

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

2nd February 2022

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 on:

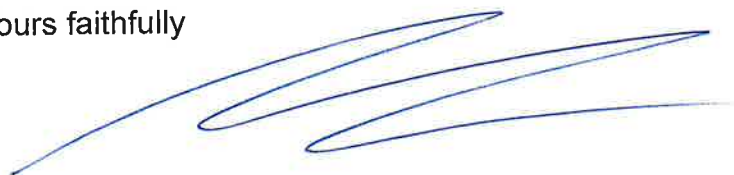
Monday 7th February 2022

Board Meeting

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, and will be published after ratification.

Yours faithfully



**R. PHILLIPS
ACTING 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. 24 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.

2.1 2022/23 Rate Setting

3. To approve as a correct record and sign the Minutes of the:-

3.1 Minutes of the Ordinary Meeting held on the 24th January 2022. (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 dispose of any relevant business adjourned from a previous meeting:-

None.

6. To deal with any business expressly required by statute to be done:-

None.

7. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:-

7.1 Plans for Consideration

(Appendix 7.1)

	PA Reference	Applicant/Address	Return Date
(a)	PA 22/00003	Mr G Whorrall - 39 Sunningdale Drive	11 th February 2022
(b)	PA 22/00029	Mrs L Dancox - 16 Falkland Drive	18 th February 2022
(c)	PA 22/00031	Sight Matters - Corrins Court, Heywood Avenue	11 th February 2022
(d)	PA 22/00034	Mr M Weldon - Land Corner Lhondhoo/Lhonvane Close	18 th February 2022
(e)	PA 22/00051	Mr K Battery - 35 Majestic Drive	18 th February 2022
(f)	PA 22/00057	Mr L Coxon - 20 Seaview Road	11 th February 2022
(g)	PA 22/00060	Mrs A.Hegarty - 46 Turnberry Avenue	18 th February 2022

(h)	PA 22/00067	Mr & Mrs K Fogelman - 15 Banks Howe	18 th February 2022
(i)	PA 22/00073	Ms C Kelly - 16 Highfield Crescent	18 th February 2022
(j)	PA 22/00074	Ms C Kelly - 16 Highfield Crescent	18 th February 2022
(k)	PA 22/00075	Mr P Oldham - 60 Majestic Drive	18 th February 2022
(l)	PA 22/00111	Mr & Mrs M Wade - 15 Birch Hill Grove	4 th February 2022

8. Finance & General Purpose Matters:-

8.1 (P) EPC Heating & Service Charges 2022/23 *(Appendix 8.1)*

9. Consideration of any report from the Clerk or other Officer:-

9.1 2022 Office Closure during Christmas and New Year period *(Appendix 9.1)*
 9.2 Housing consideration within Onchan *(Acting CEO to Report)*
 9.3 Gardens and Christmas Light Competitions *(Acting CEO to Report)*

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

10.1 Play Streets Pilot Project *(Appendix 10.1)*
 10.2 (P) Centenary Park Lease Renewal *(Appendix 10.2)*

11. To answer questions asked under Standing Order 34:

To be confirmed.

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

(Note: See Standing Order No. 26)

None.

13. Environmental & Technical Services Matters:-

13.1 (P) Eastern Civic Amenity Site *(Appendix 13.1)*
 13.2 (P) Department of Infrastructure – Petition *(Appendix 13.2)*

14. Housing Matters:-

14.1 Commissioners Surgery Rota *(Appendix 14.1)*
 14.2 Housing Allocations – Update *(Appendix 14.2)*
 14.3 Quarterly Standards of Performance Data *(Appendix 14.3)*

15. Chairman's Announcements:-**Dates for Diary**

Date	Organisation	Event	Time
5 th February 2022	Onchan District Commissioners	Commissioners Surgery – The Hub (Commissioners Crellin and Williams attending)	10:00 am to 12 noon
7 th February 2022	Onchan District Commissioners	Board Meeting	7:00 pm
18 th February 2022	Onchan District Commissioners	Crosh Pobble Chonnaghyn Reception	4:00 pm to 6:00 pm
21 st February 2022	Onchan District Commissioners	Board Meeting	7:00 pm
1 st March 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court	2:00 pm to 3:00 pm
2 nd March 2022	Onchan District Commissioners	Junior Commissioners Meeting	2:00 pm to 3:00 pm
5 th March 2022	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon
6 th March 2022	Malew Parish Commissioners	Annual Civic Service	3:00 pm

