

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 16<sup>th</sup> May 2022 at 7:00 pm

<b>Present:</b>	Miss K Williams	(Chair)
	Miss Z Lewin	(Vice Chair)
	Mr A Allen	
	Mr D Crellin	
	Ms F Logan	(Lead Member for Environmental and Technical Services)
	Mr D Quirk	(Lead Member for Finance & General Purposes)
	Mr R Turton	(Lead Member for Housing)
<b>In attendance:</b>	Mr R Phillips	(Acting Chief Executive/Clerk)
	Mrs S Johnson	(Finance Manager)
	Miss A Crellin	(Executive Assistant)

Chair welcomed everyone to the Board Meeting.

#### **C22/05/03/01**

#### **TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT**

Not necessary.

#### **C22/05/03/02**

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

Not necessary.

#### **C22/05/03/03**

#### **MINUTES**

#### **1. Ordinary Meeting held on Tuesday 19<sup>th</sup> April 2022**

The minutes of the Ordinary Meeting held on Tuesday 19<sup>th</sup> April 2022, copies of which having previously been circulated, were considered.

Amendments:-

Page 8 after resolution at the top of page include

“A Member commented that he had stated in the previous Municipal Year that any proposals which fall within the Lead Members responsibilities should be proposed by the Lead Member and seconded by another Member.”

Subject to the above amendment, it was proposed by Miss Lewin and seconded by Ms Logan and **RESOLVED** that the minutes be agreed as a correct record of the proceedings and be signed by the Chair.

**For: Miss Williams, Miss Lewin, Mr Allen, Ms Logan, Mr Crellin and Mr Turton**

**Against: Mr Quirk**

#### **2. Extra Ordinary Meeting held on Tuesday 3<sup>rd</sup> May 2022**

To be considered In Committee.

#### **3. Annual General Meeting held on Tuesday 3<sup>rd</sup> May 2022**

The minutes of the Annual General Meeting held on Tuesday 3<sup>rd</sup> May 2022, copies of which having previously been circulated, were considered.

Amendments:-

- Page 2 paragraph 9 amend "Chairman" to Chair
- Page 2 paragraph 10 amend "Chairman" to Chair

Subject to the above amendment, it was proposed by Mr Allen and seconded by Miss Lewin, and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chair.**

**C22/05/03/04**

**TO DISPOSE OF ANY RELEVANT BUSINESS ARISING FROM SUCH MINUTES**

**1. Minutes**

The Chair stated that it had been brought to her attention that it is difficult for the minute taker to take accurate minutes when more than one Member is talking<sup>(ODC 30/05/2022)</sup> at the same time.

The Chair requested that one Member speak at a time and that all Members respect the minute taker.

**2. Annual General Meeting**

The Chair reported to the Board that it had been agreed that the appointment of the reserve representative for the Isle of Man Municipal Association was to be brought back to the next Board Meeting.

Mr Quirk confirmed that he would attend any Isle of Man Municipal Association meetings that Ms Logan was unable to attend.

After a discussion, it was proposed by Miss Lewin and seconded by Mr Quirk and **RESOLVED** that Mr Quirk would be the reserve Isle of Man Municipal Association Representative.

***For: Miss Williams, Miss Lewin, Ms Logan, Mr Crellin, Mr Turton and Mr Quirk  
Against: Mr Allen***

**C22/05/03/05**

**TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

**C22/05/03/06**

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

None.

**C22/05/03/07**

**PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE**

**1. Plans to the Board**

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

- (i) PA 22/00188 Mr B Haslam - 28 Victoria Avenue**

Members were advised that the application is a retrospective application for the alterations and erection of extension to provide garage and additional living accommodation (revised submission for PA 20/00567/B) (amended plans)

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 27<sup>th</sup> May 2022.

