

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 1st December 2025 at 7:00 pm

Present:	Mr A Allen	(Chairman)
	Mr S Wilson	(Vice Chairman and Lead Member for Housing)
	Mr A Gibson	(Lead Member for Environmental and Technical Services)
	Mr O Lockwood	(Lead Member for Finance and General Purposes)
	Miss G Corkish	
	Mr D Quirk	
	Mr R Turton	
In attendance:	Mr R Phillips	(Chief Executive/Clerk)
	Mrs S Johnson	(Chief Finance Officer)
	Mr R Forgie	(District Surveyor)
	Miss A Crellin	(Executive Officer/Assistant)

C25/12/01/01

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

Not applicable.

C25/12/01/02

DECLARATION OF INTERESTS OF MEMBERS AND OFFICERS (in accordance with Standing Order 18.3)

The Chairman asked Members and Officers if they wished to declare any pecuniary or non-pecuniary interests in relation to any agenda items due to be considered this evening.

The Chairman reminded Members and Officers that declarations of interests can be recorded now or when the agenda item is due to be considered during the meeting.

No declarations of interest were recorded.

C25/12/01/03

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

None.

C25/12/01/04

MINUTES

1. Minutes of the Ordinary Meeting held on Monday 17th November 2025

The minutes of the Ordinary Meeting held on Monday 17th November 2025, copies of which having previously been circulated, were considered.

Amendments:

Page 4	-	<u>Planning Application – PA 90992/B</u>
		Amend “PA 25/90985/B – 11 Glen View Road” to “PA 90992/B – 2 Clypse Mooar Cottages”
Page 6	-	<u>Traffic Regulation Order (Various Roads) – Douglas to Onchan</u>
		Amend fifth bullet point from “Birch Hill Crescent” to “Birch Hill Avenue”

- Page 7 - **Purchase of New Vehicle for use by the Parks Department**
- Eighth paragraph – amend “vehicles will currently” to “vehicles will eventually”
- Page 11 - **Onchan Raceway – Commercial Tenancy Update**
- Fifth paragraph – amend “17th November 2025” to the “3rd November 2025”.

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

C25/12/01/05

TO DISPOSE OF ANY BUSINESS ARISING FROM SUCH MINUTES

1. Future Social Housing Development

A Member of the Board asked the Chief Executive/Clerk for an update in relation to the Ballacurn Trust properties at Meadow View on Secord Avenue in Onchan.

The Chief Executive/Clerk advised the Board that he and the District Surveyor had recently met with representatives from the Ballacurn Trust, and it was confirmed that the bungalow properties that form part of the complex will be available for sale in the near future. It was further advised that a request for more information was submitted regarding the potential sale of the communal areas and buildings, and that the matter will be brought back to the Board for consideration once the matter has progressed.

C25/12/01/06

TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C25/12/01/07

TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C25/12/01/08

PLANNING DECISIONS/COMMUNICATIONS FROM THE ISLE OF MAN GOVERNMENT PLANNING COMMITTEE

(i) PA 25/90992/B Mr & Mrs G Parry – 2 Clypse Mooar Cottages, Clypse Mooar Road

Members were advised that the planning application is for proposed alterations and extension to the dwelling to create additional living accommodation.

In answer to questions, the District Surveyor advised:

- No comments had been received from neighbouring properties; and
- The return date for the planning application is the 5th December 2025.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Quirk and **RESOLVED that PA 25/90992/B – 2**

Clypse Mooar Cottages, Clypse Mooar Road be recommended for approval.

***For: Mr Allen, Mr Wilson, Mr Lockwood, Miss Corkish, Mr Quirk and Mr Gibson
Against: Mr Turton***

1. Planning Communication

The District Surveyor advised that a notice of intention to demolish the farmhouse barn and outbuilding at Clypse Beg, Little Mill Road, had been received.

The demolition notice application was noted.

C25/12/01/09

FINANCE AND GENERAL PURPOSES

1. Rent Arrears for Garage Tenants – Update

To be considered In Committee.

2. Rent Arrears for Social Housing Tenants – Update

To be considered In Committee.

3. Rent Arrears for Commercial Tenants – Update

To be considered In Committee.

