

ONCHAN DISTRICT COMMISSIONERS

Hawthorn Villa,
79 Main Road, Onchan.

ORDINARY MEETING

6th June 2017

Sir/Madam,

You are hereby summoned to attend an **ORDINARY meeting of the Authority** to be held in the Boardroom at **HAWTHORN VILLA, 79 MAIN ROAD, ONCHAN**, to transact the undernoted business at:

7.30 p.m. on Monday, 26th June 2017

which will be followed by a meeting of the Board sitting *In Committee*. Items on this agenda marked **(P)** will be considered in private, and correspondence is circulated separately.

Please note that the minutes referred to in the agenda have yet to be confirmed by the Authority as a true and correct record of proceedings at the various meetings.

Yours faithfully,



M.J. MORRISON
CHIEF EXECUTIVE/CLERK

AGENDA

The order of business at every meeting of the authority shall be in accordance with that laid down in Standing Order No. 13 unless varied by the Chairman at his discretion (with the exception of items 1, 2, 3 or 4 which cannot be varied) or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

1. **To choose a person to preside if the Chairman and Vice-Chairman be absent.**
2. **To deal with any business required by statute to be done before any other business.**
3. **To approve as a correct record and sign the Minutes of the:-**
 - 3.1. Ordinary meeting held on 12th June 2017 *(Appendix 3.1)*
4. **To dispose of any relevant business arising from such minutes if not referred to in the minutes of any Special Committee.**

None.
5. **To deal with any business expressly required by statute to be done.**

None.
6. **To dispose of any relevant business adjourned from a previous meeting.**
 - 6.1 Skate Park [Previously discussed C17/06/01/09(2)(c)] *(District Surveyor to report)*
 - 6.2 **(P)** Staff Matter [Previously discussed C17/06/01/06(1)] *(Chairman to Report)*
 - 6.3 **(P)** Internal Audit [Previously discussed C17/06/01/08(1)] *(Report previously circulated)*
7. **To consider any planning decisions/communications from the Department of Infrastructure Planning Committee.**
 - 7.1 Plans for Consideration *(Appendix 7.1)*
 - (a) PA 17/00579 20 Beech Avenue
 - (b) PA 17/00618 30 Cronk Avenue
 - (c) PA 17/00624 145/147 Royal Avenue
 - (d) PA 17/00645 St Peter's Church, Church Road
 - 7.2 Planning Communications *(District Surveyor to report)*
 - (a) PA 17/00418/B – Cronkville, Hillberry Road. Alterations to existing double garage.

8. Finance & General Purpose Matters.

- 8.1 (P) Rate Report (Appendix 8.1 – to follow)
8.2 (P) Rent Report (Appendix 8.2 – to follow)

9. Consideration of any report from the Clerk or other officer.

- 9.1 Kenyon's Café at Onchan Hub [Previously discussed C17/06/01/09(1)] (Clerk to Report)
9.2 Communication Report (Appendix 9.3)
9.3 (P) Heywood Court - Services Review (Clerk to Report)

10. Consideration of any relevant correspondence (already circulated unless indicated).

None.

11. To answer questions asked under Standing Order 18.

None.

12. To consider Motions in the order in which notice has been received.

(Note: See Standing Order No. 14, 15, 16 and 17)

None.

13. Environmental & Technical Services Matters.

- 13.1 Street Lighting Report (Appendix 13.1)
13.2 LED Street Lights [Previously discussed C17/04/01/13(5)] (Appendix 13.2)

14. Properties & Amenities Matters.

- 14.1 Surface Water Flooding [Previously discussed C17/06/01/09(2)(d)] (Clerk to report)
14.2 Heywood Court Communal Lounge – Redecoration [Previously discussed C17/05/03/14(1)] (Clerk to report)
14.3 Housing Sub-Committee Minutes – 12/06/17 (Appendix 14.3)
14.4 Community Engagement – Ashley Park (Clerk to report)
14.5 (P) Housing Allocation – PW/33 (Appendix 14.5)

15. Chairman's Announcements.**16. Any other URGENT business as authorised by the Chairman for consideration.**

IN PUBLIC

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 22nd May 2017 at 7.00 p.m.