After Members consideration, it was proposed by Ms Logan and seconded by Miss Lewin and unanimously **RESOLVED that PA 22/00188 – 28 Victoria Avenue be recommended for refusal due to the detrimental impact to the street scape of Mount View Road in addition to the creation of additional unauthorised accommodation.**

**(ii) PA 22/00050 Mr & Mrs C Bass - Building adjacent to The Cottage, Ashley Road**

Members were advised that the planning application is for alterations and extension to create two residential units with additional use for tourist accommodation (amended plans)

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 27<sup>th</sup> May 2022.

After Members consideration, it was proposed by Ms Logan and seconded by Mr Quirk and **RESOLVED that PA 22/00050 - Building adjacent to The Cottage, Ashley Road be recommended for approval.**

***For: Miss Williams, Miss Williams, Mr Allen, Ms Logan, Mr Crellin and Mr Quirk***

***Against: Mr Turton***

**(iii) PA 22/00436 Mrs S Kane - 47 Sunningdale Drive**

Members were advised that the planning application is for the removal of the existing rear extensions and the erection of a replacement single storey extension.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 13<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED that PA 22/00436 – 47 Sunningdale Drive be recommended for approval.**

***For: Miss Williams, Miss Lewin, Ms Logan, Mr Crellin, Mr Turton and Mr Quirk***

***Against: Mr Allen***

**(iv) PA 22/00459 Mrs H Callow - 48 Groudle Road**

Members were advised that the planning application is for alterations to side extension including change of roof pitch, installation of a flue, installation of door to front elevation, and increases in size of window on rear elevation (retrospective).

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 27<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Miss Lewin and unanimously **RESOLVED that PA 22/00459 – 48 Groudle Road be recommended for approval.**

**(v) PA 22/00488 Mr G Bell - 16 Manor Park**

Members were advised that the planning application is to raise the level of the existing roof over garage to create a new first floor living accommodation.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- Neighbouring properties have been notified; and
- The return date to the application is the 20<sup>th</sup> May 2022.

It was agreed that **PA 22/00488 – 16 Manor Park** be deferred to the next Meeting to allow for further comments to be received from the public.

**(vi) PA 22/00497 Ms H Donnan - 8 Sandringham Drive**

Members were advised that the planning application is for a single storey flat roof extension to the rear elevation.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date to the application is the 27<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Crellin and **RESOLVED that PA 22/00497 – 8 Sandringham Drive be recommended for approval.**

**For: Miss Williams, Miss Lewin, Ms Logan, Mr Crellin, Mr Turton and Mr Quirk**  
**Against: Mr Allen**

**(vii) PA 22/00517 Mr D Pictor – “Braywood”, 51 Howe Road**

Members were advised that the planning application is for a two storey extension to the front elevation with internal alteration and minor landscape works.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- Neighbouring properties had been notified; and
- The return date to the application is the 27<sup>th</sup> May 2022.

It was agreed that **PA 22/00517 – “Braywood”, 51 Howe Road** be deferred to the next Meeting to allow for further comments to be received from the public.

**(viii) PA 22/00522 Mr & Mrs M Rees – 86 Birch Hill Crescent**

***The Acting Chief Executive/Clerk declared an interest.***

Members were advised that the planning application is for the erection of a rear and side extension, installation of replacement roof tiles and the creation of additional off road parking.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties;
- The return date for the application is the 20<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and **RESOLVED that PA 22/00522 – 86 Birch Hill Crescent be recommended for approval.**

***For: Miss Williams, Miss Lewin, Ms Logan, Mr Crellin, Mr Turton and Mr Quirk***  
***Against: Mr Allen***

**(ix) PA 22/00527 Mr & Mrs C Clucas – 9 Bay View Road**

***Miss Williams declared an interest.***

Members were advised that the planning application is for a single storey extension to the rear of the house and re-roofing to the main house and bay window.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 27<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and **RESOLVED that PA 22/00527 – 9 Bay View Road be recommended for approval.**

**(x) PA 22/005939 Mr & Mrs C Wilson – 2 Banks Howe**

Members were advised that the planning application is for the installation of bi folding doors to the rear elevation.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date to the application is the 27<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED that PA 22/00539 – 2 Banks Howe be recommended for approval.**

**C22/05/03/08**

**PLANNING COMMUNICATIONS**

**1. PA 22/00155/B – Stanley House, Second Avenue**

The Acting Chief Executive/Clerk reported to the Board that he had been asked to submit an appeal on behalf of the Authority.