16. Any other URGENT business as authorised by the Chairman for consideration

PLANS LIST

Board Meeting to be held on 7th February 2022

The Lead Member for Environmental and Technical Services and the District Surveyor will provide recommendations at the meeting

Planning Application	Applicant/Address	Description
PA 22/00003 Return Date 11/02/22	Mr G. Whorrall 39 Sunningdale Drive	Erection of detached summerhouse/office to the rear garden.
	Recommendation – Approve (notify 41 Sunningdale Drive and 8 & 10 Greeba Drive)	
PA 22/00029 Return Date 18/02/22	Mrs L. Dancox 16 Falkland Drive	Widening existing driveway and vehicular access.
	Recommendation - Approve	
PA 22/00031 Return Date 11/02/22	Sight Matters Corrins Court, Heywood Avenue	Erection of detached ancillary accommodation with associated garden area, access, retaining walls, fencing and planting.
	Recommendation - Approve	
PA 22/00034 Return Date 18/02/22	Mr M. Weldon Land Corner Lhondhoo/Lhonvane Close	Construction of 9 new garages and 2 bike stores.
	For Members' consideration	
PA 22/00051 Return Date 18/02/22	Mr K. Battery 35 Majestic Drive	Replacement windows and roof to existing conservatory.
	Recommendation – Approve	
PA 22/00057 Return Date 11/02/22	Mr L. Coxon 20 Seaview Road	Removal of front garden wall and formation of hardstanding for car parking facility, lowering of kerb for access. Erection of rear decking and replacement of windows and doors to detached outbuilding with associated work.
	Recommendation – Defer (notify 18 & 22 Seaview Road)	
PA 22/00060 Return Date 18/02/22	Mrs A. Hegarty 46 Turnberry Avenue	Re-roofing, glazing of existing conservatory and formation of a new front porch from existing portico.
	Recommendation – Approve	
PA 22/00067 Return Date 18/02/22	Mr & Mrs K. Fogelman 15 Banks Howe	Removal of a chimney stack.
	Recommendation – Approve	

PLANS LIST

PA 22/00073 Return Date 18/02/22	Ms C. Kelly 16 Highfield Crescent	Creation of additional vehicular access and parking area.
	Recommendation – Approve	
PA 22/00074 Return Date 18/02/22	Ms C. Kelly 16 Highfield Crescent	Erection of ground floor extension to replace conservatory.
	Recommendation – Approve	
PA 22/00075 Return Date 18/02/22	Mr P. Oldham 60 Majestic Drive	Erection of detached summerhouse in rear garden.
	Recommendation – Approve	
PA 22/00111 Return Date 04/02/22	Mr & Mrs M. Wade 15 Birch Hill Grove	Installation of 2 windows.
	Recommendation – Approve	

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS		
From:	ACTING CHIEF EXECUTIVE/CLERK		
Ref:	OFFICE CLOSURE DURING CHRISTMAS & NEW YEAR 2022/23		
Date:	26 th January 2022	File Ref:	

Dear Commissioners

The Board are advised that the Statutory holidays for 2022/23 indicate that the:

- 27th December 2022 is a bank holiday in lieu of Christmas Day
- 2nd January 2023 is a bank holiday in lieu of New Year's Day

The Authority's Annual Leave Policy and Procedure states the following:-

"Onchan District Commissioners grant their employees two extra days holiday over the Christmas period, the timing of which shall be determined by the Chief Executive/Clerk."

The dates for the two extra days holiday over the Christmas period are as follows:-

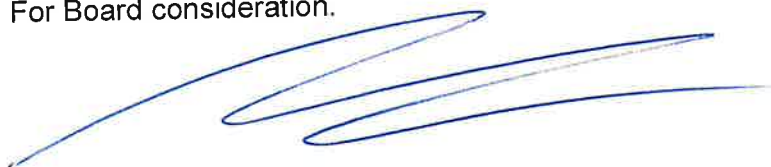
- Friday 23rd December 2022
- Friday 30th December 2022

Therefore, rather than the office opening for 2 days during the week of the 26th December 2020, it is requested that the Board consider the closure of the office from the 23rd December 2022 to the 3rd January 2023.

