

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

2nd March 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 6th March 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 20th February 2023 (Appendix 3.1)

3.2 (P) Staff Minutes of the Ordinary Meeting held on Monday 20th February 2023 (Appendix 3.2)

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

None.

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

None.

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

- 6.
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)	PA 23/00126/C	Mrs F Cregeen – Field 534492, Glen Dhoo, Hillberry	17 th March 2023
(b)	PA 23/00161/B	Manx Utilities – 82 King Edward Road	17 th March 2023
(c)	PA 23/00163/B	Mrs B Shaw – 74 Royal Avenue	17 th March 2023
(d)	PA 23/00175/B	Mr & Mrs C Eves – 9 Ennerdale Avenue	24 th March 2023

8. Finance and General Purposes:-8.1 Housing and Garage Rent Arrears as at 6th February 2023*(Appendix 8.1)***9. Consideration of any Reports from the Clerk or other Officer:-**

9.1 Environmental Policy

(Appendix 9.1)

9.2 Springfield Court Refurbishment – Update

(Appendix 9.2)

9.3 Annual Crown and Lawn Green Costs

(Appendix 9.3)

9.4 (P) Local Authorities Shared Information

(Appendix 9.4)

9.5 (P) Onchan Park Arcade

*(Appendix 9.5)***10. Consideration of any relevant correspondence (already circulated unless indicated):-**10.1 Consultation on Local Authority Members (Travelling Allowances)
Order 2023*(Appendix 10.1)***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:-

None.

15. Chairman's Announcements:-**Dates for Diary**

Date	Organisation	Event	Time
4 th March 2023	Onchan District Commissioners	Commissioners Surgery – The Hub – Commissioner Crellin attending	10:00 am to 12 noon
6 th March 2023	Onchan District Commissioners	Board Meeting	7:00 pm
7 th March 2023	Onchan District Commissioners	Commissioners Surgery – Heywood Court	2:00 pm to 3:00 pm
20 th March 2023	Onchan District Commissioners	Board Meeting	7:00 pm

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

PLANS LIST

Board Meeting to be held on 6th March 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
PA23/00126/C Return Date 17/03/23	Mrs F. Cregeen Field 534492, Glen Dhoo, Hillberry	Use of Field 534492 for camping purposes (retrospective).
	<i>Recommendation - Approve</i>	
PA23/00161/B Return Date 17/03/23	Manx Utilities 82 King Edward Road	Installation of 2 Air Source Heat Pumps.
	<i>Recommendation - Approve</i>	
PA23/00163/B Return Date 17/03/23	Mrs B. Shaw 74 Royal Avenue	Installation of flue (retrospective).
	<i>Recommendation – Approve</i>	
PA23/00175/B Return Date 24/03/23	Mr & Mrs C. Eves 9 Ennerdale Avenue	Alteration of sun lounge and expansion of existing garage.
	<i>Recommendation – Approve</i>	

MEMORANDUM

To:	Chairman and Members of Onchan Commissioners
From:	Finance Manager
Ref:	Housing & Garage rent arrears at 6 February 2023
Date:	28/02/23

Dear Commissioners

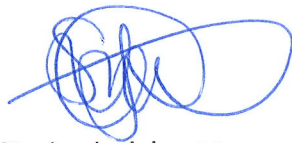
HOUSING & GARAGE RENT ARREARS AT 6 FEBRUARY 2023

See detail below showing total rent arrears (for housing & garages) over 3 weeks old, for week commencing Monday 6th February 2023.

	February 2023	January 2023
Arrears Over 3 Weeks	£20,394.24	£24,693.27
Legal action in process/being sought	£6,114.44	£5,843.22
Repossession/historic	£31,197.01	£31,519.01
Garages	£2,927.11	£2,812.37

Total housing & garage arrears **£60,632.80** £64,867.87

The percentage of housing arrears over the total annual income is 2.33% (2.5% in Jan 23). Total garage arrears are £2.9k (£2.8k in Jan 23).