The Acting Chief Executive/Clerk confirmed that he had submitted the appeal documentation on Friday 13<sup>th</sup> May 2022.

**C22/05/03/09**

**FINANCE AND GENERAL PURPOSES**

**1. Management Accounts**

To be considered In Committee.

**C22/05/03/10**

**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. Conditions of Bus Shelters, Litter Bins and Phone Boxes**

The Acting Chief Executive/Clerk advised the Board that he had contacted Bus Vannin who had confirmed the following:

- there are new bus shelters available for Royal Court and Central Drive, but at this current time they do not have any budget available for the installation;
- the bus shelter at Port Jack is going to be replaced for a like for like bus shelter when the promenade has been completed.

A Member requested that it be published on the Authority's website that representation had been made to Bus Vannin for the removal of the present bus shelters to be replaced with more modern facilities.

It was agreed that the Acting Chief Executive/Clerk would contact the Acting Chief Executive of the Department of Infrastructure to bring the above matter to her attention.

The Acting Chief Executive/Clerk advised the Board that he had contacted Manx Telecom and the Isle of Man Post Office in relation to the repainting of the telephone box at the top of Royal Avenue and the repainting of the gold post box outside the Post Office on Main Road.

**2. Falklands War Memorial**

The report of the Acting Chief Executive/Clerk dated 28<sup>th</sup> April 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that the Authority purchase and new Falklands War Memorial Plaque and be responsible for the maintenance of Falklands War Memorial.**

### 3. **Electric Car Charging Locations within Onchan**

The report of the Acting Chief Executive/Clerk dated 11<sup>th</sup> May 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Mr Allen and seconded by Miss Lewin and unanimously RESOLVED that the Manx Utilities Authority be authorised to install 2 charging points at the Hub, School Road and Onchan Park.

It was also agreed that the Lead Member for Environmental and Technical Services would provide an interview to Manx Radio in relation to the above.

### 4. **Barrule Drive – Housing Refurbishment**

To be considered In Committee.

### 5. **First Avenue – Replacement Windows**

To be considered In Committee.

### 6. **Lease – Unit A, Willow House**

To be considered In Committee.

### 7. **Lease – 25A Main Road (former Legion Hall)**

To be considered In Committee.

**C22/05/03/11**

### **CONSIDERATION OF ANY RELEVANT CORRESPONDENCE**

#### 1. **Manx Retirement Association – Mini Golf Competition**

A copy of the correspondence dated 8<sup>th</sup> April 2022, received from the Manx Retirement Association requesting permission to hold their annual mini golf competition on the pitch and put at Onchan Park weekly from Wednesday 29<sup>th</sup> June 2022 until Wednesday 31<sup>st</sup> August 2022 at a discount rate of £2.00 per member, having previously been circulated was considered and agreed.

#### 2. **Lamp Posts**

A copy of the correspondence dated 9<sup>th</sup> April 2022, received from a member of the public having previously been circulated was considered and discussed. It was agreed that the lamp posts are not to be sold.

It was agreed that the Acting Chief Executive/Clerk would contact the Captain of the Parish to enquire who is the owner of the lampposts and that the matter would be brought back to the Board for future consideration regarding their use.

#### 3. **Port St Mary Commissioners – Mona's Queen III 82<sup>nd</sup> Anniversary Anchor Memorial Service**

A copy of the invitation received from Port St Mary Commissioners inviting the Chair to attend the Mona's Queen III 82<sup>nd</sup> Anniversary Anchor Memorial Service on Sunday 29<sup>th</sup> May 2022 at 1:30 pm having previously been circulated was considered and discussed.