This will result in Staff taking two days compulsory leave which will be in accordance with the Annual Leave Policy and Procedure.

RECOMMENDATION:-

For Board consideration.



ROSS PHILLIPS
ACTING CHIEF EXECUTIVE/CLERK

Alyson Crellin

To: Admin
Subject: FW: Play Streets pilot project

From: [REDACTED]

Sent: 24 January 2022 11:07

To: [REDACTED]

Subject: RE: Play Streets pilot project

Hi,

Thank you very much to those who plan to join us online this evening – we are looking forward to meeting you and sharing our ideas.

If there is anyone else who would like to attend, please do! And please feel free to share the invite with others from your team if they are interested.

See you this evening,

[REDACTED]

-----Original Appointment-----

From: [REDACTED]

Sent: 17 January 2022 10:34

To: [REDACTED]

Subject: Play Streets pilot project

When: 24 January 2022 19:00-19:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Microsoft Teams Meeting

Good morning,

I hope you are well and that 2022 has got off to a good start! I am emailing in relation to a project we are looking to run as a collaboration between Isle of Play (<https://www.isleofplay.im/>) and the Active Travel team, with the aim of trialling some 'Play Streets' on the Island over the coming Spring/Summer.

'Play Streets' (or 'playing out' sessions) take place during temporary road closures, creating a safe space for children to play within their community. We are working with and following the model of the UK charity 'Playing Out' who have wealth of information available on their website: <https://playingout.net/play-streets/what-are-play-streets/> as well as a useful video to introduce the idea:

https://vimeo.com/136183455?embedded=true&source=vimeo_logo&owner=4890578

From the perspective of the Active Travel team, we are keen to support this initiative as the similar concept of 'School Streets' is something we would like to pursue in the future: <http://schoolstreets.org.uk/>

We are looking for local authorities who would be interested in taking part in our pilot scheme; to advise us regarding suitable street locations and provide support for the project (we will also be running consultations with the residents on the proposed streets). If you, or someone from your team, would like to find out more about our proposal and discuss the logistics in more detail, we will be holding an online meeting via Microsoft Teams on **Monday 24th January at 7pm**. The link to join the meeting can be found at the bottom of this email, and you have the option to accept the meeting invitation to confirm your attendance.

We hope this can be part of an exciting re-think of how our streets are used, creating adaptable spaces that can enrich our communities and become places for people as well as for vehicles!

Kind regards,

Breeshey


Active Travel Liaison Officer (Schools)

Department of Infrastructure

Sea Terminal

Douglas

IM1 2RF

Email: 

Telephone: 

Facebook: Active Travel IOM – Schools

Instagram: @activetraveliom_schools

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

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MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	COMMISSIONERS SURGERY ROTA
Date:	31 st January 2021

Dear Commissioners

The rota which had been agreed at the meeting of the Board held 4th October 2021 worked well. Further to my email issued on 11th January, could you please advise of your availability for the following months.

Please note that should a Commissioner find that they are unable to attend the Surgery, it is that Commissioners' responsibility to contact other Commissioners to see if someone else can attend in their stead.

For attendance at The Hub, could you please collect the key and enquiry pad from the Commissioners' reception prior to the Saturday surgery.

Surgery Day	Surgery Date	Location	Time	Attendance
Tuesday	1 st March 2022	Heywood Court	2.00 pm to 3.00 pm	Mr Crellin
Saturday	5 th March 2022	The Hub, School Road	10.00 a.m. to 12 noon	
Saturday	2 nd April 2022	The Hub, School Road	10.00 a.m. to 12 noon	
Tuesday	3 rd May 2022	Springfield Court	2.00 pm to 3.00 pm	
Saturday	7 th May 2022	The Hub, School Road	10.00 a.m. to 12 noon	
Saturday	4 th June 2022	The Hub, School Road	10.00 a.m. to 12 noon	
Tuesday	7 th June 2022	Heywood Court	2.00 pm to 3.00 pm	



A.S. Gale
Housing Manager

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	HOUSING ALLOCATION – UPDATE
Date:	31st January 2022

Dear Commissioners

In line with the Public Sector Housing (General Needs) (Allocation) Policy 2019, six allocations have been undertaken in consultation with the Lead Member of Housing for the period 1st August 2021 to 31st January 2021 as follows:-

