

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

16th October 2025

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:

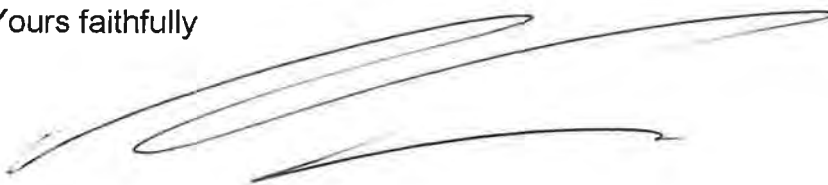
Monday 20th October 2025

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. 17 or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

Chief Executive/Clerk to provide emergency evacuation procedure for Hawthorn Villa at the commencement of the Meeting.

1. To choose a person to preside if the Chair and Vice-Chair be absent:

None.

2. Declarations of Interest of Members and Officers (in accordance with Standing Order 18):

None.

3. To deal with any business required by statute to be done before any other business:

None.

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

4.1 Minutes of the Ordinary Meeting held on Monday 6th October 2025 (Appendix 4.1)

5. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:

None.

6. To dispose of any relevant business adjourned from a previous meeting:

None.

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

None.

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

8.1 Plans for Consideration (Appendix 8.1)

	PA Reference	Applicant/Address	Return Date
(a)	PA 25/80819/B	Mr & Mrs S Colquitt - 4 Hillcrest Gove	31 st October 2025

9. Finance and General Purposes:

9.1 Lead Member – Quarter 2 Report (Appendix 9.1)

9.2 (P) 2025/26 Management Accounts – Quarter 2 (Appendix 9.2)

9.3 (P) 2023/24 Year End Accounts – Update (Chief Finance Officer to report)

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

- 10.1 (P) Onchan Raceway Limited – Commercial Tenancy** *(Appendix 10.1)*

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

- 11.1 Data Protection Registration Fees – Public Consultation** *(Appendix 11.1)*
11.2 Local Government (Amendment) Bill 2023 – Secondary Legislation Plan *(Appendix 11.2)*

12. To answer any questions asked under Standing Order 25:

None.

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

- 13.1 That the Authority provides its support for a new strategic approach that seeks to acquire new residential properties, or land to develop housing stock.** *(Appendix 13.1)*

14. Environmental and Technical Services:

- 14.1 Lead Member – Quarter 2 Report** *(Appendix 14.1)*

15. Housing Matters:

- 15.1 Housing Allocations Process** *(Appendix 15.1)*
15.2 Housing Allocations Undertaken *(Appendix 15.2)*
15.3 Lead Member – Quarter 2 Report *(Appendix 15.3)*

16. Dates for the Diary:

Date	Organisation	Event	Time
20 th October 2025	Onchan District Commissioners	Board Meeting	7:00 pm
1 st November 2025	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon
1 st November 2025	Onchan Silver Band	Concert of Remembrance – St Peter's Church	3:00 pm
3 rd November 2025	Onchan District Commissioners	Board Meeting	7:00 pm
4 th November 2025	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:00 pm to 3:00 pm
8 th November 2025	Royal British Legion – Onchan Branch	Children's Poppies Service – St Peter's Church	10:00 am
9 th November 2025	Royal British Legion – Onchan Branch	Remembrance Sunday	9:00 am to 11:45 am
11 th November 2025	Royal British Legion – Onchan Branch	Remembrance Day – Service at War Memorial	10:45 am
17 th November 2025	Onchan District Commissioners	Board Meeting	7:00 pm

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

PLANS LIST

Board Meeting to be held on Monday 20th October 2025
The Lead Member of Environmental and Technical Services and the District
Surveyor have viewed the applications and recommend the following:

	Applicant/Address	Description
PA 25/80819/B Return Date 31/10/2025	Mr Simon & Mrs Larna Colquitt 4 Hillcrest Gove Onchan IM3 3HY	Erection of fence to residential curtilage (retrospective)
	<i>Recommendation – For Members Consideration</i>	

MEMORANDUM

To:	Onchan District Commissioners
From:	Lead Member for Finance and General Purposes
Ref:	Lead Member Quarter 2 Report
Date:	20 th October 2025

INTRODUCTION:

This report covers the period 1st August 2025 to 30th September 2025.

FINANCE OVERVIEW:

1) External Audit – There is one outstanding audit query regarding the 2023/24 year end accounts. A revaluation of the Authority's social housing property assets as at 31st March 2023 has been carried out but Crowe are seeking assurance that the property values have not moved materially in the year to 31st March 2024, so that using the same values less depreciation as at 31st March 2024 is justified. A paper regarding this will be considered in the private session of this Board meeting.

Once this audit query has been resolved, the accounts will be signed and displayed on the Authority's website.

2) Internal Audit – The findings of the Authority's internal audit for the year ended 31st March 2025 were reported to the Board on 22nd September 2025.

The risk areas to be considered in the internal audit for the year ending 31st March 2026 were agreed by the Board on 22nd September 2025. Grant Thornton are visiting the Authority's offices during October 2025 to undertake the internal audit.