The Chair confirmed that she would be attending.

#### 4. **Captain of the Parish of Onchan – Civic Visit to Onchan**

A copy of the correspondence dated 23<sup>rd</sup> April 2022, received from the Captain of the Parish of Onchan having previously been circulated was considered and discussed.

The Acting Chief Executive/Clerk advised the Board that:

- Government House had been contacted to enquire if His Excellency and Lady Lorimer would be available on either the 11<sup>th</sup> or 12<sup>th</sup> of July for a tour of the District;
- the tour would also incorporate the official re-opening of the Jubilee Garden.

#### 5. **Isle of Man Municipal Association**

A copy of the correspondence received from the Isle of Man Municipal Association, having previously been circulated was noted.

#### 6. **World Scouts Jamboree**

A copy of the letter dated 2<sup>nd</sup> May 2022, received from a member of the Scouts, advising that in 2023 nine Scouts and one Leader would be representing the Isle of Man at the World Scouts Jamboree in South Korea.

It was agreed that the Finance Manager would advise the Board the amount of funds which are currently available in the Youth Development Fund for a decision to be made.

Members commented that the Youth Development Fund is also available to other youth organisations throughout Onchan.

#### 7. **Cub Paediatric First Aid**

The Acting Chief Executive/Clerk advised the Board that Louise Thomas is enquiring<sup>[ODC 30/05/2022]</sup> if the Board would consider providing the Hub to her to provide paediatric First Aid training.

It was agreed that the Acting Chief Executive/Clerk would contact Louise Thomas to request further information and to agree if there was any availability at the Hub.

#### 8. **Government House – 2022 TT Reception**

A copy of the invitation received from His Excellency and Lady Lorimer inviting the Chair to attend a TT Reception at Government House on Tuesday 7<sup>th</sup> June 2022, at 6:30 pm having previously been circulated was considered.

It was noted that the Chair was unable to attend the reception, and that the Vice Chair would be attending the event.

**C22/05/03/12**

**TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 34**

None.

**C22/05/03/13**

**TO CONSIDER ANY MOTIONS**

None.

**C22/05/03/14**

**ENVIRONMENTAL AND TECHNICAL SERVICES**



None.

**C22/05/03/15**  
**HOUSING MATTERS**

**1. Quarterly Standards of Performance Data**

To be considered In Committee.

**C22/05/03/16**  
**CHAIRMAN'S ANNOUNCEMENTS**

**1. Dates for the Diary**

The Chair confirmed that before she had been elected that she had attended two Commissioners Surgeries and had attend the opening of the Flat Green Bowls.

<b>Date</b>	<b>Organisation</b>	<b>Event</b>	<b>Time</b>
19 <sup>th</sup> May 2022	Isle of Man Municipal Association	Annual General Meeting & Dinner	7:00 pm
22 <sup>nd</sup> May 2022	Onchan Pensioners Club, Onchan Football Club and Onchan Silver Band	Duck Race – Port Jack Glen	2:00 pm
23 <sup>rd</sup> May 2022	Onchan District Commissioners	Joint Political Meeting	6:30 pm
29 <sup>th</sup> May 2022	Port St Mary Commissioners	Mona's Queen III 82 <sup>nd</sup> Anniversary Anchor Service	1:30 pm
30 <sup>th</sup> May 2022	Onchan District Commissioners	Board Meeting	7:00 pm
4 <sup>th</sup> June 2022	Onchan District Commissioners	Commissioners Surgery – The Hub Commissioners Turton and Quirk attending	10:00 am to 12 noon
7 <sup>th</sup> June 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court Commissioners Crellin and Lewin attending	2:30 pm to 3:30 pm

**C22/05/03/17**  
**ANY OTHER BUSINESS**

**1. Eastern Civic Amenity Site**

The Lead Member for Environmental and Technical Services advised that at the last Joint Committee Meeting it had been raised that a Member of the Board of Onchan District Commissioners recently made inaccurate comments on the Mannin Line regarding green waste and the Eastern Civic Amenity Site.