Stephanie Johnson
FINANCE MANAGER



**ONCHAN
DISTRICT
COMMISSIONERS**

Aim: To protect our natural environment

POLICY

Environmental Policy

Policy Date: ~~June 2020~~ March 2023
Policy Review: ~~June 2023~~ March 2026

-Policy Review - History:

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

Effective from:	Replaces:	Originator:	Page X of Y
June 2020 <u>March 2023</u>	2016 Policy <u>2020 Policy</u>	District Surveyor <u>Chief Executive/Clerk</u>	3
Board Ratification:		15/06/2020	

History or Most Recent Policy Changes – MUST BE COMPLETED		
Version:	Date:	Change:
1	2016	New Document
2	27/05/2020	Update of text and reformatting
3	<u>06/03/2023</u>	<u>Full review and update</u>

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ENVIRONMENTAL POLICY

Protecting our natural environment is of fundamental importance to Onchan District Commissioners, ~~our residents, employees and other stakeholders.~~

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To support this common goal, we will –

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- Comply with applicable environmental legislation and ~~policies; the Climate Change Act 2021 and the Isle of Man Climate Change Plan 2022-27~~
- Continually improve the environmental performance of our services;
- Protect the health and safety of our employees, residents and ecosystems;
- Use natural resources, energy and water, as efficiently as possible;
- Ensure that all existing plant machinery and equipment is maintained to operate on the most efficient basis.

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We will work to achieve these commitments by –

- Requiring environmental awareness training of all our employees.
- Evaluating our work methods from the point of view of risk to the environment.
- Taking steps to ~~prevent~~ reduce pollution of the natural environment.
- Working collaboratively with our community on environmental issues.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and amongst the community and suppliers.
- Meet or exceed all the environmental legislation that relates to the organisation.
- Implement initiatives to offset the greenhouse gas emissions generated by our activities.

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We will make every effort to ensure that environmental performance is an integral part of the work of Onchan District Commissioners and their employees. To this end, we will measure and periodically report on our progress in realising these commitments: In line with the Climate Change Act 2021 and associated regulations.

MEMORANDUM

To:	Onchan District Commissioners
From:	District Surveyor
Ref:	Springfield Court – Refurbishment Update
Date:	28/02/23

Overview of the Project to Date:

1. 01/03/21 – Business Case including feasibility budget submitted to the Department of Infrastructure, Project Management Unit. Within the submission the following matters were identified as requiring addressing/improvement following consultation with the tenants and the Board:-
 - More parking provision.
 - More lifts/easier access to all parts of the complex where feasible.
 - Asbestos soffit and fascia removal to allow installation of new external lighting.
 - Replacement concrete roof tiles and membrane only (lofts already insulated) and installation of photovoltaic solar panels.
 - New balcony railings and floor coverings.
 - Internal decoration to the communal walkways and lounge.
 - Upgraded electrical supplies to Phase 1 properties that currently have no way of isolating supplies to the individual flats, in addition to relocating the meter room.
 - Improved heating efficiency to reduce fuel costs and improve functionality for residents.
2. 21/04/21 – Business Case approved by the Department.
3. 16/09/22 – Stage Design 1 Report submitted to the Department.
4. 04/10/22 – Stage Design 1 report approved in principal but with the proviso that an energy strategy and energy performance model is developed with inclusions for upgrades/improvement to the existing fabric of the building before allowing the project to progress.

March Consultants are currently undertaking the work to produce the requested energy strategy and energy performance model to report back to the Department. If this work concludes that there are no major cost and economic benefits to carrying out works to the external envelope of the scheme (not including the roof) then the Department may agree that we have complied with their requirements and fully approve the Stage Design 1 Report.

Following this we would then need to issue the required Stage Implementation Reports 2 (technical design details) and 3 (procurement and tenders returned) to the Department for approval. If this happens then we will be in a position to approach HSBC for a loan and to

apply to the Local Government Unit to request their permission to borrow the funds under Section 51 of the Local Government Act 1985.

If the Department do not agree with the findings of the energy strategy and energy performance model then they may insist that extra works are included as part of the design, therefore we cannot progress as planned originally.

As noted above, work to improve the efficiency of the external envelope of the scheme was never included within the original project brief submitted as part of the Business Case in 2021. If additional works are required it will involve further expenditure which may not make the project feasible and will delay any works on site until most likely late 2024/early 2025 at the earliest.

The original programme proposed as part of the Business Case was for the works to commence on site during late January/early February 2022, with a revised programme included within the Design Stage 1 Report with a new commencement date of April 2023.

For members attention.

PP



RYAN FORGIE
DISTRICT SURVEYOR

MEMORANDUM

<i>To:</i>	ONCHAN DISTRICT COMMISSIONERS		
<i>From:</i>	PROPERTY MAINTENANCE OFFICER		
<i>Ref:</i>	Annual Crown and Lawn Green costs		
<i>Date:</i>	28/02/2023	<i>File Ref:</i>	

Officers have carried out an exercise to compile annual running costs of the 2 bowling greens which are within Onchan Park. Onchan District Commissioners currently own and maintain the Flat Green and the Crown Green, for the use of the public during Onchan Pleasure Parks open season and for the use of private clubs who are based at each green and pay for the use of the greens.

Budget provisions for the 2023/2024 season are unchanged from the previous years.


