Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 22nd September 2025 at 7:00 pm.

Present:	Mr A Allen	(Chairman)
	Mr S Wilson	(Vice Chairman and Lead Member for Housing)
	Mr O Lockwood	(Lead Member for Finance and General Purposes)
	Mr A Gibson	(Lead Member for Environmental & Technical Services)
	Mr D Quirk	
	Mr R Turton	
Apologies:	Miss G Corkish	
In attendance:	Mr R Phillips	(Chief Executive/Clerk)
	Mrs S Johnson	(Chief Finance Officer)
	Mr R Forgie	(District Surveyor)
	Miss A Crellin	(Executive Officer/Assistant)

C25/09/02/01
TO CHOOSE A PERSON TO PRESIDE IF THE CHAIR AND VICE-CHAIR BE ABSENT

Not Applicable.

C25/09/02/02
DECLARATION OF INTERESTS OF MEMBERS AND OFFICERS (in accordance with Standing Order 18.3)

The Chairman asked Members and Officers if they wished to declare any pecuniary or non-pecuniary interests in relation to any agenda items due to be considered this evening.

The Chairman reminded Members and Officers that declarations of interests can be recorded now or when the agenda item is due to be considered during the meeting.

No declarations were recorded.

C25/09/02/03
BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS

None.

C25/09/02/04
MINUTES

1. **Minutes of the Ordinary Meeting held on Monday 8th September 2025**

   The minutes of the Ordinary Meeting held on Monday 8th September 2025, copies of which having previously been circulated were considered.

   Amendment:

   Page 5 - **Consultation on Mooir Vannin Offshore Wind Farm Limited application for Marine Infrastructure Consent**

   First bullet point amend "22nd August 2024" to "27th August 2024"

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

C25/09/02/05
TO DISPOSE OF ANY BUSINESS ARISING FROM SUCH MINUTES

None.

C25/09/02/06
TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C25/09/02/07
TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C25/09/02/08
PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE

(i) PA 25/90826/B Mr R Todd – Corneilagh, 38 Ballachrink Drive

Members were advised that the planning application is for the erection of a fence and creation of a hardstanding (part retrospective).

In answer to questions, the District Surveyor advised: that:

- Comments had been received from the Department of Infrastructure – Highways Section. No objections are noted; and
- The return date for the planning application is 3rd October 2025.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Quirk and **RESOLVED that planning application 25/90826/B – Corneilagh, 38 Ballachrink Drive be recommended for approval.**

For: Mr Allen, Mr Wilson, Mr Lockwood, Mr Quirk and Mr Gibson
Against: Mr Turton

(ii) PA 25/90842/B Mr & Mrs W Cowley – Rosecroft, 3 Sunnybank Avenue

Members were advised that the planning application is for the erection of an extension to the side elevation and alterations to doors and fenestration of the existing dwelling house, and the erection of a replacement garden shed with a log store (part retrospective).

In answer to questions, the District Surveyor advised that:

- No comments or objections had been received from neighbouring properties; and
- The return date for the planning application is 3rd October 2025.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Quirk and unanimously **RESOLVED that planning application 25/90842/B – Rosecroft, 3 Sunnybank Avenue be recommended for approval.**

C25/09/02/09
FINANCE AND GENERAL PURPOSES

1. **Internal Audit Report for the Year End 31st March 2025**

   To be considered In Committee.

2. **Internal Audit Risk Areas for the Year Ending 31st March 2026**

   To be considered In Committee.

C25/09/02/10
CONSIDERATION OF ANY REPORTS FROM THE CLERK OR OTHER OFFICER

1. **Tynwald Commissioner for Administration – How Local Authorities can Avoid Complaints of Maladministration and Service Failure, Data Breaches and Employment Disputes**

   The report of the Chief Executive/Clerk dated 22nd September 2025, copies of which having previously been circulated was considered.

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

   - Local authority clerks and Members for the House of Keys received an invitation from the Clerk of Tynwald to attend the presentation, which consisted of five different speakers;
   - The Clerk of Tynwald provided an overview of the history of the creation of the Tynwald Ombudsman, and the reasoning for its creation;
   - The Tynwald Commissioner for Administration ("TCA") provided an overview of the TCA, his powers, examples of what will and will not be investigated, and how an investigation will be administered;
   - The Local Government Team within the Department of Infrastructure provided guidance regarding the importance of local authorities having codes of conduct and governance principles relating to the Seven Principles of Public Life, otherwise known as the Nolan Principles;
   - Corlett Bolton and Co. Advocates provided advice regarding the importance of governance and standing orders, and examples of when those in public office have differing opinions and ideologies that can lead to conflicts that require strong governance to rectify; and

- The Information Commissioner provided an overview of the function and services relating to her team, and provided advice regarding the importance of having policies and procedures in place to deal with people's data appropriately.

