

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 14th July 2025 at 7:00 pm.

Present: Mr A Allen (Chairman)
 Mr S Wilson (Vice Chairman and Lead Member for Housing)
 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)

C25/07/01/01

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

Not Applicable.

C25/07/01/02

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

The Chairman asked any Members and Officers present if they wished to declare any pecuniary interests or non-pecuniary interests in relation to any of the agenda items due to be considered this evening, and that declarations can be recorded now or when the agenda item is due to be considered during the meeting.

No declarations were recorded.

The Chairman reminded Members and Officers that any matter in which they declare an interest shall mean that they cannot take part in the consideration of that matter, nor vote if applicable.

C25/07/01/03

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

1. Lead Member for Environmental & Technical Services and Eastern Civic Amenity Site Representative – Resignation of Roles

The Chairman advised the Board that Mr Quirk had tendered his resignation as the Lead Member for Environmental & Technical Services and also as the Authority's Eastern Civic Amenity Site Joint Committee representative with immediate effect.

The Chief Executive/Clerk provided the Board with an overview of the Authority's Standing Order 4.3 and highlighted that if more than one nomination is received for the replacement of each role, then voting shall be by secret ballot.

The Chairman called for nominations for the positions of Lead Member for Environmental & Technical Services and the Authority's Eastern Civic Amenity Site Joint Committee representative.

No nominations were received.

Following a discussion, it was agreed that the matter be deferred to the next Ordinary Meeting of the Board due to be held on Monday 28th July 2025.

The Chairman asked Mr Quirk for his reasoning for resigning from both positions. Mr Quirk stated that it is due to personal reasons.

C25/07/01/04
MINUTES

1. Minutes of the Ordinary Meeting held on Monday 30th June 2025

The Minutes of the Ordinary Meeting held on Monday 30th June 2025, copies of which having previously been circulated were considered.

Amendments:

Page 5 - PA 25/90611/B Mr M Poole – 67 King Edward Road

Amend “District Surveyors” to “District Surveyor”

Page 9 - Annual Health & Safety Report – 2024/25

Sixth bullet point amend “deceased” to “diseases”.

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

C25/07/01/05
TO DISPOSE OF ANY BUSINESS ARISING FROM SUCH MINUTES

None

C25/07/01/06
TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C25/07/01/07
TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C25/07/01/08
PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE
PLANNING COMMITTEE

- (i) PA 24/00196/C **Mr Collin Purvis - Field 534019, Onchan AFC & DHS&OB**
AFC Clubhouses - Blackberry Lane

Members were advised that the planning application is for the temporary use of a field as a campsite for TT and the Isle of Man Festival of Motorcycling.

In answer to questions, the District Surveyor advised:

- Comments have been received from neighbouring properties and the Department of Infrastructure; and
- The return date for comments for the planning application is the 18th July 2025.

Following a discussion, it was proposed by Mr Lockwood and seconded by Mr Wilson and **RESOLVED** that planning application 24/00196/C – Field 534019, Onchan AFC and

DHS&OB AFC Clubhouses, Blackberry Lane be recommended for refusal on the grounds that:

- The impact on the existing wildlife and the potential loss of habitats;
- The amendments submitted do not sufficiently address the objections raised within the Authority's original response dated the 5th April 2024^[ODC 28/07/2025].

For: Mr Allen, Mr Wilson, Miss Corkish and Mr Lockwood

Against: Mr Turton

Mr Quirk did not take part in the discussion and did not cast a vote.

C25/07/01/09

FINANCE AND GENERAL PURPOSES

1. Information Technology – Renewal and Tender Proposals

To be considered In Committee.

C25/07/01/10

CONSIDERATION OF ANY REPORTS FROM THE CLERK OR OTHER OFFICER

1. Eastern Civic Amenity Site ("ECAS") Joint Committee – Budget Considerations Further Information

The report of the Chief Executive/Clerk dated 14th July 2025, copies of which having previously been circulated was considered.