Present: Mr A. Allen (Chairman)
 Mr J. Cherry (Lead Member for Properties and Amenities)
 Mr D. Crellin (Lead Member for Environmental and Technical Services)
 Mr M. Macfarlane (Vice-Chair and Lead Member for Finance and General Purposes)
 Mr C. Quirk
 Mr R. Turton
 Miss K. Williams

Apologies: Mr T.R. Craig (Deputy Clerk)

In Attendance: Mr M.J. Morrison (Chief Executive/Clerk)
 Mr B.T. Price (District Surveyor)
 Mr T.M.G. Edwin-Reed (Finance Manager) (until 21.25 p.m.)
 Ms A.S. Dentith (Senior Administrator)

C17/05/03/01**TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT**

Not necessary.

C17/05/03/02**BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS****1. C17/05/02/11(2) - Onchan Byelaws**

The Chief Executive advised that the Onchan Byelaws had received approval from the Attorney General's Chambers. The Chairman and Chief Executive signed the new Onchan Byelaws so that they could then be submitted to Tynwald for consideration.

C17/05/03/03**MINUTES****1. Ordinary meeting held on Monday 8th May 2017**

The Chief Executive explained that two sets of minutes had been circulated, one set recording the minutes in the format of the agenda issued, and the second set recording the minutes in the order that matters were considered within the meeting.

It was proposed by Mr Cherry, seconded by Mr Macfarlane, and **RESOLVED** that the minutes recording the meeting be laid out in the order that business was discussed.

For: Messrs, Allen, Quirk, Cherry, Crellin ^[amended by ODC 12/06/17] and Macfarlane.
Against: Messrs Turton and Miss Williams

The minutes of the ordinary meeting held on Monday 8th May 2017, copies of which having previously been circulated, were considered.

(a) C17/05/02/11(4) - Governance of Meetings

Last sentence to be amended to read "It was agreed that the topic would be explored further as an ongoing staffing matter."

*IN PUBLIC***(b) C17/05/02/18(3) – Housing Reserves Control Measures**

Third paragraph to read “Members were asked to give consideration to the following:-“

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

C17/05/03/04**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES****1. C17/05/02/11(4) - Governance at Meetings**

To be considered to in committee.

2. C17/05/02/14(2) - Centenary Park – Update

The District Surveyor answered questions with regard to the ration regarding the mixing of green waste.

After a brief discussion, a Member requested that it would be in the interests of all parties, if the Authority contacted the Environmental Health Officer to seek a written report on the possible leeching and bring the matter back to the Board for consideration.

3. C17/05/02/14(3) - Kenyon’s Café – Onchan Hub

The Chief Executive gave back ground as to where the matter lay with regard to Kenyon’s Café. He advised that the Trustees of Kenyon’s Café were occupying the lease of 44-46 Main Road as ‘tenant at will’.

A Member stated that there was a Board resolution authorising the sale of 44-46 Main Road, and that Kenyon’s Café would be offered to hire a room at the refurbished Onchan Hub, but no provision to have a dedicated room for their sole use.

Discussion ensued with regard to the terms and conditions which may be offered to Kenyon’s Café for the use of the ‘Club Room’ at Onchan Hub.

It was agreed that the Chief Executive was now aware of the parameters from the Board and will open negotiations with the Trustees of Kenyon’s Café.

In answer to question, the Chief Executive advised that the building insurance is covered by the Authority. Regarding accidental damage of equipment owned by the Trustees of Kenyon’s Café would be their own responsibility.

In answer to comment, the Chief Executive confirmed that the proceeds of the sale of 44-46 Main Road would be used to offset some of the costs of the refurbishment of The Onchan Hub.

A Member suggested that agreement should be reached with the Trustees of Kenyon’s Café to vacate the existing premises before the start of the Autumn Term.

C17/05/03/05**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

*IN PUBLIC***C17/05/03/06**
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C17/05/03/07
PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE
PLANNING COMMITTEE**1. Plans to the Board**

The Chairman explained the process with regard to the recommendation from the District Surveyor and the Lead Member for Environmental and Technical Services. The Chairman felt that applications recommended for approval could be accepted en bloc. Any contentious issues to be debated by the Board.

A Member stated that they were not happy with accepting the plans en bloc, as this was the only chance that the members of the public get to know that the plans have been before the Board.

It was agreed that should any Member have a concern about any of the plans that they may ask for them to be considered separately.

