

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

10th November 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 14th November 2022

7:00 pm - 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
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 Chair and Vice-Chair 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 Minutes of the Ordinary Meeting held on Monday 1st November 2022 (Appendix 3.1)

3.2 (P) Minutes of the Extra Ordinary Meeting held on Monday 26th September 2022 (Appendix 3.2)

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:-

5.1 Minutes of the Ordinary Meeting held on Monday 17th October 2022 (Appendix 5.1)

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)	PA22/00816/B	Mr C Corkill - Southwinds, Church Road	18 th November 2022
(b)	PA22/01280/B	Mr R S Grosvenor – 20 Highfield Crescent	18 th November 2022
(c)	PA22/01307/C	Mr & Mrs D Waddington - Field 530509, Lower Ballacashin, Abbeylands	25 th November 2022
(d)	PA22/01369/B	Manx Mobility - 8 Summerhill Road	25 th November 2022
(e)	PA22/01339/B	Mrs V Kingley - 44 Birch Hill Close	2 nd December 2022

(f)	PA22/01142/B	Mr & Mrs R Welch - Conister, Hillberry Road	2 nd December 2022
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8. Finance and General Purposes:-

8.1 (P) Insurance Renewal (Appendix 8.1)

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

9.1 Information Sharing Agreement (Appendix 9.1)

9.2 Commissioners' Surgery Dates (Appendix 9.2)

9.3 Youth Development Fund – Update (Chief Executive/Clerk to report)

9.4 (P) Commercial Tenancy – 79 Main Road (Appendix 9.4)

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

10.1 Royal Artillery Association – St Barbara's Day Service (Appendix 10.1)

10.2 Tynwald Christmas Carol Services (Appendix 10.2)

10.3 Lawn Bowls Isle of Man (Appendix 10.3)

11. To answer any questions asked under Standing Order 34:-

To be confirmed.

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

None.

13. Environmental and Technical Services:-

None.

14. Housing Matters:-

14.1 Customer Feedback Survey – Repairs and Maintenance (Appendix 14.1)

14.2 (P) Heating Charges (Chief Executive/Clerk to report)

15. Chairman's Announcements:-

Dates for Diary

Date	Organisation	Event	Time
11 th November 2022	Royal British Legion – Onchan Branch	Remembrance Day	10:45 am to 11:15 am
12 th November 2022	Royal British Legion – Onchan Branch	Children's Poppies Services – St Peter's Church – Memorial	10:00 am

13 th November 2022	Royal British Legion – Onchan Branch – Remembrance Sunday	Onchan War Memorial	9:00 am to 11:45 pm
14 th November 2022	Onchan District Commissioners	Board Meeting	7:00 pm
26 th November 2022	St Peter's Church	Christmas Fair	11:00 am to 3:00 pm
28 th November 2022	Onchan District Commissioners	Board Meeting	7:00 pm
30 th November 2022	The Friends of Onchan's Heritage	"the White Boys" – The Village Hall, Royal Ave	7:30 pm
3 rd December 2022	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon
6 th December 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court	2:00 pm to 3:00 pm
7 th December 2022	Onchan District Commissioners	Night of Light	5:30 pm to 9:30 pm

16. Any other URGENT business as authorised by the Chair for consideration:-

PLANS LIST

Board Meeting to be held on 14th November 2022
The Lead Member of Environmental and Technical Services and the District
Surveyor have viewed the applications and recommend the following:-

Planning Application	Applicant/Address	Description
PA22/00816/B Return Date 18/11/22	Mr C. Corkill Southwinds, Church Road	Second floor extension to front and rear with balcony to the front, erection of single storey extension to the front and side with glazed balcony and the installation of replacement doors, windows and roof. (amended plans)
	Recommendation - Approve	
PA22/01280/B Return Date 18/11/22	Mr R.S. Grosvenor 20 Highfield Crescent	2 storey extension, install double doors to side elevation replacing a window, erection of front porch and replacement shed.
	Recommendation - Approve (notify 1 Hazel Close)	
PA22/01307/C Return Date 25/11/22	Mr & Mrs D. Waddington Field 530509, Lower Ballacashin, Abbeylands	Creation of private non-commercial fenced arena area for exercising applicants horses, remove 2 trees, change of use of field from agricultural to equestrian.
	Recommendation - Approve	
PA22/01369/B Return Date 25/11/22	Manx Mobility 8 Summerhill Road	Replacement front door and window to create disabled access.
	Recommendation – Approve	
PA22/01339/B Return Date 02/12/22	Mrs V. Kingley 44 Birch Hill Close	New dormer to rear, works to existing dormer and internal alterations.
	Recommendation – Approve	
PA22/01142/B Return Date 02/12/22	Mr & Mrs R. Welch Conister, Hillberry Road	Erection of a replacement dwelling with an attached double garage, creation of a turning area and widening of existing vehicular access. (amended plans)
	For Members' consideration	