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

- At the latest ECAS Joint Committee meeting held on Tuesday 20th May 2025, the purchase of body-worn cameras and the associated infrastructure for use by the Site Operator/Contractor was raised for consideration in relation to expenditure and budgeting;
- At the Ordinary Meeting of the Board held on Monday 16th June 2025, the Board considered this matter and requested that the following queries be resolved before committing to the required expenditure:
 - Due diligence should be undertaken in relation to the Site Operator/Contractor's Data Protection Impact Assessment ("DPIA"), including who will be collecting any data, where it will be stored and how long it will be stored for; and
 - The annual recurring costs associated with operating the new initiative.

The Chief Executive/Clerk confirmed the following:

- The DPIA undertaken by the Site Operator/Contractor confirms that any data collected will be:
 - Controlled and processed by the Site Operator/Contractor;
 - Stored via a secure cloud storage facility; and
 - Stored for 28 days before deletion.
- The current total recurring cost to operate the initiative is £436.00 per annum, based on the cloud storage costs for four cameras. It was noted that the Authority's proportion of this cost is £77.04 per annum.

Following a discussion, it was proposed by Mr Lockwood and seconded by Miss Corkish and unanimously **RESOLVED** that the Board approves the Authority's proportion of the

expenditure required to fund the purchase and implementation of body-worn cameras and the associated infrastructure at the Eastern Civic Amenity Site. Furthermore, the Authority's proportion of the costs which equates to £530.46 will be funded from the existing 2025/26 Financial Year Budget.

2. 25 Main Road – Commercial Tenancy

To be considered In Committee.

C25/07/01/11

CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. Notice of Result for Onchan District Commissioners Uncontested By-Election

A copy of the Notice of Result for Onchan District Commissioners Uncontested By-Election 2025, copies of which having previously been circulated was noted.

The Chairman congratulated Mr Andrew Gibson on being elected to the Board following an uncontested By-Election. It was noted that Mr Gibson is currently off Island, but hopefully he will be able to swear his Declaration of Acceptance of Office later this week, following which he will be in attendance at future meetings of the Board.

2. New Elected Members – Training

A copy of the correspondence received from the Central Support and Change Division within the Department of Infrastructure, dated 9th July 2025, inviting elected local authority Members to attend drop-in sessions on Monday 28th July 2025 between 1:00 pm and 8:00 pm at the Sea Terminal, copies of which having previously been circulated was noted.

It was requested that those Members wishing to attend advise the Chief Executive/Clerk by 5:00 pm on Wednesday 16th July 2025.

3. Lawn Bowls Isle of Man – Invitation

A copy of the invitation received from Lawn Bowls Isle of Man dated 9th July 2025, inviting the Chairman and Vice Chairman to present trophies to the winners at the Onchan District Competition on Saturday 10th August 2025 from 1:30 pm, copies of which having previously been circulated was noted.

The Chairman was unsure if he could attend, but confirmed that he would provide his availability to the Chief Executive/Clerk. The Vice Chairman confirmed that he would attend on behalf of the Authority.

C25/07/01/12

TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 25

None.

C25/07/01/13

TO CONSIDER ANY MOTIONS

None.

C25/07/01/14**ENVIRONMENTAL AND TECHNICAL SERVICES****1. Health and Safety Policy – Update**

The report of the District Surveyor dated 14th July 2025, copies of which having previously been circulated was considered.

The District Surveyor advised the Board of the following:

- The Authority's Health and Safety Policy is due for annual review;
- All Members and employees of the Authority have a duty of care under the Health and Safety at Work Act 1974 and under the Authority's current Health and Safety Policy;
- The levels of responsibility will be different depending on the position held within the Authority;
- In accordance with the Health and Safety Executive guidelines the Policy sets out the Authority's general approach to health and safety, it explains how the Authority as an employer will manage health and safety in the business, it should clearly say who does what, when and how and the policy must share any changed to it with the Authority's employees.

Following a discussion, it was proposed by Mr Lockwood and seconded by Miss Corkish and unanimously **RESOLVED that the Board approves the Authority's updated Health and Safety Policy 2025. Furthermore, the Policy will be reviewed annually or sooner if required.**

C25/07/01/15**HOUSING MATTERS****1. Housing Allocations Undertaken**

The Memorandum of the Housing Manager dated 14th July 2025, copies of which having previously been circulated was noted.