3) 2025/26 Financial Year Budget – The management accounts for April-September 2025 have been submitted for the Board's consideration. They show a surplus of £73,658 for the quarter, compared with a budgeted deficit of £27,859.

4) 2026/27 Financial Year Budget – Department meetings have been held during June 2025 to commence budget planning for the forthcoming financial year.

Further meetings are being held during October 2025, following which budget reports will commence being presented to the Board for consideration.

5) Social housing, garage, and commercial property income – As reported throughout the Municipal Year rent debt has continued to decrease in all areas, and the majority of those in debt are actively engaging with the relevant officers to work towards repayment plans to clear debts.

Those not engaging continue to be pursued via legal proceedings.

6) Rate Income 2025/26 – Rate demands were issued during April 2025.

To date:

- 82.49% of the income due has been received;
- An additional 8.73% of the income due should be received by direct debit before the end of the financial year;
- This leaves a current predicted debt of 8.78%, but historically, the actual debt at the end of the financial year is between 1% and 2%.

COMMERCIAL TENANCIES OVERVIEW:

1) Former Fun Factory, Onchan Pleasure Park – The Board resolved on 31st March 2025 to offer a tenancy to the Meadow (Kane Brothers Limited) to operate a gym at the premises, subject to obtaining planning approval.

Planning application 25/90403/C was approved by the Planning Committee on 26th August 2025 and the tenants are due to commence the lease on 3rd November 2025.

2) Padel Tennis, Onchan Pleasure Park – The Board resolved on 11th August 2025 to submit a petition and draft lease to the Isle of Man Government under Section 25 of the Local Government Act 1985 to obtain permission to lease land at Onchan Pleasure Park for a period longer than seven years for the construction of an indoor padel tennis facility, and the associated vehicle parking spaces.

The Authority is currently liaising with the Authority's legal advisers regarding the drafting of a lease.

3) Onchan Raceway – The current lease ceases at the end of November 2025. A report is due for consideration by the Board regarding renewal of the lease.

4) Ballachrink Stores – The current tenant has requested permission to advertise the lease and business. If a suitable new tenant is identified, an assignment of the lease to a new tenant will need to be considered by the Board.

GENERAL PURPOSES OVERVIEW:

1) Party in the Park 2025 – This event was held in Onchan Pleasure Park on Saturday 23rd August 2025.

2) Fire Island Chilli & BBQ Festival – This event was held in Onchan Pleasure Park on Saturday 13th September 2025.

3) Night of Light 2025 – This event is due to be held on Wednesday 26th November 2025. The event held at Onchan Pleasure Park is based on the previous year's format, including free use of the boating lake, a free Santa's grotto, a treasure trail competition, food vendors, decorative lighting, entertainment from performers, and an outdoor cinema screen.

4) Garden and Photography Competitions 2025 – These competitions continue to be advertised via the Authority's website, social media pages, and public notice boards. The winners of each competition will be presented with their prizes by the Board in January 2026.

5) Onchan Library – During October 2025, the Authority is due to host a local authority library forum to allow discussions to be held regarding shared services and money saving opportunities.

STAFFING OVERVIEW:

1) Systems Administrator – The Board resolved on 22nd September 2025 to establish a new temporary role within the Authority to obtain the service of an employee to further enhance the Authority's use of Laserfiche, including the automation of processes, and retention of documents and data. This role is due to be advertised.

2) Deputy Clerk – Recruitment for this role is currently ongoing. Applications closed on Friday 10th October 2025.

For Members attention.



**OLIVER LOCKWOOD
LEAD MEMBER FOR FINANCE AND GENERAL PURPOSES**

Foreword



I am pleased to invite comment on this important consultation on a new fee structure for organisations registering with the Information Commissioner's Office (ICO).

Now more than ever, it is vital for the Island's businesses and communities that we maintain an effective, credible, and independent data protection regulator.

The Isle of Man's adequacy status is crucial to the Manx economy, enabling seamless data flows to the UK and Europe without requiring additional safeguards. To

preserve this status, the Isle of Man must continuously demonstrate that its data protection framework remains robust, independent, and capable of meeting the demands of an increasingly complex digital landscape.

This consultation aims to help us deliver on this by changing the way that we are funded and increasing our revenue. This will allow us to meet our statutory obligations to operate independently of government funding. It will also give us the resources to proactively support organisations, engage with the public, and promote responsible innovation.

To support this transition, I would like to thank Treasury for recognising the needs of the office and providing a budget uplift of £250,000, along with approval to launch this consultation. Their support has enabled us to begin strengthening our capacity and capabilities while exploring a longer-term, sustainable funding model.

Increasing revenue could be delivered by simply increasing the fee everyone pays to register. But it doesn't feel fair to charge both a sole trader and a large bank the same fee. So, we are proposing a fairer, tiered system. Under this model, larger organisations pay more than smaller ones, reflecting the greater data risk and regulatory oversight they require. This approach aligns with systems already in place in Jersey, Guernsey, and the UK.

We welcome views from all stakeholders and members of the public. Your feedback will help shape a fee system that protects rights, supports business, and promotes responsible innovation across our Island.

Dr Alexandra Delaney-Bhattacharya

Isle of Man Information Commissioner

Summary:

What does this consultation aim to do?