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	CHIEF EXECUTIVE/CLERK
Ref:	INFORMATION SHARING AGREEMENT (ISA)
Date:	1 st November 2022

Dear Commissioners

Please find attached an updated Eastern Neighbourhood Partnership Information Sharing Agreement

t. The changes are as follows:-

- Change from Central Neighbourhood Police Team to **Eastern Neighbourhood Specialist Team (ENS)** throughout the document.

All other information within the document is as previously adopted.

Please note that the Designated Authorised Staff are those who hold the following positions:-

Chief Executive/Clerk

District Surveyor

Housing Manager

Assistant Finance Manager

Property Maintenance Officer

Housing Officer

Kind regards



R. PHILLIPS
CHIEF EXECUTIVE/CLERK

**EASTERN NEIGHBOURHOOD PARTNERSHIP
GROUP (ENPG)
INFORMATION SHARING AGREEMENT (ISA)**

BETWEEN

**THE ISLE OF MAN CONSTABULARY
EASTERN NEIGHBOURHOOD SPECIALISTS TEAM (ENS)**

AND

Onchan District Commissioners

Braddan Parish Commissioners

DHA - Road Safety Officer

DESC Representatives

DOI Housing Representatives

Probation Representatives

DOEC Youth workers

DHA – Police Representatives

Douglas Council representatives

Douglas Town Centre Management representative

Housing Matters representative

National Sports Centre representative

Isle of Man Fire Service representative

SUMMARY SHEET

ISA Ref:	ENPG		
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PURPOSE	Agreement between the Eastern partners in respect of information sharing within the Eastern Neighbourhood Partnership Group, Level 1 process.
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PARTNERS	Onchan District Commissioners Braddan Parish Commissioners DHA - Road Safety Officer DESC Representatives DOI Housing Representatives Probation Representative DESC Youth workers DHA – Police Representatives Douglas Council Douglas Town Centre Management Housing Matters National Sports Centre Isle of Man Fire Service
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Date Agreement established:	To be agreed
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Date of Agreement Review:	Six months after establishment, then annually
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Agreement Owner:	Eastern Neighbourhood Specialists Partnership Group
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Agreement drawn up by:	IOMC – Eastern Neighbourhood Specialists Group
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National Policing Lead	Information Inspector IOMC
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Version No.	Date	Amendments	Authorisation
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		Made	
1			

CONTENTS

1. INTRODUCTION

1.1 This agreement has been developed to facilitate partnership working between Isle of Man Constabulary ENS and The Eastern Neighbourhood Partnership Group. This agreement identifies the legal powers and methods of sharing information in order to achieve common goals for the benefit of this area.

1.2 Isle of Man Constabulary ENS and The Eastern Neighbourhood Partnership Group are committed to partnership working, and continually look for opportunities to work more closely with local identified partners to detect, prevent and reduce crime.

1.3 In adopting this partnership approach it is important that the policies/practices of the agencies involved compliment each other to ensure that any action taken is appropriate, necessary, proportionate and consistently applied.

1.4 This agreement outlines the need for the police and the agency involved to work together to alleviate crime in the area and provides a framework for action.

2. PARTNER(S)

2.1 This agreement is between the following partners:

ISLE OF MAN CONSTABULARY – EASTERN NEIGHBOURHOOD SPECIALISTS TEAM

and

EASTERN NEIGHBOURHOOD PARTNERSHIP GROUP

3. INFORMATION SHARED

3.1 EASTERN NEIGHBOURHOOD PARTNERSHIP GROUP agrees to share the following information:

Issues discussed which affect the ENPG area. It is an operational level 1 meeting. Discussions are constrained to focus on locations and issues in general. Occasionally, reference is made to individuals. Where a recorded discussion contains information of a confidential and sensitive nature, e.g. personnel, security matters or commercial interests, then these will be held as a 'closed' minute and will not be made available.