C25/12/01/10

CONSIDERATION OF ANY REPORTS FROM THE CLERK AND OTHER OFFICERS

1. Local Government (Amendment) Bill – Update

Copies of the correspondence received from the Deputy Clerk of Tynwald and the Clerk of the Legislative Council, along with a copy of the Authority's letter of submission dated 21st November 2025, copies of which having previously been circulated were considered.

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

- The Authority's letter of submission includes the comments which were discussed and raised by the Board at the Ordinary Meeting held on Monday 3rd November 2025.
- Copies of the letter of submission have been circulated to the Members of the House of Keys for Onchan and Garff as requested.
- An acknowledgement regarding the Authority's submission has been received from the Legislative Council; and
- The Legislative Council is due to consider the clauses stage of the Bill on Tuesday 2nd December 2025.

A discussion in relation to the following took place:

- Noted that the matter had recently been discussed at the latest Isle of Man Municipal Association meeting. Further noted that all of the local authorities in attendance are still lobbying against the inclusion of the new clauses that would allow the Department of Infrastructure to impose functions upon local authorities.
- Recommended that the Authority lobby the Members of the House of Keys for Onchan and Garff to highlight the ongoing concerns of the controversial new clause; and
- Thanks were given to the Chief Executive/Clerk for preparing the letter of submission to the Legislative Council, highlighting the Board's stance in relation to the Bill, and that

it is preferred that the new clause be removed from the Bill in its entirety, or that safeguards be included within the Bill.

The Chief Executive/Clerk advised that a meeting had not yet been arranged to allow the local authorities to meet to discuss the ongoing matter, but this will be arranged in due course.

2. Speed Limits (Various Roads) (East Area) Traffic Regulation Order 2025 – Consultation Response

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

- The consultation regarding this matter closed on Tuesday 25th November 2025.
- All of the matters and concerns which were previously highlighted by the Board at the Ordinary Meeting held on Monday 17th November 2025, have been included within the Authority's consultation response.
- The Authority's response has also been sent to the Members of the House of Keys for Onchan and Garff as requested.
- Confirmed that the Authority's submission has been received; however, no further correspondence has been received from the Department of Infrastructure; and
- Highlighted that the previous consultation feedback documentation provided by the Department refers to the installation of two new pedestrian crossings, these being on Governors Road and Hillberry Road.

A discussion in relation to the following took place:

- Concerns were raised regarding the Board's previous consultation response, and noted that it appears as though the Department will proceed with its plans regardless of any consultation responses provided by the Authority and members of the public.
- Highlighted that when the Board met earlier in the year with the Minister for the Department that it was confirmed that the Department has a limited "all- island" budget to introduce and construct new pedestrian schemes such as crossings.
- Noted that it is unlikely that any of the proposed crossings will be installed in the near future due to budget constraints.
- Suggested that the budget for new speed limit street furniture should have been utilised to address higher priority highway related matters; and
- Noted that the overall process followed by the Department regarding consultation and engagement with members of the public has been lacking, and contributes towards a sense of weakened democracy.

The Chairman concluded the matter and noted that, based on the information provided by the Department, the implementation of the newly proposed speed limits throughout the District will most likely be witnessed shortly.

3. Eastern Civic Amenity Site – 2026/27 Budget

The Chief Executive/Clerk advised the Board that in the Members' agenda packs, this item was mistakenly included in the In Public agenda for discussion. Due to the appendix containing commercially sensitive information, the Chairman to consider resolving to move the agenda item into the In Committee section of the meeting.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Quirk and unanimously **RESOLVED that agenda item 10.3 – Eastern Civic Amenity Site – 2026/27 Budget be considered In Committee.**

4. Kenyons Youth Café – Tenancy Proposals Update

The report of the Chief Executive/Clerk dated 1st December 2025, copies of which having previously been circulated was considered.

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

- Kenyons Youth Café (“Kenyons”) requested that the previous Board consider the charity’s concerns regarding the capacity of the current room leased at the HUB on School Road, Onchan.
- A resolution was made on the 17th March 2025 that alterations be made to Kenyons at the HUB and that the estimated expenditure of £25,000 be taken from the Authority’s General Reserve Account, and if the costs are in excess of 20% more than the £25,000, the matter is to be brought back to the Board for further consideration.
- The resolution was based on proposed internal alterations to enlarge Kenyons current room, while reducing the size of the Meeting Room.
- Officers have obtained pre-tender costings from a private quantity surveyor, as well as contractor quotations. Unfortunately, these figures exceed the previously resolved maximum budget. The costings and quotes are all in the region of £50,000.
- It is advised that with a budget of £50,000, a larger area could be created by constructing an extension to the side of the existing room used by Kenyons, on the HUB elevation fronting School Road; and
- The report has been prepared to assist Board Members in determining whether they wish to progress the matter further, and if so, how best to address the identified budgetary shortfall.

