

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 8th July 2019 at 7.00 p.m.

Present:	Miss K. Williams	(Vice-Chair)
	Mr J. Cherry	(Lead Member for Properties and Amenities) (from 8.14 p.m.)
	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:	Mr. R. Turton	(Chairman)
	Mrs S. Johnson	(Finance Manager)
In Attendance:	Mrs L. Radcliffe	(Chief Executive/Clerk)
	Mr B. Price	(District Surveyor)
	Mrs A. Gale	(Senior Administrator)
	Ms A. Crellin	(Executive Officer/Assistant)

The Members stood for one minute silence in recognition of the passing of former Onchan District Commissioner, Mrs Pat Griffin. Sincere condolences were expressed to family and friends of Mrs Griffin.

In answer to question it was confirmed that the flag would be flown at half-mast on the day of Mrs Griffin's funeral.

C19/07/01/01

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

Not necessary.

C19/07/01/02

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

None.

C19/07/01/03

MINUTES

1. Ordinary meeting held on Monday 24th June 2019

The minutes of the ordinary meeting held on Monday 24th June 2019, copies of which having previously been circulated, were considered.

(a) C19/06/02/22 (2) – Email correspondence

Page 7 second line - after the word members replace with "Members should wherever possible e-mail during office hours unless the situation dictates otherwise. Members were not aware that e-mails which were being sent outside office hours were being received by officers immediately. Members believed e-mails were sent to a holding box for officers to pick up during the next working day."

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

2. Staff Minutes - Ordinary meeting held on Monday 10th June 2019

To be considered In Committee.

C19/07/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. **PA19/00650 – 93 King Edward Road**

The Lead Member for Environment and Technical Services brought to the attention of the Board planning application 93 King Edward Road which was discussed at the meeting of the Board held on the 24th June 2019 and informed that two objections had been received.

The District Surveyor gave a briefing of the application and answered questions relating to the detail of the planning application. In answer to question the District Surveyor confirmed the cut off point for the application was the 12th July 2019.

A Member referred to correspondence dated the 22nd June 2019 at 16:00 and 1st July 2019 which appears not to have received a response from the Authority. The Chief Executive/Clerk apologised to the members of the Public.

C19/07/01/05

SUSPENSION OF STANDING ORDERS

It was proposed by Mr Crellin seconded by Mr Allen and unanimously **RESOLVED that Standing orders be suspended to allow for further debate in light of new information received.**

C19/07/01/06

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

1. **PA19/00650 – 93 King Edward Road continued**

It was proposed by Mr Crellin, seconded by Mr Macfarlane and unanimously **RESOLVED that the Authority objects ^[Amended ODC 22/07/19] to PA19/00650 – 93 King Edward Road, on the grounds of being detrimental to the amenities of the neighbouring properties.**

Members requested that the Chief Executive/Clerk reviews the planning procedure. The Chief Executive/Clerk suggested adding a closing date to the planning application schedule which is circulated with the Board papers.

C19/07/01/07

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/07/01/08

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/07/01/09

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 19/00657 Mr & Mrs M. Horsthuis, 25 Majestic Drive**

Members were advised that the planning application was for the proposed alteration to front elevation to render over existing stone cladding and replace front door.

In answer to the question the District Surveyor advised that the cut off to the application was the 12th July 2019.

It was proposed by Mr Crellin, seconded by Mr Quirk and unanimously **RESOLVED that PA 19/00657 – 25 Majestic Drive be recommended for approval.**

(ii) **PA 19/00663 Mr S. Harrison, 17 Sandringham Drive**

Members were advised that the planning application was for the proposed creation of bedroom and ensuite in the existing roof space with a dormer to the rear.

In answer to questions the District Surveyor advised that:-

- the cut off to the application was the 19th July 2019;
- confirmed that no objections were received; and
- confirmed distance between properties

It was proposed by Mr Crellin, seconded by Mr Quirk, and **RESOLVED that PA 19/00663 – 17 Sandringham Drive be recommended for approval.**

(iii) **PA 19/00678 Mrs E.G. French, 4 Harbour View**

Members were advised that the planning application was for the re-levelling of rear garden to create paved patio areas on three levels.

In answer to questions the District Surveyor advised that:-

- the cut off to the application was the 26th July 2019; and
- confirmed that no objections were received.

The Members agreed that the application be held over to the next meeting of the Board on the 26th July 2019.

(iv) **PA 19/00688 Clucas Plc, Premier House, Unit 1, Tromode Estate**

Members were advised that the planning application was for installation of 2 additional windows to south west elevation.