Introduce a new fee structure for registering with the Information Commissioner's Office. This aims to increase revenue to allow the office to be self-funded and increase proactive support for organisations and individuals.

Who will the proposed changes impact?

Organisations who currently need to legally register with the Information Commissioner's Office as a controller and/or processor.

Who do we want responses from?

We would like to hear from businesses, stakeholders, representative bodies and members of the public.

Background:

1. The Isle of Man has a long-standing commitment to strong data protection. Well-regulated data is vital to the Island's economy - particularly for sectors like financial services - which depend on the free flow of personal data to and from the UK and Europe. This is made possible by our 'adequacy status', granted when we align with international data protection standards.
2. The Office of the Data Protection Registrar was established in 1986. Since then, its remit has expanded to include responsibilities under the Unsolicited Communications Regulations (2005), Employment Act (2006) (as a Prescribed Person for whistleblowing), the Freedom of Information Act (2015), and the Applied GDPR and LED Orders (2018).
3. The introduction of the GDPR significantly expanded individual rights, increased organisational responsibilities and strengthened enforcement powers for supervisory authorities.
4. Today, the Information Commissioner leads a statutory office with both *ex-post* (reactive) functions - such as complaints, investigations, enforcement, and FOI reviews - and *ex-ante* (proactive) work, including public engagement, education, and advisory services. The office also maintains a register of over 3,000 controllers and processors (3,202 as of 1 July 2025).
5. To maintain its statutory obligations, the ICO must be free from external influence and adequately resourced to carry out its statutory duties without undue reliance on government funding.

The current fee structure:

6. When the GDPR was introduced in 2018, data protection authorities in neighbouring jurisdictions considered introducing fee models to support their new regulatory responsibilities. As part of the wider preparation for the introduction of the GDPR, the Isle of Man Government also consulted on a proposed fee structure with the option of a flat fee for all or a tiered fee structure¹. While the responses were in favour of a tiered structure, the Data Protection (Fees) Regulations (2018)² maintained the flat-rate structure introduced in 2011³.
7. This is the fee structure that remains in place today. Under this model, organisations pay a £70 registration fee or a £50 renewal fee annually, regardless of size, sector, or the scale and sensitivity of personal data they process. Charities and not-for-profits are exempt from paying fees (unless they operate CCTV).
8. While all organisations must follow data protection laws, there are some exemptions in place that mean an organisation is not required to register with the ICO⁴. However, this consultation will focus solely on fee structure.
9. Since 2018, and the introduction of the GDPR and local legislation, the scale and complexity of data processing has grown significantly, driven by rapid technological advances. As a result, the workload of the Information Commissioner's Office has increased, particularly in responding to complaints and breaches.
10. A review of the office's operations in 2023, and again in 2024 under the new Information Commissioner, found that the office was under resourced. In the financial year 2025/26, registration fees are projected to generate £152,000 - only 21% of total income - with the remaining 78% provided by government. Lack of revenue had caused staffing issues, and the office was dealing with backlogs in many areas and could not provide proactive support and guidance.
11. To address this, the Commissioner set out a vision for:
 - an update to the fees structure as a step towards increasing revenue and achieving financial independence; and
 - a more proactive, outward-facing approach - engaging with industry and the public sector to promote responsible innovation, raise awareness, and provide practical guidance.

¹ <https://consult.gov.im/cabinet-office/new-data-protection-bill/results/gdprconsultationresults.pdf>

² [Data Protection \(Fees\) Regulations 2018](#)

³ The Data Protection (Fees) Regulations 2011 (SD 2011/0426)

⁴ [GDPR and LED Implementing Regulations 2018](#)

Fee structures in neighbouring jurisdictions:

12. In developing these proposals, we reviewed how neighbouring data protection authorities set their fees.
13. Following the introduction of the GDPR in 2018, regulators in Guernsey, Jersey, and the UK reviewed their fee models to support expanded responsibilities and increased demand. Each have since adopted tiered, risk-based systems, where larger organisations pay more - ensuring fairness and enabling greater regulatory capacity.

Guernsey introduced a two-tier model in 2021 and reviewed their fee model in 2025⁵. The annual fees are:

Number of Employees	Fee
Less than 50	£60
More than 50	£2,400

Jersey increased fees in 2019, based on staff numbers and turnover, with additional charges for financial services and special category data⁶.

Full-Time Employees	Full-Time Employees Charge	Proceeds of Crime Charge	Special Category Data Charge*
Less than 10	£70	£50	£50
Between 10 and 50 inclusive	£90	£150	£150
More than 50	£500	£600	£350

*The special category data charge only applies if the controller/processor is also registered with the Jersey Financial Services Commission (JFSC) and the past-year revenue is more than £100k.

Jersey also charges an additional fee based on past-year revenues of £150 for organisations that had a revenue of over £5m and £500 for organisations that had a revenue of over £20m.