It was proposed by Mr Macfarlane, seconded by Mr Quirk, and **RESOLVED that planning applications recommended for approval by the District Surveyor and Lead Member for Environment and Technical Services may be accepted for approval en bloc. Further, that a Member may request a planning application to be considered separately.**

For: Messrs Cherry, Quirk, Crellin, Macfarlane, Allen

Against: Miss Williams and Mr Turton.

- (a) It was proposed by Mr Crellin, seconded by Mr Quirk, and unanimously **RESOLVED that the following planning applications be recommended to the Planning Committee for approval en bloc:-**

Planning Application	Address	Description
17/00482	1 Marina Close	Proposed alterations to windows and doors.
	Recommendation – Approval	
17/00483	7 Beech Avenue	Proposed bedroom extension to the rear.
	Recommendation – Approval	
17/00512	7 Harbour View	Replacement of existing flat roof to porch with a pitched roof.
	Recommendation – Approval	
17/00515	1 Governors Road	Proposed extension to porch and pitched roof to existing bay window.
	Recommendation – Approval	
17/00518	14 Briarfield Avenue	Widening of existing driveway and dropped kerb.
	Recommendation – Approval	

IN PUBLIC

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

- (i) **PA 17/00472 - Flat 3, 7 Royal Avenue West** – Change of use of a bedroom to a tattoo studio.

Members expressed concern:-

- Regarding car parking in the area.
- Placing a commercial business in a residential area
- Undesirable use within a residential area.

It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 17/00472 – Flat 3, 7 Royal Avenue West be recommended refusal as the planning application is deemed undesirable use within a residential area.**

- (ii) **PA 17/00485 - 58 Summerhill Road** - Replacement of a garage with a two storey flat roofed extension to the side of the property, and a conservatory to the rear.

It was proposed by Mr Cherry, seconded by Mr Quirk, and unanimously **RESOLVED that PA 17/00485 – 58 Summerhill Road be recommended refusal on the grounds that the proposed side extension would unbalance the appearance of the pair of semi-detached properties adversely impacting on the character of the neighbourhood.**

- (iii) **PA 17/00523 – 19 Highfield Crescent** - Proposed two storey extension to the side and single storey extension to the rear.

It was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that PA 17/00523 – 19 Highfield Crescent be recommended approval.**

2. Planning Communications

None.

C17/05/03/08

FINANCE AND GENERAL PURPOSES MATTERS

1. Morton Hall

The Chief Executive advised communication had been received from the Chairman of the Onchan Pensioners Social Club who felt that the minutes were inappropriate.

In answer to question, the Chief Executive advised that the assistance offered was not of a financial nature, it was administrative and supportive.

The Chairman invited the Chairman of the Onchan Pensioners Social Club to address the Board.

The Chairman of the Onchan Pensioners Social Club advised that:-

- The Club were disgusted that the Authority did not speak with them before making the subject public.
- The Club were going through the charitable registration process.
- The Club had never paid or been challenged to pay Commissioners' rates for 41 years.
- There is a data subject access request with the Department of Infrastructure who have measured the premises and are being fully co-operative.
- He further stated that when a private citizen attends the Commissioners' Surgery they do not expect their private conversation to be made public. This does not give residents the confidence to attend. The other two attendees did not have their matters raised in the public domain. No apology to the Club has been received.

IN PUBLIC

The Chairman of the Authority recognised the importance of Morton Hall and the senior citizens of Onchan, there was no intention to cause offence and every intention was to be as helpful as possible to find a solution to the matter that would not cause any embarrassment to any member of the Club. The offer of help to reach that solution was done with the best of intentions.

2. Onchan Youth Development Fund Request

The report of the Finance Manager dated 16th May 2017, having previously been circulated was considered.

Mr Turton declared an interest.

It was proposed by Mr Macfarlane, seconded by Mr Crellin, that a £75 donation be granted to the applicant.

It was counter proposed by Mr Cherry, seconded by Miss Williams, that a donation of £100 be granted to the applicant.

A vote was taken on the counter proposal:

For: Mr Cherry and Miss Williams [amended by ODC 12/06/17]
Against: Messrs Macfarlane, Crellin, Quirk and Allen

The proposal failed.

A vote was taken on the original proposal.

It was unanimously **RESOLVED** that a **£75 donation be granted to the applicant.**

3. Local Authority Borrowing Agreements – Signatories

The report of the Finance Manager dated 16th May 2017, having previously been circulated was considered.