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

- The summary of allocations undertaken for the first quarter period from the 7th April to 29th June 2025; and
- There have been 5 allocations undertaken during the first quarter period (4 general housing and 1 sheltered housing).

The report was noted.

The Lead Member for Finance and General Purposes raised whether future reports could evidence the checking that is done to ensure that housing allocations are conducted consistently with the Tynwald-approved policies.

The Chairman provided an overview of how the report is compiled and the reasoning for the condensed information provided in relation to the General Data Protection Regulations, and the request of previous Board's that delegated Authority be given to the Lead Member for Housing to approve allocations rather than the entire Board considering each individual allocation as this was time consuming during an Ordinary Board Meeting.

The Chief Executive/Clerk agreed that more information can be provided and suggested that the Lead Member for Finance and General Purposes and the Lead Member for Housing meet with officers to progress the matter. The Chief Executive/Clerk confirmed that he will make the arrangements to meet with the Members and officers.

2. Housing Conference – Wednesday 30th July 2025

A copy of the invitation received from Mr Lawrie Hooper MHK, inviting a Member and an Officer of the Authority to attend the Housing Conference on Wednesday 30th July 2025 between 9:30 am and 4:00 pm at the Barrool Suite, Legislative Buildings, Finch Road, copies of which having previously been circulated was noted.

It was agreed that the Chief Executive Clerk will attend, and it is favourable that the Vice Chairman and Lead Member for Housing attend the event. It was noted that if he is not available that the Lead Member for Finance and General Purposes will attend in his place.

3. Overnight Accommodation (Emergency Accommodation) – Heywood Court Social Housing Complex

To be considered In Committee.

C25/07/01/16

CHAIR'S ANNOUNCEMENTS

1. **Dates for the Diary**

Date	Organisation	Event	Time
14 th July 2025	Onchan District Commissioners	Board Meeting	7:00 pm
21 st July 2025	Onchan District Commissioners	Joint Political Meeting	6:00 pm
26 th July 2025	Onchan District Commissioners	Commissioners Surgery at The HUB – A. Allen and O. Lockwood to attend	10:00 am to 12 noon
5 th August 2025	Onchan District Commissioners	Commissioners Surgery at Heywood Court – S. Wilson to attend	2:00 pm to 3:00 pm
11 th August 2025	Onchan District Commissioners	Board Meeting	7:00 pm
15 th August 2025	Royal British Legion – Onchan Branch	80 th Anniversary of VJ Day – Onchan War Memorial	10:45 am

C25/07/01/17

ANY OTHER BUSINESS

None.

There being no further business the meeting ended at 7:30 pm.

C25/07/01/18

FINANCE AND GENERAL PURPOSES

1. Information Technology (IT) – Renewal and Tender Proposals

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

The report of the Chief Executive/Clerk dated 14th July 2025, copies of which having previously been circulated was considered.

The Lead Member for Finance and General Purposes advised the Board of the following:

- The Authority's IT services are currently provided by RED5 Systems;
- At the Ordinary Meeting of the Board held on Monday 27th June 2022, it was resolved that the Authority will retain the services of RED5 Systems as the Authority's IT Contractor until the end of March 2024;
- At the Ordinary Meeting of the Board held on Monday 4th March 2024, under the provisions of the Authority's 2019 Standing Orders for the Making of Contracts, Standing Order 21 Exemptions from Tendering Requirements, the Board resolved that RED5 Systems be retained as the Authority's IT Contractor until the 31st March 2025;
- RED5 Systems has continued to honour the no additional cost agreement for the period after the 31st March 2025; and
- Following this period, RED5 Systems has now asked that the Authority consider continuing to use its services but at an increased cost rather than tendering the service.

