

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held by Video Conference due to Section 5 of the Health Protection (Coronavirus) Regulations 2020 on Monday 30<sup>th</sup> 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

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

**C20/03/03/01**

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

Not necessary.

**C20/03/03/02**

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

None.

**C20/03/03/03**

**MINUTES**

**1. Ordinary meeting held on Monday 16<sup>th</sup> March 2020**

The minutes of the Ordinary Meeting held on Monday 16<sup>th</sup> March 2020, copies of which having previously been circulated, were considered.

Amendment Page 5 under document retention policy amend CCTV recordings on VHS tape to CCTV recordings.

Subject to the above amendment, it was proposed by Mr Quirk 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.

**C20/03/03/04**

**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES**

None.

**C20/03/03/05**

**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED**

None.

**C20/03/03/06**

**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

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

None.

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

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

(i) **PA 20/00180 Onchan Pensioners Social Club - Field Nos 534017 & 534018, Blackberry Lane**

Members were advised that the planning application was for the erection of a clubhouse and the levelling and formation of two football pitches. Comments received in support of development. Previous application 12/00016/B was approved by Planning and ODC.

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

- Comments had been received in support of the development;
- Comments had been received opposing the developments;
- Planning application 12/00016/B was approved by Planning and the Board; and
- The cut-off date to the application is the 27<sup>th</sup> March 2020.

After Members consideration it was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that PA 20/00180 - Onchan Pensioners Social Club - Field Nos 534017 & 534018, Blackberry Lane be deferred to the next Board Meeting for further information to be obtained in relation drainage, car parking provision and Eastern Area Plan, Green belt area.**

**Area. PA 2 0/00269 Mr & Mrs H. Patel - 5 Groudle View**

Members were advised that the planning application was for the erection of and extension to provide garage and additional living accommodation and widening of drive and access to create additional parking.

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

- No comments have been received; and
- The cut-off date to the application is the 10<sup>th</sup> April 2020.

After a discussion it was proposed by Mr Crellin and seconded by and Mr Macfarlane and unanimously **RESOLVED that PA 20/00269 - 5 Groudle View be recommended for approval.**

(iii) **PA 20/00278 Mr A. Sherry – 5 The Fairway**

Members were advised that the planning application was for the Installation of a replacement roof and removal of chimney stack.

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

- No comments had been received; and
- The cut-off date to the application is the 10<sup>th</sup> April 2020.

After Members consideration, it was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00278 – 5 The Fairway be recommended for approval.**

**(iv) PA 20/00307 Mr N. Quilliam/Ms V. Laslett – 29 The Park**

Members were advised that the planning application was for 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 17<sup>th</sup> April 2020.

After a discussion it was agreed that **PA 20/00307 - 29 The Park be deferred to the next Board Meeting to allow time for public feedback to be considered.**

**(v) PA20/00317 Mr & Mrs M Kennaugh – 7 Hillcrest Grove**

Members were advised that the planning application was for. Alterations, extension and widening of driveway and access.

In answer to questions, the District Surveyor advised that:

- No comments had been received; and
- The cut-off date to the application is the 17<sup>th</sup> April 2020.

After a discussion it was agreed that **PA20/00317 – 7 Hillcrest Grove deferred to the next Board Meeting to allow time for public feedback to be considered.**

**(vii) PA20/00318 Mr D C Metcalfe – 72 Birch Hill Crescent**

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

In answer to questions, the District Surveyor advised that:

- No comments had been received; and
- The cut-off date to the application is the 17<sup>th</sup> April 2020.

After a discussion it was agreed that **PA20/00318 – 72 Birch Hill Crescent be deferred to the next Board Meeting to allow time for public feedback to be considered.**

**2. Planning Communications**

None.

**C20/03/03/09****FINANCE AND GENERAL PURPOSES****1. Accounting Reports in relation to Pensions**

A copy of the e-mail received from Douglas Borough Council's Assistant Chief Officer (Finance) dated 25<sup>th</sup> March 2020, having previously been circulated was considered and noted. The Responsible Finance Officer was advised to keep in touch to ensure the outcome of the Treasury decision in relation to the statutory deadline.

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

The Chief Executive/Clerk advised that in light of remote working and staff utilising their own devices, the Authority through the Finance Manager will need to communicate with the Authority's insurers.

**2. Equality**

None.