It was proposed by Mr Cherry, seconded by Mr Turton, and **RESOLVED**

1. That the Authority has the power to borrow and the purpose for which it will borrow amounts under the Agreement is consistent with the authority in Section 51 of the Local Government Act 1985.

2. That any two of the following:-

- (a) Michael James Morrison, Chief Executive/Clerk;
- (b) Timothy Roy Craig, Deputy Clerk; and
- (c) Brian Thomas Price, District Surveyor

are hereby authorised to sign any Agreements and to sign any other documents that may be considered by such signatory necessary or desirable for the purposes of carrying into effect any of the foregoing resolutions or the transactions contemplated thereby.

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

The Chairman wished to thank the Finance Manager for his service to the Authority and wished him well in his new appointment. He also hoped that the Finance Manager would be available should the Authority need to call upon him during the transitional period.

*IN PUBLIC***C17/05/03/09****REPORT FROM THE CLERK OR OTHER OFFICER****1. Joint Board Meeting – Braddan Parish Commissioners**

Members were advised that a joint meeting with Braddan Parish Commissioners will be held on Thursday 20th July 2017 at 7.00 p.m..

2. Recording of Meetings

Report of the Chief Executive dated 15th May 2017, having previously been circulated was considered.

Discussion ensued with regard to recording of meetings in relation to the Freedom of Information Act.

A Member reminded the Board that if verbatim minutes there was a potential to leave Members open to certain legal issues.

A Member stated that the Local Government Unit of the Department of Infrastructure were content that the minutes were compiled correctly.

The Chairman added that it is not clear that the minutes are not verbatim and represent a summary of the discussion and any agreed action points

The Chief Executive added that we some work needs to be undertaken to make the agenda and minutes more easily understood.

It was proposed by Mr Turton, seconded by Mr Crellin, that the status quo remain.

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

C17/05/03/10**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. H.E. Lieutenant Governor - Letter of Thanks**

Letter of thanks for the tour of Onchan District received from His Excellency the Lieutenant Governor, Sir Richard Gozney. Noted with pleasure.

C17/05/03/11**QUESTIONS**

None.

C17/05/03/12**MOTIONS**

None.

*IN PUBLIC***C17/05/03/13****ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Area Plan for the East**

The Lead Member for Environment and Technical Services thanked the District Surveyor the copy of the submission.

Members agreed that the submission now be issued. In answer to comment, the District Surveyor advised that the next stage will be identifying those areas deemed suitable for development and subsequent investigation. This will be a public consultation and as part of that process it will be inspected by an independent.

Members were made aware of a public meeting at Bemahague High School on Tuesday 23rd May at 7.30 p.m.

2. Surface Water Flooding – Laurel Avenue, Ashley Park and Hackett Close

The Chief Executive advised that a letter had been issued to the Department of Infrastructure, and copied to the Onchan MHKs. No response to date.

The Vice-Chairman requested that the copy correspondence be circulated to Members.

The District Surveyor informed Members that during the heavy rain the previous week there was still evidence of a flooding issue. However, on this occasion it did not overflow into Ashley Park.

3. C17/05/02/15(3) – Groudle Glen House

The Chief Executive advised that the matter had now been resolved, and the receipt of the fines and costs will be payable over a number of years.

4. Groudle Glen Water Wheel

In answer to question, the Chief Executive clarified that:-

- The Groudle Water Wheel dates from 1897, although very little of the original structure remains with the water wheel being replaced twice during that time.
- Onchan District Commissioners are the owners of Groudle Glen.
- Onchan District Commissioners own the properties within the Glen
- Legal Advice has been received that the Authority are responsible for the structure of the buildings.
- The Department of Environment, Food and Agriculture were responsible for the decoration.

The Chief Executive commented that there has been much debate since the matter was raised in Tynwald. In consultation with the Chairman a press release has been issued, including a copy of the structural report on the fabric of the building by Curtins on behalf of the Department of Environment Food and Agriculture, and also a copy of the lease. All parties have agreed that the documentation can be released in to the public domain.

In answer to comment, the Chief Executive advised that if the cost of refurbishing the water wheel was to be rate borne this would be at a cost of approximately £4.20 each year per property. This matter will be considered again when the budget for the Authority is to be considered.

A Member asked that should any volunteer groups who may be able to offer support and experience express an interest that the matter be brought back to the Board.