The Chief Executive/Clerk advised the Members of the Board that, for ease, the consideration of the matter should be separated into the following questions:

- 1) Does the Board still wish to progress the matter.
- 2) Does the Board favour internal alterations to increase the size of Kenyon's usable space, or does it favour an extension to provide a larger space; and
- 3) If either of the increased size options is favourable, how does the Board wish to resolve the funding shortfall.

The Chairman presented questions one and two to the Board for consideration.

A discussion in relation to the following took place:

- Noted that all of the Members of the Board favoured providing a larger space by constructing an extension, rather than continuing to progress the previous internal alterations proposal.
- Concerns were raised regarding submitting a planning application and the time it may take to obtain approval.
- Concerns were raised regarding the £50,000 budget figure provided, and it was queried if this amount would be sufficient to provide a structure that fulfilled the requirements of Kenyons; and
- Noted that prior to and throughout Kenyon’s occupation of the property, concerns have been raised by the charity regarding the size of the facility.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Quirk and unanimously **RESOLVED that the Board:**

- **No longer supports the proposed internal alterations within the HUB to provide Kenyons Youth Café with a larger space; and**
- **Now supports the Authority submitting a planning and building control application on behalf of Kenyons Youth Café for the construction of an extension to the School Road elevation of the HUB to provide a larger facility for Kenyons Youth Café.**

The Chairman presented the third question regarding funding to the Board for consideration.

A discussion in relation to the following took place:

- Some Members supported the option to provide additional funding from the Authority's General Reserves to progress the project without further delays.
- Some Members supported not utilising the Authority's General Reserves, and favoured making an application to the Manx Lottery Trust to obtain funding to cover the current shortfall.
- Concerns were raised regarding the level of General Reserves held by the Authority, and it was suggested that the money would be well spent on providing a better facility for younger people.
- Concerns were raised again regarding the £50,000 budget figure provided, and whether this would be sufficient to construct what is required; and
- A Member highlighted that the Isle of Man Government has adopted a Child First policy, and that by providing this new space, the Authority would be demonstrating compliance with the intended aims of the policy in relation to prioritising the interests of young people.

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

- He had spoken with Kenyons regarding applying for a grant, and the Club is in favour of making an application if required.
- The £50,000 figure provided will be sufficient to provide a basic extension that will resolve the matter.
- By creating an extension, it is proposed that there will no longer be any impact to other users of the HUB or loss of income for the Authority, and the extension works can be planned to limit the impact to Kenyons so they may also be able to operate throughout the majority of the construction works; and
- Highlighted that the project could be split into two phases, which would mean that one phase of the project could be funded by the Authority's existing budget, and the second phase could be funded by the Manx Lottery Trust, therefore there would be no requirement to further utilise the Authority's General Reserves, or to make any provision within any future budget and rate setting processes.

A discussion took place in relation to utilising the Authority's General Reserves to fund the works, as well as the impacts of making provision within the 2026/27 financial year budget and rate setting process.

The Chief Executive/Clerk advised the Members of the Board to be mindful before recording a resolution, as any expenditure commitment needs to be considered against all current and potential future matters within the District, including duties that the Authority has a legal responsibility to provide, as well as projects such as the future of Onchan Pleasure Park and improved street lighting.

The Chief Finance Officer was requested to provide an overview of the Authority's current financial standing, including the General Reserves held.

The Chief Finance Officer provided the Board Members with an overview of the latest set of accounts that were recently approved, as well as the current financial standing of the Authority, including the level of General Reserves held.

Following a discussion, it was proposed by Mr Lockwood and seconded by Mr Wilson and **RESOLVED that the Authority:**

- **Will make provision to fund the £20,000 budgetary shortfall from the Authority's General Reserves, in addition to the £25,000 plus twenty per cent previously resolved on 17th March 2025; and**
- **Notes that the total amount resolved to be budgeted from the Authority's General Reserves is £50,000 for the construction of an extension to the HUB to provide a larger facility for Kenyons Youth Café.**

For: *Mr Allen, Mr Wilson, Mr Lockwood and Mr Quirk*
Against: *Miss Corkish, Mr Gibson and Mr Turton*

Following the resolution, a discussion took place regarding confusion as to what funding would be provided to cover different elements of the construction of the extension, and those that could be funded via a Manx Lottery Trust application submission.