A Member stated that he was disappointed that the Members of the Board were not invited, and asked if the presentation would be taking place again for political members to attend.

The Chief Executive/Clerk confirmed that the invite was only offered to the Clerks and Members for the House of Keys, but agreed that it would be beneficial if the presentations could be provided to the Members of the Board.

The Chief Executive/Clerk confirmed that he would approach the Clerk of Tynwald's office to inquire if the presentations can be made available to the Members of the Board and the other local authority political representatives.

2. Mooir Vannin Windfarm Public Consultation

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

- He had published the consultation on various social media platforms;
- As of the date of this meeting, no comments or inquiries had been received from members of the public regarding the consultation; and
- The feedback that he had received from the Clerk of Garff Commissioners is that the public meeting was well attended and well received. Noted that at times it was quite difficult for the Captain of the Parish to chair the meeting due to the number of people in attendance. Also noted that not all those who attended were residents of Garff.

The Chief Executive/Clerk asked the Members of the Board how they wished to proceed in relation to publicity and promotion of the consultation to get members of the public to engage.

A discussion in relation to the following took place:

- Noted that it is disappointing that Onchan has not been included by the Cabinet Office to display public information, and that it has only been made available in Garff and Douglas;
- Suggested that a display could be provided at the Harvey Briggs Onchan Library for Onchan residents; and
- Noted that it may be difficult for members of the public to submit comments due to many people not understanding the full impact of the proposals and the large number of consultation documents that require consideration.

The Chief Executive/Clerk advised the Board that he has also publicised the upcoming consultation public drop in sessions being held at the following locations:

- Douglas City Council – Tuesday 30th September 2025;
- Castletown Town Commissioners – Wednesday 1st October 2025;
- Ramsey Town Commissioners – Thursday 2nd October 2025; and
- The House of Manannan – Friday 3rd October 2025.

A discussion in relation to the following took place:

- Highlighted that once the public drop in sessions have been held, this may encourage more members of the public to engage in the matter;
- Noted that some Members agreed that the Authority should hold a public meeting in relation to the consultation and to continue to try to raise awareness of the matter, and
- Noted that some Members were not in favour of hosting a public meeting in relation to the matter, as they preferred publicising the matter and allowing members of the public to attend the pubic drop in sessions already arranged.

The Chairman concluded the discussion and confirmed that the Authority will continue to monitor the situation, and if more members of the public engage with the consultation, the Board can then consider hosting a public meeting, rather than arranging a meeting that potentially will not be well attended.

3. Regulations, Orders and Bye-Law Enforcement Policy - Introduction of New Policy

The report of the Chief Executive/Clerk dated 22nd September 2025, copies of which having previously been circulated was considered.

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

- Local Authorities were contacted by the Environmental Health Unit within the Department of Environment, Food and Agriculture ("DEFA") during 2025 to request that the authorities provide their enforcement policies;
- The Unit's request intended to allow it's Officers to obtain a greater understanding of each authority's policy when undertaking an investigation on behalf of an authority following receipt of complaints from members of the public;
- It was identified that the Authority does not currently have an Enforcement Policy in relation to the Authority's statutory and non-statutory responsibilities under the provisions of any relevant regulations, orders or byelaws; and
- Based on the template provided by DEFA, a draft Enforcement Policy for use by the Authority has been circulated to Members for them to consider adopting.

The Lead Member for Finance and General Purposes and the Vice Chairman requested that the policy be deferred and brought back to the Ordinary Meeting of the 6th October 2025, as they would like the opportunity to review the policy in more detail and provide feedback.

It was agreed that the Chief Executive/Clerk will liaise with the two Members of the Board regarding the policy, and that the matter would be brought back to the Ordinary Meeting to be held on Monday 6th October 2025, for further consideration.

4. Port Jack Recycling Bring Bank Site

The Memorandum of the Environmental and Technical Services Manager dated 22nd September 2025, copies of which having previously been circulated was considered.