⁵ [Data Protection Authority's registration fees to increase from 2025 · ODPA](#)

⁶ [Jersey Office of the Information Commissioner - Registration & Charges Frequently Asked Questions \(FAQs\)](#)

The UK reviewed its model in 2024⁷, introducing three tiers based on turnover and staff size:

Size of Organisation	Fee
Tier 1: Turnover less than £632K per annum or less than 10 employees	£52
Tier 2: Turnover less than £36m per annum or less than 250 staff	£78
Tier 3: Turnover more than £36m per annum or more than 250 staff	£3,763

14. In Guernsey, Jersey, and the UK non-profit organisations and charities do not pay fees. Government contributions are built into each system. In Guernsey, the States pay a fixed fee of £250,000; in Jersey and the UK, statutory functions not covered by registration income - such as Freedom of Information - are funded directly by government.

⁷ [Data protection fee regime: proposed changes - GOV.UK](#)

The proposed fee model:

15. We are proposing that the current flat fee structure (£70 registration, £50 renewal) does not reflect the regulatory risk or ability to pay. We believe that small businesses should not pay the same as large organisations that process more data and require more oversight.
16. To replace the flat fee structure, we are proposing a tiered model based on employee headcount, following Guernsey's approach.
17. Organisations will confirm their headcount during registration or renewal and will pay the following annual fees:

Number of Employees (FTE) ⁸	Fee
Less than 10	£75
11 – 49	£150
More than 50	£2,400

- Non-employers such as trusts and administered entities will be charged at the same rate as small businesses.
 - Non-profits and charities will not be required to pay a fee. If not currently exempt, these organisations will pay an annual fee of £75.
18. We believe this model is fairer, more sustainable, and better aligned with actual regulatory burden - ensuring those with greater capacity and risk contribute accordingly.
 19. It is also proposed that the Isle of Man public sector, as a registrant in its own right, be subject to a fixed annual registration fee of £300,000 to cover regulatory supervision under the data protection and FOI legislation, in line with the UK and Jersey. This fee would replace individual controllers and processors within the public sector paying distinct and individual fees, though these organisations would still be required to register with the ICO.
 20. It is our intention that the proposed model includes a mechanism to review fees when the ICO's remit changes, avoiding the need for repeated public consultations.

⁸ We are defining 'number of employees' as full-time equivalent headcount at the time of registration or renewal.

Consultation and next steps:

21. While the proposal is specific, we want to remain open to all perspectives. We are committed to listening and ensuring that the final model reflects the needs of our Island's businesses, communities, and data protection standards. Your feedback will be essential in helping us deliver this.

22. We are seeking views on the following questions:

Do you think the ICO should charge larger organisations more than smaller organisations?

- Yes
- No

Do you think a tiered fee model should be based on employee headcount?

- Yes
- No

Do you support the proposal that non-employers (such as trusts, administered entities) be charged the same as small businesses?

- Yes
- No

Do you agree that charities and non-profits should be exempt from paying a fee?

- Yes
- No

Do you agree with the proposed fixed fee of £300,000 for the Isle of Man public sector?

- Yes
- No

Any other feedback you want us to consider?

23. The consultation will be live for six weeks, closing on 1 December 2025. We will review the consultation and publish a summary of your views as well as our response and associated next steps

Appendix A: Legal basis for registration fees

The GDPR and LED Implementing Regulations 2018 set out the requirement for controllers and processors to register with the Information Commissioner and the need to pay a fee.

The structure and amount of fees payable to the Information Commissioner is set out in the Data Protection (Fees) Regulations 2018.

Any changes to the fee structure must be implemented through a new Fees Order, prepared by Treasury in consultation with the Attorney General's Chambers and approved by Tynwald. This consultation paper seeks feedback on the principles and structure of the proposed fee model, which will inform the drafting of that Order.

Relevant legislation:

- Data Protection Act 2018 (primary legislation):
https://legislation.gov.im/cms/images/LEGISLATION/PRINCIPAL/2018/2018-0010/2018-0010_2.pdf
- Data Protection (Application of GDPR) Order 2018:
<https://www.legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2018/2018-0143/2018-0143.pdf>
- GDPR and LED Implementing Regulations 2018:
https://www.legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2018/2018-0145/2018-0145_2.pdf#xml=http://DEDICAT-P5FRR4I/isysquery/471fd658-dc41-4ef3-8bfe-20e1588c4189/1/hilite/
- Data Protection (Fees) Regulations 2018:
<https://www.legislation.gov.im/cms/images/LEGISLATION/SUBORDINATE/2018/2018-0169/2018-0169.pdf>

Alyson Crellin

To: Admin
Subject: FW: Letter re the Local Government (Amendment) Bill 2023 - secondary legislation
Attachments: Letter to All LAs Boards re Secondary legislation Signed.pdf

From: [REDACTED]
Sent: 16 October 2025 12:44
To: [REDACTED]
Cc: [REDACTED]

Subject: Letter re the Local Government (Amendment) Bill 2023 - secondary legislation

Dear All

Please find attached a letter from the DOI Minister.

This letter is for all Local Authorities and the Boards and Committees (Local Government Sector) and the Legislative Council. It sets out ahead of the evidence session on the 28th October the Department's commitment around future local authority secondary legislation.

The letter should be self explanatory; however, any queries please direct them to myself in the first instance.

