

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 5th August 2019 at 7:00 pm

Present: Mr. R. Turton (Chairman)
 Mr J. Cherry (Lead Member for Properties and Amenities)
 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: Miss K Williams (Vice-Chair)

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

C19/08/01/01

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

Not necessary.

C19/08/01/02

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

None.

C19/08/01/03

MINUTES

1. Ordinary meeting held on Monday 22nd July 2019

The minutes of the Ordinary Meeting held on Monday 22nd July 2019, copies of which having previously been circulated, were considered.

It was proposed by Mr Cherry 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. Extra Ordinary Minutes – Meeting held on Thursday 18th July 2019

To be considered in Committee.

2. Staff Minutes - Ordinary meeting held on Monday 22nd July 2019

To be considered In Committee.

C19/08/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. Birch Hill Foot Path – Update

The District Surveyor advised the Board that a member of the Forestry Board had been instructed to inspect the tree. The District Surveyor confirmed that the Property Maintenance Manager had contacted the Owner of the property.

The District Surveyor was requested to report back to the Board.

2. Port Jack Obelisk

The Chief Executive/Clerk reported to the Board that Visit Isle of Man had confirmed that they would be responsible for the installation and on-going maintenance of the Obelisk.

The Chief Executive/Clerk further reported that Visit Isle of Man had been given permission to arrange for the Obelisk to be installed.

C19/08/01/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C19/08/01/06

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/08/01/07

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/08/01/08

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 19/00731** **Mr & Mrs M G Harrison – 22 Sunnybank Avenue**

Members were advised that the planning application was for proposed orangery at the rear elevation overlooking Mountain Road.

In answer to questions the District Surveyor advised that:-

- No comments had been received previously or to date; and
- The cut-off date to the application is the 9th August 2019.

It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00731 – 22 Sunnybank Avenue, be recommended for approval.**

- (ii) **PA 19/00732 Mrs W Christian – 23 Heywood Court**
- Members were advised that the planning application was for proposed replacement of conservatory roof with lightweight tiles.
- In answer to questions the District Surveyor advised that:-
- No comments had been received; and
 - The cut-off date to the application is the 9th August 2019.
- It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00732 – 23 Heywood Court be recommended for approval.**
- (iii) **PA 19/00735 Ms M L Buxton – 5 Queens Road**
- Members were advised that the planning application is replacement of 3 external doors with window to the rear annex.
- In answer to questions the District Surveyor advised that:-
- No comments had been received; and
 - The cut-off date to the application is the 9th August 2019.
- It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00735 – 5 Queens Road be recommended for approval.**
- (iv) **PA 19/00769 Mr & Mrs N Arden – 26 Banks Howe**
- Members were advised that the planning application is for replacement of existing conservatory with a larger sun lounge and raised patio area alongside.
- In answer to questions the District Surveyor advised that:-
- No comments had been received;
 - There was no detrimental impact of neighbouring properties; and
 - The cut-off date to the application is the 16th August 2019.
- Mr Turton declared an interest and did not vote.***
- It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that the PA19/00769 - 26 Banks Howe, Onchan be recommended for approval and 28 Banks Howe be notified.**
- (v) **PA 19/00775 Mr P Styles – 26 The Park**
- Members were advised that the planning application is for installation of steel flue to serve a multi fuel stove.
- In answer to questions the District Surveyor advised that:-
- No comments had been received; and
 - The cut-off date to the application is the 16th August 2019.

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/00775 – 26 The Park be recommended for approval.**

(vi) PA 19/00784

Ms Z Khan – 6 Snaefell Crescent

Members were advised that the planning application is for alterations which include a single storey extension to the rear and side to provide additional bedroom and en-suite. Changing the flat roof to the garage to a pitched roof with bedroom accommodation within the creation of dormers to the rear to enhance the existing first floor accommodation.

In answer to questions the District Surveyor advised that:-

- No comments had been received;
- The cut-off date to the application is the 16th August 2019; and
- 4 & 8 Snaefell Crescent have been notified.

It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00784 – 6 Snaefell Crescent be recommended for approval.**

(vii) PA 19/00785

DAM Plant Hire Limited – Begoade Farm

Members were advised that the planning application is for Certificate of Lawful use for storage and parking of heavy good vehicles.

In answer to questions the District Surveyor advised that:-

- No comments had been received; and
- The cut-off date to the application is the 16th August 2019

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/00785 – Begoade Farm be recommended for approval**

(viii) PA 19/00788

Miss L Gould – 4 Furman Road

Members were advised that the planning application is for proposed conversion of existing roof space to provide bedroom and en-suite. Works include the installation of roof lights to both front and the rear elevation and adjustment of gable window to door with Juliet balcony.

In answer to questions the District Surveyor advised that:-

- No comments had been received;
- The cut-off date to the application is 1the 16th August 2019; and
- Juliet balcony width of the double doors.

It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00788 – 4 Furman Road be recommended for approval.**

(ix) PA 19/00792 Mrs R Hutchinson – 22 Birchleigh Close

Members were advised that the planning application is for replacement of existing conservatory with a playroom with bedroom accommodation in the roof space over, and formation of dormer to the rear of the existing roof.

