

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

13th April 2023

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 17th April 2023

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.

None.

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

3.1 Minutes of the Ordinary Meeting held on Monday 3rd April 2023 (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)	PA23/00358/B	Mr K Pankovski - 6 Royal Avenue	21 st April 2023
(b)	PA23/00375/B	Stephen Christian & Sons - Glenholme, King Edward Road	28 th April 2023
(c)	PA23/00312/B	Mr S Green - 35 Howe Road	28 th April 2023
(d)	PA23/00361/B	Mrs S Jones - 27 Groudle Road	28 th April 2023
(e)	PA23/00283/C	Miss V Stephens - 5-6 Port Jack	28 th April 2023

8. Finance and General Purposes:-

None.

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

9.1 Speed Data Collection

(CEO to Report)

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

10.1 Isle of Man Electoral Commission

(Appendix 10.1)

10.2 Harvey Briggs Onchan Library

(Appendix 10.2)

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 Housing Update

(Appendix 14.1)

14.2 (P) Quarterly Standards of Performance Data

(Appendix 14.2)

15. Chairman's Announcements:-

Dates for Diary

Date	Organisation	Event	Time
13 th April 2023	Daphne Caine	Garff Political Surgery – Archibald Knox Meeting Room – Commissioner Lewin will be attending	5:00 pm to 6:00 pm
17 th April 2023	Onchan District Commissioners	Board Meeting	7:00 pm
26 th April 2023	Onchan District Commissioners	Meeting with Department of Infrastructure	6:30 pm to 7:30 PM
26 th April 2023	Friends of Onchan Heritage	Annual General Meeting – Village Hall, Royal Avenue	7:30 pm
2 nd May 2023	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:00 pm to 3:00 pm
2 nd May 2023	Onchan District Commissioners	Annual General Meeting	7:00 pm
6 th May 2023	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon

8th May 2023

Onchan Methodist Church

Coronation Fete

12 noon to 4:00 pm

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

PLANS LIST

Board Meeting to be held on 17th April 2023

The Lead Member of Environmental and Technical Services and the District Surveyor have viewed the application and recommend the following:-

Planning Application	Applicant/Address	Description
PA23/00358/B Return Date 21/04/23	Mr K. Pankovski 6 Royal Avenue	Application of a cork spray exterior render for façade to preserve house and paint over cork spray small areas to keep original two colours look.
	Recommendation - Approve	
PA23/00375/B Return Date 28/04/23	Stephen Christian & Sons Glenholme, King Edward Road	Installation of a new septic tank and drainage field.
	Recommendation - Approve	
PA23/00312/B Return Date 28/04/23	Mr S. Green 35 Howe Road	Extension to existing bedroom
	Recommendation – Approve	
PA23/00361/B Return Date 28/04/23	Mrs S. Jones 27 Groudle Road	Alterations including single storey extension to east elevation, enlargement of first floor dormer to south elevation and erection of fencing to east boundary.
	Recommendation – Approve	
PA23/00283/C Return Date 28/04/23	Miss V. Stephens 5-6 Port Jack	Change of use from ground floor tapas restaurant and first floor apartment to solely residential (one dwelling). (amended plans)
	Recommendation – No comment	

Alyson Crellin

From: Admin
To: Admin
Subject: FW: Invitation for Local Authority input to the work of the Isle of Man Electoral Commission
Attachments: Questionareasfordiscussioninput23.docx; LocalAuthletterElectComm.docx

From: [REDACTED]
Sent: 22 March 2023 12:33
Subject: Invitation for Local Authority input to the work of the Isle of Man Electoral Commission

Dear Colleague

Please find attached correspondence sent on behalf of the Isle of Man Electoral Commission.

Any assistance that is possible to this work of the Commission would be most welcome and serve to help the Commission in formulating its final report. Responses can also be returned by replying to this e mail.

Yours sincerely

[REDACTED]

[REDACTED]

Electoral Commission Coordinator

Cabinet Office | Isle of Man Government | 3rd Floor Government Office | Bucks Road | Douglas | Isle of Man | IM1 3PN |
Tel: (44) 1624 [REDACTED] | [REDACTED] | [REDACTED] |



Cabinet Office
Oik Coonceil ny Shirveishee

[REDACTED]

Isle of Man. Giving you freedom to flourish

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To; All Local Authorities

22nd March 2023

Dear Colleagues,

Re: Local Authority input to the work of the Isle of Man Electoral Commission.

An Electoral Commission for the Isle of Man has been appointed and tasked by the following Tynwald resolution <https://www.tynwald.org.im//business/hansard/20002020/t220720.pd>. The work of the Commission will result in a report to Tynwald, no later than March 2024.

The Tynwald resolution states:

"In addition to reviewing the number and boundaries of constituencies (which will include the number of seats per constituency) the Electoral Commission must consider and produce a report to Tynwald on the following matters;

- Accessibility of elections to voters
- The organisation of pre-election meetings
- Postal Voting procedures
- Proxy Voting procedures
- Ability to vote at any polling station across a constituency
- The feasibility of setting up one, or more, 'All Island' polling stations
- Candidate campaign materials"

The Commission is currently in the process of collating and collecting evidence and data from as many parties as possible in order to inform their deliberations. The Commission would extend this invite to Local Authorities, to make any representations to the Electoral Commission.