*IN PUBLIC***C17/05/03/14****PROPERTIES AND AMENITIES MATTERS****1. Heywood Court Communal Lounge – Redecoration**

Lead Member for Environment and Technical Services requested that consideration be given to the redecoration of the downstairs communal lounge at Heywood Court.

Members were advised that no budget has been put aside for redecoration this financial year.

The District Surveyor commented that perhaps a planned maintenance programme of works for the communal lounge at Heywood Court, and the balcony and stairwells at Springfield Court could be combined. This would need to undergo a tender process.

It was proposed by Mr Crellin, seconded by Mr Quirk that the communal lounge at Heywood Court be decorated during the summer at a cost not exceeding £500.

It was counter-proposed by Mr Cherry, seconded by Miss Williams that a planned maintenance programme of works for the communal lounge at Heywood Court, and the balcony and stairwells at Springfield Court be carried out.

A vote was taken on the counter-proposal

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

The proposal failed. A vote was taken on the original proposal.

For: Messrs Allen, Macfarlane, Crellin, and Quirk ^[amended by ODC 12/06/17]
Against: Messrs Cherry, Turton and Miss Williams

2. Empty Property Report

The Chief Executive advised that the Board did not resolve a particular way to address this matter.

C17/05/03/15**CHAIRMAN'S ANNOUNCEMENTS**

None.

C17/05/03/16**OTHER URGENT BUSINESS****1. Onchan Park**

A Member reported that the roundabout located at Onchan Park appeared to be sticking.

2. Finance Manager

A Member requested that an advert be published advertising the vacancy.

3. Civic Sunday

A Member expressed disappointment that the date agreed by the Board had been cancelled without first discussing the matter with Members. At the time the date was set it had been taken into account that Civic Sunday would fall on Father's Day.

IN PUBLIC

The Chairman advised that the availability of the Clergy is limited and reduces the choice of dates which do not clash with other events on the Island. The office are working with various parties to find a mutually convenient date and time.

A Member reiterated that if the Board makes a decision, and the decision is to change then it should be brought back before the Board.

It was proposed by Mr Quirk, seconded by Mr Crellin, and unanimously **RESOLVED that Standing Orders be suspended in order to set a new date for Civic Sunday.**

It was proposed by Mr Cherry, seconded by Mr Crellin, and unanimously **RESOLVED that Civic Sunday be held in September. Further that Civic Sunday where possible, be held on the 2nd Sunday in July.**

C17/05/03/17

FINANCE AND GENERAL PURPOSES MATTERS continued

1. Rate Report

The following matter was considered in committee and transferred to the public domain.

The report of the Finance Manager dated 12th May 2017, having previously been circulated was considered. The Finance Manager gave an update with regard payments received within the last month.

2. Rent Report

The following matter was considered in committee and transferred to the public domain.

The report of the Finance Manager dated 12th May 2017, having previously been circulated was considered. The Finance Manager gave an update with regard payments received this month. There is a slight increase this month due to the delay in the monthly direct debits being claimed due to the bank holiday.

3. Draft Financial Statements to 31st March 2017

The following matter was considered in committee and transferred to the public domain.

The draft financial statements for the 12 month period to 31st March 2017, having previously been circulated were considered.

The Finance Manager advised that under Regulation 11.2 of the Accounts and Regulations 2013, that the Responsible Finance Officer needs to formally approve the accounts before they are submitted to the Auditor and the intention was that this would be done the following day.

The Internal Auditors have confirmed verbally that there are no issues arising from their work. The Finance Manager noted that the Chief Executive, Lead Member for Finance and General Purposes had met with the external Auditors for the audit planning meeting the previous week.

The Lead Member for Finance and General Purposes thanked the Finance Manager for his work on the financial statements.

4. C17/05/02/10(1) - Accountancy Services – Update

The following matter was considered in committee and transferred to the public domain.

The Chief Executive advised that the services will be retained of SMP Partners Limited, on a pay as you go basis.

*IN PUBLIC*5. **C17/05/02/10(2) – Appointment of Responsible Finance Officer**

The following matter was considered in committee and transferred to the public domain.

Correspondence circulated dated 16th May 2017 from the Local Government Unit at the Department of Infrastructure which recommends that the Assistant Finance Manager be appointed as Responsible Finance Officer.

In answer to question, the Chief Executive advised that there would be an enhancement in salary during the interim period.