Regards

[REDACTED]

[REDACTED]

Central Support and Change Division | Department of Infrastructure
Sea Terminal Building | Douglas | IM1 2RF | [REDACTED]



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No employee or agent is authorised to conclude any binding agreement on behalf of any of the Departments or Statutory Boards of the Isle of Man Government with any party by e-mail without express written confirmation by a Manager of the relevant Department or Statutory Board.

RAAUE: S'preevaadjagh yn çhaghteraght post-l shoh chammah's coadanyn erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er aght erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied currit da failleydaghy ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyynn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scrut leayr veih Reireyder y Rheyynn ny Boayrd Slattyssagh t'eh bentyn rish.

To all LAs and Boards/C'ttes

Contact:

Telephone

Email:

Date:

15/10/25

Dear All

Re: Local Government (Amendment) Bill 2023 –Secondary legislation plan

On the 28th October 2025 Legislative Council will be holding an evidence session to examine the Local Government (Amendment) Bill 2023.

Ahead of that session I wanted to write to all of you to reiterate previous Departmental commitments around the preparation of the secondary legislation that will be required after Royal Assent. I confirm that the Department will work collaboratively with the Local Authorities on the secondary legislation and guidance. This will include full consultation on any draft Regulations or Orders made under this Act and various opportunities to receive training and help develop new guidance documents.

I give further commitment that we will be mindful of the timing of any regulations coming into force to allow for consideration of the impact on your operation and processes.

My commitment to work with you to develop regulations, orders and guidance includes the secondary legislation for Clause 5. This will be for all proposed new Clauses that require secondary legislation (whether Orders or Regulations) but especially with Clause 5 – (Power to require performance of functions). The intention of this particular clause is not to force Local Authorities to carry out lots of new functions but more support delivery, through the introduction of regulations, of functions that Local Authorities already are undertaking.

My Department has prepared a programme for the secondary legislation that is required to be brought in, this is best summarised overleaf.

The programme includes some elements where legislation seeks to address technical issues. For these elements the Department is intending to finalise the draft legislation and seek feedback from the Local Authorities. Other elements require a more focussed discussion with local authorities, and it is proposed to establish working groups made up of representatives from the local authorities to contribute to this work. We intend to look to establish these working groups by the end of the year. I would encourage you all to engage in these processes.

Clause	Title	Current Status	Engagement Plan
5	Section 4B – Regulation around performance of functions	Not yet commenced	Consultation post drafting
7	Alteration of boundaries	Initial research under way	Consultation post drafting
10	Division of district into wards	Initial research under way	Consultation post drafting
12	Corporate Governance - Code of Conduct & Member's Interest	Initial research under way	Working party pre-drafting
17	Standing Orders	Initial research under way	Working party pre-drafting
28	Inclusion of a new Schedule A1	Not yet commenced	Working party pre-drafting
30	Attendance & Travelling Allowances	Initial research underway	Consultation post drafting
31	Insertion of a new Schedule 3A (Public access to meetings and documents)	Not yet commenced – Appointed Day Order	N/A
	Schedule 3A - Paragraph 6 (Insertion of records relating to functions exercised by Members)	Not yet commenced	Working party pre-drafting
33	LG (Miscellaneous Provision) Act 1985 amended (disposal of open space)	Not yet commenced	Consultation post drafting

I hope that this letter helps to give reassurance that the Department do not plan to introduce anything that will impact local authorities without a full consultation and engagement.



Minister Dr Haywood



ONCHAN DISTRICT COMMISSIONERS

NOTICE OF MOTION

Proposed by:	Commissioner Scott Wilson
To:	Chief Executive/Clerk
Date:	1 st October 2025
Standing Order 19.5:	Any motion of which notice has been duly given, upon being moved and seconded, shall stand deferred without discussion until the next ordinary meeting of the Authority, this being Monday 20 October 2025.

That in conjunction with the Onchan District Commissioners' Social Housing Strategy, the Authority resolves to:

1. Explore the acquisition of larger residential properties within the district with the specific intention of converting them into Houses of Multiple Occupancy (HMOs) to help meet the diverse housing needs of residents. This can be achieved through direct contact with estate agents, and an advertising campaign encouraging those considering the sale of their properties to contact the Onchan District Commissioners.
2. Undertake an advertising campaign encouraging local landowners to contact the Authority should they wish to sell land that could be used for the development of affordable social housing.
3. Investigate the feasibility of compulsory purchase of land and properties where necessary to progress the delivery of social housing. Such compulsory acquisition would be undertaken under the powers granted to local authorities in the Acquisition of Land Act 1981 (of Tynwald), which enables compulsory purchase for housing and other public purposes, subject to Tynwald approval and safeguards for affected landowners.

MOTION NO. 75

Supporting Information:

The Authority's Housing Strategy highlights the urgent need for additional affordable housing stock. Demand for smaller units, shared housing, and affordable rental accommodation continues to increase. By taking proactive measures, including land acquisition and development, the Authority will demonstrate leadership in tackling the local housing shortage.