The Commission are inviting submissions in writing. Commentary is encouraged around the areas as identified within the Tynwald resolution. To assist such discussions, I have attached some general questions/areas that may be helpful in formulating any response. Discussions are not limited to these points alone. The Commission would welcome representations that raise any issues, concerns, highlight areas of excellence or learning in order to provide helpful data and evidence to inform deliberations and their final report.

The Commission would benefit from hearing from as many people as possible. Any participation would be much appreciated. I would be grateful if you could submit the views of your Local Authority in writing or email electoralcommission@gov.im or to the Electoral Commission Coordinator, 3rd Floor Government Office, Bucks Road, Douglas IM1 3PN by **4.00 p.m on Friday 30th April 2023**.

Yours sincerely



Electoral Commission Coordinator

Electoral Commission

Questions / areas for response consideration

The Resolution

A resolution of Tynwald requires that in addition to reviewing the number and boundaries of constituencies (which will include the number of seats per constituency) the Electoral Commission must consider and produce a report to Tynwald on the following matters:

1. Accessibility of elections to voters;
2. The organisation of Pre-Election Meetings;
3. Postal voting procedures;
4. Proxy voting procedures;
5. Ability to vote at any polling station across a constituency;
6. The feasibility of setting up one or more "All Island" Polling stations;
7. Candidate campaign materials;

and in doing so shall have due regard to the Commonwealth Parliamentary Association Benchmarks for Democratic Legislatures and to the potential costs of its recommendations.

Points for consideration

As approved by a Resolution of Tynwald, the Electoral Commission will produce a report for Tynwald, no later than 18 months after appointment, detailing their findings as a result of the following considerations, which should not be considered to be exhaustive.

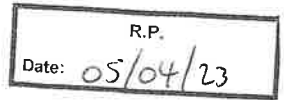
Tynwald Resolution Focus Area	Outline discussion questions	Comments / Response
Review the number and boundaries of constituencies including the number of members per constituency	<ul style="list-style-type: none"> • Should there be a change to the number of constituencies? • Size and population of constituencies – are current boundaries appropriate? Is representation fair and equitable? • Do current constituency boundaries work – if not, why? • Should population be the sole guide to constituencies and boundaries? Are boundaries based on population or electors the most equitable way to set boundaries? 	

	<ul style="list-style-type: none"> • Are the size of constituencies still relevant? If not, how best should they be adjusted? Are the number of allocated seats per constituency still appropriate? • Are two seat constituencies working? • Would single seat constituencies work better than constituencies having two or more seats? 	
Accessibility of elections to voters	<ul style="list-style-type: none"> • Review of the 2021 General Election and how well it complied with the Equality Act? • Should there be any mandatory venue attributes identified for future voting locations? • Are there any additional accessibility measures which should be incorporated into future election planning and administration? • Issues identified with accessibility to voting – both in advance and at polling stations. • Barriers found and for which groups/individuals? • Examples of poor physical accessibility to polling stations. • How might accessibility be improved? • Accessibility issues around candidature. • Comments as to groups that may not be participating in voting process – e.g., low levels of registration within minority or youth groups. How to improve this engagement? • Do elections engage a sufficiently broad representation of the Island community? • Views on how more groups might be encouraged to vote 	

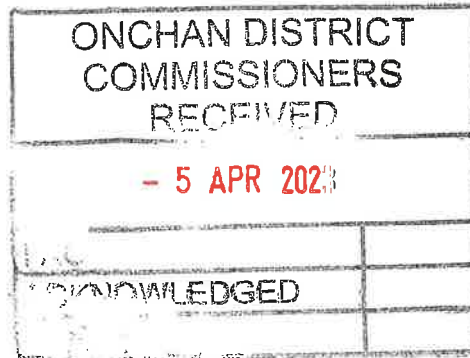
The organisation of Pre-Election Meetings	<ul style="list-style-type: none"> • Should Government be involved with/lead pre-election meetings? • Optimum number, frequency and timing of pre-election meetings? • Who should chair these meetings? • Where should these meetings take place (links with above to be considered) Effectiveness of pre-election and requisition meetings • Awareness of meetings held/attendance levels 	
Alternative to in-person voting – postal and proxy voting	<ul style="list-style-type: none"> • Was postal voting successful during 2021 General Election? Were the systems clear? • Understanding of electorate as to ability to access alternative vote? • Is this facility necessary? • Could this process be improved? • Should postal votes be permitted to be counted prior to election date? • Views on the need for verification of postal votes • Potential for fraud. Current/future risks? • Non availability of advance voting / certifying officer role – impact? 	
Ability to vote at any polling station across a constituency	<ul style="list-style-type: none"> • Should the Douglas (South) pilot scheme be rolled out across all the constituencies? • Should live activity data be made public so voters could view how busy each polling station is? • Are polling districts required? Should voters be able to vote at any polling station within their constituency? • Should there be an all-Island polling stations for any voter to access? • Digital accessibility issues and inclusivity? • Benefit of options to those with accessibility needs 	

Feasibility of All-Island voting stations;	<ul style="list-style-type: none"> • Should there be a facility for votes to be cast for any constituency in various locations around the island? • Would transferring ballot boxes around the island pose any significant risk to the integrity of the electoral process? 	
Candidate Campaign Materials:	<ul style="list-style-type: none"> • Could the authority to display campaign materials be streamlined? • Is there clear and appropriate guidance on campaign materials and their display? • Is there consistent and effective enforcement of campaign material rules? Problems? • Candidate manifestos • Application of rules for campaign materials 	
Any other commentary?		