The Chairman advised that the amount of £50,000 resolved to be taken from the Authority's General Reserves, could be used to construct the extension and that the Chief Executive/Clerk can be instructed to apply to the Manx Lottery Trust for a grant to fund further works, as well as a higher level of internal finishing of the extension.

Following this clarification, the Board Members who voted against the previous resolution confirmed that they would have voted in favour had it been made clear to them that a Manx Lottery Trust grant application would be submitted to obtain additional funding, as well as utilising the Authority's General Reserves.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Lockwood and unanimously **RESOLVED that the Authority will submit a Manx Lottery Trust grant application to obtain funding towards the construction of an extension to the HUB to provide a larger space for Kenyons Youth Café.**

C25/09/02/11

CONSIDERATION OF ANY CORRESPONDENCE

1. Lawn Bowls Isle of Man

A copy of the correspondence dated 20th November 2025, received from Lawn Bowls Isle of Man, regarding proposed maintenance and improvements to the Flat Green for 2026.

The Chairman asked if Mr Quirk wished to declare an interest in relation to the matter before proceeding.

Mr Quirk confirmed that he is not currently a member of the Club.

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

- The Club has highlighted that the green surface has been developing subtle undulations, which are adversely affecting the manner in which the lawn bowls behave, and that a comprehensive winter renovation of the green is overdue.
- In addition to the winter renovations, three of the ditch linings require a new rubber lining to properly protect the bowls from damage.
- The Club proposes that the materials to undertake the winter renovations would be in the region of £2,500, plus £1,000 for the ditch linings. It is noted that this figure is in addition to the existing annual maintenance budget allowed for by the Authority; and
- The Club would be willing to assist to the best of its ability with the required financing of the works, and would contribute £3,000 towards the materials required, as well as offering some volunteer assistance if required.

A discussion in relation to the following took place:

- Noted that the Club is aiming to host an international event during its 50th Golden Anniversary Season in 2027, and that the event will bring footfall into Onchan Pleasure Park, which should be supported.
- Commented that the Authority has a responsibility to provide a suitable playing facility for the clubs that use the facilities at Onchan Pleasure Park.
- Highlighted that this is an opportunity to work collaboratively with the Club to provide an improved facility for both the Club and members of the public; and
- Noted that the Authority would be required to fund the £500 material shortfall, as well as providing the resources to undertake the proposed works.

Following a discussion, it was proposed by Mr Lockwood and seconded by Mr Wilson and unanimously **RESOLVED** that the Authority will make provision within the 2026/27 financial year budget to fund an additional £500 towards the estimated shortfall of material costs for the 2026 Autumn/Winter flat green renovations and ditch lining replacements.

2. AK Gardens and Maintenance – Contract Alterations Request

To be considered In Committee.

3. Public Audit Reform – Public Consultation

A copy of the Public Audit Reform public consultation, copies of which having previously been circulated was considered.

The Chief Finance Officer and the Lead Member for Finance and General Purposes confirmed that they had reviewed the consultation.

Following a discussion, it was agreed that the draft responses would be considered at the Ordinary Meeting of the Authority to be held on Monday 15th December 2025.

C25/12/01/12

TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 25

None.

C25/12/01/13

TO CONSIDER ANY MOTIONS

None.

C25/12/01/14

ENVIRONMENTAL & TECHNICAL SERVICES

None.

C25/12/01/15

HOUSING MATTERS

1. Safeguarding Policy and Procedure – Update

The report of the Chief Executive/Clerk dated 1st December 2025, copies of which having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that since the policy was considered at the previous Board Meeting, it has now been amended to include that the mention of self-neglect within the Threshold Matrix appendix is to link with the Isle of Man Safeguarding Board Multi Agency Self Neglect Procedural Guidance document.

The Vice Chairman and Lead Member for Housing highlighted that he still has concerns regarding the inclusion of the Threshold Matrix, and the misconception and confusion that this may cause in relation to the Authority's responsibilities.