It was proposed by Mr Crellin, seconded by Mr Quirk and unanimously **RESOLVED that PA 19/00688 – Premier House, Unit 1 Tromode Estate be recommended for approval.**

2. **Planning Communications**

(a) **PA 18/00525 – Fields 530570 & 530569 Scollag Road, opposite Sulby Farm, Hillberry**

The District Surveyor confirmed that Onchan District Commissioners refused the application, but the Planning Committee had approved the application and the approval is for private use only and not for commercial use or private livery.

The District Surveyor briefed the Board on the application and advised objections had been received on the oversized arena and access over a private road.

In answer to question, the District Surveyor confirmed that as the application had been approved for private use he would not advise going for appeal and could not confirm that the area would be landlocked in the case of a dispute.

After discussion, it was proposed by Mr Crellin and seconded by Mr Quirk and **RESOLVED that the Authority continues its objection to PA 18/00525 – Fields 530570 & 530569 Scollag Road, opposite Sulby Farm, Hillberry and forward to appeal due to over use of the site.**

For: Messrs Allen, Quirk, Crellin and Macfarlane

Against: Miss Williams

C19/07/01/10

FINANCE AND GENERAL PURPOSES

1. Accolade – 1-3 Elm Drive & Letter for information purposes

After discussion Members agreed to transfer the matter to be considered In Committee.

C19/07/01/11

REPORT FROM THE CLERK OR OTHER OFFICER

1. Equality Act – Adaptations

Report of the Chief Executive/Clerk dated 2nd July 2019, having previously been circulated was considered and noted.

Members were advised that further enquiries were being made to how the extra adaptations funding can be obtained and hoped the Department of Infrastructure's review of the policy in September 2019 would capture this.

2. Telecommunications Development Order 2019

Report of the District Surveyor dated 2nd July 2019, having previously been circulated was considered.

Mr Macfarlane declared an interest.

After discussion it was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that the District Surveyor write to the Cabinet Office expressing in strong terms that Onchan District Commissioners do not support their direction of travel and applications should be examined via the planning process which is already in place.**

3. Onchan District ByeLaws 2017

Report of the Chief Executive/Clerk dated 13th June 2019, having previously been circulated was considered.

In answer to comment the District Surveyor advised that the Onchan District ByeLaws 2017 were approved in 2017 and were active.

The Chief Executive/Clerk recommended the appointment of three Officers authorised to enforce the Byelaws on behalf of the Authority.

This matter was transferred to in committee for further consideration.

Mr Cherry arrived at 8.14 p.m.

4. **Staffing Matter**

To be considered In Committee, deferred to the end of the meeting.

C19/07/01/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Groudle Glen Railway**

Invitation received from the volunteers at Groudle Glen Railway to attend the joint launch of new steam locomotives 'Brown Bear' and 'Otter' on Sunday 28th July 2019 at 2.00 p.m. at Lhen Coan Station. *Noted.*

2. **Draft Area Plan for the East**

The District Surveyor advised that a pre-enquiry meeting regarding the draft area plan for the East would be held on Thursday 18th July 2019 at the iMuseum and Members were welcome to attend. Officers in attendance would be the Chief Executive/Clerk and the Property Maintenance Manager.

C19/07/01/13

QUESTIONS

None.

C19/07/01/14

MOTIONS

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

As Commissioner Turton was not in attendance at the meeting the Motion was deferred for consideration at the next meeting to the Board to be held on the 22nd July 2019.

C19/07/01/15

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C19/07/01/16

PROPERTIES AND AMENITIES MATTERS

1. **23/23a Main Road**

To be considered In Committee.

2. **HA 3966 – General Housing Waiting List – Appeal**

To be considered In Committee.

C19/07/01/17

CHAIRMAN'S ANNOUNCEMENTS

1. **Attendances**

The Chairman advised that since the last meeting he had attended:-

- Arms Forces day;
- Tynwald day

2. Dates for the Diary

Date	Organisation	Event	Time
13 th July 2019	Onchan District Commissioners	Village Fair	2.00 p.m.
22 nd July 2019	Onchan District Commissioners	Board Meeting	7.00 p.m.
28 th July 2019	Groudle Glen Railway	Joint Launch of Steam Locomotives	2.00 p.m.
3 rd August 2019	Onchan District Commissioners	Commissioners Surgery	11.00 a.m. to 1.00 p.m.
7 th August 2019	Friends of Chernobyl's Children IOM	Farewell concert & party	7.00 p.m.

C19/07/01/18

ANY OTHER BUSINESS

1. Birch Hill Footpath Closure

In answer to question, the District Surveyor advised that the foot path leading from Birch Hill to Maple Avenue had been closed due to root break through on the path. Options were considered and the District Surveyor was requested to bring a report to the next meeting detailing costs.

2. Recreational Areas

In answer to question, the District Surveyor advised that weekly checks were undertaken of all playground equipment.

