

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 22nd July 2019 at 7:00 pm

Present:

Mr. R. Turton	(Chairman)
Miss K. Williams	(Vice-Chair)
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	

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)

C19/07/03/01

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

Not necessary.

C19/07/03/02

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

None.

C19/07/03/03

MINUTES

1. Ordinary meeting held on Monday 8th July 2019

The minutes of the ordinary meeting held on Monday 8th July 2019, copies of which having previously been circulated, were considered.

(a) C19/07/01/06 – PA 19/00650 – 93 King Edward Road continued

Page 2 after the word resolved change to “that the Authority objects to PA19/00650 – 93 King Edward Road, Onchan, on the grounds of it being detrimental to the amenities of the neighbouring properties”

Subject to the above amendment, 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.**

Mr Turton did not vote as he was not present at the meeting of the 8th July 2019

2. Staff Minutes - Ordinary meeting held on Monday 8th July 2019

To be considered In Committee.

C19/07/03/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C19/07/03/06BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C19/07/03/07BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C19/07/03/08BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C19/07/03/09PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE

1. Plans to the Board

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

(i) **PA19/00515 Mr D Jepson, 6 Willow Close**

Members were advised that the planning application was for proposed alterations and extensions including installation of rear dormer at first floor, raising roof, extension to rear and enlargement of garage.

In answer to questions the District Surveyor advised that:-

- Amended plans had been submitted for additional number of dormers and roof lights to front elevation;
- The Board approved the previous application on the 10th June 2019;
- No comments had been received previously or to date;
- The cut off to the application is the 2nd August 2019

The Lead Member for Environmental and Technical Services advised the Board that the style of the dormer differs from the style which is currently in the area.

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA19/00515 6 Willow Close be recommended for approval**

(ii) **PA19/00678 Mrs E G French, 4 Harbour Road**

Members were advised that the planning application was for proposed alterations and landscaping works to garden to provide patio and decking area with associated ramp.

In answer to questions the District Surveyor advised that:-

- The adjacent properties had been notified;
- Comments had been received from 37 Harbour Road and 5 Harbour View
- The cut off to the application was the 19th July 2019

It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA19/00678 – 4 Harbour Road be recommended for refusal on the grounds of detrimental effect on neighbouring properties**

(iii) PA19/00702

Mr D C McMullen – 34 Auburn Road

Members were advised that the planning application is for alterations and extension and widening of vehicular access.

In answer to questions the District Surveyor advised that:-

- The adjacent property had been notified;
- Comments had been received from 52 Alberta Drive and 32 Auburn Road;
- No comments had been received from 1 Kerrocoar Dirve;
- The cut off to the application is the 26th July 2019

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 19/00702 be recommended for approval**

(iii) PA19/00716

Manx Utilities – 20 Windermere Avenue

Members were advised that the planning application is in relation to the installation of a heat pump.

In answer to questions the District Surveyor advised that:-

- No comments had been received;
- The cut off to the application is 2nd August 2019.

It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that the PA19/00716 – 20 Windermere Avenue be recommended for approval**

(iv) PA19/00717

Mr & Mrs McKee – 45 Royal Avenue West

Members were advised that the planning application is in relation to alterations to existing roof terrace, relocation of access stairs and creation of store room.

In answer to questions the District Surveyor advised that:-

- No comments had been received;
- The cut off to the application was the 2nd August 2019

It was proposed by Mr Crellin and seconded by Mr Cherry and unanimously **RESOLVED that PA 19/00717 – 45 Royal Avenue West be recommended for approval.**

(iv) PA19/00722 Mr A Ando – 16 Birch Hill Avenue

Members were advised that the planning application is in relation to the replacement of existing window with French doors.

In answer to questions the District Surveyor advised that:-

- No comments had been received;
- The cut off to the application is 2nd August 2019

It was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA19/00722 – 16 Birch Hill Avenue be recommended for approval.**

2. Planning Communications

(a) PA No 19/00615 – 30 Groudle Road

The District Surveyor advised the Board that the planning communication is in relation to replacement of garage door with a window, installation of external spiral stairs, creation of a first floor balcony and widening of driveway and vehicle access.

The District Surveyor advised the Board that Onchan District Commissioners had refused the application and that the Planning Committee had approved the application. The District Surveyor advised that he did not recommend appealing the decision unless a neighbouring property submits an appeal. The cut off for the appeal is 31st July 2019.

The Members agreed that the planning communication be held over to the next meeting of the Board on the 5th August 2019.

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

To be considered in Committee.

