 3 of the draft Statement of Accounts that the Authority currently does not have a Deputy Clerk and there is a risk element due to this and it should be addressed sooner rather than later.

The Chairman advised the Board the issue had been raised at the Chairman, Vice Chairman and Chief Executive/Clerk's weekly meeting and that it would be brought to the Board.

It was agreed that if any members had any comments or required clarification that they should contact the Finance Manager.

C20/11/01/19 **HOUSING MATTERS**

1. Quarterly Standards Performance Data

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

A copy of the Report of the Housing Manager, dated 28th October 2020, having previously been circulated was considered.

The Lead Member for Housing thanked the Officers involved for their work involved in producing the data. The Lead Member for Housing advised the Board that he had met with the Housing Manager and they had gone through the report. The Lead Member further advised the Board that the only comment he had was in relation to the planned maintenance being zero and he is satisfied with the response that he had received.

The Chief Executive/Clerk advised the Board that they had previously been contacted by the Department of Infrastructure as they would like to publish all quarterly statistics. The Chief Executive/Clerk also advised the Board that the Department of Infrastructure have asked on more than one occasion how the Authority is managing to reduce housing rent arrears in the current circumstances.

A Member commented the Authority should look into purchasing land in order that single occupancy housing can be built.

2. October Housing Void Report

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

A copy of the Report of the Property Maintenance Manager, dated 27th October 2020, having previously been circulated was considered.

The Chief Executive/Clerk explained to the Board that there is currently one unallocated void. A Member thanked the team for their hard work.

The Chairman explained to the new Member that currently Officers can spend up to £10,000 on a void. The Lead Member is to be consulted on any void which is between £10,000 and £14,000 and any voids over £14,000 need to be brought to the attention of the Board.

The Chief Executive/Clerk advised the Board that there is currently a consultation in relation to mid rents.

C20/11/01/20

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Social Media Communication

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

A Member reported to the Board that they do not believe the Authority is currently communicating with the Public through social media as well as they should be.

The Member further reported that they do appreciate that Officers of the Authority are currently working to maximum capacity and there is not sufficient resources available.

The Vice Chairman asked ^[ODC 16/11/2020] the Member to advise what the issues are.

The Member advised the Board, that one issue is that the general public have been posting their negative views on certain Members of the Board and other Members are not named. The Member advised the Board that they have had negative comments posted about them on several ^[ODC 16/11/2020] occasions.

The Chief Executive/Clerk advised the Board that Officers do comment on the Authority's social media and that Officers are encouraged not to make comments on other social media sites which do not belong to the Authority unless it is in their own personal capacity.

After a discussion, it was agreed that the status quo of the Authority's social media communication remain as it is and look to make improvements in communication by planning a roadmap.

For: Mr Crellin, Mr Macfarlane, Mr C Quirk, Mr D Quirk, Mr Turton ^[ODC 16/11/2020] and Miss Williams

Against: Mr Allen

There being no further business the meeting ended at 21:11 pm