It was proposed by Mr Macfarlane, seconded by Mr Cherry, and unanimously **RESOLVED that the Authority seek permission to appoint the Assistant Finance Manager as the Responsible Finance Officer on an interim basis for a six month period.**

The Chief Executive to liaise with the Assistant Finance Manager.

6. **C17/05/02/10(3) - Housing Reserves – Control Measures**

The following matter was considered in committee and transferred to the public domain.

The report of the Chief Executive dated 18th May 2017, having previously been circulated was considered.

This matter was deferred until consideration of the Empty Property Report.

7. **Empty Property Report**

The following matter was considered in committee and transferred to the public domain.

The Chief Executive's report dated 18th May 2017, having previously been circulated was considered.

A Member stated that there was a list of empty properties which have access to the reserve fund to refurbish the stock. Thanks were expressed to the Chief Executive for providing the information and being transparent.

The Chief Executive pointed out that there was insufficient staff and contractors to complete the back log in a short period of time.

Questions were asked with regard to employment of additional contractors and the tender procedure.

Members expressed the following comments:-

- Disappointed with the length of turnaround.
- Suggestion of forming a sub-committee to look at housing.
- Perhaps a loan to carry out some works, so as not to decimate the housing reserves

In answer to comment, the Chief Executive advised that increasing the number of contractors comes at a cost. An alternative perhaps, is to approach applicants and explain that there is a property available which is of a habitable condition and if they are willing to accept that property, work would be carried out in the future. This would give a property which is occupied, and rental coming in.

IN PUBLIC

It was proposed by Mr Macfarlane, seconded by Mr Cherry, and unanimously **RESOLVED**:-

1. That approval must be given by the Board for expenditure on social housing maintenance beyond the budget in the current financial year.
2. On application by Officers the Board would be minded to approve transfers from reserves to the social housing maintenance budget during the current financial year.
3. Lead Member for Properties and Amenities must be notified, in advance, where a single property is assessed as requiring expenditure in excess of £10,000 but less than £14,000 from the social housing maintenance budget before it is re-let.
4. That the Board must be notified, in advance, where a single property is assessed as requiring expenditure in excess of £14,000 from the social housing maintenance budget before it is re-let.

It was proposed by Mr Cherry, seconded Mr Turton, and unanimously **RESOLVED** that a **Housing Sub-Committee be formed with the Vice-Chairman who will chair the meetings, the Lead Member for Properties and Amenities, Lead Member for Finance and General Purposes and Commissioner Turton.**

The Chief Executive stated that the main purpose with regard to the Sub-Committee is to reduce the number of empty properties to 2%, and recommended that the Sub-Committee sit with officers and test the resolve on how to reduce the number of vacant properties as quickly as possible.

C17/05/03/17**SUSPENSION OF STANDING ORDERS**

It was proposed by Mr Macfarlane, seconded by Mr Cherry, and unanimously **RESOLVED** that the meeting continue till no later than 10.30 p.m. to conclude the business on the agenda.

C17/05/03/18**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS continued****1. Request for Use of Land – Sewerage System**

The following matter was considered in committee and transferred to the public domain.

After a brief discussion, it was proposed by Mr Cherry, seconded by Mr Quirk and unanimously **RESOLVED** to transfer, in principle, a small parcel of land to site a klargester bio disk system.

C17/05/03/19**PROPERTIES AND AMENITIES MATTERS continued****1. Housing Allocation**

The following matter was considered in committee and transferred to the public domain.

It was proposed by Mr Cherry, seconded by Miss Williams, and unanimously **RESOLVED** to allocate the tenancy of E3/23 to sheltered housing applicant SHA 403.

A brief discussion ensued with regard to level of points for allocating within an amalgamated list.

IN PUBLIC**C17/05/03/20****BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES****1. Staffing Matter**

The consideration of this matter had been deferred from earlier in the meeting and Officers were requested to leave the meeting at 22.05 p.m.

There being no further business, the meeting closed at 10.05 p.m.