The Member had requested to know what the policy at the Eastern Civic Amenity Site will be regarding green waste once the kerbside collection of green waste in Douglas commences.

The Lead Member for Environmental and Technical Services advised that there will be no change to members of the public dropping off any green waste from their property at the Eastern

Civic Amenity Site. It will carry on as normal and will continue to be available along with the new kerbside collection service.

*The Public session of the Meeting ended at 20:59 pm*

**C22/05/03/18**  
**MINUTES**

**1. Extra Ordinary Meeting held on Tuesday 3<sup>rd</sup> May 2022**

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

The Minutes of the Extra Ordinary Meeting held on Tuesday 3<sup>rd</sup> May 2022, copies of which having previously been circulated, were considered.

After a discussion, it was proposed by Mr Allen and seconded by Miss Lewin, and **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chair.**

*For: Miss Williams, Miss Lewin, Mr Allen, Mr Crellin and Mr Turton*

*Against: Mr Quirk*

*Miss Logan did not vote as she was not present at the meeting.*

**C22/05/03/19**  
**FINANCE & GENERAL PURPOSES MATTERS**

**1. Management Accounts**

It was agreed that the above matter be deferred to the next Board Meeting.

**C22/05/03/20**  
**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. Barrule Drive – External Refurbishment**

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

The report of the Property Maintenance Manager dated 16<sup>th</sup> May 2022, having previously been circulated was considered and discussed.

After a discussion, in it was proposed by Mr Turton and seconded by Miss Lewin and unanimously **RESOLVED Safety Management Services, Cameron Hall and Savage and Chadwick be appointed to act as the design team for the project and that approval be sought from the Local Government Unit and that Macowan Collect be appointed as structural engineers for Stage D1.**

**2. First Avenue – Replacement Windows**

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

The report of the Property Maintenance Manager dated 16<sup>th</sup> May 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Mr Turton and seconded by Mr Quirk and unanimously **RESOLVED THAT the tender be awarded to Courtyard Windows and Glazing and for permission to be requested from the Local Government Unit and the Department of Infrastructure for the sale proceeds of 22 & 22A Main Road be used to carry out the replacement windows.**



### 3. Lease – Unit A Willow House

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

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

- A rent review had been undertaken by Dean Wood;
- Following the previously proposal the current Tenant requested that they no longer have designated car parking spaces for their sole use as the Company's travel arrangements have changed;
- the removal of the designated car parking space would have an impact on the rent renewal.

After a discussion, it was proposed by Mr Quirk and seconded by Miss Lewin and unanimously **RESOLVED** that a five year lease be offered to the tenant with a 5% rent increase per annum.

### 4. Lease – 25 Main Road (former Legion Hall)

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

The Acting Chief Executive/Clerk advised the Board that the current tenant had given notice on the above mentioned premises.

The Acting Chief Executive/Clerk further advised the Board that there are currently two dance schools which have indicated that they would be interested in leasing the premises.

After a discussion, it was agreed that the Acting Chief Executive/Clerk would contact the interested parties for further information and that the matter would be brought back to the Board.

**C22/05/03/21**

**ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHAIRMAN FOR CONSIDERATION**

None.

***The Acting Chief Executive/Clerk and Finance Manager left the meeting at 21:35 pm***

**C22/05/03/22**

**STAFFING MATTERS**

### 1. Staffing Minutes of the Ordinary Meeting of Tuesday 19<sup>th</sup> April 2022

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

The Staff Minutes of the Ordinary Meeting held on Tuesday 19<sup>th</sup> April 2022, copies of which having previously been circulated, were considered.

After a discussion, it was proposed by Mr Allen and seconded by Mr Turton and unanimously **RESOLVED** that the minutes be agreed as a correct record of the proceedings and be signed by the Chair.

### 2. Staffing Matter

See Staff Minute Book.

***There being no further business the meeting closed at 21:48 pm***