C19/07/03/10

FINANCE AND GENERAL PURPOSES

1. Legal Expenses insurance cover for Members

To be considered in Committee

2. Harvey Briggs Onchan Library – Staffing

To be considered in Committee

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

To be considered in Committee

C19/07/03/11**REPORT FROM THE CLERK OR OTHER OFFICER****1. Port Jack Obelisk**

Report of the Property Maintenance Officer dated 15th July 2019, having previously been circulated was considered and noted.

Members were advised that the Authority had been approached by Visit Isle of Man in respect of the Obelisk. The Chief Executive/Clerk was asked to confirm that Visit Isle of Man would be responsible for the installation and maintenance of the Obelisk?

A Member asked that an Officer be present at the time of installation.

After a discussion, it was proposed by Mr Cherry and seconded by Mr Allen and unanimously **RESOLVED that Visit Isle of Man be granted permission to install the Obelisk at Port Jack subject to the ongoing maintenance confirmed.**

2. Commissioners Surgery Dates

The Commissioners' Surgery dates having previously been circulated were considered and it was noted that the following Commissioners would attend the Surgeries:-

Onchan District Commissioners' Surgery Date	Commissioners to Attend
3 rd August 2019	Mr Quirk and Mr Macfarlane
6 th August 2019	Mr Turton and Mr Crellin

The Chairman informed the Board that the Commissioners' Surgery due to be held on the 7th December 2019 would either be held in a different location or re-scheduled, due to the Hub being booked out on the 7th December 2019 and that the Board would be advised in due course.

3. Institute of Directors' Presentation

The Chief Executive/Clerk's Institute of Directors' presentation having previously been circulated for information was considered.

The Chief Executive/Clerk advised the Board that she had carried out a presentation at the Institute of Directors' Female Branch, which had been well received and people in attendance were surprised at what services Onchan District Commissioners' provided. The Chief Executive/Clerk comments were noted by the Board.

4. Rules and Procedures – Budget and Policy Framework Procedure Rules

The Chief Executive/Clerk's Budget and Policy Framework Procedure Rules having previously been circulated was considered. The Board agreed that the document is to be considered with the Motion to amend Standing Orders.

5. **Birch Hill Foot Path**

Report of the Property Maintenance Officer dated 17th July 2019, having previously been circulated was considered and noted.

The District Surveyor advised that they were currently looking into cost and the most favourable option would be to form a dog leg around the tree roots diverting the path around the hazard. Some minor alterations would need to be made to the fencing.

In answer to questions the District Surveyor advised that the owner of the property had been made aware. A Member asked if an Officer from the Forestry Board could inspect the tree.

The Chief Executive/Clerk suggested that the Property Maintenance Manager visit the owner of the property to explain the current position before considering any work being carried out.

The District Surveyor was requested to update the Board at the next meeting.

6. **Process Mapping Project and Closure**

To be considered in Committee

7. **Staffing Matter**

To be considered in Committee

8. **Date of Onchan District Commissioners' Board Meeting**

The dates having been previously circulated were considered and noted.

9. **Annual Leave Policy & Procedure**

The Annual Leave Policy & Procedure having previously been circulated was considered and noted.

It was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the Annual Leave Policy & Procedure be adopted.**

The Chief Executive/Clerk advised a presentation would be given to all members of Staff.

C19/07/03/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Department of Infrastructure – Local Authority Transition**

A Letter dated 12th July 2019 was received from the Department of Infrastructure enclosing a copy of the Local Authority Transition review, the contents of which were noted.

2. **Civic Sunday – Collection donations**

Letters dated 17th June 2019 were received from St Anthony Church in relation to the donations from the collections received on Civic Sunday, and were noted with pleasure.

3. **Draft Area Plan for the East – Site Lists (for information only)**

The District Surveyor advised the Board that the form for registering the Authority for the Public Inquiry had to be completed and returned to the Cabinet Office by the 25th July 2019.

A Member stated that at the last Public meeting it was confirmed that the Authority would not be supporting any development other than those which already have planning permission.

The Chief Executive/Clerk was asked to write to the Cabinet Office to express the Board's disappointment with the short notice received in connection with registering for the Public Inquiry and it agreed that a Public Meeting be held in Mid-August to discuss the issue.

C19/07/03/13

QUESTIONS

None.

C19/07/03/14

MOTIONS

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

After a discussion, it was proposed by Mr Turton and seconded by Mr Allen and unanimously **RESOLVED** that **Motion number 58 be moved to the next meeting of the Board to be held on the 5th August 2019.**

C19/07/03/15

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. **Groudle Glen Water Wheel – Update**

To be considered in Committee

C19/07/03/16

PROPERTIES AND AMENITIES MATTERS

1. **Housing Allocations E1\13**

To be considered In Committee.

2. **Housing Allocation 10\16**

To be considered In Committee.