In answer to questions the District Surveyor advised that:-

- No comments had been received;
- The cut-off date to the application is the 16th August 2019;
- 10 Birchley Terrace have been notified; and
- A few applications have been received and have been asked for them to be reviewed each time.

Mr Allen declared an interest and did not vote.

The Lead Member for Environmental and Technical Services requested if any objections are received, that the application be brought back to the Board.

It was proposed by Mr Crellin and seconded by Mr Cherry
And unanimously **RESOLVED that PA 19/00792 – 22 Birchleigh Close be recommended for approval.**

2. Planning Communications**(a) PA No 19/00615 – 30 Groudle Road**

The District Surveyor advised the Board that the neighbour at the rear of the Property had taken the application to appeal.

It was agreed that the Authority continue to not support the Planning Application.

(b) Draft Area plan for the East – Former Howstrake Holiday Camp – update

To be considered in Committee.

C19/08/01/09**FINANCE AND GENERAL PURPOSES****1. Draft Financial Statements for the year ended 31st March 2019**

To be considered in Committee

2. Professional Services

To be considered and in Committee

3. Insurance Claim

To be considered in Committee

C19/08/01/10REPORT FROM THE CLERK OR OTHER OFFICER**1. Clagh Vane/ Port St Mary Visit - Dates**

It was agreed that the visit to Clagh Vane would take place if possible on Thursday 22nd August 2019 and that the time was to be confirmed.

2. Notice of Public Road Closures – Information Only

A copy of the Road Closures to the Public was circulated for information purposes only.

3. Tynwald Commissioner for Administration Consultation

A copy of the Tynwald Commissioner for Administration Consultation had been circulated.

The Chief Executive/Clerk informed the Board that there was a questionnaire which needed to be submitted before the 8th September 2019. It was agreed that the link to the questionnaire would be circulated to the Members of the Board for them to review and provide the Chief Executive/Clerk with their comments at the next Board Meeting.

4. Health & Safety Policy Statement

The Health and Safety Policy Statement having previously been circulated was considered.

The Chief Executive/Clerk advised that the next Health & Safety Committee meeting was due to take place on the 10th September 2019, it was agreed that a copy of Health & Safety Committee report would be provided to the Board at the meeting of the 19th September 2019 and going forward a copy of the quarterly Health & Safety Committee reports would be provided to the Board.

After a discussion and subject to some minor amendments being made it was proposed by Mr Turton and seconded by Mr Cherry and unanimously **RESOLVED that the Health & Safety Policy be adopted and copies of the quarterly Health & Safety Committee reports be provided to the Board to ensure that the policy is being carried out.**

5. Time Off in Lieu Policy

The Time Off in Lieu Policy having previously been circulated was considered

After a discussion and subject to grammatical corrections it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Time Off in Lieu Policy be adopted.**

6. Notice of Employing Authority HR Forum – Information Only

To be considered in Committee.

7. Bus Shelter & Signage at Bonds Restaurant

To be considered in Committee.

8. Heywood Court Action List

To be considered in Committee.

9. **Officers Action List**

To be considered in Committee.

10. **Staffing Matter**

To be considered in Committee.

C19/08/01/11

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Marown Civic Service**

A Letter dated 18th July 2019 received from Marown Parish Commissioners inviting the Board of Onchan District Commissioners to attend was noted.

The Chairman confirmed that he would be attending.

C19/08/01/12

QUESTIONS

None.

C19/08/01/13

MOTIONS

1. **Commissioner R. Turton – Variation and Revocation of Standing Orders**

The motion in relation to the Variation and Revocation of Standing Order together with a Memo from the Chief Executive/Clerk having previously been circulated and considered.

The Chairman expressed his thanks to all the Members and Officers who have assisted in relation to the preparation of the amended Standing Orders.

After a discussion and subject to amendments it was proposed by Mr Turton and seconded by Mr Allen and unanimously **RESOLVED that the Standing Orders dated 5th August 2019 be adopted.**

C19/08/01/14

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Hedge at Governors Road**

The District Surveyor advised the Board that Government House were aware of the hedges over hanging and they are planning to cut the hedges back. The District Surveyor was asked to chase this up.

2. **Pavement at Wybourn Drive**

The District Surveyor advised the Board this matter has been reported to the Department of Infrastructure and he has asked the Department of Infrastructure to look in to this as soon as possible.

C19/08/01/15**PROPERTIES AND AMENITIES MATTERS****1. Housing Allocations – 2 Bed Flat – 16/10**

To be considered In Committee.

2. Housing Allocation – 2 Bed Bungalow – 10/16

To be considered In Committee.

2. Inter Authority Housing Transfer – 06/77

To be considered in Committee.

3. Anti-Social Behaviour Issue

To be considered in Committee.

C19/07/03/16**CHAIRMAN'S ANNOUNCEMENTS****1. Attendances**

The Chairman advised that he will be attending the King Edward Bay Golf Club presentation of the Onchan Silver Cup on the 28th August 2019.