A discussion in relation to the following took place:

- Recommended that the policy be reviewed by a third party to obtain clarity.
- Recommended that training be provided to the Authority's staff once the policy is implemented; and
- Concerns were raised regarding the Authority overcommitting itself to responsibilities it does not have under the relevant safeguarding legislation.

The Chief Executive/Clerk confirmed that the Housing Manager has sent the policy to the Safeguarding Board for review, following which, alterations were made to the document. It was further advised that once the policy is approved that training will be arranged for the relevant staff of the Authority.

The Chief Executive/Clerk requested that if the Threshold Matrix and any reference to it within the policy are removed, would the Members of the Board consider resolving to implement the amended policy during the meeting.

Following a discussion, it was agreed that no resolution would be provided during the meeting. Furthermore, it was requested that the policy be updated as per the Vice Chairman and Lead Member for Housing's recommendations and brought back for further consideration.

2. Scheme 10 Barrule Drive & Ballachrink Drive – External Refurbishment Update

The District Surveyor advised the Board of the following:

- NK Construction Limited have been appointed as the contractor for the above scheme.
- A pre-contract meeting has been held with the contractor.
- The contractor will be commencing enablement works on 15th December 2025.
- The contracted works will commence on the 12th January 2026 and include the following: -
 - Re-roofing.
 - Installation of solar photovoltaic panels on some properties.
 - External insulation and wall rendering system.
 - Car park resurfacing.
 - Fencing and gates.
 - Street work to Ballachrink Drive.
 - The construction of two new flats on Ballachrink Drive.
- The construction programme for the project is approximately two years; and
- Tenants have been advised in writing that the works are due to commence shortly.

It was requested that the District Surveyor advise Onchan School of the commencement of the works, as this will affect the school in relation to dropping off and collecting children.

The District Surveyor confirmed that he is due to meet with the school later in the week, so he will provide the details then.

C25/12/01/16

CHAIRMAN'S ANNOUNCEMENTS

1. Dates for the Diary

Date	Organisation	Event	Time
1 st December 2025	Onchan District Commissioners	Board Meeting	7:00 pm
2 nd December 2025	Onchan District Commissioners	Commissioners Surgery -Heywood Court – Commissioners Lockwood and Wilson attending	2:00 pm to 3:00 pm
5 th December 2025	Onchan Silver Band	Christmas Concert – Onchan Methodist Church	7:00 pm
10 th December 2025	Onchan Methodist Church	Christmas Carol Service – Onchan Methodist Church	7:00 pm

15 th December 2025	Onchan District Commissioners	Board Meeting	7:00 pm
5 th January 2026	Onchan District Commissioners	Board Meeting	7:00 pm

C25/12/01/17**ANY OTHER URGENT BUSINESS**

None.

There being no further business the meeting ended at 8:11 pm.

C25/12/01/18**FINANCE AND GENERAL PURPOSES****1. Rent Arrears for Garage Tenants as at 3rd November 2025**

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

The report of the Finance Department Manager dated 1st December 2025, copies of which having previously been circulated was considered.

The Chief Finance Officer provided the Board with the following update:

- The memorandum has been prepared to provide Board Members with an update in relation to current garage tenancy debts.
- The total rent arrears for garage tenants as at 3rd November 2025 were £1,092.80.
- The Authority's Finance Department continues to engage with tenants facing financial difficulties and who may be at risk of eviction; and
- By proactively managing arrears, the Authority can support tenants in avoiding eviction and reduce legal costs associated with evictions and debt recovery.

The report was noted.

2. Rent Arrears for Social Housing Tenants as at 3rd November 2025

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

The report of the Finance Department Manager dated 1st December 2025, copies of which having previously been circulated was considered.

The Chief Finance Officer advised the Board of the following:

- The memorandum has been prepared to provide Board Members with an update in relation to current social housing tenant debts.
- The Finance and Housing Departments continue to engage with social tenants facing financial difficulties and who may be at risk of eviction.
- As of 3rd November 2025, the total rent arrears over three weeks due currently stands at £35,397.40.
- £19,997.71 of this debt is currently subject to legal action to recover the debt; and
- £10,500 of the debt is subject to legal action relating to two ongoing notice to quit cases that the Authority is pursuing through the Isle of Man Courts.

The report was noted.