This Notice of Motion dated 1st October 2025 signed by:

Name Scott Wilson

Signed [Signature]

MEMORANDUM

To:	ONCHAN DISTRICT COMMISSIONERS
From:	LEAD MEMBER FOR ENVIRONMENTAL AND TECHNICAL SERVICES
Ref:	QUARTER 2 – UPDATE
Date:	20 th October 2025 (Period 1 st July – 30 th September)

Introduction

The resolution recorded at the Ordinary Meeting held on 3rd June 2024 states ***“all Lead Members to report to the Board at the Authority’s public meetings quarterly per annum regarding their undertakings within their remit as a Lead Member in line with the provision of Standing Order 72 and Schedules A, B, and C.”***

Project Updates

Elm Tree House – Cedar Developments have commenced work on site on 13th October 2025 the contract programme runs until 30th January 2026. Officers have contacted the Department for Enterprise to discuss possible additional funding that could be available through the town and village regeneration schemes.

Future of Onchan Park – Various third party groups have proposed ideas to members and have offered potential funding for schemes. Members are considering if a scheme is to be approved for further investigations and development. Further work is required on the existing proposals to reduce into smaller more economical schemes. Areas that members need to be aware of are the poor condition of the footpaths and car parks, poor lighting and additional parking requirements.

Phase 1 Street Lighting – A petition has been submitted to the Department for borrowings of £250,000 and approval was received on 11th June 2025. This scheme will include replacement lights and columns to Turnberry Avenue, Wentworth Close, Manor Park, Howe Road and King Edward Road.

Howe Road – This scheme is now complete with the final settings being made to the lighting. All footpaths and excavations have been reinstated. The Department of Infrastructure have verbally advised officers they will be looking at the reinstatement of the full footpaths in due course due to the poor condition.

Manor Park – Members resolved to continue the scheme as per the original plan. Officers are scheduling this in with the contractors and will contact residents with a confirmed date.

Wentworth Close and Turnberry Avenue – Work started to this scheme on the 13th October 2025.

King Edward Road – A road closure and parking suspension is in place from the 5th November 2025 to allow contractors to carry out the essential works safely. During the road closure the 9 columns from Onchan's boundary to Douglas will be replaced.

Whitebridge Road – The proposed new lighting at Whitebridge Road will be installed early 2026 subject to the necessary wayleave agreement being completed.

Phase 2 Street Lighting – The District Surveyor presented members with a proposal to replace further street lighting assets in the year 2026/27. The petition for £897,235 has been submitted to the Department of Infrastructure and is currently awaiting approval.

General activities

Centenary Park – The planning application submitted for a certificate of lawful use was refused. Members agreed that the authority would submit a full planning application for the site. The planning application has been submitted and is currently awaiting a decision through the planning process.

Bring Bank Sites – Following the removal of the recycling station at Port Jack officers are working on two proposed sites to relocate the facility. It is intended that options and costings will be brought back to the Board during the budget setting process.

Bumper Boats – Officers have engaged a local contractor to investigate creating a prototype engine mount bracket, this will enable accurate costs to be made and allow testing of a proposed solution before full commitment on all boats. The option for replacement is still being explored and costs put together to allow members to make an informed decision.

Planning Strategic Review Consultation – Discussions regarding The Authorities response to the consultation were considered with the District Surveyor and a proposal was submitted to Members. Following review of the proposal Members resolved to submit the response, the response on behalf of the Authority has been submitted.

Weed Spraying – Officers are working on a weed management plan and programme for the weed spraying in 2026/27. It is aimed that a public portal will be available for residents to look up a programme of when their street was last treated and when it is due to be next treated.

Department statistics

Report a problem - During the reporting period the Surveyors team received 77 reports via the website report a problem tool and 73 reports were resolved within this period.

Dog Fouling – No reports of dog fouling have been reported or investigated during the period.

Section 51 Request to cut back overgrown vegetation – During the period a total of 13 letters have been issued to residents requesting that any overgrown vegetation is cut back from the public highway, all of these letters 12 have been completed within the time period.

Section 14 Maintenance of Open land – During the period there has been a total of 1 letters issued requesting maintenance of open land. 0 of these letters have been completed.

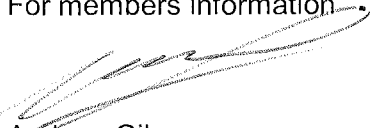
Street light Faults – 16 number of street light faults have been reported to the authority and 13 number of repairs have been completed to date.

One column on Kelvin Road has been removed following a vehicle collision, officers are currently working on a replacement.

Building Regulations – The Authority has received 17 number of Building Regulation applications, with 11 number of applications getting approved and 0 number of applications rejected. The total plan fees due for the applications received are £2,970.00 The approved applications will generate an income of £6,775.00 should they be commenced. The number of Building inspections completed is currently not recorded.

Search Requests – The Surveyors team in conjunction with colleagues in the Finance department received 50 number of search requests during the period.

For members information.



Andrew Gibson



MEMORANDUM

Memorandum to:	Board of Onchan District Commissioners
Reporting Officer:	Housing Manager
Date of the Meeting:	20 th October 2025
Subject:	Housing Allocations
Public or Private Document:	Public

Introduction:

Overview of the housing allocations process, to give an oversight of the policies, controls and procedures to ensure consistency, transparency and accountability in the allocation process.