PLANS LIST**Board Meeting to be held on 26th June 2017****The Lead Member for Environmental and Technical Services has viewed the applications with the District Surveyor and proposes the following:-**

Planning Application	Address	Description
PA 17/00579	20 Beech Avenue	Replacement conservatory roof with tiles.
<i>Recommendation – Approval</i>		
PA 17/00618	30 Cronk Avenue	Replace existing flat roof with pitched roof to sunroom on rear elevation.
<i>Recommendation – Approval</i>		
PA 17/00624	145/147 Royal Avenue	Proposed demolition of existing flats and replacement with a pair of semi-detached houses with integral garages.
<i>Recommendation - Approval</i>		
PA 17/00645	St Peter's Church, Church Road	Registered Building Consent for internal alterations to replace pews with chairs, new heating system and minor internal alterations.
<i>For Members' consideration</i>		

MEMORANDUM

To: ONCHAN DISTRICT COMMISSIONERS
 From: SENIOR ADMINISTRATOR
 Ref: COMMUNICATIONS REPORT Date: 19th June 2017

I submit this report for your information:

Standards of Service:

The purpose was to create a system for recording enquiries received by the Authority in order to create transparency and accountability.

Product:

A workflow system was installed in February 2017 which linked to the Laserfiche electronic document management system

With management oversight, the installation of the embedded workflow ensures that the time scales referred to within the Commissioners' communication policy are observed,

Overview:

The workflow is split into two sections:

Enquiry Forms: for external enquiries which are mainly received via telephone and over the counter.

Task Forms: for internal tasks for officers within the Authority.

Change Management:

Initial testing had been carried out and improvements were instigated and the process then validated.

Staff were given instruction on the implementation and use of the workflow forms. We encountered some reluctance but are addressing the change through regular communication and offering one on one training where required which gives greater understanding.

Managers have been requested to ensure that officers are inputting their tasks and queries onto the system, particularly when those requests require onward referral to a colleague.

Summary:

Results since installation of the workflow are detailed below:

	Total raised	In Progress	Completed	Average Days duration
Tasks	283	21	264	8.4 days
Enquiries	52	9	43	41.2 days

This has created a bench mark for the Authority. However, it must be acknowledged that due to some instances where the forms have not been 'signed off' may have created a false reading for the average days duration. These teething problems will be addressed through ongoing education on the workflow system with the relevant parties.

A.S. Dentith

A.S. Dentith (Ms)
 Senior Administrator

STREET LIGHTING REPORT – JANUARY, FEBRUARY, MARCH, APRIL 2017

LOCATION OF LIGHT	DATE OF FAULT	DATE OF REPAIR
JANUARY		
Outside 21 Greeba Drive	06/01/17	09/01/17
Top Greeba Drive on Harbour Road	06/01/17	09/01/17
7MVR (Mount View Road)	06/01/17	20/01/17
8MVR (Mount View Road)	06/01/17	20/01/17
6SD (Sunningdale Drive)	09/01/17	09/01/17
19BHC (Birch Hill Crescent)	09/01/17	20/01/17
45HR (Howe Road)	12/01/17	20/01/17
5LC (Lhondhoo Close)	19/01/17	20/01/17
8MD (Majestic Drive)	19/01/17	20/01/17
11MD (Majestic View)	19/01/17	20/01/17
5WD (Windermere Drive)	20/01/17	31/01/17
FC (Furman Close)	20/01/17	20/01/17
Bottom end Convery Close	26/01/17	31/01/17
10MD (Majestic Drive)	31/01/17	31/01/17
FEBRUARY		
23RA (Royal Avenue/junction Belgravia Road)	03/02/17	03/02/17
Belgravia Road	03/02/17	03/02/17
2QR (Queens Road)	06/02/17	07/02/17
Abbeylands Bridge	20/02/17	24/02/17
9CA (Cronk Avenue)	20/02/17	24/02/17
Corner Sea Cliff Road (R/H side)	20/02/17	27/02/17
1HG (Heywood Grove)	20/02/17	24/02/17
1AD (Alberta Drive)	20/02/17	28/02/17
43SR (Stoney Road)	21/02/17	29/03/17
6SA (Sunnybank Avenue)	21/02/17	28/02/17
Outside 43 Barrule Drive	21/02/17	29/03/17
Lane by Hackett Close leads to SFC Phase 1	21/02/17	20/03/17
24BHC (Birch Hill Crescent)	23/02/17	29/03/17
Cronk Avenue cul-de-sac	23/02/17	24/02/17
3 rd Light down from Governors Hill Entrance	24/02/17	08/03/17
MARCH		
Meadow Close	10/03/17	23/03/17
Convery Close	13/03/17	29/03/17
Cronk Lane	20/03/17	29/03/17
10TP (The Park)	20/03/17	29/03/17
15KER (King Edward Road)	22/03/17	29/03/17
Kaighens Lane	22/03/17	22/03/17
Birch Hill Crescent/Hillberry Road junction	22/03/17	31/03/17