The District Surveyor advised the Board of the following:

- Officers from the Authority are going to close this recycling bring bank site on Thursday 25th September 2025;
- The Port Jack recycling station was formed in 2013 and, in recent times, has seen an increase in concerns raised by staff in relation to the safety of the site;
- Following a review, officers noted that there is no safe place to park the refuse wagon on the road while collecting the bins;
- The location of the refuse wagon is such that when other vehicles are parked in the parking spaces opposite the recycling site, there is no way for the flow of traffic to continue;
- The resting position of the refuse wagon is in a place where oncoming vehicles approaching the wagon cannot be made aware of its position until late, as the recycling bring bank is located on a blind bend in the road;
- The site is also positioned next to double yellow lines, which are creating complaints from members of the public regarding the refuse wagon parking on them;
- Concerns have been raised regarding members of the public safety who are using the site and are crossing the road from the adjacent parking spaces on a blind corner;
- The layout of the site causes manual handling concerns due to the area not having drop kerbs. It is noted that staff are having to bounce 1100 litre commercial bins full of glass, cans, and cardboard off the footpath and onto the road. The weight of these bins

is sometimes too excessive for staff to move off the pavement safely. Once the bins are empty, they must be manually lifted back over the kerb edge;

- Manx Utilities continues to complain to the Authority in relation to the storage of the bins and their proximity to the adjacent substation and the potential risk of fire and damage to the property; and
- The site has been expanded over the years and doesn't represent the previous design, whereby purpose built bins were installed, failed, and not replaced, nor were the original design concerns addressed regarding the site layout.

The District Surveyor advised that officers are currently designing a nearby replacement recycling bring bank site for future consideration, as well as options to improve the remaining existing sites at Birch Hill, Ballachrink Drive, Onchan Park, and the HUB. Furthermore, the matter would be brought back to the Board for consideration as part of the 2026/27 Financial Year budget and District Rate setting.

Following a discussion, it was agreed that a poster be displayed at the site to advise members of the public that recycling is suspended at this site and provide the locations of the other recycling bring banks within Onchan, as well as publicising the changes on the Authority's social media pages and website.

5. Staffing Matter

To be considered In Committee.

C25/09/01/11
CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. Rating and Valuation (Amendment) Bill – Proposed amendments to Rating and Valuation Act 1953 – Public Consultation

A copy of the correspondence received from the Treasury Policy and Legislation Team dated 5th September 2025, copies of which having previously been circulated was considered.

The Chief Executive/Clerk advised that Officers would draft responses for the consultation and that they would be brought back to the Ordinary Meeting of the 6th October 2025 for consideration.

It was noted that the closing date for responses is the 17th October 2025.

2. Marown Parish Commissioners – Civic Service

A copy of the invitation received from Marown Parish Commissioners dated 9th September 2025, inviting the Chairman and Members to attend their Civic Service on Sunday 28th September 2025 at Crosby Methodist Church at 11:00 am, copies of which having previously been circulated was noted.

The Chairman asked that his apologies be given.

The Chief Executive/Clerk requested that if any of the Members of the Board wish to attend, to contact him to confirm their attendance.

C25/09/02/12
TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 25

None.

C25/09/02/13
TO CONSIDER ANY MOTIONS

1. Motion 74 – Submitted under Standing Order 19

Mr Allen tabled motion 74

"that the Authority will include Manx wording on all road and street name signage that the Authority has a responsibility to provide within the District when replacing such signage upon it requiring replacement due to damage or deterioration".

Motion 74 was proposed by Mr Allen seconded by Mr Wilson and will stand adjourned without discussion until the next Ordinary Meeting of the Authority to be held on Monday 6th October 2025.

C25/09/02/14
ENVIRONMENTAL AND TECHNICAL SERVICES

1. Phase 1 Street Lighting Replacements – Manor Park Update

The report of the District Surveyor dated 22nd September 2025, copies of which having previously been circulated was considered.

The District Surveyor provided the Board with the following update:

- As part of the Phase 1 street lighting replacement project, Scheme 9 Manor Park was included to replace the 14 existing ornamental columns with new 6 metre high tubular swaged steel columns in the same positions;
- This scheme was included in the £250,000 petition that the Authority had approved for the replacement of street lighting during the 2025/26 Financial Year;
- The budget allowance for Scheme 9 was £20,000;
- On the 14th July 2025, letters were sent to residents of Manor Park to advise them of the proposed scheme and a start date of the 28th July 2025, including the approved contractor's details and details of the scheme;
- The Authority has received a number of comments from residents raising concerns with the proposed installation of street lighting; and
- Residents have since been informed that the scheme has been postponed until further information has been obtained and considered by the Authority.