Inclusive of the costs are the replacement of the Sisis Dart Aerator as the Commissioner's one is now beyond economical repair and will not be getting replaced as it hasn't been budgeted for in the 23/24 budget year. This has been highlighted in orange, however can be removed from the overall costs, which will reduce the Crown Green to £18,929.32 and the Flat Green to £20,815.32. It is important to note these costs, should the Authority have to replace the Sisis.

A consideration could be for the Commissioners to hand over the maintenance and running of the bowling greens to both clubs. This should allow a saving to the Authority as there will be no staffing costs, no maintenance costs and no reoccurring costs annually associated with greens maintenance. Current staff members deployed to the greens would be utilised back in to the Parks Team. There would be a rent applied to the land which would be paid to the Authority. This would then likely render the amenity not useable to the public as it will be under the running of the clubs.

Should there be no wish from the clubs to take the maintenance over and the Authority to continue to maintain and fund the greens there will continue to be losses which will increase year on year. During the seasons there has only been an income from the public using the greens of £329. Another consideration would be for the greens to be maintained to a level that the public would expect to play on and not to the level that they currently are, this will reduce costs to the Authority.

There are options for the Authority to utilise these spaces in the future for other civic amenities if there is no desire to continue with the current arrangements.

Attached are the figures based on the 2022/23 Season.



WILL COSTAIN
PROPERTY MAINTENANCE OFFICER

Annual Crown and Lawn Green costs

Figures for the 2022/2023 season.

Bowling Green Costs

	Crown Green	Flat Green
Income		
Huts Fees	200	200
Membership Fees	2573.76	1737.5
Teams Fees	900	0
Seasonal Income	200	129
Festival Income	1620	
	5493.76	2066.5
Expenditure		
Green Keeper	17792.18	17792.18
Additional Staff for Annual Renovation	1482.69	1482.69
Huts Maintenance	935.56	935.56
Dennis Repairs	589.89	589.89
Sisis Dart	5742	5742
Machinery Repairs/Maintenance	600	600
Allocated Expenditure	2000	2000
	29142.32	29142.32
Total loss	-23648.56	-27075.82

Alyson Crellin

To: Admin
Subject: FW: Consultation on Local Authority Members (Travelling Allowances) Order 2023
Attachments: LocalAuthorityMembers(TravellingAllowances)Order2023_V04.docx
Sensitivity: Confidential

From: [REDACTED]
Sent: 15 February 2023 13:21

To: [REDACTED]
Cc: [REDACTED]

Subject: Consultation on Local Authority Members (Travelling Allowances) Order 2023
Sensitivity: Confidential

Dear all,

Please find attached a copy of the draft Local Authority Members (Travelling Allowances) Order 2023.

As you all know Local Authority Members are able to claim travel allowances for travel that is associated with local authority business (meetings, workshops etc). The current legislation that is in place to deal with this, is the Local Authority Members (Travelling Allowances) Order 2000.

Local Authority Members Travelling Allowances haven't been updated since 2000 and with the recent changes made to the Tynwald Members Expenses Order it is felt that is an opportune time to look to update this Order. Additionally, we have been contacted by a number of LA's asking if this may be looked at. Therefore we have prepared a draft Order entitled Local Authority Members (Travelling Allowances) Order 2023. This has been checked and approved by the Attorney General's Chambers drafting team

The purpose of this Order is to increase the mileage rate that can be claimed by local authority members in line with the level within the Members' Expenses Order 2022. Our intention is that the Local Authority Members (Travelling Allowances) Order 2023 should reflect the Payment of Members' Expenses (Travelling Allowances) Order 2022 which itself reflected the 14.9% increase in CPI, since the last Order was made in 2014, and was intended to protect workers from inflationary pressure and rising cost of fuel.

As you are aware there used to be a link between the Tynwald Members Expenses Order and the Local Authorities Member's Order. This draft Order is intending to re-establish that link.

The plan will be to take this Order to Tynwald by the end of this Tynwald session (July 2023).

We have included all the Boards and Committees in this consultation as under Section 68 of the Local Government Act 1985 they are essentially Local Authorities for the purposes of Schedule 2 of the Local Government Act 1985 which governs Travelling Allowances.

Could you please take into consideration all the above and inform us of your Authority's views on the draft Order by the end of Friday 31st March 2023.

Kind regards

[REDACTED]

[REDACTED]



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RAAUE: S'preevaadjagh yn chaghteraght post-l shoh chammah's coadany'n erboc ourrit marich 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 failleydagh ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyenn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scruiit leayr veih Reireyder y Rheyenn ny Boayrd Slattyssagh t'eh bentyn rish.