Previously Considered by the Board:

C25/10/01/19 – Dispose of any business arising from such minutes

C20/06/01/20(2) – Allocations Process - Allocations to be made by the Lead Member for Housing and Housing Manager

Supporting Information:

Policy Framework:

The allocations and pointing are governed by uniform criteria approved by Tynwald on 20th March 2019.

- Public Sector Housing (General Needs) (Allocation) Policy 2019
- Public Sector Housing (Older Persons) (Allocation) Policy 2019
- Public Sector Housing (General Needs) (Allocation) (Amendment) Policy 2023.
(this was to update the financial thresholds)
- Fixed Term Tenancy Policy – *(approved by Tynwald, in effect since 1st April 2014)*

Standing Orders:
Schedule B – Housing (3) Management of the housing waiting and transfer lists ensuring compliance with legislation and relevant policies and procedures. (4) Allocations of all public sector housing properties to eligible individuals or families in accordance with current legislation and the Authorities policies and procedures. (5) Relevant applications and appeals relating to the management and provision of public sector housing.
Resource Impact:
Not applicable.
Financial Impact:
Not applicable.
Legal and/or Insurance Impact:
Not relevant
Equality Impact:
To ensure consistency and transparency in allocation of housing
Climate Change Impact:
Not relevant
Consultation with Others:
Initial Review: Housing Manager and Housing Officer assess applications and allocations, ensuring information is current and relevant. Department Manager Consultation: Involved if issues arise or policy alignment is unclear. This is currently the Chief Executive/Clerk or his deputy in his absence. Property Maintenance Manager Consultation: - Required for transfers impacting the maintenance budget. Lead Member Involvement: Reviews summary info only (no personal details); discusses recommended allocations and circumstances where relevant. If the recommended applicant is not top of the waiting list, then the reasons are clearly documented to ensure transparency and compliance with allocation policies. Examples for not allocating from top of the waiting list : The property is unsuitable for the top applicant due to mobility or accessibility needs (e.g. the property has stairs and the top applicant requires ground-floor accommodation).

- The top applicant has specific medical requirements that the available property cannot accommodate.
- The top applicant is experiencing a temporary change in circumstances
 - Hospitalisation
 - Ongoing court proceedings which are likely to result in a custodial sentence, making allocation inappropriate at this time.
 - Family breakdown or other social factors delaying readiness to move
- A safeguarding concern makes the property location unsuitable for the top applicant (e.g. proximity to an ex-partner or other risk factor).
- The top applicant has recently refused a similar offer and is being temporarily bypassed under policy.
- The applicants supporting documentation, risk assessments, or review is still outstanding, and a decision cannot be finalised

In all such cases, the allocation recommendation includes a clear explanation, and the rationale is discussed and agreed with the CEO and Lead Member. This ensure that allocations are made fairly while remaining responsive to individual needs and circumstances.

Housing allocation process includes clear stages to ensure fair and consistent application of policy:

- Assessment of property availability and applicants housing need
- Regular update of applicant points
- Eligibility verification and pre-allocation interviews
- Property viewings and documented decisions
- Handling of justified and unjustified refusals
- Approval of allocations and appeals processes where required

Allocation Reports:

- Compiled by Housing Manager with recommendations.
- Meet with Lead Member to discuss and approve recommendations before void work completion.
- Aim is to give 4 weeks' notice to successful applicants to allow them to serve relevant notice on private landlords.
- If an agreement cannot be reached, then a report would be submitted to the Board for consideration.

General Data Protection Regulations and/or Confidentiality Impact:

All personal and sensitive data collected and processed is handled in accordance with the relevant Data Protection Laws.

Appendices:

None.

For Members Information.


A.S. Gale (Mrs) CIH(5), CIHCM, CMgr MCMI
 Housing Manager



REPORT

Report to:	Board of Onchan District Commissioners
Reporting Officer:	Housing Manager
Date of the Meeting:	20 th October 2025
Subject:	Housing Allocations Undertaken
Public or Private Document:	Public

Introduction:

Summary of allocations undertaken for the second quarter period 30th June to 28th September 2025.

Previously Considered by the Board:

C21/08/02/18(1) – Housing Allocations - reporting format.
Summary of allocations considered on a rolling quarterly basis.

Recommendation/s or Action/s Taken:

9 allocations have been undertaken (3 Sheltered and 6 General Housing).

Handover Date	Address	Type	HA Reference
General Housing			
03/07/2025	11/07	2 Bed Bungalow	HA 4072
03/07/2025	13/34	2 Bed House	HA 5044
10/07/2025	07/63	2 Bed Bungalow	HA 5039
17/07/2025	13/30	2 Bed House	HA 4061
21/08/2025	02/71	3 Bed House	HA 5025
18/09/2025	01/52	3 Bed House	HA 5061
Sheltered Housing			
11/08/2025	E3/32 ssafa	1 Bed, First Floor EPC	SHA 417
14/08/2025	E2/64	1 Person, Ground Floor EPC	SHA 541
21/08/2025	E1/07	1 person, Ground Floor EPC	SHA 567