Handover Date	Address	Type	HA Reference
23/08/21	10/15	1B 1 st Floor	HA 3960
30/09/21	13/13	2BH	HA 3992
07/10/21	15/65	2BH	HA 3964
11/11/21	E2/41	1P EPC, Ground Floor, Inner Corridor	SHA 474
16/12/21	10/80	3BH	HA 3923
16/12/21	16/10	2 Bed Adapted Flat	HA 4042



A.S. Gale (Mrs)
Housing Manager

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	QUARTERLY STANDARDS OF PERFORMANCE DATA
Date:	2 nd February 2022

Dear Commissioners

Background

The standards of performance are used to provide an overall snapshot of how the sector is performing, using a limited number of Key Performance Indicators (KPI) commonly used across public sector housing as a bench mark and to highlight opportunities for improvement, areas which require corrective action and performance areas which may require wider reform. These quarterly statistics are submitted to the Department where they review the output data and consult with housing providers individually if required.

Quarterly Reports

The statistics for the third quarter 5th October 2021 to 31st December 2021, are attached at Appendix 1, and the KPI summary detailed at Appendix 2.

Summary of Year End:

Q3	Trend from previous year	2021/22	2020/21	2019/20	2018/19
ARREARS					
Rent Arrears	↑	£102,934.37	£99,110.42	£90,888.51	£94,352.00
Number of accounts in arrears	↓	190	191	229	293
REPAIRS					
Responsive repairs raised	↓	80	94	180	164
Responsive Repairs	↑	£19,509.79	£16,569.00	£40,525.23	£34,270.00
VOIDS					
Number	↓	5	9	8	11
Void repairs	↓	£19,552.20	£72,555.00	£58,490.67	£62,742.00
Number weeks void	↓	9.6	11	14.5	29.5
Cyclical and Planned Maintenance					
Cyclical Maintenance	↑	£13,841.00	£11,031.00	£10,905.55	£10,488.00
Planned Maintenance	↑	£7,079.00	£2,600.00	£0.00	£5,305.00
TOTAL MAINTENANCE COSTS					
Total Maintenance Costs	↓	£59,981.99	£102,755.00	£109,921.45	£112,805.00

Continued .../2

Arrears Balances

For Members information, the majority of rent accounts which are in an arrears position have entered in to repayment plans and the team are actively engaging to encourage the remainder to address their arrears balance. Also, investigations have been undertaken and the Authority are in the process of pursuing the historic debt for those former tenants who have relocated to the U.K.

Report submitted for Members' information.

Kind regards

A handwritten signature in black ink, appearing to read 'ASgale' with a stylized flourish underneath.

A.S. Gale (Mrs)
Housing Manager

QUARTERLY PERFORMANCE FIGURES 2021-22

Onchan District Commissioners

INDICATOR	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Year End
Anticipated rental income collected (Target >95%)	99.9%		99.9%		99.9%				
Overdue rental payments "arrears" (Target <2.5%)	17.9%		16.5%		17.8%				
Rental loss from empty properties (Target <2%)	0.8%		0.3%		0.5%		0.3%		0.5%
Proportion of stock vacant (Target <2%)	0.4%		0.4%		0.0%		0.0%		
Proportion of emergency repairs completed within target time of 24 hours (Target >100%)	100.0%		100.0%		100.0%				
Proportion of urgent repairs completed within target time of 7 working days (Target >95%)	100.0%		100.0%		100.0%				
Proportion of routine repairs completed within target time within 28 days (Target >90%)	95.0%		98.6%		100.0%				
Proportion of immediate voids completed within 7 days (Target >95%)									
Proportion of standard voids completed within 5 weeks (Target >90%)	33.3%		100.0%		100.0%				
Proportion of major voids completed within 12 weeks (Target >90%)	66.7%		100.0%		100.0%				
Proportion of anticipated maintenance spend in quarter (Trend data only)	47.32%		73.56%		40.07%				
Total number of new housing allocations transferees and off waiting list (Trend data only)	7		6		5				
Average time for relet from maintenance sign off (Trend data only)	0		0		0				
Total on housing waiting list (Trend data only for those providers not within shared list environment)	99		98		97				
Proportion of surveyed tenants who were satisfied with their repairs service (Target 100%)									
Proportion of surveyed tenants who were satisfied with their management service (Target 100%)	100.00%				87.50%				