Statutory Document No. 20XX/XXXX

C

Local Government Act 1985

LOCAL AUTHORITY MEMBERS (TRAVELLING ALLOWANCES) ORDER 2023

*Approved by Tynwald:
Coming into operation:*

The Department of Infrastructure makes the following Order under paragraph 4(1)(c) of Schedule 2 of the Local Government Act 1985.

1 Title

This Order is Local Authority Members (Travelling Allowances) Order 2023.

2 Commencement

If approved by Tynwald¹, this Order comes into operation on 1 April 2023.

3 Interpretation

In this Order —

“the Act” means the Local Government Act 1985;

“motor car” and “motor cycle” have the same meaning as section 65 of the Road Traffic Act 1985;

“public passenger vehicle” has the same meaning as in section 63 of the Road Transport Act 2001; and

“railway” has the same meaning as in section 30 of the Isle of Man Passenger Transport Act 1982.

4 Travelling Allowances

The following travelling allowances are prescribed for the purposes of paragraph 3 of Schedule 2 to the Act

¹ By paragraph 4(2) of Schedule 2 to the Act, an order under paragraph 4(1) shall not have effect unless it is approved by Tynwald, but may provide for its operation from such date (which may be before or after the making of the order) as specified therein.

- (a) where the member uses —
 - (i) a public passenger vehicle; or
 - (ii) the railway,for the purpose of undertaking an approved duty, the cost actually and reasonably incurred in the use of such means of transport; and
- (b) where the member uses a motor car or motor cycle for the purpose of undertaking an approved duty, the amount specified in the Schedule calculated on the mileage actually and reasonably travelled for that purpose.

5 Revocation

The Local Authority Members (Travelling Allowances) Order 2000² is revoked.

MADE

C. C. THOMAS

Minister for Infrastructure

² SD 726/00.

SCHEDULE

[Article 4(b)]

MILEAGE RATES (PENCE PER MILE)

Within a 12 month period commencing 1 April		
	First 6,000 miles	Over 6,000 miles
Motor car	57.0	39.0
Motor cycle	30.0	20.0

For each eligible passenger, an additional allowance of 5 pence per mile may be claimed by the member sharing his or her own motor car or motor cycle with the eligible passenger.

EXPLANATORY NOTE***(This note is not part of the Order)***

This Order prescribes the amounts payable by way of travelling allowance to each member of a Local Authority where such member undertakes approved duties under paragraph 4(1)(c) of the Local Government Act 1985.

Travelling allowances are payable by the Local Authority to members of the Local Authority.

The Order revokes the Local Authority Members (Travelling Allowances) Order 2000 (SD 726/00).



THE LOCAL GOVERNMENT ACT 1985

**THE LOCAL AUTHORITY MEMBERS (TRAVELLING ALLOWANCES)
ORDER 2000**

Approved by Tynwald: 12th December 2000

Coming into operation: 1st January 2001

In exercise of the powers conferred on the Department of Local Government and the Environment by paragraph 4 (1) (c) of Schedule 2 of the Local Government Act 1985¹, and all other enabling powers, the following Order is hereby made:-

Citation, commencement and interpretation

1. (1) This Order may be cited as the Local Authority Members (Travelling Allowances) Order 2000 and, subject to paragraph 4 (2) of Schedule 2 to the Act, shall come into operation on the 1st January 2001.
- (2) In this Order “the Act” means the Local Government Act 1985.

Travelling Allowances

2. The following travelling allowances are prescribed for the purposes of paragraph 3 of Schedule 2 to the Act:-
 - (a) where the member uses public transport for the purposes of the approved duty, the cost actually and reasonably incurred in the use of such transport;
 - (b) where the member uses a motor vehicle for the purposes of the approved duty, the amount specified in the Schedule calculated on the mileage actually and reasonably travelled for those purposes.

Revocation

3. The Local Authority Members (Travelling Allowances) Order 1996² is revoked.

¹ 1985 c. 24

² SD 543/96

Article 2 (b)

SCHEDULE
MILEAGE RATES (pence per mile)

Type of Vehicle	First 6,000 Miles	Over 6,000 miles
Motor Vehicle Engine Capacity		
Up to 1299 cc	44.0	34.0
1300 cc or over	50.0	40.0
Motor Cycle		
	25.0	17.0

Made 9th November 2000

W. A. Gilbey
Minister for Local Government and the Environment

EXPLANATORY NOTE
(This note is not part of the Order)

The Order prescribes the amounts payable by way of travelling allowance to each member of a Local Authority where such member undertakes approved duties. The amounts are comparable to those prescribed by the Travelling Allowances Order 2000.

These payments apply only to members of those Local Authorities which resolve that such payment shall be made.