4. **Inter Authority Housing Transfer – IAS/022**

To be considered in Committee

5. **Onchan Park Café - Lease**

To be considered in Committee

C19/07/03/17**CHAIRMAN'S ANNOUNCEMENTS****1. Attendances**

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

- Jubilee Sensory Garden
- Vice Chairman attended the Onchan Ladies Crown Green Bowls presentation.

2. Dates for the Diary

Date	Organisation	Event	Time
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.
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.

C19/07/03/18**ANY OTHER BUSINESS****1. Apologies**

A Member advised that they would not be able to attend the Board Meetings of the 5th August 2019 and 19th August 2019.

Two Members advised that they would not be able to attend the MHK Joint Meeting to be held on the 29th July 2019.

2. Onchan Wetlands

A Member advised that they would be attending the Wetlands to tidy up and carry out some maintenance.

3. Mrs P Griffin – Former Commissioner

Member attended Mrs Pat Griffin's funeral on 17th July 2019 and commented that it was well attended and that a tribute received from another Member had been read out.

The public section of the meeting closed at 20:30 pm

C19/07/03/19**MINUTES****1. Staff Minutes of Ordinary meeting held on Monday 8th July 2019**

Deferred for consideration at the end of the meeting

C19/07/03/20**PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE
PLANNING COMMITTEE****2. (b) Draft Area plan for the East – Former Howstrake Holiday Camp**

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

Following a discussion the District Surveyor was requested to obtain further details of the requirements prior to any consideration for them to present to the Board.

C19/07/03/21**FINANCE AND GENERAL PURPOSES****1. Legal Expenses Insurance cover for Members**

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

The Report from the Finance Manager dated 17th July 2019, having been previously circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the additional Insurance cover for Members in relation to legal expenses be approved.**

2. Harvey Briggs Onchan Library – Staffing

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

The Report of the Finance Manager dated 17th July 2019, having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that for succession planning it would be in the best interest of the Library to appoint a permanent Librarian and also an assistant. The Chief Executive/Clerk advised that expressions of interest have been sought.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that for succession planning a permanent Librarian be appointed and also an Assistant.**

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

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

The Report of the Finance Manager dated 17th July 2019, having previously been circulated was considered.

The Lead Member for Finance and General Purposes commented that there were a few minor errors in the Draft Financial Statements for the year ended 31st March 2019.

The Lead Member for Finance and General Purposes requested that the Draft Financial Statements for the year ended 31st March 2019 be brought back to the next Board Meeting, and Members to forward comments to the Finance Manager beforehand.

C19/07/03/22**REPORT FROM THE CLERK OR OTHER OFFICER****1. Process Mapping Project and Closure**

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

The Report of the Chief Executive/Clerk dated 17th July 2019, having previously been circulated was considered.

The Chief Executive/Clerk advised the Board of the following:-

- The initial Process Mapping project had come to an end;
- The Officers have engaged fully with the project;
- It would be beneficial to extend the project support into the Housing and District Surveyors teams;
- The project support into the Housing and District Surveyors teams will require an additional 54 hours;
- To move to a complete electronic Accounts payable process, this would require an additional 78 hours support.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the project support be extended into the Housing and District Surveyors Teams and to move to a complete electronic Accounts payable process.**

2. Staffing Matter

Deferred to the end of the meeting.

C19/07/03/23**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Groudle Glen Water Wheel – Update**

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

The District Surveyor advised the Board that the Water Wheel had been removed and was currently off Island for reconstruction and would be reinstated as part of the project.

C19/07/03/24**PROPERITIES AND AMENITIES MATTERS****1. Housing Allocation E1\13**

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

The report from the Senior Administrator 12th July 2019, which had previously been circulated as considered.

After a discussion, it was proposed by Mr Cherry seconded by Miss Williams and unanimously **RESOLVED that E1\13 be allocated to TS362**

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 12th July 2019, which had previously been circulated was considered.

After a discussion, it was proposed by Mr Cherry seconded by Mr Turton it was **RESOLVED that H10\16 be allocated to HA 3904**

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

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 16th July 2019 having previously been circulated was considered

Members agreed that the Inter Authority Housing Transfer be held over to the next Board meeting of the 5th August 2019.

4. Onchan Park Café – Lease

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

The Chief Executive/Clerk advised the Board that before the current Tenant would make further investment, the Tenant was requesting a Letter of Comfort from the Authority.

After a discussion, it was agreed that the Chief Executive/Clerk provide a Letter of Comfort to the current Tenant.

C19/07/03/25**PROPERITES AND AMENTITIES MATTERS CONTINUED**

None.

Officers left the meeting at 21:40 pm with the Chief Executive/Clerk and Executive Officer/Assistant remaining

C19/07/03/26**SUSPENSION OF STANDING ORDERS**

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

C19/07/03/27**STAFFING MATTER**

See Staff Minute Book

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