A discussion in relation to the following took place:

- Members commented that they cannot support the Authority incurring additional costs on behalf of ratepayers to install decorative lighting on one particular road simply because it is consistent with the style of the existing lighting;
- Further commented that the Authority should provide the same unified level of lighting design and service throughout the District; and
- Manor Park residents should be given the opportunity to have replacement decorative lighting installed, but only if they are willing to bear the additional costs themselves.

Following a discussion, it was proposed by Mr Gibson and seconded by Mr Lockwood and unanimously **RESOLVED that the Authority will continue with the original planned scheme for street lighting replacements to Manor Park, based on installing standard 6 metre high galvanised columns, and ensuring that the installation is compliant with the British Standard BS 5489-1:2020, Design of Road Lighting – Lighting of Roads and Public Amenity Areas, Code of Practice.**

It was agreed that the Chief Executive/Clerk and the District Surveyor can obtain legal advice from the Authority's legal advisors if issues arise regarding wayleaves and property boundaries, as it is noted that there is some ambiguity regarding the adoption of the public footpath where the lights are to be installed.

2. **Bumper Boats in Onchan Pleasure Park**

The report of the Environmental and Technical Services Manager dated 22nd September 2025, copies of which having previously been circulated was considered.

The District Surveyor advised the Board of the following:

- Onchan Pleasure Park offers a range of attractions within the park, and one of the most popular attractions is the bumper boats, which are engine based rigid inflatable boats that are designed to bounce into each other;
- During the 2025 season, there have been numerous issues reported, which have developed into faults that have rendered some engines and mountings beyond economical repair;
- This memorandum has been produced to provide the Members of the Board with early notice of the issues that have occurred, and to allow time for consideration of any financial implications that may arise following the officer's investigations to resolve the matter;
- The purpose of the memorandum is to highlight to the Board that there may need to be significant expenditure on the boats before the start of the 2026 season;
- The options will be brought back to the Board prior to any expenditure, with options to ensure the future of the bumper boats;
- Officers are currently investigating a redesign of the engine mounting in the existing boats or the renewal of the bumper boats with new hulls, hypalons, and engines; and
- Along with the redesign or renewal of the boats, there is a requirement to install an engine lift at the bumper boat lake to prevent injury caused by excessive manual handling of lifting the engines in and out of the boats.

It was advised that the memorandum had been prepared for the Members of the Board's attention and that the matter would be brought back to the Board for further consideration as part of the 2026/27 Financial Year budget and District Rate setting.

C25/09/02/15
HOUSING MATTERS

None.

C25/09/02/16
CHAIR'S ANNOUNCEMENTS

1. **Commissioners Surgery – Heywood Court**

The Chairman confirmed that he and the Lead Member for Finance and General Purposes had attended the Commissioner Surgery held at Heywood Court sheltered social housing complex on Friday 12th September 2025.

2. **Dates for the Diary**

Date	Organisation	Event	Time
20th September 2025	Onchan Methodist Church	Afternoon Quiz	2:00 pm
22nd September 2025	Onchan District Commissioners	Board Meeting	7:00 pm
6th October 2025	Onchan District Commissioners	Board Meeting	7:00 pm
20th October 2025	Onchan District Commissioners	Board Meeting	7:00 pm

The Chairman asked that his thanks be given to everyone who was involved with organising the Fire Island & Chilli Festival held at Onchan Pleasure Park on Saturday 13th September[ODC 06/10/2025] 2025.

The Chief Executive/Clerk advised the Board that he is due to meet with the event organisers to discuss the plans for next year.

The Chief Executive/Clerk further advised that hosting the event proved beneficial to the Authority, the Velo Café, and the OV Lounge, as all experienced increased income due to the extra footfall through the Park.

C25/09/02/17
ANY URGENT OTHER BUSINESS

1. **Ramsey Town Commissioners – Public Accountability Meetings**

The Vice Chairman stated that over the weekend, there had been a post on Facebook to advise that Ramsey Town Commissioners will be holding public accountability meetings, and is this something that the Board of Onchan District Commissioners would consider hosting.

The Chairman confirmed that he had received a request regarding this matter, but due to the timing of the publication of the agenda, there was no time for this matter to be included for consideration at tonight's meeting. The Chairman stated that, as the matter had now been raised by the Vice Chairman, it could be considered during the meeting.