PETER R. KELLY M.B.E., C.P., R.B.V.



The Clerk,
Onchan District Commissioners
Hawthorn Villa,
Main Road,
Onchan

3rd April, 2023

Dear Mr. Phillips,

Harvey Briggs Library

I write as Executor of the late Harvey Moss Briggs. Certain personal effects of Harvey, such as paintings, engraved presentations and the likes, have been divided between his close relatives. Amongst those items for distribution were his badge of office as Captain of the Parish of Onchan and his medallion of the Tynwald Honour as presented to him by Tynwald.

The relatives have agreed that the best resting place for these would be in the Harvey Briggs Library which the commissioners named in his honour following his death. I write, therefore, to enquire if the Board would be prepared to take these two items in perpetual care and to have them suitably framed and displayed in the Library. If they are prepared to do so, I could also provide a photograph of Harvey for display within the frame.

Awaiting your reply in due course after the commissioners have considered the suggestion.

With kind regards,)

Peter Kelly
Joint Executor of Harvey Moss Briggs

MEMORANDUM

To	Onchan District Commissioners
From:	Housing Manager
Subject:	Housing Update
Date:	12 th April 2023

Dear Commissioners

Further to the Housing Review Report 2022¹ published in September 2022, please find below the following updates:

1. Fixed Term Tenancy (introduced in April 2014)

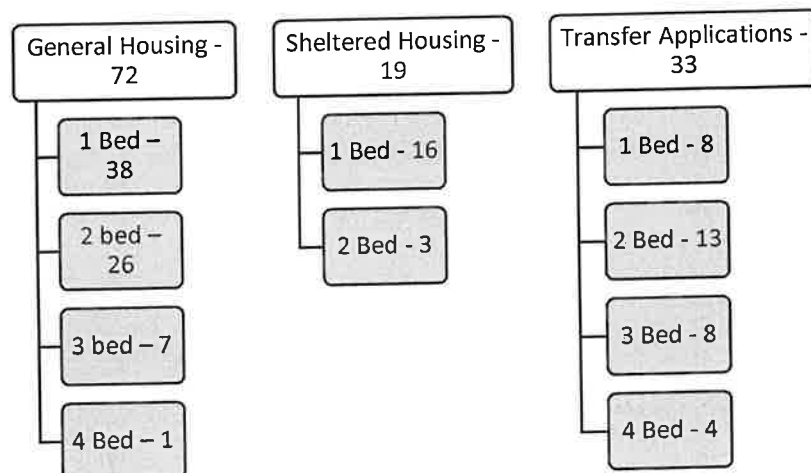
A total of 60% of our general housing tenants are now on fixed term tenancies. This is an increase of 2% in 12 months. For your information the total percentage includes those who have had their fixed term tenancies renewed during the period. Resulting in 12 tenants being on an uplifted rent following review.

2. Fixed Term Tenancy - Renewals

2022/23 - 57 tenants have been reviewed and granted a new tenancy.
2023/24 – 64 due for review

Please note that should any change of circumstances be reported, a review is undertaken in line with our policy and procedures.

3. Housing Waiting List



4. Voids – Empty Properties

2021/22	-	11
2022/23	-	34

¹https://onchan.s3.eu-west-1.amazonaws.com/housing-review-report-2022-approved-by-odc-17_10_22.pdf

4. Transfers

2021/22	-	4
2022/23	-	4

Usually the applicant with the highest points total will be allocated the property from the housing waiting list. However, applicants for transfer with urgent transfer needs would also be considered before arriving at the final decision to allocate. Transfers are considered with supporting documentation supplied by relevant professionals. In some instances the transfer requests may be noted as urgent, for example statutory overcrowding or significant access or health/welfare need or to facilitate discharge from hospital or care, and therefore may take priority over Housing Waiting List applicants.

5. Housing Stock

A total of 143 general housing properties are under-occupied, and is broken down as follows.

3 Bed House - 21	2 Bed House - 56	2 Bed Bungalow - 53	2 Bed Flat - 13
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However, it is noted that social housing new builds are 2 bedroom accommodation, so it could be argued that the 2 bedroom units are not under-occupied, going on new build standards.

Bungalows particularly for older persons or those with medical needs equates to 37% of the total figure being under-occupied.

A total of 5 general housing properties are over occupied.

In sheltered housing there are 4 two bedroom properties under-occupied. However, it is very difficult to encourage downsizing due to health and wellbeing issues, and the lack of single person sheltered accommodation.

If you require any further information, please do not hesitate to contact me.



A.S. Gale (Mrs)
Housing Manager