A discussion in relation to the following took place:

- Agreement that the service provided by RED5 Systems is of a high standard and the benefits of remaining with the contractor were identified, such as:-
 - Provision of a 24-hour help desk, including emergency assistance if required;
 - Improvement of cybersecurity systems and testing, and staff training and awareness;
 - Provision of staff training, including presentations and feedback sessions;
 - Automation of processes, including some preliminary work in relation to using artificial intelligence; and
 - Discounted new equipment costs when required;
- Noted that the contractor has not increased costs within a four year period;
- Concerns were raised that not tendering the service after a four year period could be seen as favouritism towards the contractor;
- Highlighted that the Authority's Standing Orders on the Making of Contracts do make allowance for the Board to negotiate with a preferred contractor, and that the proposed increased cost for a fixed period of three years is reasonable with minimal impact to budgets; and
- Suggested that the Board give future consideration to producing select lists for specialist contractors for specialist services such as IT, legal advisors, auditors, human resources, and general data protection advisors.

Following a discussion, it was proposed by Mr Lockwood and seconded by Miss Corkish and unanimously **RESOLVED** that the Board approves the continuation of contracting RED5 Systems to provide information technology services on behalf of the Authority without inviting tenders under the provision of the Authority's Standing Order 7.1(b) Exemptions on Making of Contracts. Furthermore, the contract costs per annum will be fixed for a period of three years, following which the service provision must be tendered.

The Chief Finance Officer and District Surveyor left the meeting at 7:55 pm.

C25/07/01/19

CONSIDERATION OF ANY REPORTS FROM THE CLERK OR OTHER OFFICER

1. 25 Main Road – Commercial Tenancy

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

The report of the Chief Executive/Clerk dated 14th July 2025, copies of which having previously been circulated was considered.

The Lead Member for Finance and General Purposes advised the Board of the following:

- The tenancy is based on a five year term with the rent per annum fixed for the first three years, followed by a rent review in years four and five of the tenancy; and
- A rent review for years four and five of the term is now due; and
- Provided an overview of the current rent account.

Following a discussion, it was proposed by Mr Lockwood and seconded by Miss Corkish and unanimously **RESOLVED that the Board approves that the current rent per annum be fixed for the remaining two years of the tenancy term in relation to the commercial tenancy of Fusion Dance, 25 Main Road, Onchan.**

C25/07/01/20

HOUSING MATTERS

1. Overnight Accommodation (Emergency Accommodation) – Heywood Court Social Housing Complex

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

The report of the Housing Manager dated 14th July 2025, copies of which having previously been circulated was considered.

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

- The guestroom at Heywood Court Sheltered Housing Complex was designed and constructed as an emergency overnight room to provide short-term accommodation for relatives who need to tend to a tenant in an emergency health and welfare situation;
- It was not intended to be used for general, holiday, or long-term rental;
- A request has been received from a tenant for family members of residents to be able to use the guestroom accommodation for non-emergency stays to reduce accommodation costs; and
- That the matter had previously been considered by the Board on the 9th June 2014, and it was resolved that the status quo remain and that the room be kept as emergency accommodation and not to be treated as holiday accommodation.

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

- **The existing policy in relation to the use of the guestroom at the Authority's Heywood Court Sheltered Housing Complex continues to be implemented; and**
- **The guestroom is only to be used for emergency accommodation by relatives or a next of kin supporting a tenant.**

C25/07/01/21

ANY OTHER URGENT BUSINESS

1. Play Areas

A Member asked if the Surveyors Department could undertake an exercise to see what play area equipment and facilities the Authority currently provides for users with mobility restrictions.

The Chief Executive/Clerk advised the following:

- Confirmed that Onchan Pleasure Park play area is currently the only play area that the Authority owns which has inclusive equipment; these being a roundabout, a bowl swing^[ODC 28/07/2025], and a bucket-seat swing;
- That Officers within the Surveyors Department are currently undertaking a review of the Authority's play parks due to equipment replacements and enhancements being required; and

- That the associated expenditure for new equipment will need to be considered by the Board when setting future District Rates and budgets.

The Chief Executive/Clerk confirmed that Officers will be instructed to include inclusive equipment proposals as part of the reports due for consideration.

There being no further business the meeting ended at 8:14 pm.