**3. Coronavirus (COVID – 19) Policies and Guidance**

A copy of the Coronavirus (COVID – 19) Policies and Guidance having previously been circulated was considered.

The Chief Executive/Clerk advised that there are a few minor amendments to be made to the Policies and Guidance. The Chief Executive/Clerk further advised that at the time the Policies and Guidance were drafted very little guidance had been issued by the Isle of Man Government and the links refer to UK guidance, as the Isle of Man Government have now issued their guidance the links will be amended to reflect this.

**4. COVID – 19 Impact on Bowling Greens**

To be considered In Committee.

**5. COVID – 19 – General Impact**

To be considered In Committee.

**C20/03/03/11****LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS**

None.

**C20/0201/12****QUESTIONS**

None.

**C20/03/03/13**  
**MOTIONS**12.1 **Commissioner R. Turton – temporary Variation and Revocation of Standing Orders**

As the motion was not signed by the proposer it was recommended that it be re-presented by the proposer and heard at the next meeting of the board to be held on Tuesday 14<sup>th</sup> April 2020.

**C20/03/03/14**  
**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**

None.

**C20/03/03/15**  
**HOUSING MATTERS**1. **Housing Allocation – Ref: 04/03**

To be considered In Committee.

2. **Housing Allocation – Ref: 07/11**

To be considered In Committee.

3. **Housing Allocation – Ref: 09/73**

To be considered In Committee.

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

It was agreed that the next Board Meeting would take place by Video Conference at 2:00 pm on Tuesday 14<sup>th</sup> April 2020.

2. **Dates for the Diary**

Date	Organisation	Event	Time
14 <sup>th</sup> April 2020	Onchan District Commissioners	Board Meeting	2:00 pm
27 <sup>th</sup> April 2020	Onchan District Commissioners	Board Meeting	7:00 pm

**C20/03/03/17**  
**ANY OTHER BUSINESS**

*The Public session of the Meeting ended at 19:58 pm*

**C20/03/03/18**  
**MINUTES**

1. **Staffing Minutes of the Ordinary meeting held on Monday 16<sup>th</sup> March 2020**

See Staff Minute Book.

**C20/03/03/19**  
**REPORT FROM THE CLERK OR OTHER OFFICER**

1. **COVID-19 – Impact on Bowling Greens**

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

The Report of the Chief Executive/Clerk dated 19<sup>th</sup> March 2020, having previously been circulated was considered.

After a discussion, it was agreed to advise the Crown Green Bowling that at this stage there would be no reduction in their fees, however, the situation will be monitored and reviewed.

2. **COVID-19 – General Impact**

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

The Report of the Chief Executive/Clerk dated 19<sup>th</sup> March 2020, having previously been circulated was considered. The Chairman has offered to give a radio interview to the Political News Reporter on this matter.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Crellin and **RESOLVED that Commercial and Non-Profit Organisations rent invoices be issued and a covering letter to be sent with the invoices. It was agreed that the Board approach Central Government and Political representatives to request that a support package be put in place to assist Charitable and Non-Profit Organisations.**

*For: Miss Williams, Mr Allen, Mr Quirk, Mr Macfarlane and Mr Crellin*

*Against: Mr Turton*

**C20/03/03/20**  
**HOUSING MATTER**

1. **Housing Allocation – Ref: 04/36**

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

The Report of the Housing Officer dated 25<sup>th</sup> March 2020, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Allen and unanimously **RESOLVED that HA 3954 be offered a five-year fixed term tenancy of 04/3**

2. **Housing Allocation – Ref: 07/11**

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

The Report of the Housing Officer dated 25<sup>th</sup> March 2020, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and, seconded by Mr Macfarlane and unanimously **RESOLVED that HA 3812 be offered a five-year fixed term tenancy of 07/11.**

### 3. Housing Allocation – Ref: 09/73

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

The Report of the Housing Officer dated 25<sup>th</sup> March 2020, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Allen and unanimously **RESOLVED that HA 3979 be offered a five-year fixed term tenancy of 09/73.**

#### C20/03/03/22

#### ANY OTHER BUSINESS

The Chairman and Members expressed their thanks to the Chief Executive/Clerk and staff members who have been involved in preparing for the Authority to carry on business as usual under the Coronavirus (COVID-19) restrictions.

The Chief Executive/Clerk gave her thanks to all the staff for enabling the Authority to work remotely.

***There being no further business the meeting ended at 21:10 pm***