A discussion in relation to the following took place:

- Highlighted that the Authority already holds regular Commissioners Surgeries at the HUB that are open to all members of the public to attend to speak and question Members of the Board;
- Noted that some Members would prefer to consider questions in advance of a meeting to provide more informed answers, rather than potentially providing inaccurate or ill-informed answers;
- The Members agreed that members of the public need to have access to the Board Members;
- Highlighted that Rasmey Town Commissioners live stream public meetings, and that this would be beneficial to members of the public who are not able to attend the Ordinary Board Meetings in person;
- Concerns were raised regarding the provision of live streaming, and examples were given of the previous Board's consideration of the matter and decision not to progress the matter.

The Chairman concluded the discussion and reiterated that the matter currently due for consideration is the potential for Onchan District Commissioners to host public accountability meetings, not live streaming of Ordinary Board Meetings.

The Chief Executive/Clerk confirmed that he would be attending the public accountability meeting as an observer.

The Chairman requested that, following the public accountability meeting that the Chief Executive/Clerk provide feedback for the Members of the Board to consider in relation to Onchan District Commissioners hosting similar meetings.

There being no further business the meeting ended at 8:29 pm.

C25/09/02/18
FINANCE AND GENERAL PURPOSES

1. **Internal Audit Report for the Year Ended 31st March 2025**

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

The Internal Audit Report for the Year Ended 31st March 2025, dated 3rd September 2025, copies of which having previously been circulated was considered.

The Lead Member for Finance and General Purposes and the Chief Finance Officer provided the following overview:

- Noted that the report identifies only one action point requiring improvement, which relates to the overdue review of policies;
- It is highlighted that the recruitment of a Deputy Clerk should enable the backlog of policies overdue for review to be cleared up;
- In the meantime, policies should continue to be reviewed when a specific issue relating to them comes up or new legislation is introduced; and
- Noted that the previous internal audit reports contained more information, including an overview of all risk areas considered, rather than just commenting upon those that require improvement.

Following a discussion it was agreed that it was a positive position for the local authority to be in as only one area of risk has been identified for improvement.

The Members of the Board gave thanks to the staff of the Authority.

2. <u>Internal Audit Risk Areas – 2026 Year End</u>

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

The report of the Chief Finance Officer dated 22nd September 2025, copies of which having previously been circulated was considered.

The Chief Finance Officer advised the Board of the following:

- Grant Thornton Isle of Man Limited will be in the office to carry out the Authority's Internal Audit for the year ended 31st March 2026 during October;
- It is requested that the Board resolve to instruct Grant Thornton to undertake an Internal Audit for the year ending 31st March 2026, including the following areas:
    - ➢ Rates (higher risk);
    - ➢ Rent (higher risk);
    - ➢ Annual accounts (higher risk);
    - ➢ Management accounts (higher risk);
    - ➢ Bank reconciliations (higher risk);
    - ➢ Fixed assets, including vehicles (medium risk);
    - ➢ GDPR (medium risk);
    - ➢ Segregation of Duties (medium risk);
    - ➢ Health and Safety (medium risk);
    - ➢ Use of Sage Line 50 (medium risk);
    - ➢ Loans (medium risk);
    - ➢ Housing expenditure (medium risk);
    - ➢ Refuse (medium risk); and
    - ➢ The Hub Income (low risk).

The Lead Member for Finance and General Purposes highlighted that the risk areas recommended for review by the Chief Finance Officer have been determined to be consistent with the previous practice of the Board; however, the purpose of Internal Audit is to enable the Board Members to gain assurance regarding the controls around whatever processes the Board is concerned about.

Following a discussion, it was proposed by Mr Lockwood and seconded by Mr Wilson and unanimously **RESOLVED that Grant Thornton undertake an Internal Audit for the year ending 31st March 2026, including the following areas of highlighted risk:**

- **Rates (higher risk);**
- **Rent (higher risk);**
- **Annual accounts (higher risk);**
- **Management accounts (higher risk);**
- **Bank reconciliations (higher risk);**
- **Fixed assets including vehicles (medium risk);**
- **GDPR (medium risk);**
- **Segregation of Duties (medium risk);**
- **Health and Safety (medium risk);**
- **Use of Sage Line 50 (medium risk);**
- **Loans (medium risk);**
- **Housing expenditure (medium risk);**
- **Refuse (medium risk); and**
- **The Hub Income (low risk).**

It was agreed that any additional risk areas that Board Members feel should also be included in the internal audit are to be brought back to the next Ordinary Meeting to be held on Monday 6th October 2025, for consideration.

3. <u>Staffing Matter</u>

See Staff Minute Book.

There being no further business the meeting ended at 9:14 pm.