The information will be disclosed in the following data format:

RECORD OF THE MINUTES TAKEN AT EACH MEETING

The information shall be exclusively used for the following purposes:

Prevention and detection of crime, apprehension of offenders, legitimate interest of the EN area and the EN Group members and the vital interests (protection of life of individuals)

3.2 Where regular (e.g. Bi-monthly) requests for information are processed within the terms of the agreement, it is the responsibility of the SPOC to keep a log of the dates, reasons for disclosure, data sent and the requestor.

3.3 Any requests for personal information outside of this agreement must be made in writing. Requests for personal information will be reviewed on a case by case basis and must comply with the Data Protection Act principles found in the ISA Guidance Notes.

3.4 Requests may be made by secure e-mail addresses. Any message containing personal information should not be sent via non-secure email. The circulation of police information must

follow the guidance laid down in the Government Protective Security Classifications



GOV Data Security
Classification A3.pdf

3.5 Requests for information may be made by telephone in cases of emergency. (For example, where there is a risk of immediate violence). Where this occurs, the request for information must be recorded and submitted retrospectively.

4. POLICIES AND PROCEDURES

4.1 Local relevant information and security policies must be adhered to.

4.2 Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act

- Partners will respond to any notice from the Information Commissioner that imposes requirements to cease or change the way in which data is processed.
- Each Partner Data Controller is responsible for responding appropriately to Subject Access Requests addressed to them and to providing information to the data subject to enable them to make appropriate requests to other Partners where appropriate.
- Data subjects have the right to object to processing. How the data subject makes such objections should be detailed in each Partner's Privacy Notice. It is the responsibility of each partner to produce and maintain their own Privacy Notice.

5. RETENTION

Any information shared under this agreement must only be retained for as long as is necessary for the purpose it was shared or the cessation of this agreement. The information must be kept and disposed of securely.

6. DISCLAIMER

The Information Provider (Data Controller) disclaims all liability to the data recipient in connection with the data recipient's use of data supplied under this agreement and shall not, under any circumstances, be responsible for any special, indirect or consequential loss or damages including but not limited to loss of profits arising from the use of the data by the data recipient.

Information shared by Eastern Neighbourhood Partnership Group may include intelligence which may not have been corroborated but all other detail will be relevant and believed accurate at the time of obtaining it until proven otherwise. Any false allegation will still be retained as an accurate record of fact.

7. RESPONSIBILITIES OF RECEIVING ORGANISATION

Information shared becomes the responsibility of the receiving organisation. There is a clear expectation that the receiving organisation will manage the information received in accordance with the duties of the data controller.

8. SINGLE POINT(S) OF CONTACT (SPOC)

8.1 Each partner will appoint a SPOC who will be a manager of sufficient standing with a co-ordinating and authorising role.

8.2 The specific responsibilities of the SPOC are:

- Ensure compliance with the policies and procedures outlined in the Appendices to this agreement.
- The information exchanged is kept secure and confidentiality is maintained as appropriate to the information's level of protective marking as defined by the Data Controller.
- Deciding on a case by case basis if and why a public interest overrides a duty of confidence.
- Ensuring any changes to the SPOC are confirmed in writing.
- Professional, ethical standards are maintained.
- The Data Protection Principles are upheld.
- Appropriate staff training is provided on this agreement.
- Adequate arrangements exist to test adherence to the agreement.

IOMC Eastern Neighbourhood Specialists Team Single Point of Contact (SPOC):

Position: ENS SERGEANT

Email:

Tel:

Onchan District Commissioners Single Point of Contact (SPOC):

Name:

Position: Clerk

Email:

Tel:

Braddan Parish Commissioners Single Point of Contact (SPOC):

Name:

Position: Clerk

Email:

Tel:

Department of Education, Sport and Culture Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Department of Infrastructure Housing Representatives Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Probation Services Representative Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Department of Education & Children Youth workers Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Douglas Council Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Douglas Town Centre Management Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Housing Matters Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

National Sports Centre Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

Isle of Man Fire Service Single Point of Contact (SPOC):

Name:

Position:

Email:

Tel:

9. SIGNATURES

9.1 By signing this agreement, all signatories accept responsibility for its execution and agree to ensure that staff are trained so that requests for information and the process of sharing itself is sufficient to meet the purposes of this agreement and compliance with all relevant legislation.