Members requested a report to the Board on the 19th August 2019 detailing all the Parks in the District showing construction date, programme of maintenance works, current conditions and replacement programme. Lead Member for Environment and Technical services requested that bring banks and litter bins to be included. Once the report has been considered a tour around the areas would be organised.

The public section of the meeting closed at 8.37 p.m.

C19/07/01/19

MINUTES

1. Staff Minutes of Ordinary meeting held on Monday 10th June 2019

Deferred for consideration at the end of the meeting.

C19/07/01/20

FINANCE AND GENERAL PURPOSES

1. Accolade – 1-3 Elm Drive & Letter for information purposes

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

Mr Crellin declared an interest and took no further part in discussion.

After discussion, it proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that 1-3 Elm Drive be re-named Derek Crellin House in recognition of his service to the Community. Subject to the nominee accepting this honour.**

After further discussion, it was agreed that a policy and procedure be investigated for the award of Accolades.

The District Surveyor was requested to cost a new sign for Derek Crellin House and report back to the Board.

Mr Crellin accepted the honour and thanked Members for their support and the recognition of his service to the Community.

Members requested a list of all sites which have been re-named including memorial benches to include dates and how financed.

C19/07/01/21

REPORT FROM THE CLERK OR OTHER OFFICER

1. Onchan District Byelaws 2017

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

After a discussion, it was proposed by Mr Quirk that the Property Maintenance Manager and the Property Maintenance Officer be appointed as the designated “authorised officers” to enforce Onchan District Byelaws 2017. No seconder received.

It was counter-proposed that Mr Allen and seconded by Miss Williams and **RESOLVED that the Property Maintenance Manager, the Property Maintenance Officer and the Operations Manager be appointed as the designated “Authorised Officers” to enforce Onchan District Byelaws 2017.**

For: Messrs Allen, Cherry, Quirk, Macfarlane, Crellin and Miss Williams

In accordance with Standing Order every Member is required to vote for or against.

Against: Mr Quirk

C19/07/01/22

PROPERITIES AND AMENITIES MATTERS

1. 23/23a Main Road

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

The Chief Executive/Clerk advised the Board that an offer had been accepted and Heads of Engagement had been agreed, and informed that the Department of Infrastructure had instructed that the sale proceeds should be offset against a capital scheme or a loan.

A Member requested the Chief Executive/Clerk to explore all possibilities with the Department of Infrastructure to appeal their decision enabling monies to be offset against the housing maintenance expenditure.

In answer to question, the District Surveyor advised that inspections were carried out on the properties however there have not been sufficient staff to carry them out on a regular basis.

The Chief Executive/Clerk added that the procedures are in the process of being reviewed.

2. HA 3966 – General Housing Waiting List Appeal

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

Report of the Housing Officer, dated 3rd July 2019, having previously been circulated was considered.

All though Members sympathised with the case, as the Applicants were over the financial criteria, the application is a refusal in lines with policy, with the option to appeal to the Department of Infrastructure.

C19/07/01/23

SUSPENSION OF STANDING ORDERS

It was proposed by Mr Cherry seconded by Mr Crellin and **RESOLVED that Standing Orders be suspended to allow for the completion of business until 10:30 pm**

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

C19/07/01/24

PROPERITES AND AMENTITIES MATTERS CONTINUED

1. HA 3966 – General Housing Waiting List Appeal

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

It was proposed by Mr Cherry, seconded by Mr Macfarlane and unanimously **RESOLVED that in line with the Public Sector Housing (General Needs) Allocation Policy 2019 the appeal of HA 3966 not be upheld.**

For: Miss Williams, Messrs Cherry, Quirk, MacFarlane and Crellin
Against: Mr Allen

C19/07/01/25

ANY OTHER BUSINESS

1. Jubilee Sensory Garden

Members were advised that Barclays Volunteers had offered to carry out work in the Sensory Garden on 17th, 18 & 19th July 2019. Any Commissioners were welcome to volunteer.

C19/07/01/26
MINUTES

1. **Staff Minutes of Ordinary meeting held on Monday 24th June 2019**

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

The staff minutes of the ordinary meeting held on Monday 24th June 2019, copies of which having previously been circulated, were considered.

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

Officers left the meeting at 10.00 p.m. with the Chief Executive/Clerk and Executive Officer/Assistant remaining

C19/07/01/27
SUPENSION OF STANDING ORDERS

It was proposed by Mr Macfarlane and seconded by Mr Cherry and unanimously **RESOLVED that Standing Orders be suspended to allow for the completion of business 11:00 pm**

C19/07/01/28
STAFFING MATTER

1. See Staff Minute book.

There being no further business, the meeting closed at 11:00pm