2. Dates for the Diary

Date	Organisation	Event	Time
5 th August 2019	Onchan District Commissioners	Board Meeting	7:00 pm
6 th August 2019	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:30 pm to 3:30pm
7 th August 2019	Friends of Chernobyl's Children IOM	Farewell concert & party	7.00 p.m.
19 th August 2019	Onchan District Commissioners	Board Meeting	7:00 pm

C19/07/03/17**ANY OTHER BUSINESS****1. Apologies**

Mr Cherry advised the Board that he would not be able to attend the meeting of Monday 19th August 2019.

2. Onchan District Commissioners – Springfield Court Surgery

Mr Turton advised that he would not be available to attend the full Commissioners Surgery to be held at Springfield Court on Tuesday 6th August 2019. It was agreed that Mr Allen would attend the surgery with Mr Crellin.

C19/08/01/18

FINANCE AND GENERAL PURPOSES

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

The Lead member for Finance and General Purposes confirmed subject to the amendments raised in the Board Meeting of 22nd July 2019 the draft Financial Statements dated 31st March 2019 can be approved.

The Finance Manager is to advise the Auditors accordingly.

2. Professional Services

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

The Report of the Finance Manager dated 30th July 2019, having previously been circulated was considered.

The Board agreed that the report should be left with Officers for them to explore if any tenders/expression of interests are needed.

3. Insurance Claim

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

The Chief Executive/Clerk advised the Board that an Insurance Claim had recently been received and that it was currently with the Insurers.

Mrs Johnson left the meeting at 21:23 pm

C19/08/01/19

REPORT FROM THE CLERK OR OTHER OFFICER

1. Notice of Employing Authority HR Forum

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

The Chief Executive/Clerk informed the Board that the Report was for information purposes only and that she had recently attended a further meeting.

2. Heywood Court Action List

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

The Report of the Chief Executive/Clerk dated 26th July 2019, having previously been circulated was considered

The Chief Executive/Clerk's informed the Board that the purpose of the report was to make it transparent of what issues are regularly being raised and addressed. **The Report was NOTED by the Board.**

3. Officers Action List

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

The Report of the Chief Executive/Clerk dated 26th July 2019, having previously been circulated was considered.

The Chief Executive/Clerk informed the Board that the purpose of the report was to update them in the progress achieved by Officers and Staff of the Authority. The Chief Executive/Clerk has given her thanks to all who had worked hard to achieve this position. **The Report was NOTED by the Board.**

4. Staffing Matter

Deferred to the end of the meeting.

C19/08/01/20

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Bus Shelter and Signage at Bonds Restaurant

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

The District Surveyor advised the Board that he had contacted Bus Vannin who had confirmed a bespoke Bus Shelter was currently being manufactured and no completion date had been provided by Bus Vannin.

The District Surveyor was requested to contact Bus Vannin to obtain a copy of the design of the Bus Shelter. The District Surveyor confirmed that the Property Maintenance Manager had contacted Bus Vannin but no reply had been received as yet.

The District Surveyor confirmed to the Board that the Department of Environment, Food and Agriculture – Planning and Building Control had indicated that in relation to the signage at Bonds Restaurant and RICA that planning approval will be required and the owners will need to put in an application. The District Surveyor also confirmed that the pillars are not in accordance with the approved plans.

The District Surveyor was asked to provide the Board with an update at the next Board Meeting.

C19/01/08/21

SUSPENSION OF STANDING ORDERS

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

For: Messrs Turton, Allen, Macfarlane and Crellin

Against: Mr Quirk

C19/08/01/22

PROPERITIES AND AMENITIES MATTERS

1. Housing Allocation – 16/10

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

The report from the Senior Administrator dated 31st July 2019, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane seconded by Mr Quirk and unanimously **RESOLVED that 16/10 be offered to H3971.**

2. Housing Allocation – 10/16

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

The report from the Senior Administrator dated 31st July 2019, having previously been circulated was considered.

After a discussion, it was proposed that allocation of 16/10 be held over to the next Board Meeting.

3. Inter Authority Housing Transfer IAS/022

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

The report from the Senior Administrator dated 29th July 2019 having previously been circulated was considered

After a discussion, it was proposed by Mr Allen seconded by Mr Crellin and unanimously **RESOLVED that the Inter Authority Housing between 06/77 and DBO8/LS be granted a 5 year Fixed Term Tenancy.**

5. Anti-Social Behaviour Issue

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

The report from the Senior Administrator dated 31st July 2019 having previously been circulated was considered

After a discussion, it was proposed by Mr Allen seconded by Mr Crellin and unanimously **RESOLVED TG435 be offered a 5 year Fixed Term Tenancy to 03/04.**

C19/08/01/23**PROPERTIES AND AMENITIES MATTERS CONTINUED**

None.

C19/08/01/24**STAFFING MATTER**

Deferred to the next Board Meeting

There being no further business, the meeting closed at 10:15 pm