9.2 It is the responsibility of all signatories to appoint appropriate SPOCs to manage the performance of this agreement.

Authorised Signatory for _____

Name:

Position:

Signed: _____ **Date:**

Authorised Signatory for _____

Name:

Position:

Signed: _____ **Date:**

Authorised Signatory for _____

Name:

Position:

Signed: _____ **Date:**

Authorised Signatory for _____

Name:

Position:

Signed: _____ **Date:**

Authorised Signatory for _____

Name:

Position:

Signed: _____ **Date:**

Designated Authorised Staff/ Management Co-ordination

The SPOC will be responsible for providing the Force Information Manager with the contact details of the 'Designated Authorised Staff'. Designated Authorised Staff will be those who, after being subject to any vetting requirements, will have access to the information shared under this agreement. A list of Designated Authorised Staff will be made available within these documents. Failure to adhere to this may result in a temporary suspension of information sharing with **The Isle of Man Constabulary Eastern Neighbourhood SpecialistsTeam**.

The information exchanged will only be used for the purpose for which it has been provided and it will be securely stored and returned to **Eastern Neighbourhood SpecialistsTeam** when no longer required or destroyed at their request.

APPENDIX A – DESIGNATED AUTHORISED STAFF

CONFIDENTIALITY AGREEMENT

In signing the following I understand that information exchanged will only be used for the purpose for which it was requested and it will be securely stored and destroyed when no longer required. Any agency and its employees becoming recipients for the purpose of this information exchange process will, upon signing this protocol, be bound by its terms and conditions.

DESIGNATED AUTHORISED STAFF

[illegible]

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	HOUSING MANAGER
Ref:	COMMISSIONERS' SURGERIES
Date:	26 th October 2022

Dear Commissioners,


Re: Commissioners' Surgeries – Elderly Persons Complexes

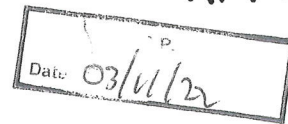
Please find below the surgery dates. It would be appreciated if you could advise of your availability for future dates.

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 attendant at The Hub, could you please collect the key and enquiry pad from the Commissioners' reception prior to the Saturday surgery. Please return any completed enquiry slips to me for further action, along with the enquiry pad.

Surgery Day	Surgery Date	Location	Time	Attendance
Tuesday	1 st November 2022	Springfield Court	2.00 pm to 3.00 pm	Miss Williams Mr Turton
Saturday	5 th November 2022	The Hub, School Road	10.00 a.m. to 12 noon	Miss Williams Mr Quirk
Saturday	3 rd December 2022	The Hub, School Road	10.00 a.m. to 12 noon	
Tuesday	6 th December 2022	Heywood Court	2.00 pm to 3.00 pm	
Saturday	7 th January 2023	The Hub, School Road	10.00 a.m. to 12 noon	
Saturday	4 th February 2023	The Hub, School Road	10.00 a.m. to 12 noon	
Tuesday	7 th February 2023	Springfield Court	2.00 pm to 3.00 pm	
Saturday	4 th March 2023	The Hub, School Road	10.00 a.m. to 12 noon	
Tuesday	7 th March 2023	Heywood Court	2.00 pm to 3.00 pm	
Saturday	1 st April 2023	The Hub, School Road	10.00 a.m. to 12 noon	

Kind regards.


A.S. Gale (Mrs)
Housing Manager



ROYAL

ARTILLERY

ASSOCIATION



Patron: H.M. The Queen

President: The Master Gunner

Isle of Man Branch

President: Lt Col. Glynn-Riley, Balleira Farm, Kirk Michael.
Isle of Man IM6 1EE Tel 01624 878207

Hon Sec.
J.P. Glover
11 Berkeley St
Douglas.
I.O.M. IM2 3QB
Tel 07624 497108
philglover100@gmail.com

Chairman Hon.
T.M. Smith
16 Larivane Close
Andreas
I.O.M. IM7 4HD
Tel 01624 880620
elinor@manx.net

Treasurer
D. Doran
135 fairways Drive, Mt Murray
Santon.
I.O.M. IM4 2JG
Tel 07624 431363
salamoua@msn.com

Membership Sec.
P. Marven
Waterloo House
Ballalaughton
Manor Hill, Douglas
IM2 1NA 07624 473307
petemarven@manx.net

Dear Sir/Madam,

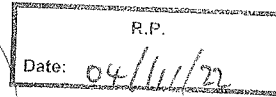
The Chairman and Members of the Royal Artillery Association Isle of Man Branch would like you to join us for our St Barbara's Day Service to celebrate our Regimental Day. The service will be held at St Thomas Church, Finch Road, Douglas on Sunday 4th December at 11am. please be seated 10.45hrs
H.E.The Governor Sir John Lorimer KCB, DSO, MBE. will be in attendance.
The service will followed by a Buffet Reception at the Manx Legion Club, Market Hill, Douglas.
I look forward to hearing from you in due course.