Supporting Rationale:
Report submitted in line with the request of the Board.
Alternatives Considered but not Recommended:
Not applicable.
Standing Orders:
Schedule B – Housing
Resource Impact:
In line with current operational policies and procedures.
Financial Impact:
None of the properties listed required further approval in line with Board's Void Policy.
Legal and/or Insurance Impact:
Not applicable.
Equality Impact:
Allocations approved in line with uniform criteria set through Tynwald approved Policies: • Public Sector Housing (General Needs) (Allocation) Policy 2019 • Public Sector Housing (General Needs) (Allocation) (Amendment) Policy 2019 • Public Sector Housing (Older Persons) (Allocation) Policy 2019
Climate Change Impact:
Not applicable.
Consultation with Others:
Consultation with: • Lead Member for Housing • Chief Executive/Clerk • Property Maintenance Manager • Housing Applicant and • Supporting health/welfare professionals where appropriate.
General Data Protection Regulations and/or Confidentiality Impact:
The report is anonymised to prevent an individual being identifiable under GDPR.
Appendices:
None.

For Members Attention.



A.S. Gale (Mrs) CIH(5), CIHCM, CMgr MCM
Housing Manager



MEMORANDUM

Memorandum to:	Board of Onchan District Commissioners
Reporting:	Lead Member for Housing
Date of the Meeting:	20 th October 2025
Subject:	Housing – Quarterly Report (Quarter 2)
Public or Private Document:	Public

This document covers part of the quarter 2 reporting period for the period 1st August to 30th September 2025. (June was covered in the previous report).

For your information the quarter reporting period would be follows:

Quarter	Months	Lead Member's Report due
Q1	April, May, June	By last meeting of the Board in July
Q2	July August, September	By the last meeting of the Board in October
Q3	October, November, December	By the last meeting of the Board in January
Q4	January, February, March	By the last meeting of the Board in April

1. MAINTENANCE OF PUBLIC SECTOR HOUSES

1.1 Projects in Progress

i. Springfield Court – Refurbishment

This project has now received planning approval. The District Surveyor and the Property Maintenance Manager are now progressing the

project through the next stages of the Department of Infrastructure's Petition Procedures.

ii. **Springfield Court Phase 1 – UPVC Windows and Doors Replacement**

The contractor, NK Construction Limited, has commenced on site and the project is progressing. All residents have been informed with a schedule supplied by the Contractor.

iii. **General Housing – Installation of Thermostats**

This project is now completed.

iv. **Scheme 10 Inner Barrule Drive and Ballachrink Drive – Refurbishment**

This project has been approved, and a contractor was initially appointed. However, following their appointment, the contractor withdrew from the contract citing commercial reasons. The Authority has since negotiated with the second place bidder from the original tender process. The outcome has been positive and the Authority is now awaiting approval from the Department of Infrastructure to proceed with the appointment of the alternative contractor.

1.2 Voids (Vacant Properties)

The reporting period has recorded 6 void properties returned to the Authority. This is split as follows:-

- 3 General Housing; and
- 3 Sheltered Housing.

2. MANAGEMENT AND CONTROL OF HOUSING WAITING LISTS

2.1 Waiting Lists:

As of 30th September 2025, there are 145 live applications on the Authority's social housing waiting list. The list is split as follows:-

- 76 general housing;
- 41 sheltered housing; and
- 28 transfer requests.

Waiting Lists Housing Needs Breakdown:

General housing is split as follows:-

- 45 applicants require 1 Bed;

- 45 applicants require 2 Beds;
- 11 applicants require 3 Beds; and
- 3 applicants require 4 Beds.

Sheltered housing is split as follows:-

- 36 applicants require 1 bed.
- 5 applicants require 2 beds.

3. TENANCY MANAGEMENT

3.1 Anti-Social Behaviour

There has been one report of anti-social behaviour this quarter, which has been resolved.

There has also been one report of police and social workers attending a property which was causing disturbance to a neighbour, but this was necessary on wellbeing and safeguarding grounds for the tenant. We are assured that the relevant professionals continue to be involved, and no further occurrences or concerns have been reported.

3.2 Administration:

During the reporting period, a range of administrative tasks have been undertaken to ensure effective tenancy and housing management.

A total of 12 tenancy reviews were completed for various reasons. In addition, there has been continued active management of the Housing Waiting List, which involves conducting annual reviews of applicants' current circumstances and responding to individual cases as they arise.

3.3 Garden Maintenance

During the reporting period, the previous stage 1 housing byelaw letters issued to remind tenants on the upkeep of the gardens were cleared.

However, the officers will be conducting estate inspections during the coming weeks to ensure that gardens are upkept is undertaken.

3.4 Formal Complaints

None,

3.5 Rent Arrears

The accounts that are showing an arrears balance are actively being managed with appropriate repayment plans in place. A rent report was previously circulated to the Members, as well as an update included within the quarterly performance data report.

4. **LAND FOR HOUSING**

Government departments as land owners have been contacted as requested by the Board. The Chief Executive/Clerk to report updates in due course.

5. **STRATEGIC AND POLICY**

5.1 **Void Policy**

No maintenance works to report that fall under the void policy for approval.

5.2 **Housing Strategy**

A draft Housing Strategy Policy is currently being developed. Once the initial draft is finalised, it will be presented to the Board for further consideration and feedback.

Report submitted for your information.



**Lead Member for Housing
Scott Wilson**