Outside 8 Groudle View	23/03/17	31/03/17
6CD (Central Drive)	23/03/17	31/05/17
Opposite 7 Banks Howe	23/03/17	24/03/17
6KEP (King Edward Park)	28/03/17	29/03/17
Birch Hill	30/03/17	29/03/17
6ER (Eskdale Road)	31/03/17	31/03/17
APRIL		
Outside Fun Factory, Onchan Park	07/04/17	20/04/17
Opposite 7 Banks Howe	07/04/17	20/04/17
3BVR (Bay View Road)	12/04/17	20/04/17

MEMORANDUM

To Onchan District Commissioners
From District Surveyor
Date 21st June 2017
Subject **LED street lights**

Members have expressed concern over the roads being dark in the mornings especially on school routes and requested a survey of the street lighting with a view to adjusting the lighting regime of our street lights particularly on school routes and around bus stops.

- I have reviewed the lights around the District identifying those in strategic locations for the school routes.
- There are 30 lights situated at or adjacent to bus stops.
- I estimate a further 100 lights on strategic routes to the schools.
- Of the 130+ lights there are only 12 that are currently LED's, and 29 that are currently illuminated in the mornings.
- Members were previously advised that LED fittings cost between £409.00 and £688.00 depending on the wattage of the lamp; replacement clocks are around £150.00 each. There would be a fitting charge of approximately £30.00.
- Replacement of 100 lights would require investment of around £70,000.
- There is currently no budget for this additional work.

For Members consideration.



B.T.Price
District Surveyor

**ONCHAN DISTRICT COMMISSIONERS
HOUSING SUB-COMMITTEE**

**NOTES OF A MEETING HELD AT HAWTHORN VILLA, ONCHAN, ISLE OF MAN
ON MONDAY 12 JUNE 2017 AT 5:30pm**

Present:	Mr M. Macfarlane (Sub-Committee Chairman) Mr R. Turton Mr J. Cherry
Apologies	None
Attending	None

1. Chairman, quorum, apologies

It was reported that a quorum was present. No apologies for the meeting were noted.

2. Purpose

Members agreed the primary purpose of the Housing Sub-Committee is to reduce the number of void properties within the social housing portfolio to 2% or below.

Members wish to achieve this aim in a timely manner and will seek to define a timeframe as more information about the situation and potential resolve becomes available.

3. Current situation

Members discussed background information which was supplied prior to the meeting and the following points were noted: -

- Members expressed disappointed with the current level of void properties;
- Number of weeks to return a void property to a re-let status has significantly increased since 2013/14
- Significant changes were imposed by the Department of Infrastructure in relation to deficiency payments as from 2016/17;
- Estimated cost of refurbishment for some properties was sizable.

4. Scope of review

A discussion took place regarding the best approach for the review and Members agreed that the Sub-Committee focus on two core avenues: -

1. Explore methods to resolve the current void properties to 2% or below;
2. Explore current practices with Officers and Staff to evaluate new ways of working to:
 - a. enable efficient turn-around of void properties for the purpose of maximising the availability of the housing stock;
 - b. provide sustainability of standards within the financial model.

It was agreed the next stage of the review is for Members to inspect a selection of void properties to evaluate and understand the condition and work requirements.

Members wish to invite Officers and Staff of the Authority to meet with the Sub-Committee for their valued input at a date to be arranged following the site visits.

5. Next actions and any information requirements

Members thanked the Officers for fulfilling an information request prior to the meeting and noted the following was made available: -

1. Rent over the past 5 years;
2. List of Contractors;
3. Voids over the past 5 years;
4. Maintenance and repairs expenditure over the past 5 years;
5. Deficiency payments – Synopsis, timeline and impact from recent changes;
6. Schedule of works for current financial year anticipated to be funded from maintenance and repairs expenditure and estimated costs.

Members requested the following information to be made available: -

1. Funding mechanism;
2. Conditions of transfers;
3. Current void list with annotated works requirement list.

6. Any other business

None.

7. Date and place of next meeting

Void properties site visits will take place on Friday 23rd June from 9am.
Date, time and place of the next meeting will be communicated to Members following the site visits.

8. Close of meeting

There being no further business, the Chairman declared the meeting closed at 6:20 pm