3. Commercial Rent Arrears as at 31st October 2025

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

The report of the Finance Department Manager, dated 1st December 2025, copies of which having previously been circulated was considered and noted.

The Chief Finance Officer advised the Board of the following:

- The memorandum has been prepared to provide Board Members with an update in relation to current commercial tenant debts.
- The Finance Department continues to engage with tenants facing financial difficulties and who may be at risk of eviction.
- As of 3rd November 2025, the total arrears currently stand at £19,283.31.
- Noted that the majority of this debt relates to the current period of invoicing, and will be paid before the end of the invoice period; and
- £7,216 of the debt relates to a historic debtor, and the debt is being repaid via a Court Instalment Order.

The Chief Finance Officer highlighted to the Members of the Board that since the Finance Department has had a full staffing contingent, arrears in relation to rents and rates have continued to reduce, and the work of the Department should be acknowledged.

The Members of the Board gave thanks to the Finance Department staff for the work undertaken in relation to reducing arrears.

C25/12/01/20

CONSIDERATION OF ANY REPORTS FROM THE CLERK OR OTHER OFFICE

1. Eastern Civic Amenity Site – 2026/27 Budget

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

The report of the Chief Executive/Clerk dated 1st December 2025, copies of which having previously been circulated was considered.

The Chief Executive/Clerk provided the Board with the following update:

- The Eastern Civic Amenity Joint Committee (“ECAS”) met on Tuesday 18th November 2025. During the meeting, the proposed 2026/27 financial year budget and the associated proportions of each partnering local authority were considered; and
- The Board Members are asked to consider the Authority’s proportion of the costs associated with the 2026/27 financial year ECAS budget.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Lockwood and unanimously **RESOLVED that the Board approves the Authority’s 17.66% proportion of the 2026/27 financial year ECAS budget equating to £178,460.**

C25/12/01/21

CONSIDERATION OF ANY CORRESPONDENCE

1. AK Gardens & Maintenance Limited – Contract Alterations Request

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

A copy of the correspondence received from the Authority’s Open Spaces grass cutting contractor dated 19th November 2025, copies of which having previously been circulated was considered.

A discussion in relation to the following took place:

- The majority of the Board Members noted that they are in favour of the contractor's request in relation to a variation to the existing contracts held with the Authority.
- Noted that the level of service provided by the contractor is well received; and
- Concerns were raised by the Lead Member for Finance and General Purposes regarding similar contract variation requests that may be received from the Authority's other retained contractors, and how this could impact future budgets.

Following a discussion, it was proposed by Mr Gibson, seconded by Miss Corkish and unanimously **RESOLVED** that under the provisions of the Standing Orders on the Making of Contracts, Standing Order 5 (Variations to Contracts), AK Gardens and Maintenance Limited's contract variation request is approved and will take effect from the 1st April 2026. Furthermore, it is noted that the approved variation applies to both of the following contracts:

- Open Spaces Grass Cutting, April 2024 to March 2027; and
- Social Housing Gardening, April 2024 to March 2027.

C25/12/01/22

ANY OTHER URGENT BUSINESS

1. Heywood Court and Springfield Court – Various Matters

Board Members raised the following matters:

- Heywood Court boundary fence – requested an update regarding the boundary fencing between Heywood Court and Heywood Park.

The District Surveyor confirmed that the contractor is set to attend to the works as they are still prioritising storm damaged fence requests that were received from social housing tenants prior to the request of the Board to reinstate the Heywood Court and Park fence.

It was agreed that once a date has been agreed with the contractor to attend the works, an update will be provided to the Board.

- Heywood Court gutter cleaning – requested that the gutters be cleaned.

The District Surveyor advised that the matter will be reported to the Property Maintenance Manager to resolve, and that the matter will most likely be discussed with the tenants at the Commissioners Surgery due to take place at the complex tomorrow.

- Heywood Court and Springfield Court Christmas tree lights – requested that a date be provided for when the lights will be installed and turned on.

The District Surveyor confirmed that the lights are due to be installed and operational that week.

- Springfield Court, Phase 1 communal washing machine – maintenance issues regarding the current machine were highlighted.

The District Surveyor confirmed that a replacement machine has been ordered and will be installed once it arrives.

The Chairman highlighted to the Members of the Board that Any Other Urgent Business should be reserved for urgent matters only, and that the matters raised during the meeting are not urgent.

There being no further business the meeting ended at 8:55 pm.