Yours Faithfully

Phil Glover Secretary Royal Artillery Association

Legislative Buildings
Douglas
Isle of Man
IM1 3PW
British Isles

Tel: 01624 685500



Oikyn Slattyssagh
Doolish
Ellan Vannin
IM1 3PW
Ny Ellanyn Goaldagh

Chellovane: 01624 685500

President of Tynwald
Eaghtyrane Tinvaal

The Hon Laurence Skelly MLC

3rd November 2022

Onchan Commissioners
Hawthorn Villa
79 Main Road
Onchan
Isle of Man
IM3 1RD

Clerk Veen – Dear Clerk

Tynwald Christmas Carol Service: Thursday 15th December 2022 at 1.10 pm

I wish to extend an invitation to the Commissioners to attend this year's Tynwald Carol Service.

The service is taking place at St Mary of the Isle RC Church, Hill Street, on Thursday, 15th December. The service will commence at 1.10 pm and at the conclusion of the service at approximately 2 pm, the congregation will be invited to stay for refreshments.

Mish dy feer – Yours sincerely

Laurence Skelly MLC
President of Tynwald

Alyson Crellin

From: Admin
To: Admin
Subject: FW: Meeting with Onchan Commissioners

From: [REDACTED]
Sent: 03 November 2022 13:17
To: [REDACTED]
Subject: Meeting with Onchan Commissioners

Ross,
On behalf of the Committee members of Lawn Bowls Isle of Man we are requesting a meeting with yourself as C.E.O. and the Onchan Commissioners Board members to discuss our Clubhouse issues including a proposed new Clubhouse. We look forward to your reply.

[REDACTED]
Secretary Lawn Bowls IOM

Sent from my Galaxy

MEMORANDUM

To:	District Surveyor c.c. Chief Executive/Clerk
From:	Housing Manager
Ref:	Customer Feedback Survey – Maintenance and Repairs
Date:	30th September 2022

Dear Ryan,

To comply with the submission of the quarterly stats to the Department of Infrastructure, we are required to issue customer feedback surveys.

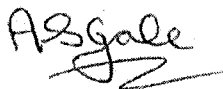
For your information during Quarter 2 (1st July to 30th September 2022) 37 forms were issued to tenants who had reported responsive repairs. 25 have been returned equating to a 81% return rate.

The results are attached at Appendix 1

Compliments have also been given to the Park Houses Contractor and the contractor for replacing fencing and gate in stormy conditions.

Compliments have also been expressed to Mr J. Bowness for always being so helpful.

Kind regards



A.S. Gale (Mrs)

Housing Manager

Customer Feedback Survey – Maintenance and Repairs (Quarter 2 2022/23)

1. Generally how satisfied are you with the way repairs and maintenance to your home are dealt with?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
48%	28%	4%	12%	4%	4%

2. Taking everything into account, how satisfied are you with the housing service provided?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
48%	40%		12%		

3. How satisfied are you with the overall condition of your home?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
28%	56%	8%	8%		

4. How satisfied are you with your neighbourhood as a place to live?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
72%	20%	8%			

5. How satisfied are you that your rent provides good value for money in comparison to the private sector?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
72%	24%	4%			

6. How satisfied were you with the response you received when you first contacted us about your repair?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
48%	24%	8%	8%	8%	4%

7. How satisfied were you with the time taken to complete your repair?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
56%	16%	8%	12%	4%	4%

8. How satisfied were you with the way the maintenance team cleaned and tidied up after the repair?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
60%	24%	12%			8%

9. How satisfied were you with the overall quality of the repair?

Very satisfied	Fairly satisfied	Neither	Fairly dissatisfied	Very dissatisfied	No response
64%	8%	16%	4%		8%